A.1.1. The Selective

Contact
For all queries regarding the Selective, please contact Ms Teresa Timo (Practicum Placement Coordinator) on mpd@auckland.ac.nz

Purpose
The Selective is an opportunity for you to choose a portion of your study in Year 5. You must pass the Selective to pass Year 5.

You will undertake a six-week Selective (minimum of five weeks for those in Pūkawakawa), in which you may seek a workplace opportunity to achieve one of the following developmental purposes:

- increased confidence and competence in a medical discipline in which you desire more exposure;
- gain greater knowledge of a medical discipline and its application to more complex clinical situations;
- experience a broader range of disciplines than the compulsory programme allows;
- gain knowledge and skills in areas not covered in depth in the curriculum e.g. complementary and alternative medicine;
- gain appropriate research skills and methods by constructively participating in a research project of appropriate scope.

Types of Selective
There are three types of Selective. In part, the choice will be influenced by the group to which the student is allocated for Year 5 (students are asked to nominate their preferences).

1. ‘Off-the-list’ Selective (placements in Auckland and regional areas).

These placements will enable you to study a Selective at sites where Progress Testing will occur. This includes anywhere in the Auckland region, Waikato region (progress tests will occur in Hamilton), Northland (progress tests will occur in Whangarei) Tauranga and New Plymouth. This list is small and you are encouraged to generate your own Selective (see Self-generated Selective below).

Students in the BOP Regional-Rural Cohort must complete an ‘off-the list’ Rural Medicine Selective at Whakatane Hospital (see BOP Regional-Rural Cohort Selective below for further details).
2. Self-generated Selective can only be organised in the DHBs associated with the University of Auckland (refer to the list of DHBs below) or in Australia.

- Northland DHB
- Auckland DHB
- Waitemata DHB
- Counties Manukau DHB
- Bay of Plenty DHB
- Lakes District DHB
- Waikato DHB
- Taranaki DHB
- Whanganui DHB

Applications must be approved by the Selective Coordinator. Supervisors should not be family members or close family friends.

Selective attachments outside the DHBs listed above will not be approved unless there are exceptional circumstances. In this case the MPD should be contacted for further information as soon as possible.

3. Overseas Selective

- Selectives may be completed in Australia during any cycle as long as there is no progress test scheduled during the attachment.

- Selectives outside of New Zealand or Australia are only permitted for those students in group B and D for the standard programme and group 3 for Pūkawakawa. Each of these groups has a vacation period adjacent to the Selective which is not adjacent to a progress test (one of six groups in standard programme, and one of three groups in Pūkawakawa).

- Overseas selective destinations are restricted to developed countries only.

- Applications must be approved by the Selective Coordinator.

Bay of Plenty Regional-Rural Cohort Selective

All Rural Medicine Selectives offered in the Bay of Plenty Regional-Rural Programme in 2018 must take place in Whakatane Hospital, Eastern Bay of Plenty. These are designed by the Supervisors and the student (ahead of time).

In November or December 2017 you will be contacted by Teresa Timo (Practicum Placement Coordinator for MDP) about choosing a Selective.
Selective and General Practice
You may undertake a selective in general practice, subject to prior negotiation with Department of General Practice & Primary Health Care. This may include conducting a project of benefit to the practice such as an audit. Students are not to approach a General Practice themselves. In all cases where a Selective in General Practice is desired, the student MUST approach Professor Felicity Goodyear-Smith, Head of Department of General Practice and Primary Health Care on f.goodyear-smith@auckland.ac.nz first to see if this is feasible. The student may, at the time, indicate a particular practice in which they are interested. They MUST NOT contact the practice without prior approval from the Department.

- General Practice selective requests will be considered on a case by case basis.
- Firstly, the department needs to ensure that the practice is not already lined up for Year 5 or Year 6 placements.
- Secondly, the practice must be aware that there is no payment for this. They may consider getting you to conduct an audit as part of the placement, which will benefit the practice.
- Thirdly, the department needs to ensure that the practice is within the University of Auckland placement region, or else negotiate with the University of Otago if there is a very special circumstance.

