UNIVERSITY OF CAPE TOWN
FACULTY OF HEALTH SCIENCES

VISITING UNDERGRADUATE ELECTIVE : INFORMATION SHEET

1 Nature of Elective
Visiting students usually take part in Clinical training together with UCT medical students. Such students have to be registered (by the Faculty) with the Health Professions Council of South Africa to enable them to deal with patients. Students who wish to do Research or Observe must indicate this clearly in advance in writing; these students will not be allowed to work with patients at all and do not need to register with the HPCSA. (see 16 below)

2 To whom must applications be addressed?
All applications and correspondence for elective placements are to be addressed to The Elective Office, Faculty of Health Sciences, University of Cape Town, Anzio Road, Observatory, Cape Town, 7935. Tel: (021) 4066478. Fax: (021) 4045276 E-Mail: Paschaline.Jacobs@uct.ac.za. [Please note, however, that we cannot conduct correspondence by fax. If we receive a fax from you, we will respond by mail. Please do not correspond direct with departments your application will be processed ONLY if it was submitted direct to THIS office.] However in the case of Hospitals other than Groote Schuur Hospital and Red Cross Hospital, applications must be submitted direct to the hospitals (see 5 below)

3 How long in advance must I apply?
Applications can be considered only if they are submitted at least 1-2 years in advance of the proposed visit. The reason for this is that most departments are fully booked up to a year in advance, and that the process of registering batches of applicants with the Health Professions Council in Pretoria (which must be done before students arrive) takes six months.

4 Who is eligible to be considered for an elective placement?
We accept visiting students from other medical schools who are in their second last year or final clinical year of study only. Furthermore, only students who can communicate effectively in English can be considered.

5 In which departments and hospitals can one spend an elective placement?
[Note: Departmental facilities are limited and acceptance is therefore dependent upon places being available.]

All visiting elective students come to the following departments and hospitals under the auspices of the University of Cape Town:

GROOTE SCHUUR HOSPITAL (Observatory, Cape Town): Medicine, Surgery, Paediatrics (Neonatology Unit), Psychiatry, Radiology, Radiation, Oncology, School of Public Health, and Family Medicine, Dermatology, Anaesthesia, Cardio-thoracic Surgery, Cardiology, Forensic Medicine, Otorhinolaryngology, Gastroenterology, Haematology, Neurology, Neurosurgery, Emergency Unit, Ophthalmology, Orthopaedic Surgery, Plastic Surgery and the Trauma Unit. (Apply to the address given in 2.)

RED CROSS CHILDREN'S HOSPITAL (Rondebosch, Cape Town): Paediatrics and Paediatric Surgery and Paediatric Trauma. (Apply to the address given in 2.)

SOMERSET HOSPITAL (Green Point, Cape Town): Medicine, Paediatrics, Surgery. If you wish to apply for a place at Somerset Hospital, you should write direct to, Mrs. Susan Rodrigues, The Elective Officer, Somerset Hospital, Green Point, Cape Town, 8000, Tel:(21) 593 6682, rusan@xisinet.co.za

VICTORIA HOSPITAL (Plumstead, Cape Town): General Surgery, Trauma and Medicine. Elective placements are arranged by Mrs J Peare, The Elective Officer, Victoria Hospital, Plumstead 7800, Cape Town, Tel: (21) 7941334, Cell: 0834102084, jocelynp@tiscali.co.za

EERSTERIVER HOSPITAL (Eerstriver Cape Town): Surgery, Medicine and Trauma. Elective placements are arrange By Mercia Rinquest, The Elective Officer, Eerstiver Hospital, Humboldt Avenue, Eersteriver, Tel (21) 902 8082 mrinquest@pgwc.gov.za

6. What is the duration of an elective placement?
Visits are limited to a maximum period of TWO MONTHS in all departments except for the following departments which offer a maximum period of FOUR MONTHS: Trauma Unit (Groote Schuur Hospital); General Surgery (Victoria Hospital); Dermatology (Groote Schuur Hospital). NO EXCEPTIONS WILL BE MADE IN THIS REGARD. The full elective placement has to be spent in the department to which you have been allocated. It is not possible for you to spend your elective clerkship in more than one department (eg two placements of two months each).
May I change the department in which I have been offered an elective and may I extend the elective period once I have been accepted?

