



CLINICAL PLACEMENTS PATHWAY AND FAQs

Medical Education

Table of Contents

Introduction:	3
About the Programme:	3
Expected learning outcomes:	4
Who can apply for placement with us?	4
How to apply for this programme:	4
Your Clinical placement Roadmap:	5
What happens in each stage of your application?	5
STAGE I: ACCEPTANCE:	6
STAGE II: EVALUATION & REGISTRATION:	6
STAGE III: VERIFICATION:	6
STAGE IV: COORDINATION:	6
CLINICAL ATTACHMENT:	8
INTERNATIONAL MEDICAL ELECTIVE PLACEMENT:	10
MEDICAL ELECTIVE PLACEMENT:	11
WMS MEDICAL ELECTIVE PLACEMENT:	12
UNDERGRADUATE PLACEMENT:	13
WORK EXPERIENCE PLACEMENT:	14
CLINICAL PLACEMENT FAQs	15
Pre-Acceptance of Placement Queries:	17
Post-Acceptance of Placement Queries:	18
Queries related to Document Verification & Checks:	20
Occupational Health Clearance Queries:	21
During The Placement Queries:	23
Post Completion Of Placement Queries:	25

Introduction:

University Hospitals Coventry and Warwickshire NHS Trust, one of the region's largest teaching hospitals offers multiple opportunities for all International and local clinical placement candidates who wish to seek an opportunity for observership at our trust under the supervision of our consultants, who volunteers support for these placements.

We offer the placement opportunities to all International Medical Graduates and Medical Elective Students who wish to seek a taster opportunity on the working lives of the doctors and the NHS work environment. Moreover, this opportunity will enhance their understanding towards quality patient care, clinical support and other administrative activities which will enhance their experience becoming future doctors. This Observership opportunities are also offered to Medical Electives, both International and local and Work Experience opportunities to the young students who are 16 years or above as part of their school curriculum in the UK.

About the Programme:

It is often known that new International Medical Graduates (IMGs) struggle to make a smooth transition to the training, and NHS working practices and lifestyle in the UK after leaving their home country. Hence, as part of their progression, we support all International Medical Graduates (all grades) who want to gain experience of the NHS system or advance their exposure to specific skills are welcome to apply for an observership at our trust provided with acceptance/ sponsorship from one of our consultants.

Our programme has been created to provide a flavour of the nature of clinical practice in the UK and observe the role of doctors and other health care professionals within the NHS. The programme offers a range of experience and skills which ensures an increased chance of employment. Their participation also enhances the department's strength by having them assisting the doctors and reduce stress.

All placement candidates must endeavour to find a Clinical Supervisor by themselves and will be allowed to shadow the multi-disciplinary team to observe clinical skills, develop interpersonal skills and obtain a range of additional skills. The Clinical Supervisor will be responsible for meeting with the attaché to assess their level of understanding and complete the Clinical Attachment / Observership record. Upon completion, an electronic Certificate of Completion will be issued to the candidate by the Medical Education Office upon request.

The placement will be most beneficial for the overseas doctors who aim for a job or for those who are in the preparation of their PLAB 2 examination in the UK. It will allow the candidate to be under the supervision of a clinical supervisor on an observing capacity only and will be a non-paid role within the trust.

The Clinical placements are usually offered for a maximum of 4 - 6 weeks period subject to evaluation of the supervising consultant and the overseas doctors who apply for such placements need not be GMC registered as they will not be carrying out any clinical practice or procedures. However, completion of PLAB 2 examination could be desirable and moreover, they can consider this opportunity as a reference for their future job applications within the Trust or in the UK.

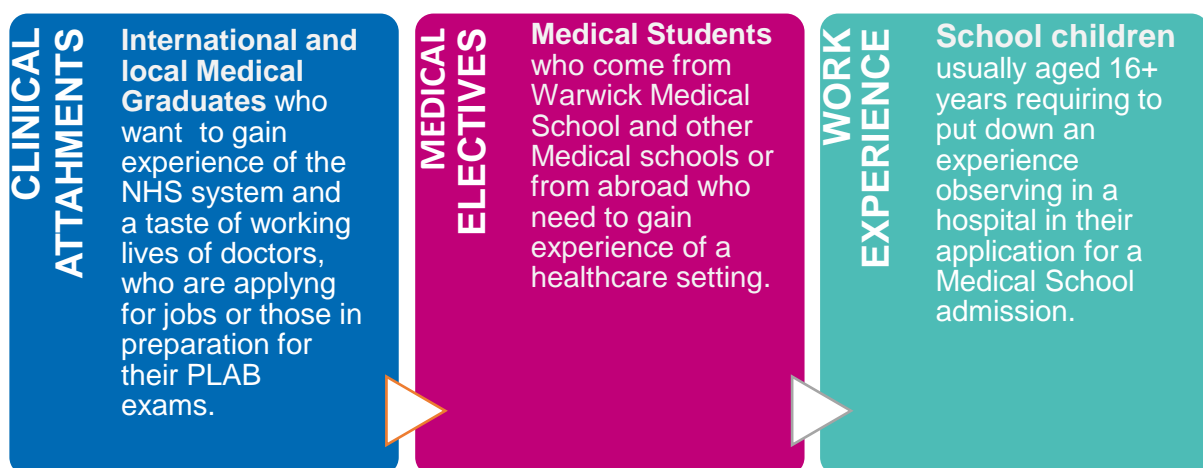
This programme will also be a platform of learning and engagement for both local and International Medical Electives and the Work experience students within the UK may also explore a 5-day clinical work experience shadowing our consultants.

