UNIVERSITY OF DUBLIN TRINITY COLLEGE
SCHOOL OF MEDICINE

APPLICATION FORM FOR VISITING STUDENTS (SUMMER 2014):
TO UNDERTAKE AN ELECTIVE PERIOD OF STUDY IN TEACHING HOSPITALS
AFFILIATED WITH THE SCHOOL OF MEDICINE, TRINITY COLLEGE DUBLIN

A. DETAILS REQUIRED CONCERNING MEDICAL/CLINICAL SCHOOL

1. Full title of your Medical/Clinical School: __________________________________________
   ___________________________________________________________________________

2. Full address of your Medical/Clinical School: __________________________________________

3. Full name and title of your Dean: ________________________________________________

4. (a) Total length of medical course in your school: ____________ years
    (b) Indicate the number of years and months of this course that you will have completed by the
time of the proposed elective _______ years ________ months.

5. Qualifications, diplomas or University degrees held by you:
   ___________________________________________________________________________

6. Total duration of time allocated for your elective period: ______ weeks
   i.e. Elective experience _________ weeks, Travel __________ weeks

7. Preferred time period: from _______________ to ________________ (date/month/year)
   Alternative time period: from _______________ to ________________ (date/month/year)
B. SUPPORTING DOCUMENTS TO BE SENT WITH THIS APPLICATION:

1. **Application Form**, including a Passport size photograph, certified on the back as a true likeness by one of the authorities listed on the application form.

2. **Form 1A – Home University Approval** must be completed, stamped and signed by the Dean (or Associate/Vice-Dean) at your Medical School.

3. **Form 1B - Immunization record** must be completed in full by your doctor or university health centre. Students who do not provide evidence of vaccination against MMR and TB and immunity to Hepatitis B, Hepatitis C and chicken pox will not be permitted to undertake an elective. Please note that ALL sections of the form must be completed and laboratory reports must also be attached.

4. Students working in a clinical setting are obliged to undergo police vetting procedures prior to applying for an elective – please contact the police in your home country to obtain a **Police Clearance Report**.

5. Proof of **Clinical Indemnity Insurance or Malpractice Insurance** cover by your Medical School (or your own personal clinical indemnity cover/malpractice cover) that will be in place during your elective.

6. If **English** is not your first language or if you are not undertaking your medical studies through English, then you must submit proof of English language competence. Details of the tests accepted by TCD and required scores can be found on the following webpage: [http://www.tcd.ie/international/apply/english-requirements/](http://www.tcd.ie/international/apply/english-requirements/). If you are undertaking your medical studies through English, please provide a letter from your university, confirming that the curriculum is taught entirely through English.

7. Brief **Curriculum Vitae and a personal statement**, outlining why you are applying to take part in the Elective programme and how this elective will contribute to your personal and professional development.

8. **Original Academic Transcript** from your home university, showing the modules/subjects you have taken since year 1 and the grades you obtained. This must be printed on the headed paper of your university and signed and stamped by the university.

**Please note all documentation must be in English or certified translations**

C. REGULATIONS

A simple statement of the rules and regulations associated with electives for visiting students follows:

1. **Responsibility**
   Students will be responsible to the Consultant/Head of Department in which their attachment is based for the period of their attachment. Such students are not permitted to undertake paid employment during the period of their elective.

2. **Dress Code** is as laid down by the Hospitals but usually includes:
   - When working on the wards, dress should be neat and tidy.
   - Dress sensibly and appropriately, with no revealing clothing.
   - Men should wear ties unless permission is granted not to by senior medical staff.
   - No jeans are to be worn.
   - For safety reasons, closed shoes must be worn.
   - White coats should be worn in clinical situations if specific instructions require this

   **Please refer to Appendix 1 for dress code**
3. Duration, timing and participating Clinical Departments hosting electives
The elective period takes place between **May and August** each year. Electives are 4 weeks in duration. Applications for electives of longer durations or at other times of the year will not be considered.

