Guidelines for undertaking international electives for School of Health Professions students

This document outlines the process to be followed when planning and obtaining agreement for elective experiences which are not mandatory parts of programmes.
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Introduction

Dear Student

Plymouth University is committed to enhancing the student experience and as part of this we endeavour to make your programme of study relevant not just for future employers but also to you. Understanding the international context of professional practice is part of our mission. To that end, the student elective may provide an opportunity for you to experience work in a totally new environment, both socially and culturally. Therefore an elective experience can help you develop personally as well as professionally.

However, electives require careful planning. We will require you to discuss plans with your personal tutor. While you are registered with the University you remain as a student for whom we have a legal duty of care. That means that we have liability for our students while on elective.

There are many potential risks when travelling, and if we are honest it is this ‘unknown’ that often provides the spice in an experience. However, there are some issues that have to be addressed. Your health is important as is the safety of those you may work with. You will need to think about immunisations, HIV risk, blood born diseases, visa requirements as well as any cultural sensitivity you may encounter.

However, the elective should provide a new and exciting opportunity to learn new skills and meet new people. Please refer to this handbook for much of the information you require.
1. **Useful Faculty contact details**
   Please complete:

<table>
<thead>
<tr>
<th>Programme Lead</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Lead’s e-mail address</td>
<td></td>
</tr>
<tr>
<td>Programme Lead’s telephone number</td>
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<tr>
<th>Module lead or Personal tutor</th>
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<td>Module lead / Personal tutor’s e-mail address</td>
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<tr>
<td>Module lead / Personal tutor’s telephone number</td>
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**PROGRAMME ADMINISTRATOR(S)**

A list of the programme administrators and their contact details can be found at the back of this document (Appendix 8)

1.3 **Emergency Contact Details**

   When you are on your elective there may be an emergency situation which requires you to contact us for advice or just to let us know that you are safe. If you experience any problems during your elective you should contact:

   **01752 588400**
   **(University Emergency Number – 24 Hour Security number)**

   Examples of emergencies include severe personal injury, high risk needle stick, potential rabies exposure, natural disasters, outbreak of war and major terrorist attacks.

   Before you leave, please ensure you carry the relevant contact numbers with you (Appendix 4). Remember that you can also contact the local British consulate for
advice in difficult situations http://www.fco.gov.uk then follow the links to Travel and Living Abroad/Travel Help. Please note that not all countries have British consulates.

2. What can you do on your elective?
Electives placements are to be linked with meeting learning objectives from your module or programme or for example a practice placement as appropriate. You will need to discuss the precise outcomes expected with your Programme representative or module teacher. You may wish to undertake a project, join a module, observe and/or engage in practice or be interested in language development. Whatever you decide this must be agreed before you go. Please see Appendix 6 for programme specific criteria.

There is literally a world of experience out there, it has been argued that more is to be gained by experiencing ‘difference’ than staying in comfort zones. This may mean visiting an aspect related to practice in developing nations. For example, one Faculty of Health, Education and Society student visited a leprosy mission in Nepal while some social work students have engaged with Uganda working on community projects.

To maximise the opportunity of your elective, while at the same time keeping the highest standard of ethical practice, it is essential that you are appropriately supervised and guided. For example to ensure that you meet UK professional body requirements and you are undertaking a practice elective experience you must do so under the supervision of an appropriately qualified individual in the host country. Your supervisor is very important and this applies especially where there may be limited back up. It is vitally important that you do not undertake any aspect of your elective or become involved in placement care which is unsupervised or for which you have not been adequately trained.

The Faculty of Health, Education and Society recognises the important potential offered by placements in remote and isolated environment but we also recognise the potential danger to students and those they may work with especially client groups or patients from poorly supervised elective experiences.

As you go into any setting you are an ambassador for Plymouth University and therefore we draw to your attention the fact that you must apply the highest standards that the course has prepared you for. In particular we draw your attention to the issue of consent. This is especially important if you are working with clients or patients but also if you are working in any environment where it is necessary to engage with other people.

Finally, think also of further enjoying your elective by taking leave at the same time. Bear in mind that while on leave as a private individual you will be individually liable for actions and omissions as a private citizen of the UK as well as having responsibilities as a registered student of Plymouth University.
3. **Where can I go?**
The Foreign and Commonwealth Office (FCO) website at


provides invaluable advice. There are regularly updated travel advice notices for over 200 countries, with guidelines on the risks associated with travel to these countries. The countries are listed alphabetically and you should download the information for the country you wish to visit and submit this information with your application (Appendix 1) and again when undertaking your risk assessment (Appendix 3).


The FCO maintains a list of countries or parts of countries to which it advises against travelling and a list to which all but essential travel is inadvisable. **Students may not undertake electives in these areas.** The direct link to this information is given below and a copy must be downloaded and submitted with your application.


**OR**


The Department of Health website:

[http://www.dh.gov.uk](http://www.dh.gov.uk)

also has specific advice, (search for travel advice).

**Faculty menu**
The Faculty plans to develop a menu of host organisations with whom we already have contacts. This menu should be the first port of call when considering an elective. The advantage is that these organisations will already have experience in liaison with the University and contacts are already set up.

4. **Governance**
Governance: students will be subject to the governance arrangements pertaining in the host organisation. In some settings, such arrangements may be rudimentary at best. Students who are undertaking a practice placement as an elective are advised of all relevant governance advice provided by the NHS and Faculty of Health, Education and Society. This is undertaken whilst completing the Risk Assessment of Overseas Elective (Appendix 3).
5. Dates and Deadlines: Flow Chart of Overseas Elective Process

Student discusses with personal tutor potential international elective, researched location and agrees suitability.

