

Medical Student Placement Policy

Torbay Hospital

This policy is for any individual applying for Medical Student Placements including: shadowing, elective placements and overseas student placements of any kind. We currently accept students from within the EU and members of the [Tier 5 Youth Mobility Visa Scheme](#). We **do not** accept students on **Tier 4** visas. More information can be found on the border agency website. If you have dual nationalities please contact us before submitting an application.

1. Attachments are available for a maximum period of 8 weeks between the 2nd weeks of June and August. Exceptions to these dates may be possible, as all placements are arranged on an individual basis, but unlikely.

If you're looking for a nursing elective please contact tsdft.placementcoordinators@nhs.net

2. Students are not guaranteed their first choice of placement and there is a limit to the number of students certain departments can take at any one time.
3. Medical Student Placements can be popular at certain times of year so it is important that you apply at least 6 weeks before the start of your proposed placement. Please note we do not normally accept Medical Student Placements outside of the summer months due to commitments to local medical schools.
4. There will be an administration fee of £150 for your placement plus a fee of £50 per week your placement lasts. This includes a non-refundable administrative fee for medical student placements of £100. If your placement is cancelled or cut short for any reason you will receive a refund of the remaining £50 plus any weeks over paid.

You will be invoiced after your placement is confirmed. Students will be responsible for all other costs incurred including accommodation.

5. An offer for a Medical Student Attachment is not confirmed until we have received the following documentation:
 - A completed Application Form for Medical Student Placements.
 - A signed Medical Student Placement Honorary Contract.
 - A UK DBS check and/ or Certificate of Good Standing from your local police authority. (PMS/UEMS and St Georges Students excluded). Your placement will depend on the outcome of these checks.

- Proof that you are fit to practise Exposure Prone Procedures if necessary to your placement. You should ask your own occupational health department to provide you with the necessary documentation, which must meet Department of Health standards. You may also be required to see our Occupational Health Department.

Failure to return all of the above documentation, at the time requested, will result in the placement being cancelled.

6. If we are able to offer you a Medical Student Placement you will receive an Acceptance Form from us. This will be followed by an invoice from our finance department for any fees charged. If you wish to take up the place offered to you, you will be required to sign and return the form by the date stated. We reserve the right to withdraw the attachment at any time if necessary and all placements are subject to change.
7. Privately arranged Medical Student Placements need to come through the Medical Education department otherwise these Medical Student placements will be classed as outside this policy and as such individuals will not have access to the normal range of facilities and are not insured by the Trust for professional negligence or accidents. Individuals have full responsibility for ensuring any Medical Student Placement arrangements follow the rules set out in this policy. The Trust will not validate or be responsible for any period of clinical study that has taken place outside of this policy document.
8. In order to participate in any procedures such as blood taking, we will need to see evidence of clinical competency, or a letter signed by your allotted consultant stating they are comfortable with your capabilities.
9. You should ensure that your immunisations are fully up to date, through your own occupational health department, and evidence of this must be provided to Torbay Hospital's Occupational Health department upon request. It is your responsibility to ensure that they are complete to the standards recommended by the Department of Health. If you are from a non-UK medical school please contact us straight away.
10. Medical students on placement have full access to the normal range of Hospital facilities and are subject to the same regulations as Trust employees.
11. All individuals coming for Medical Student Placements are required to attend a short induction on their first day.
12. Applications specifically for Electives are only considered from students currently in their Final year of studies.
13. The Trust cannot use any university seals or stamps to verify your placement. However, we can produce a letter signed by a member of the senior team to confirm that you have fulfilled your duties whilst here at Torbay.
14. You must wear identification on site at all times.
15. All those requesting accommodation need to complete the accommodation request form. All queries should be directed to the accommodation office on 01803 654102.

Any queries and further information on Medical Student Placements can be obtained from the Undergraduate Medical Education team – tsdft.undergraduate@nhs.net