Expected learning outcomes:

By the end of the clinical placement, it is anticipated that the applicant will have acquired some of the following clinical skills based on the type of placement they acquire;

- Observing Consultation
- Participating in patient administration and patient history recording
- Physical examination (Under direct supervision)
- Directly observing surgery (Clinical Attaches who are EPP cleared only)
- Good practice in prescriptions
- Infection control
- Phlebotomy and interpretation of blood results
- Interpretation of ECGs & X-rays.
- Identify differential diagnosis & Investigations.
- Analyse treatment conclusions & decisions
- Understand Doctor/Patient partnership and communication.
- Consent formalities
- Improve communication skills.
- Learn multi-disciplinary skills.
- Understand clinical duties adhered towards GMC guidelines.
- Be confident and conscientious.
- Assist with research and audit.
- Attend clinical audit and educational & MDT meetings.
- Acquaint yourself with administration and management in the NHS especially clinical governance.
- Observe and practice NHS systems, such as Electronic Patient Recording Systems (EPR)

Who can apply for placement with us?



How to apply for this programme:

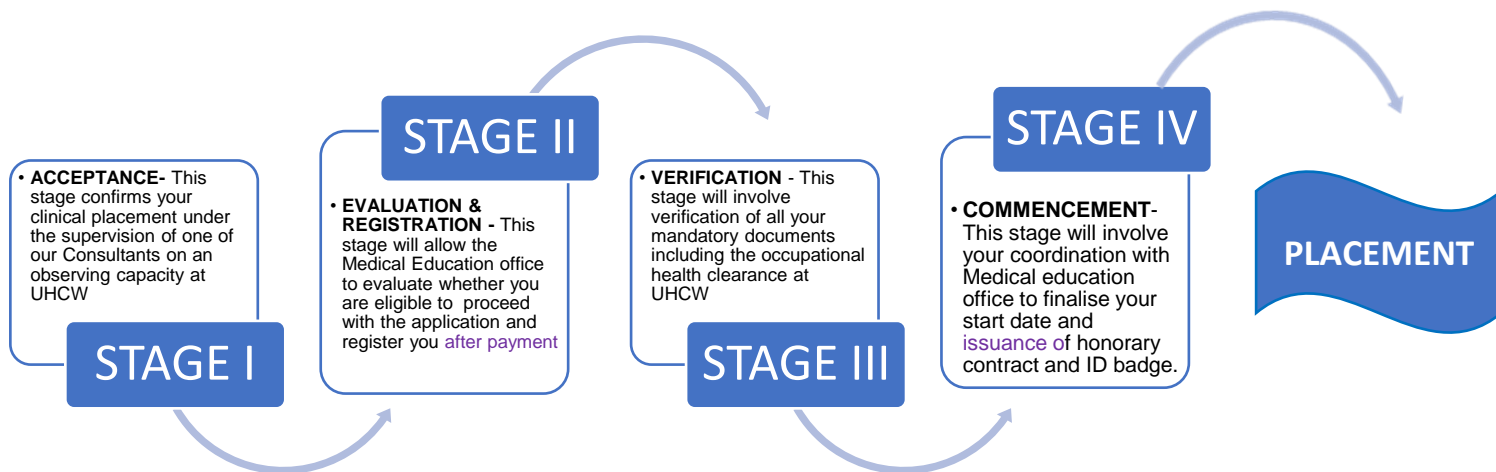
The candidate may explore the different specialties of your interest and contact the Consultants from the webpage link here - <https://www.uhcnw.nhs.uk/our-services-and-people/our-people/?q=&d=10&sort=> and write to them with a cover letter and resume expressing your interest for the placement and an estimated joining date. Should the Consultant accept the request, the acceptance must be notified by the Consultant who had agreed to supervise the placement candidate to medicaleducation@uhcnw.nhs.uk [mailto:medicaleducation@uhcnw.nhs.uk], we will then proceed to request additional documentation from the candidate to process their participation in the placement. Alternatively, the candidate may share the email confirmation received from the consultant to medicaleducation@uhcnw.nhs.uk [mailto:medicaleducation@uhcnw.nhs.uk].

No application shall be accepted outside this process, unless applications are identified, routed by UHCW Senior Management.

Your Clinical placement Roadmap:

This road map will help you prepare yourself towards applying for a clinical placement within our trust and will allow you to understand the robust process we follow towards your successful placement. This road map is applicable to all **Local & International** medical graduates and medical electives only

What happens in each stage of your application?



STAGE I: ACCEPTANCE:

In this stage the Medical Education office receives acceptance confirmation email directly from the Supervising Consultant of the candidate or receives a copy of the confirmation from the Candidate. (Acceptance confirmation email from consultant forwarded to Medical Education MedicalEducation@uhcw.nhs.uk)

To achieve this, the candidate is requested to write to the Consultants within their desired speciality and seek their acceptance for this opportunity. They shall express their interests and aspirations towards seeking this Observership by sharing a Cover letter and CV which shall include their Contact details, DOB, PLAB 2 exam date & GMC Status. **Please note that you must have approval from a named consultant at UHCW and must be specified in email / application form. Please note that the placement will be strictly hands off, unpaid and observational role only, subject to fee payment, checks, occupational health clearance and consultant availability at the time.**

STAGE II: EVALUATION & REGISTRATION:

In this stage the eligibility of the candidate is evaluated prior to starting the process:

If you are an International Medical Graduate or International Medical Elective:

- You must provide a copy of your valid UK visa (as applicable)

If you are a UG, PG or Medical Elective student from the UK including Warwick Medical School:

- You must provide a copy of your valid passport / Status Letter from the Medical School

If you are a Work Experience student:

- You must be 16 years or above to attain a clinical work experience Observership.