Student meets with personal tutor to discuss proposal (Form 1 International), including learning outcomes, and rationale for elective choice.

Personal tutor wishes to consider proposal further.

Personal tutor unable to support student proposal.

One Year prior to start of Overseas Elective

Student forwards Form 1 (International) to Programme Administrator with accompanying learning contract, learning outcomes and FCO advice (Appendix 1).

Proposal is acknowledged by the Programme Administrator copying personal tutor.

Programme Administrator liaises with relevant Academic Lead or programme representative and departments to ensure Workplace Agreement (WPA) is in place.

Following signature of Workplace Agreement by Faculty and host, e-mail to student confirming WPA is in place.

Faculty

Internal procedures to set up Workplace Agreement with Placement Provider.

If No

No agreement to proceed

Review plans and consider re-submission of Provisional Elective Proposal Form 1 (International).

Thirty Six weeks prior to elective/departure

1. Meet with personal Tutor to discuss completion and submission of:
   - Risk Assessment of Overseas Elective (Appendix 3) and copy of FCO travel advice
   - Elective Agreement (Appendix 2)

2. Ensure the following processes have been completed
   - Health check and relevant immunisations undertaken prior to departure
   - Travel insurance and Health insurance arranged, and copy forwarded to Programme Administrator
   - EU Form E128 obtained (where appropriate) and copy forwarded to Programme Administrator

Ten weeks prior to elective

- Student provides written confirmation that details in original proposal have not changed
- Copies of all documents provided (see check list at Appendix 5)
- Academic lead or programme representative provides written confirmation of suitability of students for placement; That there is no fitness to practice procedure pending; no outstanding academic or practice assessment documentation pending such as re-sits or re submissions of coursework or examinations
- Final confirmation students may attend the elective placement will be received once all

-
DURING AND AFTER OVERSEAS ELECTIVE EXPERIENCE
(HEALTH PROFESSIONS STUDENTS)

Start of elective placement
Student obtains elective mentor/supervisor specimen signature downloaded from programme documentation

During elective placement
All students document and record the required academic and reflective activity

End of elective placement
Mentor/Supervisor
- Completes and signs programme / module documents (including timesheet)
- If programme requires, provides a signed report on the elective placement from the host organisation at this time.

Student
Completes elective placement hours on timesheet and submits this with other placement timesheets

Programme representative
Reviews documentary in line formative assessment requirements

Student
- Submits any programme specific host report or follows normal prof submitted coursework

Student
- Undertakes other necessary reports as required by your programme by following the guidelines in Appendix 7
5.1 **Provisional elective proposal (Form 1 International) (Appendix 1)**
The proposal should comprise a 500 word learning contract and proposed learning outcomes. A copy of the Foreign and Commonwealth Office advice should be provided at this time. The proposal should be discussed with your programme representative or module lead/personal tutor and approved as satisfactory and submitted one year before the proposed start of the overseas elective placement.

5.2 **Using the Elective Agreement (EA) form (Appendix 2) and Risk Assessment of Overseas Electives (RAOE) (Appendix 3)**
The Elective Agreement form and Risk Assessment of Overseas Elective need to be completed, following discussion with your programme representative or module lead/personal tutor, and submitted 36 weeks before departure. The proposal should outline the educational value and take into account the foreseeable risk.

Please remember that your elective should not consist of more than one geographical location, that you do not carry out high risk procedures in areas of high HIV prevalence and that approval will not be given in areas deemed unfit by the FCO. You must submit the FCO travel advice for the country you are planning to visit when you submit the Elective Agreement and Risk Assessment of Overseas Elective to programme administration. **Specific programme requirements can be found at Appendix 6.**

5.3a **Confirmation of proposal**
Ten weeks prior to your elective proposal students must confirm in writing, or via e-mail, the details provided in their original proposal are correct and have not changed.

If at any time you do not meet the criteria for attendance on your elective placement it is essential that you advise your Personal Tutor / Module Lead as this may jeopardise your ability to attend the elective placement.

5.3b **Workplace Agreement (WPA)**
The Workplace Agreement is prepared by the Faculty of Health, Education and Society for signature by the Dean of the Faculty and the host organisation. A signed copy of the Work Place Agreement must be returned to the Faculty by the host organisation prior to your attendance on an elective placement. You will be informed when this has been received. You may also be required to sign an agreement/Honorary contract relevant to the organisation that provide you with your elective placement.

5.3c **Notification of Student Overseas details**
Emergency Contact points (**Appendix 4**) to be submitted ten weeks prior to start of overseas elective placement. A copy will be forwarded to Plymouth University security office.
5.3d **Documents**
Copies of all documents must be provided to programme administration to be kept in your student file (*Appendix 5*)

5.4 **Host report**
Completes and signs programme / module documents (including timesheet) 
If programme requires, provides a signed report on the elective placement from the host organisation at this time.

5.5 **Programme specific reports (Appendix 7)**
Students should refer to Appendix 7 giving details of reports which may need to be submitted after your elective placement.

5.6 **Public Liability Insurance and Visas and Passport Practice and/or observation** –
Students must be aware that different arrangements will be needed if there is more than an observation element to the experience.

If the student intends to interact with the public or undertake professional practice then public liability insurance is needed. Plymouth University has a duty of care to students who are undertaking these visits as part of their course, for other University (non Faculty of Health, Education and Society) programmes the placement administrator would make a check on insurance cover and would not let a student undertake a visit without it. Within the Faculty of Health, Education and Society it is required that the programme representative or module lead / Personal Tutor checks this Public Liability is in place (as appropriate) and should not let the student undertake the overseas elective if this is not so. An extract from the Overseas Elective Agreement is identified below. Confirmation of Public Liability is included in the Risk Assessment of Overseas Elective Form (RAOE) (*Appendix 3*).