Arranging a Selective
The following caveats should be noted when arranging the Selective.

- The Board of Studies (Medical Programme) has adopted a policy that the Selective cannot be split.
- Selective attachments to the Pacific Islands will not be approved, owing to lack of appropriate supervision.
- There is no accommodation or travel allowance provided for the Selective, so any costs of studying away from the cohort site need to be borne by you.
- There is no payment associated with the Selective – to the discipline or the clinical attachment.
- Regardless of which type of selective (off the list, self-generated, overseas) you choose, it is your responsibility to liaise with your supervisor in advance of your start date and confirm that everything is in readiness for your arrival. You should not merely appear on the first day of your Selective and assume that everything will have been organised for you without your active involvement.
**Directed Selective**

Some students will be required to overcome remedial deficiencies in performance in a clinical discipline, as directed by the Year 4 Board of Examiners (i.e., a Directed Selective). Students are informed of the need to complete a Directed Selective after the Year 4 Board of Examiners meets at the end of the year. Students in this situation will need to forgo their individually-planned option. The choice of your Selective is therefore considered provisional until results are confirmed by the end-of-year Year 4 Board of Examiners.

The Directed Selective is for remedial purposes and is marked as pass, borderline performance or fail. Students undertaking a Directed Selective are not expected to complete a Selective Report. A Selective Learning Agreement and a Clinical Supervisors Report must be submitted. Other assessment activities will be directed by the Year 4 Board of Examiners.

Directed Selectives must be completed in New Zealand, either in hospitals that deliver the medical programme or in an approved general practice.

The Selective Coordinator will provide students assigned to a Directed Selective with additional information early in the academic year.

**Policies relevant to the Selective**

Relevant policies for the Selective include:

- A student cannot request to complete a Selective in a discipline for the purpose of retaining their end-of-year 5 clinical skills assessment exemption status, due to a fail or borderline performance in an attachment during Year 5.

- A Selective cannot be used for remediation purposes identified during Year 5, but in special circumstances it may be used, with the permission of the Selective Coordinator and Phase 2 Director, to offset time lost through an illness. It may also be used to offset time lost through an authorised absence approved by the Directors of Medical Student Affairs.

- If a student receives a provisional fail in an attachment early in the year, they are not permitted to complete a Selective overseas.

**The Learning agreement**

You need to negotiate the goals and learning objectives for this experience with your allocated or organised Supervisor and how they will be met, as part of the Learning Agreement. All negotiated goals and learning objectives must be approved by the Selective Coordinator.

You are required to complete this with your supervisor within two weeks of commencing the attachment and return the typed document to the Practicum
Placement Coordinator - MPD, Teresa Timo by the specified deadline in the guidebook. Further advice and information can also be obtained from the Practicum Placement Coordinator – MPD.

The Selective Report
This document must be submitted to Turnitin using the following:

- Class ID for Turnitin –16868116
- Password for Turnitin – selective

Full instructions for uploading your report will be loaded on Canvas.

The report must use the standard template that includes a title page, abstract page (200 words approx.) and report (4-6 pages). The report should be completed in 11-point Calibri, single spaced.

An excellent report is considered one that provides a comprehensive and in-depth summary of the Selective experience with reflection on specific learnings during the attachment. Where a project has been completed, a brief additional summary of the project (maximum 2 pages) should be submitted as an appendix to the report. Resubmission of the Selective report is not permitted.