NO. Elective periods may be spent in ONE DEPARTMENT only. Requests from students who have already taken up a place to change to another department or to extend the elective period will NOT be considered. Students may also NOT contact departments while they are here to change their allocated places or the nature or period of their elective. Elective students who do not abide by these rules may have their elective placement cancelled without further notice. Furthermore, the University will NOT certify that a full elective term was spent at this medical school if a student actually intends to return home earlier.

Registration with University

Registration with this University is required for the duration of the elective period at Red Cross or Groote Schuur. Students who have been allocated to Groote Schuur hospital or Red Cross hospital in Cape Town must, on arrival in Cape Town, call at the Faculty Office, Faculty of Health Sciences, Anzio Road, Observatory, in the mornings only, between 08h30 and 12h30, in order to be registered. Students who have not paid their full fee in advance will not be registered and may not start their elective clerkship until this has been done. Students who are placed at Victoria and other hospitals must report at those hospitals. They will also be registered and must pay their fees at those hospitals.

Fees

(a) HPCSA REGISTRATION FEES

Once we have informed you that we can accommodate you in one of our departments, you can secure the booking by sending us, before your arrival, the completed forms and the fees (R611.00) for the Registration with the HEALTH PROFESSION COUNCIL, This fee can be transferred to the following account: NO REFUNDS

BANK – ABSA Bank – Arcadia Pretoria, 0001

BENEFICIARY – Health Professions Council of South Africa

ACCOUNT NUMBER – 0610000169

BRANCH CODE – 334945

SWIFT CODE- ABSAZAZJ

(b) ELECTIVE FEES: I WILL INFORM THE STUDENT WHEN THIS FEE MUST BE PAID

Fees for the Clinical Elective for Groote Schuur and Red Cross at present are R4200.00 per 4 WEEKS + R80 bank charges. Please DO NOT send cash by mail. If you are going to do Folder Research OR OBSERVATION you need not register with the Health Professions Council and you have to send a bank draft of R1000.00 per 4 weeks, This fee can be transferred into the following account:

BANK- Standard Bank – Riverside Centre, Main Road, Rondebosch, 7700

ACCOUNT TYPE- Business Current Account

ACCOUNT NUMBER- 07 142 454 7

BRANCH CODE – 025009

SWIFT/IBAN CODE- SBZAZAJJCCT

SEE TABLE BELOW WITH REGARDS TO CANCELLATIONS AND REFUNDS

<table>
<thead>
<tr>
<th>CANCELLATION DATE</th>
<th>REFUND</th>
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</thead>
<tbody>
<tr>
<td>0 - 2 months prior to elective</td>
<td>No refund</td>
</tr>
<tr>
<td>2 - 3 months prior to elective</td>
<td>15% refund</td>
</tr>
<tr>
<td>3 - 4 months prior to elective</td>
<td>0% refund</td>
</tr>
<tr>
<td>4 - 5 months prior to elective</td>
<td>60% refund</td>
</tr>
<tr>
<td>5 + months prior to elective</td>
<td>Full refund</td>
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</tbody>
</table>
DEPARTMENTAL FEES

The departments that have to organise special training programmes for individual visiting students may charge an additional fee. The few departments that would draw up training programmes are Nursing (R1500), Physiotherapy (R1500), Occupational Therapy (R1500) and Biomedical Engineering (R600). Human Biology, (R750) Sports Medicine (R1500). Please note that these fees to the departments are payable on arrival to the department. Please note: Fees are revised on an annual basis and are usually increased by about 15 to 20%, usually with effect from January each year. (The fees mentioned above are effective from January 2012)

10 Does UCT provide financial assistance or remuneration?

No remuneration is received by students during their elective period. Students must therefore have sufficient funds for the period of their elective clerkship.

11 Is accommodation provided?

Unfortunately not. Students must make their own arrangements for accommodation. There is no accommodation available in the Medical Faculty Residence or at Groote Schuur Hospital. Accommodation may be available for elective periods spent at Red Cross Hospital, Somerset Hospital, or the hospitals in Port Elizabeth and East London. Students who have obtained elective placements at these hospitals and are interested in securing such accommodation must contact these hospitals direct. A list with information on private accommodation in Cape Town is sent to students with the letter of acceptance from this Faculty of Health Sciences. Students must write to these addresses themselves to enquire about accommodation.

