

Job Shadowing Programme (JSP) and Medical Student Programme (MSP)
Application Form

Programme Applied for: *Job Shadowing Programme (JSP) / Medical Student Programme (MSP)

Personal Particulars			
Salutation:	Mr / Mrs / Miss / Madam	Gender:	Male / Female
Full Name: <i>(underline surname)</i>		Chinese Name:	
Date of Birth:		Citizenship:	<input type="checkbox"/> Singaporean <input type="checkbox"/> Singapore PR <input type="checkbox"/> Others: _____
Home Address:			
Contact No:	(Home)	(Mobile)	
Email Address:			
School:			

Emergency Contact Details			
<i>In case of an emergency, the following person(s) should be contacted.</i>			
Contact No. 1			
Full Name: <i>(underline surname)</i>		Relationship:	
Home Address:			
Contact No:	(Home)	(Mobile)	
Contact No. 2			
Full Name: <i>(underline surname)</i>		Relationship:	
Home Address:			
Contact No:	(Home)	(Mobile)	

Declaration and Indemnity

For Applicant

I have read and I agree to the requirements in Annex A and I understand that

- I am undertaking the *Job Shadowing / Medical Student Programme in the National University Hospital (hereinafter referred to as “the hospital”) on a voluntary basis.
- there will be no remuneration paid for the programme nor will there be any certificate or testimonial given after the completion of the programme.
- I shall not hold the hospital responsible for any mishaps or loss of personal belongings during my attachment.

I undertake to

- have a valid coverage for health insurance during the period of attachment.
- have the proper vaccinations required (Varicella, MMR, Tetanus, Diphtheria and Pertussis).
- maintain full confidentiality regarding information of about both the hospital and its patient(s).

By sending in my application, I agree that NUH may collect, use and disclose the data that I have provided for the purpose of processing and administering my application to your programme.

Applicant’s Signature

Date

For Parent / Guardian

Please complete this section if your child / ward is below 18 years of age.

I am aware that my *child / ward is undertaking the *Job Shadowing / Medical Student Programme in the hospital on a voluntary basis and I shall not hold the hospital responsible for any mishaps or loss of personal belongings during his / her attachment.

I will ensure that my child / ward adhere to the requirements, which are stated in Annex A.

Parent / Guardian’s Name & Signature

Date

ANNEX A

Documents to Be Submitted

Incomplete applications will be rejected.

S/N	Item	Remarks
1	Application form	To submit pages 1 and 2 of this application form.
2	Short write-up	To share why they are interested in gaining this experience at NUH and what they hope to learn.
3	Proof of immunisation for a) Varicella b) MMR c) Tetanus, Diphtheria and Pertussis	Applicants <u>must</u> be immunised against Varicella, MMR, Tetanus, Diphtheria and Pertussis. To submit official records of previous vaccinations as proof of immunity. Applicants may submit documents from the health booklet or any other official receipts to prove that they have been vaccinated. If unsure of the history, a serology test should be carried out to confirm the immunity.
4	Education transcripts and CCA records	To provide latest results and records endorsed by school.
5	Proof of student status	To provide a verification letter from school stating student status.
6	Health insurance certificate	To provide a valid health insurance coverage during the period of attachment for record purposes.

Please submit your application to attachment_application@nuhs.edu.sg or post it to:

Attn: Job Shadowing/ Medical Student Programme
Medical Affairs (Education)
National University Hospital
NUHS Tower Block, Level 6
1E Lower Kent Ridge Road
Singapore 119228

Guidelines for Applicants

Programme Info

- The Job Shadowing Programme is for junior college students while the Medical Student Programme is for overseas medical students who are in their Year 1 or 2 of study. Applicant must be ≥ 17 years old.
- The duration of the programme is 3 working days.
- Priority will be given to applicants who have not attended this programme before. Successful applicants will receive a letter of participation on the first day of the programme. No certificate or testimonial is given after the training attachment.
- Institutional or individual requests are accepted, but both types of requests must be submitted through the school Principal or the Head of Department in the case of undergraduates.

- e) This is a voluntary programme and there will be no remuneration paid for the duration of attachment.
- f) At the end of the posting, applicants must complete a survey form on the last day and submit a written report within two weeks to the Medical Affairs (Education).
- g) This training attachment is subject to availability of our doctors and approval from the clinical departments.
- h) The hospital will not be held responsible for any mishaps or loss of personal belongings during the period of attachment.

Conduct

- a) Applicants are expected to dress appropriately during the programme (school uniform or if unavailable, smart casual with covered shoes and neat hairdo) and put on the name tag which will be issued by Medical Affairs (Education).
- b) Applicants must remain as silent observers in the presence of patients and their relatives.

Patient Confidentiality

- a) Applicants are not allowed to enter all patient areas unsupervised.
- b) Applicants must take leave if they come across a patient they are acquainted with.
- c) Applicants must take leave when patients are completely exposed whilst being examined by doctors.
- d) Applicants must maintain full confidentiality regarding the patient(s) in National University Hospital.
- e) All patient information and medical records are confidential. It is the responsibility of each applicant to safeguard the confidentiality and integrity of patient information and medical records.

Social Media

- a) Applicants are legally responsible for their conduct on social media platforms and in all communication to the public.
- b) Applicants must not post confidential or copyrighted information (music, videos, text, images, etc.) belonging to the healthcare industry, the hospital or its patients on social media. In the event that an applicant is found in breach of this rule of conduct, the stint will be terminated immediately and he/ she will be subject to disciplinary and/ or legal action.