<table>
<thead>
<tr>
<th>Front page</th>
<th>Selective Title</th>
<th>What your Selective is about</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selective Dates</td>
<td>Start and end dates of your Selective</td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td>Name of the institution or organisation where your Selective was based</td>
<td></td>
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<tr>
<td>City</td>
<td>Name of the town, city, region or state where your Selective was based</td>
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<tr>
<td>Country</td>
<td>Name of the country where your Selective was based</td>
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<tr>
<td>Last Name</td>
<td>Your family name (last name, surname)</td>
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</tr>
<tr>
<td>First Name(s)</td>
<td>Your first name(s) in full please</td>
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</tr>
<tr>
<td>Supervisor(s)</td>
<td>Name(s) of your supervisor(s)</td>
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<tr>
<td>Keywords</td>
<td>Words and/or phrases describing the topics covered in your Selective. Examples: For a Selective in a Canadian ski area, you could use keywords like; Skiing; Orthopaedics; Emergency Med.</td>
<td></td>
</tr>
</tbody>
</table>

| Second page (1) | Abstract | Approx. 200 words typed in a central box (10 x 15cm). This abstract is to be a factual summary of activities, achievements and conclusions and not merely descriptive. |

| Following pages (4-6 pages) | Report | Report providing a full account of your Selective activities with acknowledgements and references. |
At the completion of your selective you will be required to complete the Post-Selective health form. A link to complete the form online will be emailed to you during the final week of your Selective. If you wish to discuss any health concerns during the Selective please contact the MPD.

**Overseas travel and Selective**

Useful websites when arranging Overseas Selective:

- [www.safetravel.govt.nz](http://www.safetravel.govt.nz)
- [www.gov.uk/fco](http://www.gov.uk/fco)
- [www.who.int/hlth](http://www.who.int/hlth)

When arranging the Selective, you should ensure deposits and purchases (tickets etc.) are refundable, and take out international travel insurance using the University of Auckland corporate policy (link and details available on [Canvas](http://canvas)). If you are required to complete a Directed Selective you will not be able to do the Selective you have arranged.

Information on immunisation requirements can be found in the [Immunisation and Prevention of Infectious Diseases](http://www.immunisation.govt.nz) section of the Policy Guides or on [Canvas](http://canvas).  

**University Travel Policy for students**

Please see [section J.4.3](http://section J.4.3)

**Contact details during Selective**

Prior to leaving for an overseas, ensure that you are registered on the travel register and that your contact details, including email and cell phone (if applicable) are included. You will be emailed with an electronic link to complete the details about two weeks prior to departure. **Failure to complete this will result in an FtP being filed.**

**Risk assessment and personal safety**

It is essential to consider your personal safety when planning your selective.

Please see Ministry of Foreign Affairs & Trade (MFAT), [www.safetravel.govt.nz](http://www.safetravel.govt.nz) for advice and information safety in specific countries.

A selective approval will be withdrawn if the following travel warnings for an area are given by the New Zealand Ministry of Foreign Affairs & Trade website:

**Extreme risk:** Countries or parts of countries where we advise against all travel

**High risk:** Countries or parts of countries where we advise against tourist and other non-essential travel
Once on your selective, the MPD in association with the University Risk Office, will do everything it can to ensure you are well informed about evolving situations, but ultimately you are responsible for your own safety. If there is a serious incident in your area, contact mpd@auckland.ac.nz so that we know your situation and can advise or help seek assistance if required.

Insurance
Free travel insurance is provided to all overseas selective students who meet the ViaTRM Student Insurance Procedures. These procedures, and supporting insurance documents for the University’s Allianz Corporate Travel Insurance Policy (including 24hr/7days a week emergency contact details while abroad, the policy wording, and a copy of the insurance certificate) can be accessed at https://www.auckland.ac.nz/en/for/current-students/cs-life-at-auckland/travelling-overseas-for-university-activities.html

To qualify for free travel insurance, you need to:

1. Complete the Self-Generated Overseas Selective Form in ViaTRM. You will also need to complete the “Student International Travel Details” form in ViaTRM which will be available to you once the Selective Coordinator has committed your Selective plans. You can find this form in the forms section of your Traveller Dashboard.

