



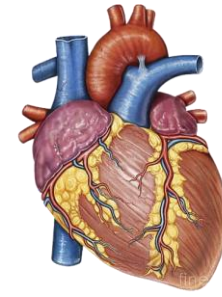
## **Electives Unmasked:**

Talk 2:

# **How to Organise an Elective**

Presented By :  
**CBS Student Committee 2025/26**

# Where I undertook my summer elective

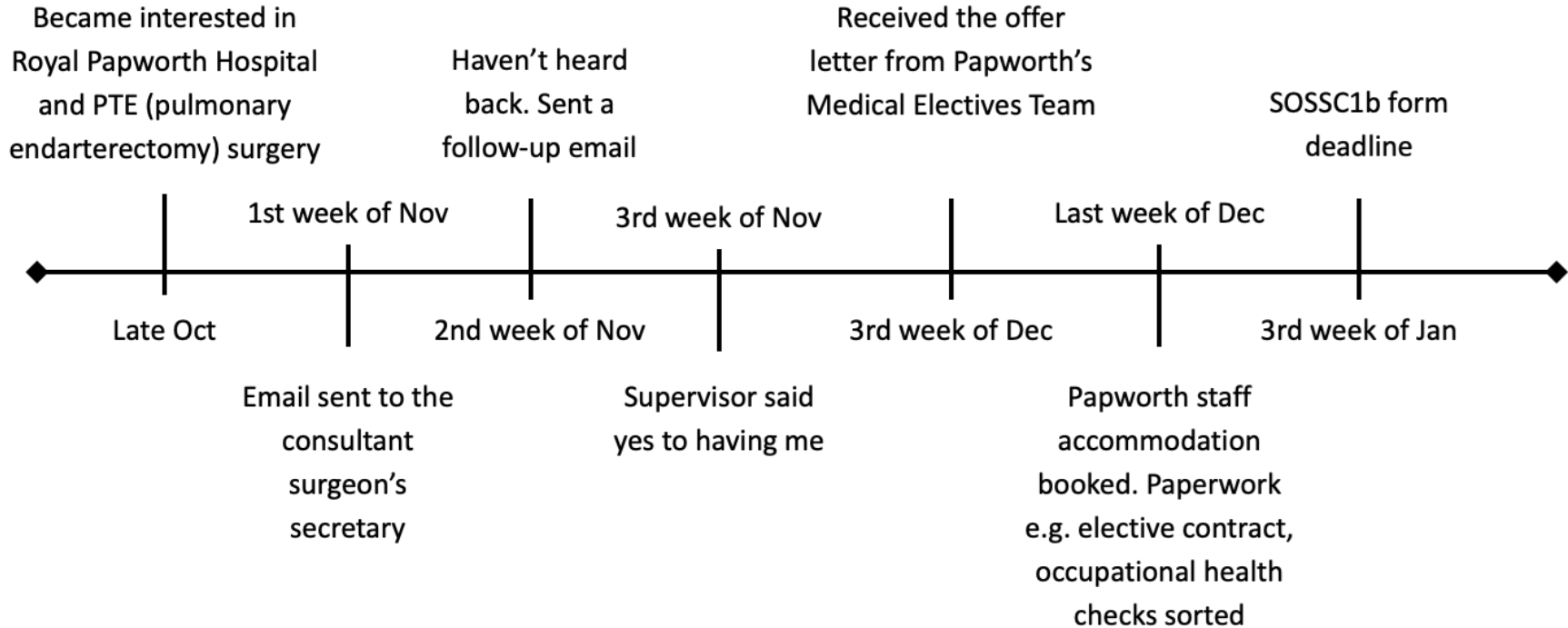


**NHS**

**Royal Papworth Hospital**  
NHS Foundation Trust



# Timeline of self-organising an attachment



# How to write a convincing email to your potential supervisor

Step 1: Introduce yourself by your full name, year of study and institution

Step 2: Explain what your inspiration and motivation for this SSC was e.g. books or research articles you've read

Step 3: Elaborate on how you will benefit from undertaking your SSC in that hospital, why did you choose to go there?

Step 4: Past experiences from attachments/courses/conferences – what have you done that is relevant to what you will be doing in this SSC?

# How to write a convincing email to your potential supervisor (cont'd)

Step 5: Career aspirations – how will this SSC help you progress onwards?

Step 6: Any research interests and experiences

Step 7: Attach your proposed SSC outline to set expectations

Step 8: Attach your condensed CV (1-2 pages) specific to this application

Step 9: Express your gratitude for their attention and leave your preferred contact details (phone number + email address)

# How to prepare for a theatre day



## DO's

- On the day before, take history from and examine the patient for surgery tomorrow; ask for consent to observe their surgery
- Check their journey to the hospital via medical records
- Read up on the operation
- Prepare questions to ask surgeons



## DON'T's

- Go to bed late
- Skip breakfast
- Forget to bring your clogs
- Arrive late to theatre brief
- Not wearing compression stockings
- Touch sterile fields
- Take photos in theatre
- Chatting loudly and disrespecting the patient

# How to make the most of your elective

Write down everything you see; and actually review your notes

Don't disrupt when surgeons are busy but don't keep the questions on your mind to yourself

Ask to scrub in – the worst they could say is no

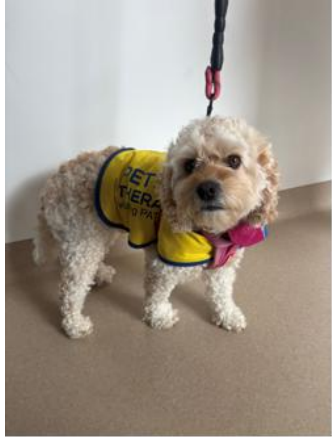
Explore every corner of the hospital (if allowed)

Always be early – surgeons take punctuality seriously

Making another friend wouldn't hurt – interact with all members of the MDT

Leave behind cards and chocolates at the end – people will remember you even when you are gone

# Don't forget to have fun!



# FEEDBACK FORM

**Please fill the feedback form to let us know how you found the session!**

**Slides will be emailed to you on completion of the feedback form!**



# Thank You!

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Next Talk: Friday, 19 Nov 2025