January 2017

Dear Student

Prospective Medical Students’ Course – 26th June – 7th July 2017

Thank you for interest in the Countess of Chester Hospital Prospective Medical Students’ Course. This is a formal scheme, offering a three-day attachment with plenty of doctor and patient contact, which normally includes attachments to outpatient clinics and operating theatres. I am enclosing an Application Pack containing the following documents:

- **Guidelines and Conditions**
  - There are certain conditions which have to be met by all students wishing to come on the course. Please read these carefully before completing the application form.

- **Application Form**
  - Complete sections A & B

- **Agreement Form**
  - It is important that you get all Sections of the Agreement Form signed by the appropriate person i.e.
    - Section 1 Signed by yourself
    - Section 2 Signed by your parents / guardian
    - Section 3 Completed by year head or careers teacher

*Both the Application Form (Sections A, B,) and Agreement Form must be returned to the Department of Medical Education, Countess of Chester Hospital by 4pm on FRIDAY 17th MARCH 2017 (Late submissions will not be considered)*

There are limited places available on the course and since there are usually over 50 applicants, all applications will go through a selection process. Places will be allocated by 21st April 2017 and both successful and unsuccessful applicants will be notified.

Successful candidates will be asked to contribute £40.00 towards the administrative costs of running the course.

The course will run over the two week period with successful candidates being allocated three days over this period. All successful candidates MUST be available for the duration of the two week period and attend the debrief session on Friday 7th July.

If you require any further information, please do not hesitate to contact me.

Yours sincerely

Helen Hughes
Assistant Medical Education Manager
COUNTESS OF CHESTER HOSPITAL NHS FOUNDATION TRUST

PROSPECTIVE MEDICAL STUDENTS’ COURSE

Guidelines and Conditions

APPLICATION REQUIREMENTS

QUALIFICATIONS – You must have at least six “A”s at GCSE and be expected to obtain at least 2 ‘As’ and 1 ‘B’ at ‘A’ Level.

RESIDENCE/SCHOOL – You must attend a School/College in the Chester, Ellesmere Port/Neston or South Cheshire areas.

YOUR INTEREST – You must genuinely be intending to apply for a place at Medical School and have been advised by your Careers Teacher that you have a realistic expectation of gaining a place.

PARENTAL CONSENT – You must obtain written parental consent when applying for a place on the course.

REQUIREMENTS IF OFFERED A PLACE ON THE COURSE

YOUR ROLE – Please remember that you will be here only to observe. You must not take part in any procedures which involve patients. You will need to be punctual, quiet, polite and discreet – doctors will be going to considerable trouble to have you with them and explain what they are doing.

PATIENT CONFIDENTIALITY – Patients have a right to expect that you will not disclose any personal information about them or their condition which you learn about during the course. ALL information about patients must always be classified as confidential. If accepted on this course you will be required to sign a Confidentiality Agreement.

APPEARANCE – Please remember that at the hospital you will be in a professional environment. You will need to dress smartly – no jeans, t-shirts or really short skirts or low necklines.

IDENTITY BADGE – You will need to wear at all times the identity badge provided. This will be given to you on the first morning and must be returned at the end of the course.

HEALTH AND SAFETY – You will be required to observe at all times the Trust’s rules and procedures in regard to Health and Safety. Details will be given to each course member.

FEEDBACK – You must agree to provide feedback at the end of the course, and later when we write to see whether you secured a place at Medical School.

(Jan 17)
**SECTION A – PERSONAL DETAILS**

To be completed by student (in CAPITALS please)

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<th>Surname</th>
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<td>First Name (s)</td>
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**EMERGENCY CONTACT**

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<th>Name</th>
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<td>Telephone / Mobile No</td>
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In no more than 250 words explain why you are considering a career in medicine and give examples of what experience and personal qualities you have that would make you a good doctor.

Please keep your writing within the box below.
SECTION 1 STUDENT AGREEMENT

Student Name: …………………………………………………………………………………………………………
(CAPITALS)

Name of School / College: ……………………………………………………………………………………………
(CAPITALS)

I have agreed to abide by the ‘Guidelines and Conditions’ outlined in the Application Pack and can confirm that all information given is correct.

Signed: ……………………………………………………… Date: ………………………………………

SECTION 2 PARENTS / GUARDIAN AGREEMENT

Your child has applied for a place on our Prospective Medical Students’ Course. If offered a place, he/she will be working closely with doctors and, therefore, may be exposed to situations which he/she could find distressing.

I agree to ……………………………………………….. (name) attending the Prospective Medical Students’ Course if he/she is offered a place. I understand that he/she will be observing doctors in their normal work and in accordance with the course programme.

Signed ……………………………………………….. Date …………………………………
Parent/Guardian

SECTION 3 ACADEMIC ACHIEVEMENTS

To be completed by Year Head or Careers Teacher

A Levels - SUBJECTS BEING STUDIED AT ‘A’ LEVEL WITH PROJECTED GRADES

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<th>PROJECTED GRADE</th>
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This student has expressed a genuine interest in pursuing medicine as a career and I believe that he/she has a realistic expectation of being offered a place at Medical School.

Signed ……………………………………………….. Date …………………………………
(Name in CAPITALS please)

Post / Position in School / College ………………………………………………………………………

For Official use only
Candidate No:  }

Please return paperwork to:
Helen Hughes: - Assistant Medical Education Manager, The Department of Medical Education, Education and Training Centre, Countess of Chester Hospital, Liverpool Road, Chester CH2 1UL