Information relating to the School of Medicine can be found at [http://www.medicine.tcd.ie/](http://www.medicine.tcd.ie/)

Trinity College School of Medicine has two main affiliated teaching hospitals, St James’s Hospital and the Adelaide & Meath Hospital, Dublin incorporating the National Children’s Hospital. Information on both can be found via [http://www.stjames.ie](http://www.stjames.ie) and [http://www.amnch.ie](http://www.amnch.ie)

**Participating Departments**

- **Surgery** (including Ophthalmology)  
  [http://www.medicine.tcd.ie/surgery/index.php](http://www.medicine.tcd.ie/surgery/index.php);
- Surgery (AMNCH, Tallaght)
- Surgery (St James’s)
- **Clinical Medicine (including ENT)**
- Clinical Medicine (AMNCH, Tallaght)
- Clinical Medicine (Saint James’s)
- Clinical Microbiology
- Pathology
- Pharmacology and Therapeutics
- Psychiatry
- Public Health and Primary Care

4. Insurance
The University of Dublin, Trinity College and its affiliate teaching hospitals accept no liability for a visiting student while on elective.

5. Date Changes
Once you have been offered a place you cannot change the dates. Before applying please check with your university that the dates you have asked to take part in the programme fit in with the course timetable at your home university and that the head of your Medical School knows the dates you plan to be on elective.

6. Selection process
The Medical School Office will receive and log the application and refer your application to the relevant academic department. It is the responsibility of the academic department to review and approve your application subject to determination of standards and experience and to refer this onwards to an appropriate consultant specialist. If you are offered a place you will be notified by email by the academic department.

7. Dates for submission of applications
Applications for elective posts between 1st May 2013 and 31st August 2013 must be submitted between 1st December 2012 and 30th April 2013. It is advised that students submit their applications as soon as possible after 1st December as elective places are offered on a first-come first-serve basis.

Applications received for elective posts at other times of the year will not be considered. Applications received prior to December 1st will not be processed earlier. Applications received after 30th April 2013 will not be considered.
D. ELECTIVE CHOICE

Your application will be sent on to the relevant department who will determine its final disposition. Please indicate which area best describes your elective interests.

Medicine (General Medicine, Gastroenterology, Respiratory Medicine, Cardiology, Medicine for the Elderly, Rheumatology, Endocrinology and Renal Medicine, ENT, Emergency Medicine, Neurology, Dermatology, Nephrology)

Surgery (General Surgery, Ophthalmology, Anaesthesia, Orthopaedics, Radiology, Vascular Surgery)

Clinical Microbiology

Pathology

Pharmacology and Therapeutics

Psychiatry

Public Health and Primary Care

The following are my choices from the electives available

First Choice
Elective Title: ____________________________________ Duration__________ weeks

Second Choice
Elective Title: ____________________________________ Duration__________ weeks

The affiliated hospitals of Trinity College Dublin will understand that by signing this application form:

(1) You have signified that you agree to comply with the standing regulations within an affiliated teaching hospital laid down in relation to undergraduate and graduate students.

(2) You understand that accommodation will not be provided for visiting elective students. Information on accommodation can be found via the following links: http://www.dublin.ie/disp_list.aspx?catid=124; http://www.tcd.ie/accommodationandcatering; http://www.daft.ie.

(3) You understand that any documentation provided following the elective period by the University or Clinical department will not state that visiting students are the equivalent of full-time students registered at the University of Dublin, Trinity College. If required, a standard letter testifying to the opportunity for adequate clinical exposure will be provided by the Dean of the Faculty of Health Sciences.

Signature ______________________________________________      Date: ________________

(Please read/complete Sections A, B, C and D before signing this document)

TO BE RETURNED WITH SUPPORTING DOCUMENTS BY EMAIL TO:
Ms Rita Keane
Coordinator – International Programmes
keaneri@tcd.ie

School of Medicine
University of Dublin Trinity College
August 2013
**Appendix A**

**Dress Code (Cited by Trinity College Dublin)**

**Profession:** Patients should be confident that you are part of the professional team involved in their care.

**Respectful:** Patients should never feel that their personal, ethnic or religious convictions are compromised because of inappropriate dress.

**Safety:** Dress must conform to the health and safety regulations of the hospital/laboratory/etc. This is to protect both the patient and yourself.

You should exercise reasonable discretion in choosing appropriate dress.