12 Dress Code

Undergraduate students are expected to act in accordance with the ethical norms laid down by the Health Professions Council of South Africa. Students who are found guilty of unprofessional conduct may be required to terminate their registration and be sent back to their country.

Students are expected to dress appropriately, particularly when they are in contact with patients. You must be neat and presentable; excessive casual or suggestive clothing is not acceptable. You must wear a white coat at all times while on duty, which you must bring with you. You will be supplied with an identification card upon arrival, which you must also wear at all times while on duty.

Students may be denied access to a particular clinical areas if, in the view of the manager of the area, they are not suitably dressed.

If there is any complaint to the Dean's Office from a member of staff or patient about inappropriate behaviour or dress of a visiting student, the elective period may be terminated forthwith and the student’s home university informed of the reasons in writing.

Students must bring their own goggles and stethoscopes, Theatre gowns, gloves will be supplied by the hospital.

**THE FOLLOWING ITEMS ARE NOT SUITABLE FOR STUDENTS WHEN ON DUTY**

- Casual sandals (beach thongs, etc)
- Ragged trousers
- Leggings or cycle shorts
- Short pants
- Revealing or see-through blouses
- Tracksuits
- Bare midriffs
- Other unsuitable attire

13 Study visas

All Non-South African students who intend to spend a 4 month elective period at universities in South Africa are required to obtain study permits before they enter South Africa. As soon as we have received your completed forms and HPCSA payment you will receive a letter confirming your elective placement, you have to apply to your nearest South African Consulate-General or Embassy for a study visa. You will most likely require two passport-size photographs, a letter from this Faculty of Health Sciences confirming your elective placement and indicating that you are being registered with the Health Professions Council, and a letter from your own University confirming that you are a medical student in your final or semi-final year of clinical study.
14. **Am I covered by insurance during my elective clerkship?**

If you spend an elective period at Groote Schuur Hospital or Red Cross Hospital and have been registered with the University of Cape Town you will have professional indemnity cover to the value of R20 million (please note, however, that the excess is very high) and limited personal insurance cover. It would be advisable for you to take out additional insurance in your own country before your visit. If you spend an elective period at any of the other hospitals mentioned, you are not covered by the University of Cape Town Insurance. **You will not have HIV/AIDS cover (see below). PLEASE BRING YOUR OWN ANTI RETROVIRALS WITH YOU.**

15. **The maximum benefits are:**
- **Death**: R2000.00
- **Medical expenses**: R5000.00 (except that the first R100 of any claim is borne by the claimant)
- **Physiotherapy**: R600

The following exclusions will be applied:

Events consequent upon:
1. War, invasion, act of foreign enemy hostilities (whether war was declared or not), civil war, rebellion, revolution, insurrection or military usurped power;
2. Suicide (whether felonious or not) or any attempt thereof or self-injury;
3. The injured person engaging in aviation (other than as a passenger) or flying in any craft owned by or leased to the insured;
4. The student engaging in:
   a. professional sports
   b. mountaineering with ropes (unless he/she is a member of the Mountain and Ski Club)
   c. any motor racing, which will mean competing against another or a clock
   d. hang-gliding (except where the individual is a member of the University's Hang-gliding Club), parachuting or skydiving;
5. Pregnancy or childbirth;
6. Any pre-existing physical defect or infirmity;
7. Death or injury caused by use of drugs, alcohol or narcotics;
8. The insured person suffering from sickness or disease not directly resulting from bodily injury.
9. Infection with HIV, AIDS, ARC or any opportunistic infections and/or malignant neoplasm (tumor) found in the presence of HIV, AIDS, ARC

**OTHER INSURANCE**

Apart from the above scheme, the University provides no other cover for bodily injury, illness or death of students and no cover for personal possessions, including motor vehicles, even where a student may be involved in compulsory academic activity. Students must arrange their own personal insurance cover.

16. **Research Ethics Requirements for Elective Students**

Where do I begin if, as part of my elective experience, I decide to conduct a research project involving human participants or their personal medical records?

First, you need to make contact with a local UCT-based supervisor who is willing to oversee all aspects of your research during your elective placement. You need to organise this in advance of your visit – ask your co-supervisor in your home institution to help you with these arrangements.