6. **Financial Arrangements**
6.1 The Parties acknowledge and agree that neither the University nor the Company shall be obliged to pay any sum to the Provider in respect of the Clinical Placements.

7. **Liability and Indemnity**
7.1 Nothing in this Agreement shall be construed to limit or exclude any Party’s liability:

7.1.1 for death or personal injury caused by its or its employees’ negligence;

7.1.2 for fraud.

7.2 Subject to Clause 7.1 each Party’s total aggregate liability in connection with this Agreement (whether in contract, tort, including negligence, breach of statutory duty or howsoever arising) shall be limited to £50,000,000.

7.3 Subject to Clause 7.2:
7.3.1 the University and the Company shall indemnify and keep indemnified the Provider against all Loss arising as a result of the negligent acts or omissions of the University or the Company; and

7.3.2 the Provider shall indemnify and keep indemnified the University and the Company against all Loss arising as a result of the negligent acts or omissions of the University or the Company or the breach of this Agreement by the Provider.

8. Insurance

8.1 The Provider shall take out and maintain in force throughout the period of this agreement with a reputable insurance company such insurance to meet the Provider’s liabilities under this Agreement as in the Provider’s opinion is reasonably practicable taking into account the cost and availability of insurance. The University and Company reserve the right to request a copy of such documentation.

- If the student intends to undertake their professional activities then students should check the host country’s national, local policies and regulations regarding practice. The clients, the host, or the student must not be put at risk by undertaking an elective without appropriate insurance cover and, if necessary, permission from the various regulatory bodies.

- If any assessment of professional practice is to take place, this must be part of the assessment strategy for the programme, and must be discussed and planned in advance (in accord with the QAA code of practice).

Please Note: It is a requirement that you have successfully completed all practice requirements prior to undertaking this placement. Please see Appendix 6 for full details.

If the visit is something pursued in your own time and if you are going to undertake any professional activities in the country being visited, you should check that the host organisation has public liability insurance that will cover you whilst on this placement.

A letter confirming this should be obtained by you and placed in your personal file. If this is not available then you must take out such a policy. Again a photocopy of this should be placed in your file.

Ensure your passport is valid for travel on your proposed elective dates.

Please check with the host country’s embassy or high commission which type of visa is required. Obtaining a visa can take time; therefore plan ahead as it may not be easily changed once in the country. Please forward a copy to programme administrator (Appendix 5).
8.2 **Health and Travel Insurance**
You must have personal health and travel insurance for the period of the visit/elective. A copy of the relevant documents should be supplied to the programme administrator (Appendix 6).

If the experience is deemed as University business, i.e. necessary for the award of a degree or diploma, and is part of the course, then insurance cover is provided by the University’s Group Personal Accident/Travel Policy for students. Details of Plymouth University travel policy can be found at [www.plymouth.ac.uk/procurement](http://www.plymouth.ac.uk/procurement) and following the links to insurance certificates/travel.

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**Please note**
Electives abroad in current BSc (Hons) Paramedic Practitioner programme are not necessary for the award or a necessary part of the course and therefore the University Group Personal Accident Policy does not apply.

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There is a need for an **E128** form prior to departure in the EU. Some doctors advise students to get the E111, probably without being aware that this form covers emergency treatment only. The E128 is the most appropriate insurance form for studies in the EU since it covers **ANY** treatment. A copy of the form should be forwarded to programme administrator (Appendix 5).

Students can apply for an E128 at:

**Inland Revenue**
**National Insurance Contributions Office**
Centre for Non-Residents
Benton Park View
Newcastle Upon Tyne NE98 1ZZ
Telephone 0845 302 1479

9. **Useful sources of information and advice on electives**

1. **The Medic’s Guide to Work and Electives around the World.**
   Includes information on working in thousands of hospitals in over 100 countries. It includes information on planning trips, health requirements, plus details of non governmental organisations and missionary charities.

2. **Travellers health: how to stay healthy abroad,**
   Provides information on a variety of health issues.


5. Government travel advice: [http://www.direct.gov.uk/Homepage/fs/en](http://www.direct.gov.uk/Homepage/fs/en)


7. Medical kits and personal checklists. [http://www.masta.org](http://www.masta.org)


10. **Reducing the Risk of Nosocomial HIV infection in British health workers working overseas: role of post exposure prophylaxis.**

11. **Sex, Sun, Sea and STIs: sexually transmitted infections acquired on holiday.**


### General Information

If you are considering undertaking a period of study or elective experience outside the United Kingdom there are some important precautions you should consider to protect your health during this time. The following serves as a checklist to assist you. Please remember that some courses of immunisation must be given over a period of weeks or months so do not leave making arrangements to the last minute.

#### Immunisations

It is important to check with your local GP practice to obtain up to date immunisation advice regarding your destination(s). The requirements may vary depending upon the season or be limited to certain geographical areas. Some countries still require an International Vaccination Certificate for Yellow Fever.

#### Blood born viruses (BBVs)

These included Hepatitis B, Hepatitis C and HIV.

Hepatitis B is prevalent in sub-Saharan Africa, the Far East and the Pacific Islands. Countries of low prevalence include Northern and Western Europe, North America, Australia, New Zealand. Regardless of prevalence all students undertaking elective work should be adequately protected against Hepatitis B. This can be updated by the Occupational Health Service if necessary prior to travel. It is especially important to adhere to good infection control practice when undertaking any elective tasks. Hepatitis C has a higher prevalence in Africa, the Middle East, South East Asia and the Western Pacific. There is no vaccine available and, therefore, adherence to routine infection control measures is essential.

