

Guidance and Application process

1. Complete the application form below and ensure all sections are completed. Missing information will be deemed as incomplete and will cause delays to your application. If you require assistance, you must contact the PGME Advisor.
2. Attach your CV and two references (on headed paper) from university tutors or clinical consultants who know you well
3. Once placement is confirmed further paperwork and clearances are required including Disclosure and Barring Service check (DBS) and Occupational Health (OH) status check.
4. Three forms of ID will be required such as: passport, driving licence, bank statement as proof of address etc. when completing clearances
5. Safeguarding is Essential at Great Ormond Street we currently are asking medical students to complete Level 1 Safeguarding Children prior to start date. Child protection will not be used as a substitute for Safeguarding.
6. You will not commence placement at Great Ormond Street Hospital until you have received full clearance from the PGME Services Advisor.
7. During the placement you will be supervised by a responsible clinician or consultant to make sure you do not engage in any activity beyond your level of competence or pose a risk to the child, parents or other team members.

Please indicate which placement you are applying for:

Observership (Years 1-3)

Electives (Years 4-6)

SSC (Years 4-6)

Personal Details

Title:

Surname: Forename:

Date of birth:

Home Address: Postcode:

Phone number: Alt. number:

Emergency Contact

Full Name: Relationship:

Phone Number:

Nationality

Nationality:

Country of Training:

Are you a UK or EC/EEA national? Yes No

If no, do you have leave to entire or remain in the UK? Yes No

Placement Details

Department or Clinical Unit: 1)

2)

3)

Anticipated start date:

Anticipated end date:

Please provide an alternate set if dates if possible. Elective placements are limited to a maximum of six weeks.

Current University Status

Have you completed your Core General Paediatric Studies? Yes No

University Name:

University Address:

There are certain checks that we need to carry out before we can offer a Medical Student Elective Placement. If you are employed with another NHS Trust, we can obtain these checks directly from them. In order for us to do so, please provide the relevant HR contact details in the spaces below. For those that are not employed by another NHS Trust, or for overseas applicants, you can leave this section blank. We will liaise with you directly regarding the checks that need to be carried out.

HR Officer's Name:

HR Officer's Email:

HR Officer's Telephone:

Reason(s) for Placement

Please give detailed information about why you're completing this observational placement and please provide a planned timetable for your placement (please attach a separate sheet if necessary).

Failure to provide the information below may affect acceptance of your application and could result in a delay in the processing of your application.

Conflict of Interests

A 'conflict of interest' occurs when the private or personal interests of a member of staff could affect a decision he or she makes on behalf of the Trust in such a way as to potentially or actually undermine the quality of patient care provided and/or be in some other way detrimental to the service.

All applicants are required to indicate any involvement either direct or indirect with any firm, company or organisations which has a contract with the Trust. Applicants must also declare all private interests which could potentially result in personal gain as a consequence of the applicant's position in the Trust. Interests which might appear to be in conflict should be declared.

Examples of situations where a conflict of interest may occur include (non-exhaustive list):

- Where there is a relationship with a contractor
- Outside Employment and Private Practice
- Gifts and Hospitality
- Rewards for initiative
- Commercial Sponsorship
- Commercial in Confidence

If you are unsure whether you have a conflict of interest to declare, please consult the 'Declaration of Interests and Gifts and Hospitality Policy' which you can request from the Honorary Contracts Coordinator who is based within the HR & OD Department.

Do you have anything to declare: Yes No

If yes, I hereby declare:

Declaration

I hereby confirm that:

- All of the information provided is to my knowledge true and accurate.
- I will not commence my placement at GOSH until I have received full clearance from the Honorary Contracts Coordinator.
- I am fully aware that my placement is strictly restricted to observations only and that I will not participate in any work, clinical or non-clinical.
- I give my permission for my employment details to be disclosed to GOSH for the purpose of an honorary contract to be issued (if applicable).
- If a conflict of interest has been declared: I wish for the declaration to be noted on the Register of Interests. I understand that the Register will be made publicly available and considered by the Trust Board.

Applicant name:

Applicant signature:

Date:

**Authorising
Signatories**

To be completed by the supervising Consultant at Great Ormond Street Hospital

Important note: The supervising Consultant must hold a substantive contract with GOSH.

I agree not to allow the applicant to undertake any activity within the Trust whatsoever throughout this whole placement. I agree not to allow the applicant to commence their placement until confirmation has been received from the PGME Services Advisor. I agree to oversee the visitor in a non-clinical/clinical setting and provide appropriate educational support.

If the applicant's placement is to be extended, I will take responsibility to notify the PGME Services Advisor providing sufficient notice of this prior to the termination of the placement.

Supervising Consultant name:

Supervising Consultant Signature:

Date: