

Year 4 Must Read

MANCHESTER
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The University of Manchester



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Welcome to the second
Y4MR installment

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In this edition we want to update you on some of the critical information for planning electives.

We also have updates on eforms and some further information for you from your Sector team

Electives

Your elective is a chance to see, and participate, in the practice of medicine in an unfamiliar setting, particularly where scientific, social, economic or cultural standards are diverse. We've collated some vital information for your elective on page 2. On page 4 we have a selection of top tips from our current 5th years who went on elective last year... they've also kindly provided some photos to help inspire you.

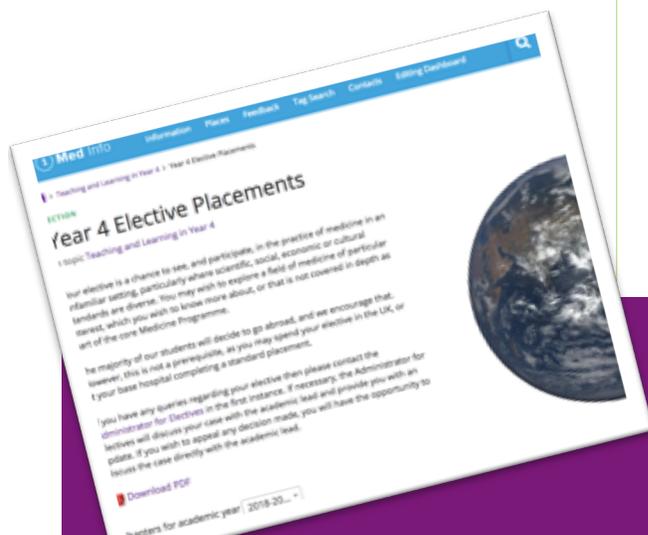
The majority of our students will decide to go abroad, and we encourage that. However, this is not a prerequisite, as you may spend your elective in the UK, or at your base hospital completing a standard placement.

Whatever you decide to do we really hope you find it a valuable and memorable part of the course.

Questions?

Don't forget to check IMedInfo for all the details on planning and managing your elective

Contact med.internationalplacements@manchester.ac.uk for queries





Information for your Elective plans:

The elective application window has now opened with a deadline of Friday 22nd March 2019. To apply for approval for your elective placement use this link:

http://studentmobility.manchester.ac.uk/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10746

If you have any queries about your elective placement you should first check the '[Year 4 Elective Placements](#)' pages on [OneMed Info](#). These pages can be found through going into 1Med Info - Teaching and Learning in Year 4 - Year 4 Elective Placements.

By the deadline of Friday 22nd March 2019 you need to have completed the:

- UNIV: Self-Arranged Work Placement Application Form (including the UNIV: Risk Profile Assessment for Work Placements)
- MEDN: Illness and Disease Assessment
- MEDN: Indemnity Insurance Details
- MEDN: Educational Case

If you cannot make this deadline you must contact the Electives Administrator on: med.internationalplacements@manchester.ac.uk

before the deadline. You should complete the MyPlacement forms even if you are undertaking a local elective placement at a base hospital site

If you wish to undertake your elective in General Practice you must first of all contact the Years 3-5 Administrator in CBME (years3-5cbme@manchester.ac.uk) to notify them which practice you wish to approach. Please do not contact the practice directly until the CBME Administrator has been able to consider other students from all years of the programme who may be on placement at the time you wish to go



Dr Jones overestimated the suntan cream requirements for an Elective during the rainy season in Trinidad

eForm Update

Hopefully you are all getting the hang of using eForms to populate your logbooks in Year 4. The logbook allows you to keep track of your clinical experiences and what you've learnt in placement. In addition it allows supervisors to look at what you've achieved when signing off your placement



Mandatory Teaching and Learning Forms

In order to register your attendance at all Mandatory Teaching Events in Year 4, you must complete a Mandatory Teaching and Learning Session form in eForms and get it signed by the tutor. This must be submitted as soon as possible after the event has happened.

These events are:

Induction

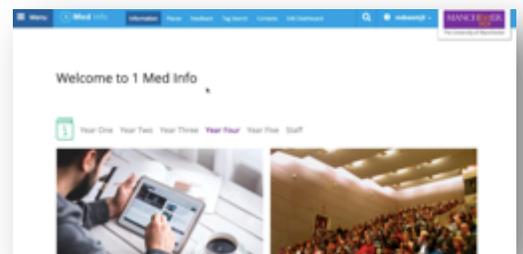
Themed Case Discussions

Secondary Component Teaching

Patient Assessment Teaching

The title of the event should tell you whether it's one of these events and therefore if you need to complete a form. To check, if you select the event, the Event Type is always listed directly under the Title. If the Event Type is one of those listed above, then you should be complete a Mandatory Teaching and Learning Session form.

Don't forget to check 1MedInfo to remind yourself of the requirements for Year 4 placements



MMS eForms My Forms My Dashboards Administration Matt Jones

Yr 4 Attendance: Mandatory Teaching and Learning Session

Attendance Register

Minimum Requirements

Attendance is mandatory at all timetabled teaching and learning sessions. For the following sessions attendance needs to be recorded and validated by your tutor using this form:

- Induction
- Themed Case Discussions
- Patient Assessment Teaching
- Secondary component teaching (including communication skills, ethics and prescribing and medicines safety sessions)

Record of Activity

Block Number *

Date of Session *

Start Time *

What was the timetabled start time?

Event type *

Tutor email *

Top Tips for a Brilliant Elective – from our current Y5 students



Choosing:

1. It can be overwhelming to pick somewhere if you aren't sure which area of the world to apply to;
2. Decide early on what you want from an elective - quite intense clinical experience to help in a future career, an amazing location to explore, something cost effective, something more relaxed?
3. Research about the country you want to visit now, find different hospitals within and enquire early for available placements (you are competing with other university students on elective also)
4. OneMedInfo has useful info especially which countries and hospitals people went to last year
<https://www.onemedinfo.manchester.ac.uk/blog/infoobjects/planning-your-elective/?section=8706&topic=6639&acyear=2018-2019>
5. A very useful website is <http://www.electives.net/> - it lists contact information for all hospitals with electives worldwide (free through MDU membership)
6. The earlier the placement is confirmed, the better chance of applying to certain bursaries to subsidise expenses

Organizing:

1. Don't be afraid to be persistent when emailing and contacting places. Make sure to chase up non-responders to emails by phone as they have probably left your email in their busy inbox unread (this happened to me for 2 months!). Be aware of time difference between countries and how everyone might not respond right away due to a different work culture
2. Apply to lots (if possible) as frustratingly many won't get back to you
3. Once you secure the placement, everything else is relatively easy to sort like flights and accommodation
4. Sort it early! Get all your official documents sorted early including a VISA. It was a massive cause of stress for people who left it to the last minute
5. Book appointment in a travel clinic / GP for vaccinations 6 weeks before flying out! (I think this was something most people overlooked because of OSCE revision)
6. Email beforehand to see if there is anything you need to bring
7. Research/plan an itinerary for things to do outside of placement in advance -so you can plan your spare time better, save on costs and most importantly enjoy your elective!



Dear Colleagues,

I hope you have all settled into Year 4 and have enjoyed your first block. We have been very impressed at what a great bunch of people you are and feel privileged to be involved in delivering the curriculum with you.

As always I would be very happy to meet up with anyone who wanted to talk about how the course was going for them, and any concerns you might have. I am available every Thursday afternoon to do this, or can arrange other times if necessary.

We are always *very* keen for your feedback and another way to do this would be through your Year 4 Student Representative South, who is Safiya Saeed (safiya.saeed@student.manchester.ac.uk).

I am meeting with Safiya this week and know that she is very excited and keen to represent your interests so that we can work together to make this year as enjoyable and useful as possible.

Just a couple of technical issues I wanted to mention (boo!). Can we ask that if for whatever reason a Mandatory Teaching Event is changed from its timetabled slot to another time, could you please inform your administrator, Cathryn Bostock (cathryn.bostock@manchester.ac.uk, extn 5785) straight away so that she can make the change in the central timetable. If this is not done then the signed session will not upload on eforms.

Secondly, if you are adding a new assessor to medlea for UPSAs etc, you must fill in all fields and not simply write 'n/a' as some have done. We need hospital name, department/ward at least along with a phone number (**NOT** mobile number) and a Trust/nhs e-mail address (**NOT** personal e-mail).

Could we also ask that when you have created a form in this way you enter it straight away, as it gets deleted after 2 weeks!

Finally, can we remind you that eforms for mandatory sessions should be submitted as soon as possible after the event (and definitely within 7 days of the session) or else that session will be registered as you having been absent (carrumba!).

Once again, thank you all for being so great and let's hold onto the rails, feel the wind in our hair, and enjoy Block 2!

BW,

Miles Riddle