STAGE II: REGISTRATION:

Payment of Registration Fees (as applicable) – Refer to each placement tab

Cancellation Policy (as applicable).

STAGE III: VERIFICATION:

In this stage all mandatory documents required for the application process are verified, including the registration of the candidate in *MyCority system for Occupational Health clearance process.

**MyCority – It is an embedded system where all your health records are submitted, verified and approved by the Occupational health office at UHCW NHS Trust. They deal with Trust wide applications and hence each application will be processed on a priority basis – As of April 14th, 2025, this system will be permanently shut down, however, the PPQ questionnaire will need to be completed temporarily until the new system is embedded.*

STAGE IV: COMMENCEMENT:

In this stage, once all mandatory clearances are completed the Medical Education office will coordinate with the candidate and the Consultant to finalise the start date of the placement. Once dates are finalised, an honorary contract will be issued for electronic signature will to the candidate and ID badge will be arranged. A security access badge is arranged for all IMGs, however, a paper- based ID badge is arranged for Electives and Work experience students except for WMS Students who is allowed to use their own badge.

Proposed Tabs to feed in information as below on the MedEd Coventry Website /
UHCW website

**CLINICAL
ATTACHMENT**

**INTERNATIONAL
MEDICAL
ELECTIVE**

**MEDICAL
ELECTIVE**

**WMS MEDICAL
ELECTIVES**

**UNDERGRADUATE/
POSTGRADUATE
PLACEMENT**

**WORK
EXPERIENCE**

CLINICAL ATTACHMENT:

Who can apply for Clinical Attachment?

1. If you are locally employed or within UHCW NHS Trust:

- Doctors who seek to progress to consultant grade by applying for the Certificate of Eligibility for Specialist Registration (CESR)
- Doctors already in non-training grade positions e.g. SAS doctors or Trust Fellows who are seeking a formal educational structure to their posts and wish to pursue higher qualifications built into these posts.
- Locally Employed Doctors
- NHS Staff non-clinical - who is currently planning to apply to Medical School
- NHS Staff clinical – who are not in the capacity of a Doctor
- NHS Staff in other local trusts

2. If you are an International Medical Graduate:

- Who preferably has completed PLAB 1 and in preparation of PLAB 2 or completed.
- Who is GMC registered or in the process of registration.
- Post Foundation and Core Medical Trainees seeking next step experience.
- Specialist Trainees
- Overseas doctors seeking UK NHS experience.
- Doctors seeking to enhance their portfolio to gain entry to the training grades.

3. If you are currently on temporary suspension:

- International or local Medical Graduates who are currently on suspension and unable to practice.
 - The clinical placement is subject to full declaration of the reason for the suspension and sharing relevant records and the GMC Reg Number with the Clinical Supervisor and Medical Education Office.

CLINICAL ATTACHMENT

Essential Eligibility Criteria:

- Medical Degree qualification
- Email Confirmation of acceptance from the Supervising Consultant.
- Identification Document such as Valid Passport
- Immigration status – Valid UK visa or Electronic Travel Authorization (ETA)- as applicable
- Occupational Health clearance (Completed via Internal system)
- Satisfactory References (If required)

Desirable Eligibility Criteria:

- At least 6 months healthcare work experience
- Attempted or Passed IELTS or OET certificate at level 7.5 or equivalent level of English.
- Attempted or Passed PLAB1 test.
- Attempted or preparing for or Passed PLAB2 test.
- GMC Registration or equivalent

Placement Period:

The Placement is offered for a maximum of 2 weeks in Cardiology and 4 weeks in other specialities, however, under the discretion of the respective department by the supervising consultant. Any extension or new placement can only be offered under suggestive recommendations from the Consulting Supervisor and based on the candidate's performance and contribution during the Clinical placement. This will be a non-paid placement under an observing capacity only, subject to satisfactory checks prior to commencement.

Processing Time:

The application will only be processed 4 months prior to the planned start date of the candidate to ensure they complete submission of all essential documents and mandatory checks and have enough processing time. The application process is completed through following robust verification guidelines as per NHS Standards, which includes mandatory occupational health clearance which takes up to a minimum of 4- 6 weeks.

Failure to providing satisfactory documents as per the standards will result in offer of Clinical attachment placement being withdrawn or terminated.

