

Bay of Plenty

CLINICAL CAMPUS

SUMMER STUDENTSHIP PROGRAMME

2023 – 2024



Table of Contents

Summer Studentship Overview	2
Process	2
Enrolment.....	3
Orientation.....	3
Studentship Installments	3
Professional Expectations	4

Summer Studentship Overview

Summer studentships are administered by the Bay of Plenty Clinical Campus. The aim is to access and allocate funding to support medical students undertake health placements over the summer period – November to January. Students will be placed on one or more projects during their time, and are expected to maintain professional standards similar to that of an employee. Projects are based in Tauranga and Whakatāne.

Definitions

Sponsor: organisation providing funding for sponsorship of students.

Employer: organisation or service engaging the student in research and project activities.

Supervisor: person assigned to manage the student and activities agreed.

Process

The funding for studentships is sourced by external organisations. Process and timeframes:

Month	Activity
Sept/Oct	Source funding
	Source projects for students to work on; matching student interests with activities if possible
	Formalise agreements between the student and supervisor
November	Orientate students and commencement of studentship
January	Completion of studentship and production of report, exit survey etc.

Enrolment

Each student must provide:

- evidence of medical student status
- proof of indemnity

You will complete an online health and safety training course and a health screening questionnaire

Orientation

Orientation will be held before or on your start-date at the Clinical Campus, ground floor, Pohutukawa House (refer to map on page five) and includes:

- review of enrolment documentation
- signing of Code of Confidentiality
- issue of a BOPDHB access card
- IT training & log-in
- tour of the clinical Campus and DHB facilities

Studentship Payments

- Summer Studentship research projects are either 5 or 10 week duration.
- Studentship payment comprises of **2 instalments**; the first is made at the halfway point and the second made upon completion of the project.
- **Instalments are pro-rata**; this means that payment is based on the actual number of weeks worked on the research project.
- It is expected that all students will complete the equivalent of a **40 hour working week** during business hours. Timesheets are to be completed to verify hours.
- Any days off, such as time off over Christmas and public holidays, do not count towards the 5 or 10 weeks of project work.
- Instalments are made following the approval from the clinical supervisor verifying that the work has been complete as expected*.
- Instalments are paid directly into the bank account nominated by the student.

Payments are made as non-taxable educational grants. The pro-rata payments are calculated based on \$6,000 for 10 weeks, therefore:

- 5 weeks of actual work equals a payment of \$3,000 in total
- 8 weeks of actual work equal a payment of \$4,800 in total
- 10 weeks of actual work equals a payment of \$6,000 in total

Final payments are also subject to the submission of a written report to the Clinical Campus and the presentation of an oral report on **Tuesday 17 January 2024 at Tauranga Hospital Grand Round. Failure to provide a written report or attend the oral presentations may result in the Clinical Campus recouping instalments dispersed.*

Professional Expectations

While on placement, you are representing not only your University but also the Bay of Plenty District Health Board. Therefore we expect you to behave in a professional manner, displaying courtesy and respect to hospital patients, visitors and staff at all times. We also expect your dress and grooming to be in keeping with our “smart/casual” dress code. Students are expected to maintain standards as an employee of the DHB and demonstrate our CARE values.



Non-smoking:

Smoking is not permitted anywhere within the Bay of Plenty District Health Board’s workplace, including its vehicles. The smoke-free policy applies not only to staff members (and students!), but to patients, clients and visitors. If you see someone smoking on campus, it is appropriate to ask them, politely, either to extinguish their cigarette or to move outside the hospital boundary.

Name Badge and Access Card:

You will be issued with an access card (for accessing secure areas relevant to your placement). Please wear them at all times when you are on campus and keep them in a safe place when you are not wearing them. If you misplace any of them, please notify the Clinical Campus immediately.

Education:

Students are able and encouraged to attend any educational opportunities offered by BOPDHB during their studentship. This may include medical teaching and grand round. This information will be supplied during orientation.