



# Osaka City University Faculty of Medicine

## MEDICAL ELECTIVE PROGRAM (Q&A)

**Please read the following information carefully before applying for an elective placement.**

All elective enquiries are to be directed to the Educational Affairs Department: [i-gakumu@med.osaka-cu.ac.jp](mailto:i-gakumu@med.osaka-cu.ac.jp).

### CONTENTS

Who can apply for a medical elective?

When can I apply?

How many weeks are available for an elective?

Can I take holidays during my elective?

What hours/days of attendance are required?

How much does an elective cost?

Do you provide accommodation?

What types of clinical placements are available?

What elective experience can I expect?

What assessment of my elective placement is provided?

How do I apply for an elective?

When will I hear if I have been successful?

If my application is accepted what happens next?

What additional documents are required? (Insurance and Vaccinations)

What should I wear?

Am I eligible for a student discount for public transport?

### **Who can apply for a medical elective?**

Medical undergraduates can apply for an elective at this hospital. Applicants are required to be at least 3rd year of studies could take the elective program.

If you have graduated and are a doctor, then you are not eligible for this program.

### **When can I apply?**

The application deadline is 4 months prior to the beginning of the medical elective program.

### **How many weeks are available for an elective?**

Electives are available for a minimum of two weeks.

Check our elective schedule. <http://www.med.osaka-cu.ac.jp/international/doc/international-schedule-2017.pdf>

Elective duration	Placement plan
4 week placement	2 x 2 week placements.

### **Can I take holidays during my elective?**

No. If you are from overseas and wish to travel while here for your elective placement, please arrange your travel prior to or after your placement NOT during your placement.

### **What hours/days of attendance are required?**

You are expected to attend your placement from Monday through to Friday during normal business hours. If you are unable to attend due to sickness, you must email the Educational Affairs department and your host unit to advise them of your absence. Failure to do so will result in your attendance form being signed off for days attended only.

### **Do you provide accommodation?**

Accommodation may be available in the University residence but availability is limited. There will be a small charge for accommodation, which is currently 5600 JPY per week. (Accommodation fee is payable on arrival and in cash only). The accommodation is twin room, with shared bathrooms, kitchen/dining/laundry. Linen, cutlery, crockery and cooking utensils are provided.

## What types of clinical placements are available?

Elective placements are not available in most units between mid-March and April, May each year.

The Most units accept between 1 and 2 students at a time.

### Clinical Clerkship Course

Course	Department
<b>1</b>	Cardiovascular medicine and Cardiovascular surgery
<b>2</b>	Internal Medicine2: Metabolism, Endocrinology & Molecular Medicine
<b>3</b>	Gastroenterology
<b>4</b>	Hematology
<b>5</b>	Psychiatry
<b>6</b>	Pediatrics
<b>7</b>	Dermatology (a week) and Plastic Surgery (a week) TOTAL 2 weeks
<b>8</b>	Radiology
<b>9</b>	Surgery1(Oncology)
<b>10</b>	Surgery2(Gastroenterological and Hepato-Biliary-Pancreatic)
<b>11</b>	Gynecology-Obsterics
<b>12</b>	Orthopedic Surgery
<b>13</b>	Urology
<b>14</b>	Neurosurgery
<b>15</b>	Ophthalmology (a week) and Neurology (a week) TOTAL 2weeks
<b>16</b>	Ear-Nose-Throat
<b>17</b>	Hepatology
<b>18</b>	Respiratory medicine and General Practice

## What elective experience can I expect?

A clinical elective placement will involve integration into the activities of the Unit (as deemed appropriate by the Head of each Unit), generally this would mean “shadowing” of the resident/registrar, attendance of unit activities (ward rounds, outpatient’s sessions and unit meetings) and hospital educational activities. This does **NOT** include individual tutorials. There may be opportunities to attend some teaching sessions, Grand Rounds or other hospital teaching.

A timetable is not provided prior to commencing your elective. On arrival at OCU on the first day of your elective placement, you will be advised what Unit activities you will be able to participate in.

## What assessment of my elective placement is provided?

At Osaka City University hospital, we will provide assessment on attendance and professionalism only. However, we are unable to complete assessments of your clinical skills and medical competencies due to the large number of our own students and visiting elective students placed here.

A ‘Certificate of Completion’ can be provided upon request. This letter will include your name, the units and dates of your placement.

## How do I apply for an elective?

Ensure you have read this document carefully. Documents are to be written in English

Email the following documents as PDF or Word attachments only (not photos of documents).

- Application form
- *Letter of recommendation and agreement from the Dean of the medical school to Prof. Kenji Ohata, our dean of Faculty of medicine (English only/ **Non partner university students**)*
- *Letter of agreement (**Only Non partner university students**)*
- Copy of passport (Photo page)
- *Serological test and vaccination certificate (signature of dean of faculty of medicine is required)*
- *Chest x-ray with negative findings and PDF file at 300dpi or higher or Certificate of negative QFT findings (signature of dean of faculty of medicine is required)*
- *Influenza Vaccination certificate (only a student who will join the elective program during September to March)*

You may send a *Proficiency of English* document if you wish. **DO NOT SEND ANY ADDITIONAL DOCUMENTS UNLESS REQUESTED.**

## When will I hear if I have been successful?

Please allow EIGHT WEEKS for your application to be reviewed. We routinely receive a large number of e-mails requesting elective placements at this hospital.

## If my application is accepted what happens next?

You will receive an acceptance notice.

## **What additional documents are required? (Insurance and Vaccinations)**

All **insurance** and **vaccination** documents are required ONE month prior to commencing your elective.  
YOU CANNOT COMMENCE YOUR ELECTIVE WITHOUT THESE DOCUMENTS

### *Insurance*

Copy of international health insurance.

### *Vaccinations*

-Serological test and vaccination certificate (signature of dean of faculty of medicine is required)

-Chest x-ray with negative findings and PDF file at 300dpi or higher or Certificate of negative QFT findings (signature of dean of faculty of medicine is required)

- *Influenza Vaccination certificate*

## **What should I wear?**

### *Dress code*

You are expected to be well groomed and professional in appearance at all times. Trainers/gym shoes and jeans are not acceptable. Sandals and open toed shoes are not acceptable on the wards. Males are expected to wear a shirt with a collar, though no tie is required. Females are expected to wear modest clothing. Short skirts, low cut tops and bare midriffs are not appropriate

Your name tag must be displayed prominently at all times so that your status as a student is clear.

Please bring a white coat.

### *Professional Behaviour*

As medical elective students you are expected to be polite and respectful to the hospital, university and hospital staff as well as patients, their relatives and hospital visitors.

You should exercise great care in the material you post on social media about your private life and your hospital experiences. At no time should material be posted which could adversely affect your patients, their relatives, your teachers or the clinical school staff.

Please note: Mobile phones should be switched off or on silent whilst you are on your placement. Calls should only be answered during breaks.

## **Am I eligible for a student discount for public transport?**

You will be an elective student, not an enrolled student, and therefore not eligible for a student concession.

## **General information about visiting Osaka.**

Tourist information is available at <http://www.osaka-info.jp/en/>.

Travel to and from the international airport in Osaka is available via airport bus or train.

<http://www.kansai-airport.or.jp/en/access/index.html>