Application Fees:

- Registration & admin fees - £150
- Should you decide to withdraw your application within 2 weeks of your payment of £150, you will be refunded £100 or a full refund under any justifiable circumstances.
- Occupational Health processing fee – as applicable to individual applicant (cost will be applied to each test and to be paid directly to the Occupational Health Office on the day of the appointment) **[effective from 1st April 2025 onwards]**

The payment links will be shared with you once the application has been provisionally approved. The fee is non-refundable

Documents Requested:

1. Your latest Resume
2. A clear copy of your Passport
3. A copy of valid UK visa (only if you are a non-UK resident and/ or from the countries listed here [Nationals of countries and territories who need a visa to enter or transit the UK](#))
4. A white background Colour Passport size Photo for ID badge in .JPG format
5. Police Clearance (from your home country translated to English)
6. Standard DBS (only if you are in the UK for more than 3 months prior to your placement)
7. Your Immunization & Vaccination History if available (Upload to Internal System).

INTERNATIONAL MEDICAL ELECTIVE:

INTERNATIONAL MEDICAL ELECTIVE

Essential Eligibility Criteria:

- An International Medical Student in his / her penultimate year of study at the Medical School
- Email Confirmation of acceptance from the Supervising Consultant.
- Identification Document such as Valid Passport
- Immigration status – Valid UK visa or Electronic Travel Authorization (ETA)- as applicable
- Occupational Health clearance (Completed via Internal system)
- Satisfactory References (If required)

Placement Period:

The Placement is offered for a maximum of 2 weeks in Cardiology and 4 weeks in other specialities, however, under the discretion of the respective department by the supervising consultant. Any extension or new placement can only be offered under suggestive recommendations from the Consulting Supervisor and based on the candidate's performance and contribution during the Clinical placement. This will be a non-paid placement under an observing capacity only, subject to satisfactory checks prior to commencement.

Processing Time:

The application will only be processed 4 months prior to the planned start date of the candidate to ensure they complete submission of all essential documents and mandatory checks and have enough processing time. The application process is completed through following robust verification guidelines as per NHS Standards, which includes mandatory occupational health clearance which takes up to a minimum of 4-6 weeks.

Failure to providing satisfactory documents as per the standards will result in offer of Clinical attachment placement being withdrawn or terminated

Application Fees:

- **Non- refundable Registration and administration fees for your Elective placement - £50 (Fifty Pounds).**
- Occupational Health processing fee – as applicable to individual applicant (cost will be applied to each test and to be paid directly to the Occupational Health Office on the day of the appointment) **[effective from 1st April 2025 onwards]**

The payment links will be shared with you once the application has been provisionally approved. The fee is non-refundable

Documents Requested:

1. Your latest Resume
2. A clear copy of your passport
3. A copy of valid UK visa (only if you are a non-UK resident and/ or from the countries listed here [Nationals of countries and territories who need a visa to enter or transit the UK](#))
4. A white background Colour Passport size Photo in .JPG format
5. Police Clearance (from your home country translated to English)
6. Standard DBS (only if you are in the UK for more than 3 months prior to your placement)
7. Your Immunization & Vaccination History if available (Upload to Internal System).

MEDICAL ELECTIVE UK:

MEDICAL ELECTIVE PLACEMENT

Essential Eligibility Criteria:

- A Medical Student in his / her penultimate year of study at the Medical School in the UK.
- Email Confirmation of acceptance from the Supervising Consultant.
- UK Passport
- Occupational Health clearance (Completed via Internal system)
- Satisfactory References (If required)

Placement Period:

The Placement is offered for a maximum of 2 weeks in Cardiology and 4 weeks in other specialities, however, under the discretion of the respective department by the supervising consultant. Any extension or new placement can only be offered under suggestive recommendations from the Consulting Supervisor and based on the candidate's performance and contribution during the Clinical placement. This will be a non-paid placement under an observing capacity only, subject to satisfactory checks prior to commencement.

Processing Time:

The application will only be processed 4 months prior to the planned start date of the candidate to ensure they complete submission of all essential documents and mandatory checks and have enough processing time. The application process is completed through following robust verification guidelines as per NHS Standards, which includes mandatory occupational health clearance which takes up to a minimum of 4-6 weeks.

Failure to providing satisfactory documents as per the standards will result in offer of Clinical attachment placement being withdrawn or terminated.

Application Fees:

- **Non- refundable Registration and administration fees for your Elective placement - £50 (Fifty Pounds).**
- Occupational Health processing fee – as applicable to individual applicant (cost will be applied to each test and to be paid directly to the Occupational Health Office on the day of the appointment) **[effective from 1st April 2025 onwards]**

The payment links will be shared with you once the application has been provisionally approved. The fee is non-refundable

Documents Requested:

1. Your latest Resume
2. A clear copy of your UK passport
3. A white background Colour Passport size Photo in .JPG format
4. Police Clearance (from your home country translated to English)- if applicable
5. Standard DBS (only if you are in the UK for more than 3 months prior to your placement)
6. Your Immunization & Vaccination History if available (Upload to Internal System).

WMS MEDICAL ELECTIVE :

WMS MEDICAL ELECTIVE

Essential Eligibility Criteria:

- A WMS Medical Student in his / her penultimate year of study at Warwick Medical School.
- Email Confirmation of acceptance from the Supervising Consultant.
- Status Letter showing the Year and capacity of Study.
- A copy of Valid Passport

Placement Period:

The Placement is offered for a maximum of 2 weeks in Cardiology and 4 weeks in other specialities, however, under the discretion of the respective department by the supervising consultant. Any extension or new placement can only be offered under suggestive recommendations from the Consulting Supervisor and based on the candidate's performance and contribution during the Clinical placement. This will be a non-paid placement under an observing capacity only, subject to satisfactory checks prior to commencement.