HIV is of high prevalence in sub-Saharan Africa and South East Asia but cases have been reported from every country in the world. There is no vaccination available and once again adherence to routine infection control measures is essential. Travellers to areas of high prevalence should consider the need to take a starter pack of post
exposure prophylactic treatment, which has been shown to reduce the likelihood of contracting HIV after a blood contamination incident. Individuals who are being sponsored by charities should discuss this with their sponsors. Others should discuss this with their programme representative or module lead / personal tutor. Please see separate advice sheet regarding blood borne viruses and exposure during procedures.

Students should also avoid unprotected sexual intercourse with anyone other than a regular partner and use good quality condoms. Travellers should also be aware that these diseases can be acquired by the sharing of equipment for the administration of drugs or tattooing/body piercing.

**Malaria Prevention**
Malaria is prevented by taking adequate malarial prophylaxis for the period of time advised, both before and after returning from the overseas destination in conjunction with bite prevention by wearing long-sleeved shirt and long trousers in the evenings and an effective mosquito repellent. Diethyltoluamide (DEET) is the most effective repellent. Even with the above precautions a residual risk remains and any individual returning from a malaria prone area who develops a fever or flu like illness should consult their doctor and advise them of their recent travel itinerary.

**Traveller’s Diarrhoea**
Traveller’s Diarrhoea, Typhoid Fever, Cholera and Hepatitis A can all be acquired by eating contaminated food or water. The likelihood of contracting these conditions can be reduced by maintaining good hand hygiene, using bottled water if there are any doubts about the water available and avoiding ice in similar circumstances.

Traveller’s Diarrhoea is usually a mild disease but it is important to replace fluid loss with a suitable oral solution such as Dioralite which is a sugar and salt replacement to be made up with freshly boiled or bottled water. Medical help should be sought if there is blood in the faeces, if the affected person becomes confused or the diarrhoea does not settle within seventy-two hours.

**Insect Borne Diseases**
Other insects, as well as the malaria mosquito, can transmit diseases. Examples include dengue fever, Japanese encephalitis and Lyme Disease. For some of these immunisation is available so check with your general practitioner.

**Also:**
Please remember the following:-

- Take adequate sunscreen (SF15 +) and a hat to prevent heat-related problems.
- Take adequate supplies of routine medication.
- Have a routine dental check before visiting remote, inaccessible areas where dental services may be limited or hygiene standards poor.
- Seek the advice of your general practitioner if you suffer from any health condition which may be affected by your planned trip.
• Consider the use of travellers’ compression stockings to avoid the risk of deep vein thrombosis associated with long-haul flights and ensure that prolonged periods of inactivity during the flight are minimised.

• Take a simple first aid kit, which should include plasters, dressings, simple analgesia such as paracetamol, antihistamines for insect bites and fluid replacement sachets, e.g., Dioralite.

• Finally, obtain travel insurance to cover injury and illness which should be adequate in financial terms for the countries visited and cover the cost of repatriation if necessary.

11. Exposure to Blood Born Viruses

Before you go
• Ensure that your Hepatitis B immunisation is up to date prior to departure.

• Make yourself familiar with the first aid measures to be taken immediately after a blood exposure incident.

• Discuss with your programme representative or module lead (or sponsoring organisation) any arrangements that may exist for accessing urgent advice should there be a blood contamination incident. This may be possible within the country visited, or by telephone with the Occupational Health Service (+44 1392 405062).

• Discuss with your programme representative or module lead (or sponsoring organisation) the advisability of obtaining a starter pack of post-exposure prophylaxis for use following significant occupational exposure to a source who has, or is considered likely to have HIV infection. Make sure you understand how and when to take this treatment, the potential side effects and any safeguards necessary whilst taking it.

• Make sure sufficient travel insurance covers injury and illness and the cost of repatriation, if necessary, from the countries visited.

Participation in procedures
It is important to adhere to infection control precautions whenever participating in procedures.

If you are involved in a significant occupational exposure to a source likely to be infected with a blood borne virus.

Take immediate first aid treatment.
• Wash wound or non-intact skin liberally with soap and water. Do not scrub or use antiseptic or skin washes.
- Puncture wounds should be gently encouraged to bleed.

- Eyes or other exposed mucous membranes should be irrigated copiously with water before and after removing contact lenses.

- Seek immediate advice from your local supervisor.

- Assess the significance of the injury. There are three types of exposure in health care settings associated with significant risk:
  - Percutaneous injury from needles, instruments, bone fragments, significant bites which break the skin etc.
  - The exposure of broken skin, e.g. abrasions, cuts, eczema.
  - Exposure of mucous membranes such as mouth or eyes.

If the initial assessment indicates that the exposure has been significant, i.e. with the potential for blood borne virus transmission, consideration should be given to the status of the source patient. The medical records may indicate the source patient has a blood borne virus infection. Following any significant occupational exposure, the source patient should be approached for consent for testing for blood borne viruses, but practices may vary in different countries. If consent is not given, a medical and personal (including sexual) history should be considered, along with knowledge about local sero prevalence.

If the above assessment confirms the source patient is infected or is at high risk of being infected with a blood borne virus, post-exposure prophylaxis should be considered. If HIV post-exposure prophylaxis is considered to be indicated, it should be commenced immediately. If it is unavailable locally, access to treatment at a major centre within the country, or repatriation to the UK, should be considered.

- **Hepatitis B** – booster dose of vaccine if immune. Hepatitis B immunoglobulin plus one dose of vaccine if non or partially immune.