Your local supervisor will help you to identify a suitable research project which can be completed within the timeframe of your elective. Your research project must be feasible and within your level of expertise. Alternatively, your local supervisor may place you in an existing research project.

Will my research proposal need some kind of review?

Your research proposal must undergo two separate review processes. First, the departmental research committee where you are doing your elective will review the scientific and scholarly merit of your proposal. Second, the Human Research Ethics Committee (HREC) in the Faculty of Health Sciences will review ethical aspects of your application. Your local supervisor will assist with these applications. Even if your proposal has ethical approval in your home institution, it still needs local research ethics approval. If you are joining a study that already has research ethics approval, your local supervisor still needs to obtain HREC approval to include you in the existing research.

You also need to ask your local supervisor if you must obtain additional administrative approval or authorisation from medical superintendents or managers to conduct your research, including accessing personal medical records, in specific settings such as hospitals, community-based health centres and non-governmental organisations.
For more information about how to apply for research ethics approval contact Mrs Lamees Emjedi, the Administrative Officer in the HREC. Her email address is Lamees.Emjedi@uct.ac.za

How long does it take to get research ethics approval?
Because it is time-consuming, we advise you to initiate contact with a local supervisor at least 6 months before your elective begins. In general, the length of time it takes to obtain ethics approval depends on the ethical issues inherent in your study. For example, ethical concerns may relate to the methodology, the study population or the level of risk in your proposed study. By anticipating the ethical issues and receiving proper guidance and supervision in the planning stages of your study, you are likely to reduce turn-around times between submission to the HREC and obtaining final ethics approval. Therefore, before submitting your proposal to the HREC, you need to make sure it complies with the ethical principles laid down in the Declaration of Helsinki (http://www.wma.net/e/policy/pdf/17e.pdf) and the Research Ethics Guidelines of the South African (SA) Department of Health, 2004 (http://www.doh.gov.za/docs/factsheets/guidelines/ethnics/). Your research must also comply with SA law, for instance the requirements for informed consent and special considerations when undertaking research among minors (<18 years of age).

Wherever possible, the HREC tries to review student proposals through an expedited process. This means that if your research project involves no more than minimal risk to potential participants, it may be reviewed by the Chairperson of the HREC or someone designated by the Chairperson with expertise in the area in which you plan to undertake your study. However, the Chairperson reserves the right to decide if a full committee review is necessary.

For record-keeping purposes, please notify Ms Paschaline Jacobs, the Elective Officer in the Faculty of Health Sciences, when you receive ethical approval for your research. Her email address is Paschaline.Jacobs@uct.ac.za

Once your study is complete, or within six months of HREC approval, you need to submit a detailed report of your findings to your local supervisor, the HREC and relevant stakeholders. Importantly, your findings may directly or indirectly benefit the participants and communities who formed part of your research.

If you intend publishing your findings, in the early stages of planning, you need to discuss with your local and home-based supervisor any matters relating to authorship and acknowledgement.

Some general points
- Become familiar with the cultural and socioeconomic influences in your participants’ lives. Find out about literacy levels in the areas where you will undertake your research.
- Bear in mind that many potential participants might not understand English or might prefer to be interviewed or answer questions in their home language which might be Afrikaans, English or Xhosa. Ascertain from your local supervisor whether your information sheets and informed consent forms need to be translated into the local languages.
- Remember that informed consent is a process and not simply signing a form. This is particularly important in an environment where participants might not readily understand the meaning of ‘research’ or the difference between treatment and research.
- Whenever you are ‘on-site’ doing your research ensure that you carry your HREC letter of approval with you, in case anyone questions who you are and what you are doing in a particular setting.
- Finally, keep in mind that all research involving human participants requires ethical approval by the HREC at UCT before you can begin piloting your study or recruiting participants.

REGISTRATION ON ARRIVAL
ALL STUDENTS MUST REGISTER AT THE FACULTY OF HEALTH SCIENCE BEFORE THEY WILL BE ALLOWED TO START THEIR ELECTIVE PERIOD.
REGISTRATION TIMES: 08H30 UNTIL 12H30 DAILY (*SEE NO.8 OF INFO SHEET)