Processing Time:

The application will only be processed 4 months prior to the planned start date of the candidate to ensure they complete submission of all essential documents and mandatory checks and have enough processing time. The application process is completed through following robust verification guidelines as per NHS Standards, which includes mandatory occupational health clearance which takes up to a minimum of 4-6 weeks.

Failure to providing satisfactory documents as per the standards will result in offer of Clinical attachment placement being withdrawn or terminated.

Application Fees:

There is no fee for Warwick medical Students observing at the Trust. And there is no Occupational Health screening required.

Documents Requested:

1. Your latest Resume
2. A clear copy of your Passport
3. A white background colour passport size photo in .JPG format
4. Letter of Recommendation from Warwick Medical School
5. Return a copy of the signed Acceptance Confirmation Letter issued by Medical Education Office.

UNDERGRADUATE / POSTGRADUATE ELECTIVE:

UNDERGRADUATE / POSTGRADUATE ELECTIVE

Essential Eligibility Criteria for Non – University of Warwick Phase 3 Students:

- An Undergraduate/Postgraduate student aspiring to apply to the Medical School.
- The student must find a supervising Consultant and finalise dates.
- Email Confirmation of acceptance from the Supervising Consultant.
- Status Letter showing the Year & Capacity of Study.

Placement Period:

The Placement is offered for a maximum of 2 – 4 weeks under the discretion of the respective department by the supervising consultant. Any extension or new placement can only be offered under suggestive recommendations from the Consulting Supervisor and based on the candidate's performance and contribution during the Elective placement. This will be a non-paid placement under an observing capacity only, subject to satisfactory checks.

Processing Time:

The application will only be processed 4 months prior to the planned start date of the candidate to ensure they complete submission of all essential documents and mandatory checks prior to commencing their placement. The application process is completed through following robust verification guidelines as per NHS Standards, which includes mandatory occupational health clearance which takes up to a minimum of 4-6 weeks.

Failure to providing satisfactory documents as per the standards will result in offer of Elective placement being withdrawn or terminated.

Application Fees:

- **Non- refundable Registration and administration fees for your Elective placement - £50 (Fifty Pounds).**
- Occupational Health processing fee – as applicable to individual applicant (cost will be applied to each test and to be paid directly to the Occupational Health Office on the day of the appointment) **[effective from 1st April 2025 onwards]**

The payment links will be shared with you once the application has been provisionally approved. The fee is non-refundable

Documents Requested:

1. Your latest Resume
2. A clear copy of your Passport
3. A white background colour passport size Photo in .JPG format
4. Letter of Recommendation from the University Tutor or Academic Lead
5. Police Clearance (from your home country translated to English)- if applicable
6. Standard DBS (only if you are in the UK for more than 3 months prior to your placement)

WORK EXPERIENCE :

WORK EXPERIENCE

Essential Eligibility Criteria:

- A Sixth Form Student in the UK – 16 years or above only
- The student must find a supervising Consultant
- Email Confirmation of acceptance from the Supervising Consultant.

Placement Period:

The Placement is offered for 5 days only under a speciality or within multiple specialities as assigned by the supervising consultant. This will be a non-paid placement under an observing capacity only, subject to satisfactory checks such as ID verification & Occupational Health screening. The work experience students are generally restricted to certain areas such as surgery, Anaesthetics, ICU / ITU, A & E, Ob & Gynae, Paediatrics, Pathology, Radiology etc.

Processing Time:

The application will only be processed 4 months prior to the planned start date of the candidate to ensure they complete submission of all essential documents and mandatory checks prior to commencing their placement. The application process is completed through following robust verification guidelines as per NHS Standards, which includes mandatory occupational health clearance which takes up to a minimum of 4-6 weeks.

Failure to providing satisfactory documents as per the standards will result in offer of Elective placement being withdrawn or terminated.

Application Fees:

There is NO fee for this placement. **Please note there may be an additional occupational health fee should you require further testing and/or vaccination as advised by the Occupational Health office with respective to your capacity of Study.**

Documents Requested:

1. Your latest Resume
2. A clear copy of your Passport or Birth Certificate
3. A white background colour passport size photo in .JPG format
4. If there is a Name change, you must provide a letter from your school or from UK Home Office. (as applicable)
5. If you are an overseas student, then must provide the admission letter from your current school in the UK or Transcription / Transfer Letter (as applicable)
6. Student Guidelines Form – will be supplied
7. Work Experience Request Application – will be supplied

COURSES: (MAIN TAB)



When they click on the above tab , it will

[Courses \(mededcoventry.org\)](https://mededcoventry.org)

LOCAL ACCOMMODATION: (MAIN TAB)



When they click on the above tab , it will

[Local Accommodation \(mededcoventry.org\)](https://mededcoventry.org)

LOCATION: (MAIN TAB)

LOCATION

**UHCW Hospital
LOCATION**

When they click on the above tab , it will

[University Hospital - University Hospitals Coventry & Warwickshire \(uhcw.nhs.uk\)](https://uhcw.nhs.uk)

**St. Cross Hospital,
Rugby
LOCATION**

When they click on the above tab , it will

[Hospital of St Cross - University Hospitals Coventry & Warwickshire \(uhcw.nhs.uk\)](https://uhcw.nhs.uk)

CLINICAL PLACEMENT FAQs

Pre-Acceptance of Placement Queries:

The questions and answers below are applicable to the candidates who is yet to identify a supervising consultant within the UHCW NHS Trust:

Q1: I cannot find any consultant contact details under the link, could you please provide me a list so that I can contact.