<table>
<thead>
<tr>
<th>Grooming</th>
<th>Appropriate</th>
<th>Inappropriate</th>
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<tbody>
<tr>
<td></td>
<td>Hair, neat and clean, should be secured back from the face if shoulder length or longer.</td>
<td>Hair covering face</td>
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<td></td>
<td>Finger nails should be short and clean</td>
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<thead>
<tr>
<th>Attire</th>
<th>Men</th>
<th></th>
<th>Women</th>
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<tbody>
<tr>
<td></td>
<td>Smart trousers, clean and pressed</td>
<td>Jeans / denim</td>
<td></td>
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<tr>
<td></td>
<td>Collared shirt with tie</td>
<td>T-Shirts</td>
<td></td>
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<tr>
<td></td>
<td>Blouse or smart top</td>
<td>Plunging neckline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smart-casual trousers or skirt</td>
<td>Midriff exposure</td>
<td></td>
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<tr>
<td></td>
<td>Smart dresses</td>
<td>Strapless / string strapped blouse</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Crop tops</td>
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<td></td>
<td></td>
<td>Track suits</td>
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<tr>
<td></td>
<td></td>
<td>Camouflage clothing</td>
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<tr>
<td></td>
<td></td>
<td>Hooded sweatshirts</td>
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<td>Prominent slogans or images that may cause offence</td>
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<td></td>
<td></td>
<td>Clothing with tears, holes and rips</td>
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<table>
<thead>
<tr>
<th>Footwear</th>
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<tr>
<td></td>
<td>Formal shoes, well kept and clean and worn with socks / hosiery as appropriate</td>
<td>Trainers</td>
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<tr>
<td></td>
<td>Safe footwear (closed) is required in many clinical sites</td>
<td>Running shoes</td>
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<thead>
<tr>
<th>Jewelery</th>
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<tbody>
<tr>
<td></td>
<td>No more than two earrings per ear</td>
<td>No otherwise visible body piercing is permitted (nose / tongue etc.)</td>
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<td></td>
<td></td>
<td>Excessive jewelery is not permitted</td>
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<table>
<thead>
<tr>
<th>White coats</th>
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<tbody>
<tr>
<td>If a white coat is to be used it must comply with infection control standards</td>
<td>White coats are no longer necessary for medical students in clinical area</td>
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<table>
<thead>
<tr>
<th>ID</th>
<th></th>
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<tbody>
<tr>
<td>Prominently displayed hospital or student ID depending on the environment</td>
<td>No identification</td>
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Appendix B

Policies with regard to BCG and Tuberculosis in Medical students at Irish Medical Schools.

The following screening procedure should take place before students have contact with patients or clinical materials.

1. Students should have documented proof of prior BCG vaccination or on examination show a BCG vaccination scar.

2. If neither of the above is present then base line Mantoux testing should be performed in line with the procedure outlined in the National Immunisation Guidelines for Ireland 2008.

3. If the Mantoux test is interpreted as negative (see immunisation guidelines) the students should be offered BCG vaccination.

   a. BCG vaccine, which is part of the control strategy for tuberculosis in Ireland, may not be routinely used in some of the countries from which our students originate (e.g., US, Canada) and being vaccinated may have implications for those students if they return to work in their country of origin. Therefore, it is important to explain to students that BCG vaccination may affect interpretation of any subsequent screening tests for tuberculosis and students be given the option of declining vaccination.

4. If the Mantoux is interpreted as other than negative (>6mm) the student should be referred for advice and/or clinical assessment and clinical contact should not occur until this assessment has taken place.

MMR in medical students

All persons who work in healthcare facilities, including medical students, should be immune to measles and rubella. Those who are not immune can contract and transmit measles, mumps or rubella to patients or other health-care workers. In addition, immunity to rubella is important for female health-care workers who could become pregnant.

Medical students should be assessed for immunity to measles, mumps and rubella prior to clinical placement, in order to minimize the risk of non-immune students transmitting these infections to vulnerable patients.

Any medical student who cannot provide evidence of having received two doses of MMR should be tested for serological evidence of immunity to measles, mumps and rubella. A medical student found to be non-immune to any of the three components of the vaccine should receive two doses of MMR, given at least one month apart. Post-vaccination testing is not indicated.

References