2. If you have a pre-existing condition, complete the Medical Assessment Form and email it to traveleasy.nz@marsh.com – include in your email that you are travelling on the University of Auckland corporate policy for registered student travel.

3. If you are travelling to a high or extreme risk country, complete the High Risk Travel Form and email it to riskoffice@auckland.ac.nz. Note: you must complete this form even if you are not travelling near the area of high/extreme risk. You also need to complete the form if you are transiting through or taking vacation days in a country of high/extreme risk. This includes countries such as Japan and India and other countries you may not think of as high risk. It is best to check the risk level for your countries here: https://www.safetravel.govt.nz/travel-advisory-risk-levels

If you meet all those criteria, you automatically come under the University’s corporate policy. You can send this document to your host institution if they need proof of your insurance.

As part of the University’s corporate insurance policy, you are covered for up to 14 days of associated holiday travel. If you are having more than 14 days of associated holiday travel you must contact Marsh (traveleasy.nz@marsh.com) to
arrange cover and payment for the additional days. Include in your email that you are travelling on the University of Auckland corporate policy for registered student travel but require more than 14 days leisure travel.

You also need to ensure you have the appropriate cover to comply with medical indemnity requirements if you are undertaking an overseas selective. You should check the requirements with your host institution and your cover arrangements with your provider. If you are undertaking your selective in Australia, the Medical Protection Society has made arrangements with Medical Indemnity Protection Society (MIPS) to provide this cover. You need to logon to [www.mips.com.au](http://www.mips.com.au) click the student icon and complete the online application form. Ensure that in the field titled “Please enter any message you wish to send here” you provide full details of the intended selective including location, hospital involved, name of supervisor, nature of your work and the start and end dates of your selective period. Once your application has been approved, MIPS will issue you with an insurance certificate and policy documents for the duration of your selective. Other providers may have similar arrangements.

**Projects during the Selective**

In general, completion of a clinical or basic research project will enhance the Selective. Such projects are not compulsory although they are encouraged. Completion of a project is required for a distinction grade. A project may range from audit of a clinical experience, a small clinical research project to performing specific laboratory-based research. If research (other than audit) is planned, ethical approval is required before commencing the Selective. Case reports with literature reviews are not considered a project.

**Grading of the Selective**

The overall Selective grade is based on satisfactory attendance during the attachment, completion of the Selective Learning Agreement and the Selective Report by deadline, Clinical Supervisor Report, and Selective report.

Supervisors will complete the standard Phase 2 Clinical Supervisor Report at the end of the attachment. Additional information will be obtained regarding attendance from the supervisor.

The following grades are used for assessing the Selective:

- Distinction
- Pass
- Borderline Performance
- Fail

The achievement of distinction is characterised by the following:
- Demonstration of an excellent knowledge of medical practice/research in the student’s chosen area.
- Excellent work effort and exceptional involvement in clinical practice or research.
- Demonstration of a self-initiated project, in addition to other Selective activities.
- Acquisition of in-depth understanding of cultural and social issues relevant to their Selective experience.
- A comprehensive, in-depth excellent quality Selective report from the student.

In order to achieve distinction, the following are required:

1. Clinical Supervisor Report: For a clinical selective, at least 80% ‘excellent’ for the domains of Clinical and Communication Skills, Personal and Professional Skills and Applied Science for Medicine. This equates to 6 or more descriptors marked as ‘excellent’. For a non-clinical selective, at least 80% ‘excellent’ for all marked descriptors.

2. Distinction must be given for the Selective Report.

3. A project must be completed.

A distinction grade will not be considered unless all Documents (Self-Generated Approval Form – if relevant submitted on ViaTRM, the Selective Learning Agreement, Selective Report and project summary) are received by the due date.