A: Unfortunately, we are unable to share any consultant contacts outside what is available in our website. Please check the link below and select the speciality from the drop-down list under your desired speciality and reach out to the doctors of whose contacts are already available on the website.

You may write to the respective Consultant, your expression of interest for a clinical attachment.

[Our Departments - University Hospitals Coventry & Warwickshire \(uhcw.nhs.uk\)](http://uhcw.nhs.uk)

Q2: I am on periodic/ temporary suspension of medical practice, what are the pre-requisites I have to complete with regards to this status prior to joining the clinical placement?

A: If you are suspended temporarily from your medical practice for a periodic or term time period, then you may inform Medical Education office providing evidence to your suspension and keep the accepting consultant informed about this. Any related conversation or request for reference regarding to support your Tribunal hearing as required need to be directly communicated with the supervising consultant and not through Medical Education office.

Q3: I am an International Medical Graduate and wish to seek a clinical placement at UHCW under the supervision of any specific Consultant and I am fully funded by the Government or any other institution, what would the process of application?

A: If you are an International Medical Graduate seeking a placement opportunity with us, it would be identified as an application similar to the MTI (Medical Training Initiative) and this could be processed through Medical Education Office unless you require a hands on experience. Any placement that is beyond observation , or hands on need to be processed through Medical Workforce office : MedicalWorkforceTeam@uhcw.nhs.uk

Q4: How long it will take to complete the application process and start the placement?

A: If you are an International Medical Graduate, the application process must start at least 4 months prior to your planned start date, however, your start date is subject to completion of all ID checks and mandatory occupational health screening.

Except for WMS Students, all placement candidates must undergo mandatory occupational health screening which should take a minimum of 4 weeks.

Q5: Can I seek clinical placement in two different departments under two different consultants?

A: Unfortunately, you are only allowed to be under the supervision of one Consultants under his respective speciality for a maximum of 2 – 4 weeks subject to the consultant availability. However, we may review the opportunity, if the Consultants have accepted you.

Q6: In case if I am unable to participate in the placement, will I get my fee refunded?

A: The fee for the clinical placement is non- refundable, unless you justify the reasons for the refund request with sufficient evidence, such as, cancellation of flights to the UK, rejection of UK visa etc.

Q7: My visa is getting expired sooner, is it possible to still process my application?

A: The application can only be processed 3-4 months prior to your planned start date. Should you visa is getting expired in 1 month, you must provide us with a renewed UK visa in order to start your placement.

Q8: I just completed my PLAB 2 exam and now have applied for my GMC License, is this a requirement to apply for a clinical placement.

A: GMC Licence is not a requirement for your clinical placement with us.

Post-Acceptance of Placement Queries:

The questions and answers below are applicable to the candidates who has been accepted by a consultant for their placement at UHCW NHS Trust:

Q1: Please advise what is the latest time that I should send you a valid UK visa to initiate the process?

A: You must start the process at least 4 months prior to your planned start date.

For example; If you have planned your placement date in July, you should start the process at least 4 months prior to your visit, as the occupational health takes a maximum of 4 weeks to process. So, once you obtain the UK visa, you must send it along with valid passport copy to initiate the process. It is advisable to have your immunization / vaccination reports to avoid any additional charges for occupational health screening.

You are advised not to make any travel arrangements prior to obtaining the Occupational health clearance or setting up a blood test appointment (if required), unless you have any other personal engagements planned in the UK.

Q2: I have been accepted by a consultant at UHCW , what are the next steps ?

A: If you are still abroad and do not have a UK visa; you have to follow below. Unless your UK visa status is not shared with Medical Education office, and your registration fee paid, your application will be on hold and will not be processed.(the below steps is subject to change)

1. Apply for the UK visa
2. Submit UK visa and other docs as requested to Medical Education MedicalEducation@uhcw.nhs.uk
3. Based on first come first served basis your application will be processed
4. You will be registered to the system for occupational health screening.
5. You will then receive a notification to complete the OH application further and submit (subject to change)
6. Within a maximum of 4 – 6 weeks, you will be notified about your occupational health clearance.
7. Occupational health office will reach out to you if you require an appointment for any immunization assessment / blood test which shall be completed for a charge as advised by the OH office.(Table of cost of all the tests will be supplied to you during Stage I)
8. Once you finish appointment, within 7-10 days, your clearance will be confirmed, however, if you are partially cleared, you are able to start your placement and complete the appointment in due course during your placement period.
9. Once cleared, the consultant availability and your availability are finalised and confirmed.
10. Honorary contract is issued for your electronic signature and security access will be requested to the Security Access Team. For Medical Electives, the ID badge will be paper based and issued by MedEd Office.

Q3: I have been accepted by Dr. Santosh, and wanted to understand whether you are able to set up my start date as 4th March 2024?

A: We are unable to define a start date at this point as you have either not submitted any documents or your occupational health clearance is not completed. Once your occupational health clearance is obtained, and all mandatory checks completed, we will be able to advise your start date with us and we will reconfirm availability of your supervising consultant to proceed further.

Q4: What is the address of UHCW?