- **Hepatitis C** – no post-exposure prophylaxis available but early treatment following sero conversion appears to reduce the likelihood of chronic disease developing. Discuss urgently with Occupational Health on return to the UK, or contact by telephone if your stay is likely to exceed six weeks after an injury.

- **HIV** – HIV post-exposure prophylaxis has been shown to reduce infection rates following blood exposure incidents. However, it should be commenced immediately. Access to treatment at a major centre within the country visited may be available. If not, you should consider taking with you a post-exposure prophylaxis pack containing the relevant medication. Usually supplies of approximately one week’s treatment are provided, and as treatment should
continue for four weeks, and can be associated with significant side effects, repatriation to the UK should be considered if treatment is commenced.
## PROVISIONAL OVERSEAS ELECTIVE PROPOSAL

**Appendix 1**

**Form 1 (International)**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Uni Number:</th>
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</thead>
<tbody>
<tr>
<td>Programme</td>
<td>Module lead / Personal Tutor</td>
</tr>
<tr>
<td>Cohort/Year commenced</td>
<td>Academic Lead</td>
</tr>
<tr>
<td>Mentor/Supervisor Name</td>
<td>Mentor/Supervisor e-mail address</td>
</tr>
</tbody>
</table>

**Proposed Elective Placement (Country/Institution):**

**Proposed Elective Placement address:**

<table>
<thead>
<tr>
<th>Proposed dates of elective</th>
<th>From (date):</th>
<th>To (date):</th>
</tr>
</thead>
</table>

**Paramedic:** Successful completion of Year 1 and Year 2 and practice hours confirmed. Elective undertaken in year 3. Academic lead or programme representative provides written confirmation of suitability of students for placement; That there is:

- No fitness to practice procedure pending
- No outstanding academic or practice assessment documentation pending such as re-sits or re submissions of coursework or examinations
- Confirmation that sickness hours do not exceed 20 days.
- Confirmation of no frequency of absence of programme attendance.

Attach module/programme learning outcomes and FCO advice

Attach Learning Contract (500 words) (date discussed with programme representative or module lead)
Please state, briefly, why you wish to undertake this elective, and complete a 500 word learning contract with your programme representative or module lead / personal tutor:
This document to be signed by both student and programme representative or module lead and lodged in the student’s file. It is **not confirmation that the elective is approved**.

**Foreign and Commonwealth Office advice checked**

YES / NO

Supported/Not Supported

--------------------------------------------------------------------------------------------------

Programme representative or module lead signature

Date ........................................................................................................................................

--------------------------------------------------------------------------------------------------

Student’s signature

Date ........................................................................................................................................

Please submit the signed Form 1, and a 500 word learning contract and supporting documents to the programme administrator for your Programme including appropriate advice from the Foreign and Commonwealth Office.

**Further action required**

(please check the timescales for the provision of these documents):

- Complete the Risk Assessment of Overseas Electives (RAOE) (Appendix 3) - to be submitted to programme representative or module lead / Personal Tutor and Programme Administrator

- Complete the Elective Agreement (EA) (Appendix 2) – to be submitted to the programme representative or module lead / Personal Tutor and Programme Administrator

- The University and the Host organisation identified by the student will need to sign a Work Place Agreement. This is required before final confirmation of your elective placement can be given.

- Emergency contact details (Appendix 4) to be submitted to programme representative or module lead and Programme Administrator.
THE STUDENT WILL NOT BE PERMITTED TO UNDERTAKE AN ELECTIVE PLACEMENT WITHOUT A COMPLETED RISK ASSESSMENT OF OVERSEAS ELECTIVE, ELECTIVE AGREEMENT AND WORKPLACE AGREEMENT.
ELECTIVE AGREEMENT – Overseas including Europe

As part of your programme of study students are allowed to spend a period on a negotiated elective of their choice, either within the UK or in another country (please discuss this with your personal tutor/programme lead to ensure you meet your programme’s requirements). This elective should provide students with the opportunity to observe and participate in activities related to their specific programme of study. This elective period is timetabled and students will only be allowed to undertake this opportunity if all the academic criteria for their stage in the programme has been met; for example they have gained all academic credit expected at that stage of the programme or if respective professional body registration has been met (see Appendix 6 for details).

Please ensure you read and complete the documentation carefully. The Elective Agreement (EA) (Appendix 2) indicates your confirmation of the requirements and understanding of the terms and conditions for this overseas elective placement. The Elective Agreement should be normally completed and signed no later than 36 weeks prior to the elective placement. Please also note the Work Place Agreement (WPA) is effective for the period of your elective placement only.

For elective placement overseas the Risk Assessment of Overseas Elective (RAOE) (Appendix 3) must be completed and approved normally no later than 36 weeks prior to the start of your elective placement. You are also required to supply the documents noted in Appendices 4 and 5. The University cannot be held responsible for any costs incurred by you should an overseas elective not be approved.

If there is anything in the attached documentation that requires further clarification, please contact your Personal Tutor or Programme Lead.
ELECTIVE AGREEMENT (EA) – Overseas or Europe

This agreement provides confirmation of the requirements and terms and conditions for undertaking an overseas elective placement have been achieved in accordance with the procedures and provision of the documents stated within the Overseas Elective handbook.

Further an elective placement may only take place when the relevant, signed, Work Place Agreement has been received and for the period indicated in the application. You may also be required to sign an agreement/honorary contract relevant to the organisation that provides you with your elective.

1. Name of student ……………………………………………………………………………………………
   Programme ……………………………………………………………………………………………

2. This agreement is effective for the period of the elective dates:
   Commencing on ……………………………………………………………………………………………
   Completion date ……………………………………………………………………………………………

3. Name and Address of elective provider:
   Name of Supervisor: ……………………………………………………………………………………………
   Address of elective placement: ……………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………
   ……………………………………………………………………………………………………………………………

I confirm that this application has been made in accordance with the requirements and terms of conditions required to undertake an overseas elective placement.

