

# Queen Mary Hospital Student Exposure Programme 2024

## Student Application Guidelines

|  |   |
|--|---|
| <b>Purpose</b>                               | <ol style="list-style-type: none"><li>1. To enable students who have an aspiration towards a future career in health care stream an experience of what healthcare professionals are doing day in and day out</li><li>2. The programme will mainly be experiential in nature through which students will gain a broadened horizon and have a widened exposure</li></ol>  |
| <b>Pre-Requisite</b>                         | <ol style="list-style-type: none"><li>1. Students aged 15 or above on or before 2 July 2024 are eligible to apply for the programme</li><li>2. Parental permission will be required for successful applicants who are above the age of 15 but under 18 on or before 2 July 2024</li></ol>   |
| <b>Programme Outline</b>                     | <ol style="list-style-type: none"><li>1. Students interested in the programme can apply through online application between 5 April (10:00 a.m.) and 19 April 2024 (5:30 p.m.).</li><li>2. Successful applicants will be invited to attend a mandatory 2-hr orientation session that has been scheduled on 24 June or 12 July or 26 July or 2 August 2024 before the commencement of their service at the hospital. You will be notified for successful registration to the orientation session.</li><li>3. Applicants should note that the orientation is tailored for the QMH Student Exposure Programme and there will NOT be any certificate issued for completion of the orientation</li><li>4. Each student admitted to the programme will be assigned to a supervisor who will be the mentor of the student throughout the programme period. Students may be assigned with clerical work or other duties that may or may not include clinical observation. Wages or allowances will not be offered to students for the work performed</li><li>5. Students will have to record their attendance at the assigned department and those attain a minimum of 60 hours of service with satisfactory performance will be awarded a certificate for the acknowledgment of their services at the hospital</li><li>6. Students will receive an email notification when the certificate is ready for collection and it usually takes 6-8 weeks after the programme ends. Students will have to collect the certificate from this office in person/by authorized person within office hours</li></ol> |
| <b>Programme Period</b>                      | <ol style="list-style-type: none"><li>1. The programme runs from 2 July to 30 August 2024. Applicants are requested to indicate their available period and timeslots in the application form</li><li>2. The service period will be dependent on the mutual agreement of the supervisor and the students</li></ol>   |
| <b>Applications and Notification</b>         | <ol style="list-style-type: none"><li>1. Application form will be available at the Secretariat &amp; Service Planning Section (S&amp;SP) website at <a href="https://www8.ha.org.hk/qmh/patient_and_visitor/forms/forms.aspx">https://www8.ha.org.hk/qmh/patient_and_visitor/forms/forms.aspx</a></li><li>2. Applicants will be asked to indicate his/her preference of service areas in the application form. It can be an attachment to wards, clinics, pharmacy, allied health or administration departments. Applicants are to be noted that the assignment to service will depend on the available vacancies and the personal attributes of the applicants. Requests for change of assignment will not be entertained once the selection process has started</li><li>3. Students will be notified by email upon the acceptance to the programme by 31 May 2024. Registration to the programme has to be completed in 4 working days. The application may be considered unsuccessful if you do not receive our email after 31 May 2024. There will not be any waiting list</li></ol>  |
| <b>Schedule Change and Withdrawal Policy</b> | <ol style="list-style-type: none"><li>1. Request to withdraw from the programme or to change schedule has to be submitted to us at least 10 working days before the scheduled start day.</li><li>2. We reserve the right to withdraw the offer when students apply for a change in schedule after the offer is made</li></ol>   |
| <b>Infection control</b>                     | Students admitted to the programme have to comply with prevailing infection control measures in the hospital during their service, e.g. mask wearing, temperature checking/ screening, restriction on food and beverages as appropriate   |
| <b>Special Arrangement</b>                   | <ol style="list-style-type: none"><li>1. Please refer to the supplementary guidelines on inclement weather condition arrangement for service arrangement</li><li>2. No service hour would be counted due to inclement weather condition or sick leave; if necessary, students are advised to arrange with supervisor to make up the missing sessions.</li></ol>   |
| <b>Enquiry</b>                               | For enquiry, please contact Secretariat & Service Planning Section (S&SP), Queen Mary Hospital within office hours (Monday to Friday, 8:45 a.m. to 1:00 p.m. and 2:00 to 5:30 p.m.) via<br>➤ Email: <a href="mailto:gmhsep@ha.org.hk">gmhsep@ha.org.hk</a> or<br>➤ Contact telephone no.70833141  |