Occupational Health Office
Room ACD40005, 4th Floor, West Wing
University Hospital Coventry and Warwickshire NHS Trust

Clifford Bridge Road, Coventry, CV2 2DX

[Location Map](#)

Dermatology Consultants rotate between the two hospitals; (Coventry & Rugby)

St. Cross Hospital, Rugby,
Barby Road, Rugby, CV22 5PX

[Location Map](#)

Queries related to Document Verification & Checks:

The questions and answers below are applicable to the candidates to prepare their documents

Q1: I am unable to get a police clearance certificate, what should I do?

Police clearance certificate is a mandatory document; however, it is not a barrier to initiate the process for your occupational health clearance and is required to be submitted prior to commencing the placement. You can request it to the Government organisation of your home country.

A police clearance certificate, issued by a country outside the UK, is required for every country where the person has been present for 12 months or more, in the 10 year period prior to the application, while the person was aged 18 or over. The requirement for applicants to evidence their criminal record strengthens the existing process enabling us to establish whether the person has committed any offences overseas.

Q2: I am currently in the UK, how can I apply for my police clearance certificate from here?

If you are in the UK for less than 3 months, you need to apply for a police clearance certificate from your home country or the country where you have lived for 10 years or more – as stated below.

A police clearance certificate, issued by a country outside the UK, is required for every country where the person has been present for 12 months or more, in the 10 year period prior to the application, while the person was aged 18 or over. The requirement for applicants to evidence their criminal record strengthens the existing process enabling us to establish whether the person has committed any offences overseas.

If you are in the UK for more than 3 months and / or you are seeking an employment in the UK, you must complete both Police clearance from the country you lived more than 10 years and also a Standard DBS from the UK.

A Standard DBS: A standard DBS check is a criminal record check that shows information of all cautions, warnings and reprimands a person has. It is the middle level of DBS check available and can only be requested by employers or organisations for roles that require it. It

is carried out by the Disclosure and Barring Service (DBS) in England and Wales, and Disclosure Scotland for north of the border.

Hence, it is not required in the case of Medical Electives unless the candidate is a resident in the UK or been here for more than 3 months. More information could be found here below ;

[About us - Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/about-us-disclosure-and-barring-service)

Q3: I am currently in the UK since January 2023, and I am unemployed, how can I apply for a Standard DBS?

A: If you are here in the UK for more than 3 months, and unemployed, we can support in applying a standard DBS for you. You must visit our office for document verification. Your original passport, original BRP card and original proof of address should be submitted for verification. And you will be notified on the next steps by the Medical Education MedicalEducation@uhcw.nhs.uk office.

Q4: Is there any expiry date for the DBS Clearance?

No, however, it is usually accepted if it is less than 12 months old.

Q5: What type of visa is applicable for Elective placement or Clinical attachment?

We do not advise any information related to Immigration requirements, you may explore the links below for general information;

Do you require a visa

<https://www.gov.uk/check-uk-visa>

Extension of visa for attaches

[Visit the UK as a Standard Visitor: When you can extend your stay - GOV.UK \(www.gov.uk\)](https://www.gov.uk/visit-the-uk-as-a-standard-visitor)

[Visiting the UK: guide to supporting documents - GOV.UK \(www.gov.uk\)](https://www.gov.uk/visiting-the-uk)

Occupational Health Clearance Queries:

The questions and answers below are applicable to all candidates who will need to undergo mandatory occupational health screening

Q1: I have lost my Childhood immunization records, what should I do?

1. A: If you have lost your childhood immunization records, you may confirm it via email and also update the information on healthcare declaration online application form accordingly. If there is any insufficient record, they will advise you to book an appointment for immunization assessment / blood test which will be for a charge and will be advised by the Occupational Health office. (Table of cost of all the tests will be supplied to you during Stage I)

Q2: Do I have to physically be present for my occupational health checkup? (i.e blood tests)?

A: Once your Occupational health forms along with your Immunization records are submitted to Occupational health office. After verification, you will be contacted by them through the contact number or email that you have provided on your form to book an appointment for Triage. Once this is physically completed within 7- 10 days, you will be notified that you are completely cleared of your Occupational health Clearance.

There are instances, that you will be partially cleared to start your placement on an observing capacity , however, complete the appointment during the placement at our Trust.

Q3: What happens at the triage? What do I have to carry with me?

You may carry your identification documents, such as passport. You may also carry your vaccination cards and immunization records.

During your triage, you may inform the nurse, if you have an urgency to start the placement due to expiry of visa or having booked return flight. Please note there may be an additional occupational health fee should you require further testing.

- Occupational health screens for measles, rubella, varicella – you may provide these completed from your home country in your records to avoid any fees.
- Hep b antibody blood tests may also be checked, and this can be completed only in the UK
- BCG scar may also be checked.

Q4: Can the triage be done in Manchester or Glasgow? please clarify what this appointment entails like what documents I need to bring?

Your Occupational Health Questionnaire will be triaged by the nursing team; therefore, you do not need to attend an appointment unless you are contacted. If you are required to attend an appointment it will be for immunisations/blood tests. You need to wait to be contacted. All appointments are either facilitated at either locations only;

- Occupational Health Office
Room ACD40005, 4th Floor, West Wing
University Hospital Coventry and Warwickshire NHS Trust
Clifford Bridge Road, Coventry, CV2 2DX
- St. Cross Hospital, Rugby
Barby Road, Rugby
CV22 5PX

Q5: I was scheduled for an appointment on 15th April, however, I missed to attend it ? Will I be charged for no show?