Name: …………………………………………………………………………………………………………………
Signature: ……………………………………………………………………………………………………………
Date: …………………………………………………………………………………………………………………
### General Information

<table>
<thead>
<tr>
<th>Name of Student</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Programme</td>
<td></td>
</tr>
<tr>
<td>Year of Study</td>
<td></td>
</tr>
<tr>
<td>Permanent Address (UK address)</td>
<td></td>
</tr>
<tr>
<td>Next of Kin</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Overseas Address whilst on Elective:</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>
## B. ELECTIVE DETAILS

<table>
<thead>
<tr>
<th>Proposed Start Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed End Date</td>
<td></td>
</tr>
<tr>
<td>Elective Provider</td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Position/Status</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Brief description of the nature of the elective and tasks to be undertaken</td>
<td></td>
</tr>
<tr>
<td>Governance</td>
<td></td>
</tr>
<tr>
<td>Awareness of governance advice provided by NHS and Faculty</td>
<td></td>
</tr>
<tr>
<td>Public Liability Insurance</td>
<td></td>
</tr>
<tr>
<td>Is this required YES/NO</td>
<td></td>
</tr>
<tr>
<td>If Yes, please supply evidence</td>
<td></td>
</tr>
<tr>
<td>Country and locations to be visited (all locations to be stated)</td>
<td></td>
</tr>
<tr>
<td>Any relevant Foreign and Commonwealth Office advice to travellers to the country/location</td>
<td>No / Yes (please indicate):</td>
</tr>
<tr>
<td>Nature and Extent of Student Supervision at each location</td>
<td></td>
</tr>
<tr>
<td>Name and contact details of student supervisor at each location (not the initial contact person)</td>
<td></td>
</tr>
<tr>
<td>Arrangements for regular contact between the student and the overseas contact person</td>
<td></td>
</tr>
<tr>
<td>If elective more than one week - Arrangements for regular contact between the student and University programme representative or module lead</td>
<td></td>
</tr>
</tbody>
</table>
### C. TRAVEL AND ACCOMMODATION

<table>
<thead>
<tr>
<th>Travel Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>How are you going to travel from UK to base in host country?</td>
</tr>
<tr>
<td>Purchase of travel insurance: Yes/No</td>
</tr>
<tr>
<td>Provide copy to programme administrator</td>
</tr>
<tr>
<td>Arrangements for students reception on arrival in host country</td>
</tr>
<tr>
<td>Travel from location to location in host country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type and standard of accommodation at each location in host country:</td>
</tr>
</tbody>
</table>
### D. Personal Health Protection

<table>
<thead>
<tr>
<th>HAZARDS</th>
<th></th>
</tr>
</thead>
</table>
| Has the student any medical/dental (or other) conditions likely to affect his/her participation in the elective activities or place him/her at greater risk than the local population? | No  
Yes (State) |
| Has the student any dietary restrictions or allergies? | No  
Yes (State) |
| Are the overseas contact person and local supervisors aware of the student’s health status? | No  
Yes |
| Is there a need to draw the student’s attention to any infectious diseases endemic to the country/location to be visited? This is to include Blood born viruses, Infection control and HIV risk. | No  
Yes (Explain) |
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No (Explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the standard of sanitation at each location to be visited equivalent to that found in the UK?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No (Explain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the standard of medical/dental care at each location to be visited equivalent to the available in the UK? (the following factors must be considered):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Nature and level of care (first aid/paramedic/doctor/hospital)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Travel distance/time to medical care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Travel arrangements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Name and status of hospital (or indication of population served)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RISK ASSESSMENT**

<table>
<thead>
<tr>
<th>Question</th>
<th>No</th>
<th>Yes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there an increased risk of disease/injury to the student as a result of him/her visiting the host country/locations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this: Low/Medium/High?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rationale for ranking:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RISK MANAGEMENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the student sought medical advice on required vaccinations?</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>What evidence is available to show that the student has had all the required vaccinations?</td>
<td></td>
</tr>
<tr>
<td>Has the student sought medical advice on personal health care/sanitation whilst overseas?</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes (Explain)</td>
</tr>
<tr>
<td>Has the student had a dental check up prior to leaving the UK?</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Has the student visited their GP and discussed any health implications (including any existing conditions)?</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Is confirmation from a GP of fitness to undertake an elective required?</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Has the student purchased a personal medical kit (where this has been advised by a medical practitioner)?</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Question</td>
<td>Yes</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>What arrangements are in place for emergency medical transfer to the UK?</td>
<td></td>
</tr>
<tr>
<td>Has the student taken out adequate medical/healthcare insurance</td>
<td>Yes</td>
</tr>
<tr>
<td>Copy of insurance policy to be attached</td>
<td>No</td>
</tr>
<tr>
<td>E111/E128 completed?</td>
<td>No</td>
</tr>
<tr>
<td>Copy to be provided to programme administration</td>
<td>No</td>
</tr>
<tr>
<td>How will any 'pre existing medical/dental conditions be managed overseas?</td>
<td></td>
</tr>
<tr>
<td>Will the student have easy access to an adequate standard of medical/dental care at each of the overseas locations visited?</td>
<td>Yes</td>
</tr>
</tbody>
</table>
E. ELECTIVE ACTIVITIES

<table>
<thead>
<tr>
<th>HAZARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each separate category of activity at each separate overseas location, specify the nature of any hazard likely to be encountered.</td>
</tr>
</tbody>
</table>
### RISK MANAGEMENT

For each separate hazard identified above explain the arrangements made for managing the risk (ie reducing it to an acceptable level)

For high risks describe safe systems of work
<table>
<thead>
<tr>
<th>RISK ASSESSMENT</th>
</tr>
</thead>
</table>
| For each separate hazard identified in the section above, assess the risk of illness or injury (ie the likelihood of illness or injury occurring and the magnitude of the consequences).