The achievement of a pass grade is characterised by the following criteria:

- Demonstration of adequate attendance.
- Satisfactory participation in the activities of the Supervisor’s team or unit (clinical or research).
- Demonstration of learning medical, surgical, procedural or research skills during the Selective.
- Demonstration of an appreciation of cultural and social issues relevant to their Selective experience.
- A satisfactory quality Selective report from the student.
- Satisfactory Clinical Supervisor Report (one performance descriptor of ‘some reservations’ for the domains of Clinical and Communication Skills, Personal and Professional Skills and Applied Science for Medicine will lead to a borderline performance grade).
- The grade of fail is characterised by the following criteria. Any of these criteria may result in a fail:
  - Failure to demonstrate that adequate time had been spent on the Selective.
  - Failure to submit a Selective Learning Agreement or Selective report.
  - Submission of an inadequate report.
  - Unsatisfactory Clinical Supervisor Report (one performance descriptor of ‘major deficiency’, or two or more some performance descriptor of ‘some reservations’).
  - Supervisor has serious concerns about student’s performance. Before failing a student on these grounds, the supervisor will be contacted to discuss the student’s performance.

**Due Dates for Selective Learning Agreement, Selective Report and Selective Assessment**

The following table provides the final day on which your Selective Learning Agreement, Selective report and Selective CSR forms need to be submitted. You can scan the documents and email to mpd@auckland.ac.nz or fax to 09 3737555. Alternatively they can be handed in at any of the Cohort Sites or the MPD Office at Grafton by the 2018 due dates below:

<table>
<thead>
<tr>
<th>Group</th>
<th>Dates of Selective</th>
<th>Final Day Selective Agreement</th>
<th>Final Day for Selective Report &amp; CSR Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Group B</td>
<td>19 Feb – 30 Mar</td>
<td>Fri: 2 Mar</td>
<td>Fri: 6 Apr</td>
</tr>
<tr>
<td>Pukawakawa Group 1</td>
<td>5 Mar – 6 Apr</td>
<td>Fri: 16 Mar</td>
<td>Mon: 16 Apr</td>
</tr>
<tr>
<td>BOP Grp F2-F3 / Taranaki Group B</td>
<td>5 Mar – 13 Apr</td>
<td>Fri: 16 Mar</td>
<td>Fri: 20 Apr</td>
</tr>
<tr>
<td>BOP Group E1</td>
<td>9 Apr – 18 May</td>
<td>Fri: 20 Apr</td>
<td>Tue: 4 Jun</td>
</tr>
<tr>
<td>Pukawakawa Group 2</td>
<td>16 Apr – 18 May</td>
<td>Fri: 27 Apr</td>
<td>Tue: 4 Jun</td>
</tr>
<tr>
<td>Standard Grp F / BOP Grp E2-E3 / Taranaki Group D</td>
<td>16 Apr – 25 May</td>
<td>Fri: 27 Apr</td>
<td>Tue: 4 Jun</td>
</tr>
<tr>
<td>Group</td>
<td>Dates of Selective</td>
<td>Final Day Selective Agreement</td>
<td>Final Day for Selective Report &amp; CSR Form</td>
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<tr>
<td>BOP Group C2-C3-F1 / Taranaki Group F</td>
<td>23 Jul – 31 Aug</td>
<td>Fri: 3 Aug</td>
<td>Fri: 7 Sep</td>
</tr>
<tr>
<td>BOP Group C1</td>
<td>30 Jul – 7 Sep</td>
<td>Fri: 10 Aug</td>
<td>Fri: 14 Sep</td>
</tr>
<tr>
<td>Standard Group D</td>
<td>6 Aug – 14 Sep</td>
<td>Fri: 17 Aug</td>
<td>Fri: 21 Sep</td>
</tr>
</tbody>
</table>

If you are in Group C or BOP Group F and A or Taranaki Group B and A you need to confirm the site you have been allocated for your progress test and arrange with your supervisor for one day leave to attend. Any cost incurred for travel, accommodation etc. is your responsibility.