Yes, you will be charged £23 on the day of your new appointment for the no show of your previous appointment. To avoid this , it will be informed on your appointment letter that you will have to inform Occupationalhealth@uhcw.nhs.uk at least 48 hours prior to your appointment date in order to cancel or reschedule your appointment.

Q6: I got an email from them stating that they have booked an immunization appointment for me on DATE at University hospital, Coventry. Could you please tell me how this process works? like after the appointment happens...when can I start the clinical attachment?

A: Once your Occupational health appointment is physically completed within 7- 10 days, you will be notified that you are completely cleared of your Occupational health Clearance. Once cleared , you need to notify Medical Education MedicalEducation@uhcw.nhs.uk and then the dates will be finalised and honorary contract and badge issued.

Q7. I know I have a planned start date for my placement, however, if my occupational health gets cleared earlier, is it ok if I pre-pone my date?

A: Yes, once you receive clearance from occupational health office, you are OK to start any time, subject to availability of your assigned consultant and all mandatory documents and checks completed.

Q8: Is there an expiry date for the Occupational Health clearance certificate?

Yes, the occupational health clearance is only valid for 6months ,and must be reapplied if you have passed the date, which will incur charges as applied for a new application.

Q9: What happens if someone does not clear the Occupational Health?

The Occupational Health will notify them to book a face-to-face appointment and then issue an adjusted clearance letter .

Q10: If I am accepted to Anaesthetics or Ophthalmology departments – do I require an EPP clearance?

No EPP clearance is not required for these specialities, so you will be placed on an observing capacity only.

Q11. I am accepted to Emergency department, do I need EPP clearance?

ED speciality generally requires EPP clearance, as you will be observing vulnerable patients, however, if you do not require, you may advise that you do not require EPP to Medical Education office , and they will inform the OH office , and the clearance will be approved only for an observing capacity.

During The Placement Queries:

The questions and answers below are applicable to the candidates who in a placement within the UHCW NHS Trust:

Q1: Where can I get an accommodation – Do you provide?

A: Unfortunately, we do not provide accommodation, as we have limited space for our Night shift consultants. The other recommendations could be browsing other agencies such as Airbnb, Spareroom, Rightmove, Zoopla, where you may check for student accommodation, and it should be cheap.

Q2: What happens when an incident occurs which is unacceptable due the placement candidate's code Supervising Consultant or department staff? Or vice versa.

A: This must be notified to Medical Education MedicalEducation@uhcw.nhs.uk including the supervising consultant, if only related to the code of conduct of the candidate specifically and relevant action will be applied.

Q3: I am joining my clinical attachment next week, can I seek access to attaining any Resuscitation course such as ALCS course, while I am there on my placement?

A: Our courses are limited to the internal staff and also accommodated based on capacity , however, you may write to Hewitt Debra (RKB) Administrator Debra.Hewitt@uhcw.nhs.uk for more information on this

Q3: How can I get to do a clinical audit here at UHCW.

A: If you wish to enrol for a clinical audit during your placement, please reach out to AssuranceTeam@uhcw.nhs.uk to confirm your availability to schedule a session for you. You must clearly state your start date and end date and your supervising consultant in order to assign you with the most appropriate clinical audit.

Q4: Is there any other collaborating opportunities that I can engage with during my placement at UHCW?

A: We have a recurrent Grand Rounds organised every Friday at the Lecture Theatre at UHCW NHS Trust Hospital, CSB Building, First Floor from 13:00pm until 14:00 pm and lunch provided, it would be a great opportunity to participate in this event to gain a learning experience and also an opportunity to collaborate with the staff and external guests.

Information regarding the Grand Rounds is available at [Home \(mededcoventry.org\)](http://Home(mededcoventry.org))

Q5. Regarding the professional attire, the requirement to be bear below the elbow. Due to religious reasons would it be possible to keep a longer sleeve please?

A: According to the [Uniforms and workwear: guidance for NHS employers](#)

It is recommended that the below alternatives could be allowed for those who are present within the patient care setting;

- Uniforms may include provision for sleeves that can be full length when staff are not engaged in direct patient care activity.
- Uniforms can have three-quarter length sleeves.
- Any full or three-quarter length sleeves must not be loose or dangling. They must be able to be rolled or pulled back and kept securely in place during hand-washing and direct patient care activity.
- Disposable over-sleeves, elasticated at the elbow and wrist, may be used but must be put on and discarded in exactly the same way as disposable gloves. Strict procedures for washing hands and wrists must still be observed.
- Where, for religious reasons, members of staff wish to cover their forearms or wear a bracelet when not engaged in patient care, ensure that sleeves or bracelets can be pushed up the arm and secured in place for hand washing and direct patient care activity.
- Headwear, for example, turbans and kippot, veils (Christian or niqab) and headscarves are permitted on religious grounds, provided that patient care, health and safety, infection control and security and safety of patients or staff is not compromised.

Post Completion Of Placement Queries:

The questions and answers below are applicable to the candidates who has completed the placement.

Q1. I have completed my placement at UHCW, and I would like to obtain a certificate of participation from your trust. Is this possible?

A: You may please write to Medical Education MedicalEducation@uhcw.nhs.uk and request your certificate and an online certificate will be issued.