Rank each risk as high, medium or low and provide a rational for ranking.
### F. RECREATIONAL TRAVEL

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the student intend to undertake recreational travel during the period of the elective?</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes (explain)</td>
</tr>
<tr>
<td>Has the student been advised on the associated health care/personal security risks and their management?</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Yes (explain)</td>
</tr>
</tbody>
</table>
DECISION

I believe that this an accurate risk assessment and the information on which it is based is both complete and accurate:

Student signature .....................................................................................................................

Date: ....................................................................................................................................

After telephone contact made with the host:

‘To the best of my knowledge and as far as I am aware the information gathered in the RAOE and the risk assessment is both complete and accurate’ :

Personal Tutor Signature ........................................................................................................

Date........................................................................................................................................

This Elective is Approved:

............................................................................................................ Date: ..........................................

Approved subject to the following conditions:

............................................................................................................ Date: ..........................................

Not approved for the following reasons:

............................................................................................................ Date: ..........................................

Student has been informed

............................................................................................................ Date: ..........................................

Please note that final confirmation that you may attend the overseas elective handbook will be given by the Award Assessment Board for your subject area.

Once completed, and normally no later than 36 weeks prior to the elective placement, please forward the form to your programme representative or module lead / Personal Tutor/Programme Administrator
### EMERGENCY CONTACT POINTS

**ELECTIVE PLACEMENT PERIOD** – (please insert)

<table>
<thead>
<tr>
<th>Student Name and Uni Number</th>
<th>Overseas Host and Accommodation address</th>
<th>Overseas telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### University - Office Hours Contact Details (see Appendix 8)

<table>
<thead>
<tr>
<th>Programme Representative</th>
<th>Personal Tutor</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Telephone</td>
<td>Telephone</td>
<td>Telephone</td>
</tr>
<tr>
<td>e-mail</td>
<td>e-mail</td>
<td>e-mail</td>
</tr>
<tr>
<td>Location</td>
<td>Location</td>
<td>Location</td>
</tr>
</tbody>
</table>

### UNIVERSITY OUT OF HOURS CONTACT NUMBER

| +44-01752 588400 |
| University Emergency Number – 24 hour Security number |

Please request contact with: 
Duty Manager for Faculty of Health, Education and Society

- Please take a copy of this form with you when you attend your elective placement
- A copy of this form duly completed, should be forwarded no later than 10 weeks prior to the elective placement to your Personal Tutor /Programme Administrator
- A copy of the form will be forwarded to Plymouth University Security office security@plymouth.ac.uk
CHECK LIST FOR DOCUMENTS

The following documents need to be completed and submitted to the programme administrator for your programme, (details in Appendix 9):

**Plymouth University Forms**

<table>
<thead>
<tr>
<th>Document</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Form 1 (International) (Appendix 1)</td>
<td></td>
</tr>
<tr>
<td>Elective Agreement (EA) (Appendix 2)</td>
<td></td>
</tr>
<tr>
<td>Risk Assessment for Overseas Elective (RAOE) (Appendix 3)</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact Form (Appendix 4)</td>
<td></td>
</tr>
<tr>
<td>Written confirmation that the details provided in Elective Form 1 remain unchanged</td>
<td></td>
</tr>
<tr>
<td>Post Elective Experience (Appendix 8)</td>
<td></td>
</tr>
</tbody>
</table>

**Documents to support elective**

<table>
<thead>
<tr>
<th>Document</th>
<th>Action required</th>
<th>Copy to Programme Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign and Commonwealth Office (FCO) advice for country to be visited</td>
<td>Must accompany submission of RAOE</td>
<td></td>
</tr>
<tr>
<td>Copy of passport</td>
<td>Must cover relevant period in line with FCO advice</td>
<td></td>
</tr>
<tr>
<td>Copy of visa, if appropriate</td>
<td>As required by relevant country</td>
<td></td>
</tr>
<tr>
<td>Travel Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details of travel arrangements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E128 (if travelling Europe)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Liability insurance (if appropriate)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 6

GUIDELINES FOR HEALTH PROFESSIONS STUDENTS
OVERSEAS ELECTIVE PLACEMENTS

An elective placement can be arranged to enable Health Professions students studying with Plymouth University to gain practice experience in other healthcare provider settings overseas. An elective placement is an exciting opportunity for Plymouth University students to plan and organise a short period of learning in an area either not available locally, they have not been able to access during their training, or in an area where employment has been sought.

The aim is to:

1. Broaden student’s knowledge and experience of health care delivery in the context of their current status as a student.

2. Enhance student’s knowledge and understanding of a particular service or organisation in the context of pre-registration learning.

Health Profession students (from any programme or branch/field) can apply to undertake an elective placement by following the programme criteria (EG as applies to Paramedic programme) or in line with this document of no more than four weeks duration if the following criteria have been fulfilled:

- Students have successfully completed all year 1 and year 2 theory and practice
- Students have
  - No fitness to practice procedure pending
  - No outstanding academic or practice assessment documentation pending such as re-sits or re submissions of coursework or examinations
  - Confirmation that sickness hours do not exceed 20 days.
  - Confirmation of no frequency of absence of programme attendance
- Students have discussed their elective choice with, and received the support of, their programme representative with written supporting evidence as to the students suitability.
- An elective will be organised and wholly funded by the student and must be arranged in close liaison with their Programme representative and the Academic Lead / Programme Lead. When calculating costs the student must consider accommodation, travel and all daily living costs.

