



Return this completed application form and all supplementary documentation to fmhhs.placements@mq.edu.au at least three (3) months prior to the earliest requested start date. Earlier submission is highly recommended for all rotations. The Elective opportunities are only available to students who are undertaking their final year of their medical program.

A listing of elective placements available to inbound medical students can be found on the website.

Sections 1-5 should be completed by the applicant. **Section 6** must be completed by the applicant's home university's dean.

This application forms the initial component of the application process. Should the candidate be successful, following review of the application, they will receive a Letter of Offer with instruction to complete the remaining compliance requirements and payment. A non-refundable application fee of AUD \$250 applies for every inbound application, paid through a payment portal shared with the Letter of Offer. Applicants will have two (2) weeks to accept the offer, from the date of the offer being sent, with receipt of payment. After acceptance, applicants will have a further eight (8) weeks, from the date of offer, to provide the remaining compliance requirements.

This form is related to medical placements at MQ Health (MQ) and Northern Beaches Hospital (NBH). All enquiries can be directed to fmhhs.placements@mq.edu.au

Section 1: Student information

First Name			
Last Name (Family Name)			
Preferred Name			
Date of Birth (DD/MM/YY)		Gender (Male / Female/other)	

Section 2: Contact Details

Mobile phone number	
University Email Address	
Residential Address	
Emergency Contact Name Relationship with Emergency Contact Mobile Phone Number of Emergency Contact Email Address of Emergency Contact	

Section 3: Citizenship Details

Nationality	
Country of Birth	
Main Language Spoken at Home	



Section 4: Application Details and Elective Preference

Medicine Degree Name (and length of degree)	
Current Year of Progression	
Placement Duration (not exceeding 8 weeks)	
Anticipated Number of Days/Hours of Clinical Experience Per Week During the Placement	
Assessment components required by the home university	
Dates requested (start date / end date)	

Preference Order	Elective	Location (MUH or NBH)
1		
2		
3		
4		
5		

Section 5: Compliance Requirements

There will be two sets of compliance requirements to be submitted. The first component will be submitted with this application and the secondary within six (6) weeks of accepting the offer.

First component (to be submitted with this application)

- Completed application form including home university stamp
- Evidence of your medical school's indemnity insurance which covers you for the period of this elective placement. At a minimum please provide Public Liability certificate and Professional Indemnity certificate - not less than AUD\$20 million, in respect of each and every occurrence. These documents must be provided by your medical school. (this must indicate that you are covered for professional medical indemnity, not only travel and personal health insurance).
- Official academic transcript
- Current CV
- Attach evidence of citizenship (photo ID page of passport)
- Letter of Good standing from your home university



Second component (to be submitted within six (6) weeks of accepting the offer)

- National Criminal Record Check - These checks can take 4-6 weeks to receive so apply as soon as possible. International students only – are encouraged to apply to the Australian Federal Police (AFP) [HERE](#).
- [Working with Children Check](#) - A working with Children Check (WWCC) can only be issued in New South Wales (NSW), Australia. You will need to start the application online (steps 1-2) and then when visit a Service NSW Office in person, where your 100 points of ID will be sighted. Please ensure you familiarise yourself with ID requirements to avoid delays in your WWCC being accepted. After your ID is sighted, you will be issued with an application number (starting with 'APP'_, which you will need to email fmhhs.placements@mq.edu.au prior to your placement start date.
- Completed Vaccination documentation
 - Diphtheria, Tetanus and Pertussis (within the last 10 years)
 - Hepatitis B – evidence of immunity or adequate vaccinations
 - Measles Mumps and Rubella (serology test of record of 2 doses of MMR vaccine at least one month apart)
 - Varicella (vaccination or serology test)
 - Tuberculosis TB Screening
 - Blood Borne Virus Declaration
 - Southern Hemisphere Influenza Vaccine
- Covid-19 Vaccination – Australian approved - a list can be found [HERE*](#)

International students –We recommend you arrive in Sydney at least 1 week prior to your placement start date to allow time - You will not be allowed to start placement until you are able to provide evidence of these. The items that will be required to be obtained in Australia is the Working with Children Check, Southern Hemisphere Influenza Vaccine and Covid-19 Certificate.

Section 6: Home university's details

University Name			
This student is in good academic standing at this institution and is approved to participate in this elective.		<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No
At the time of the proposed Inbound placement, this student will be enrolled as a student in the course listed above.		<input type="checkbox"/>	<input type="checkbox"/>
		Yes	No
Name of Dean (or authorised delegate)			
Signature:		Institute Stamp:	
Date:			



Student Declaration

1. I have read and understood Macquarie University's privacy collection notice [Privacy Policy](#), and that the university will collect, use and disclose my personal information provided in this application, in accordance with this [policy](#).
2. I agree to provide any relevant information to Macquarie University which may impact or alter the clinical experience (e.g. reasonable adjustments required).
3. I understand that students commencing a clinical placement must meet the mandatory compliance requirements, and must supply associated evidence supporting your application as outlined on this form.
4. I have read and agree to the [Macquarie University Code of Conduct](#).
5. I understand that the application fee is non-refundable and I have read and understood all the compliance requirements I will need.
6. I understand that I must provide original or certified copies of the information provided upon request.
7. I declare that the information submitted in this application is true and complete.

I _____ (print name) hereby agree to the above terms and conditions set out in this declaration.

Student Signature _____ Date _____