

### Tips for organising your diary

- It is likely that work will not be presented to you in the same way as it is in the hospital and you will need to be proactive to get the most from your placement
- At initial meeting with your supervisor establish what is required from you for service provision but ensure you have some time to do the other things you need to do to complete curriculum competencies
- You will not have time for everything so schedule activities based on interests and to ensure competencies are covered
- If possible book annual leave at the beginning of the rotation
- Talk to everyone; admin team, doctors, other trainees (including previous trainees if you can) to find out what opportunities are available
- Often there is a list of useful contacts but if not compile one for the next trainees
- Avoid booking up all your clinics for the whole 6 months at the beginning of the rotation as you are likely to identify things you want to do and that will be difficult if you are all booked up with clinics
- Make sure you schedule admin time
- Ask people to let you know when they are invited to CP conferences, court etc
- Read newsletters/information e mails
- Your supervisor may have a particular interest but don't be afraid to ask to attend other clinics to ensure a broad experience