Prior to accepting and undertaking an elective placement students must ensure that:
• A Workplace Agreement (WPA) has been put in place with the provider. This will be confirmed by the Deans Office via the Programme Administrator.

**Elective Dates:**
Elective placements can be arranged according to the programme or module requirements. Students should make the initial contact with the placement area with whom they wish to undertake an elective placement.

**Application Deadline:**
Students considering overseas electives will need to apply one year prior to their proposed overseas elective placement. Further documentation will be required 36 weeks and 10 weeks prior to commencement of the overseas elective placement.

**How to Apply**
(Please see the flow chart in Section 5 for the full process of application). Students who wish to undertake an overseas elective placement are required to apply in writing using Form 1 International (Appendix 1). They will need to evidence that the proposal has been discussed and agreed by their programme representative or module lead and should include detailed information relating to their proposed learning outcomes. Supporting information should also demonstrate learning aims and a rationale for the overseas elective placement choice. Students must also demonstrate they have consulted Foreign and Commonwealth Office (FCO) guidelines for their proposed placement area. Once completed the signed application Form 1 International should be sent to the Programme Administrator for your programme.

Students will receive provisional notification via the Programme Administrator of receipt of their application. Students will be notified that they may proceed with their overseas elective placement, once all relevant documentation and the Workplace Agreement has been received and subject to final confirmation from the respective Award Assessment Board

**NB:** Late applications will not normally be considered unless there are extenuating circumstances.

**Prior to the elective**
- **One year prior to the overseas elective placement:**
  Complete application Form 1 International (Appendix 1) and provide supporting documentation.

- **Thirty six weeks prior to the start of the overseas elective placement:**
  Submit the Elective Agreement (EA) (Appendix 2), Risk Assessment of Overseas Elective (RAOE) (Appendix 3) and supporting documentation as required (Appendix 5).
● **Ten weeks** prior to the start of the overseas elective placement students are required to submit a final elective proposal; emergency contact details (Appendix 4) and ensure all documents have been provided (Appendix 5).

● Final confirmation by Plymouth University that a student may attend their elective will be provided, in writing.

**During the elective**

● It is good practice for all students to keep a reflective log of their learning experiences which may be retained in their practice portfolio. The reflective log should include evidence to demonstrate how the elective placement has contributed to their personal and professional development.

● Any evidence collated for coursework requirement or personal log should identify learning outcomes which could not be obtained in “home trust” e.g. how the new placement paperwork differs or how policies differ from those elsewhere.

N.B.  **BSc (Hons) Paramedic programme specific requirements:**
- You must refrain from taking any photographs related to your elective placement.
- Failure to adhere to this request may be judged to breach of your honorary contract agreement with the ambulance service or Trust or host elective organisation.
- Failure to comply with the above may result in a mark of zero and the possibility of being reported to a Professional Issues Panel.
- Paramedic students must not drive any vehicle belonging to the ambulance service or Trust or host elective organization as a part of their elective placement.
- If programme requires
  - The supervisor/mentor from the elective must write a commentary to confirm that the student has maintained their level of professional behaviour whilst on the elective. This should be signed by the supervisor/mentor.
  - If required the host organisation should provide a signed report on the elective placement.
- All students must **complete their elective placement hours on a normal Student Experience Record Sheet (timesheet)** to be submitted with other placement timesheets. Elective placement hours are included in programme required hours.
After the elective

- All students are required to provide a formal evaluation of their experience on the completion of the placement, using the relevant tool on POPPI/POW. This information will be used to assist other students who may consider an elective placement in the same area.

- Please see Appendix 8 for details of the action to be taken following your overseas elective placement.

NB:
If the student is unable, for any reason, to undertake their pre-arranged elective they must, at the earliest opportunity, contact their programme representative or module lead / Programme Administrator.

For further information and advice please e-mail your Personal Tutor/Programme Administrator.

Flow charts summarising the above points can be found in Section 5.
POST ELECTIVE –
STUDENTS FROM THE SCHOOL HEALTH PROFESSIONS

On return:
If report is required for coursework submission. The report must be submitted by 1600 hours by the specified module deadline.

The Elective Portfolio
The elective portfolio is a formative assessment and comprises:

1. Provisional elective proposal (Form 1 International)
2. Elective Agreement (EA)
3. Risk Assessment of Overseas Elective (RAOE)
4. A structured report from the host
5. The final elective report. This needs to be handed in to your personal tutor upon return as per point 5.5. This is a formative assessment and does not affect your award.

Final report.
The final report should be reflective not just descriptive, and draw upon a wide range of material encountered during the whole period of planning and undertaking the elective. It should be word processed and submitted within one month upon return to the UK. The supporting documentation may take a variety of formats. The aim is to present the outcome of your thinking based on the suggested sections:

a) Initial aims and ideas
b) Discussion of objectives
c) Personal reflections on the experience.
d) What you bring back

This should be no more than 500 words. In addition you should provide information on:

e) The elective host organisation
f) Country demographics
g) Public health issues
h) FCO/DH advice
i) Local health issues
j) Your personal health and safety issue
## PROGRAMME ADMINISTRATION CONTACT DETAILS

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Programme</th>
<th>Address and Telephone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea Evans</td>
<td>Faculty of Health, Education and Society School of Health Professions Peninsula Allied Health Centre Derriford Road Plymouth PL6 8BH</td>
<td>Telephone Number: 01752 588800 Fax Number: 01752 588874</td>
</tr>
</tbody>
</table>