

# Code of Conduct for PTE Surgical Society

## § 1 Basic Terms

- (1) The PTE Surgical Society was founded by Shefali Sangani and established together with Ida Marie Heggem and Alexandra Gedei in March 2018.
- (2) The PTE Surgical Society consists of a board of directors, members of the student body and staff of PTE ÁOK.
- (3) The aim is to endorse the surgical specialties. We wish to practice and perfect the practical skills required by aspiring surgeons, as well as spark interest and increase our knowledge in the surgical field.
- (4) The society supports the principle of equal opportunities. We will not discriminate anyone regardless of nationality, ethnicity, religion, sexuality, gender or age nor make the membership dependent on any of the above-mentioned.
- (5) The logo of the society may not be changed.
- (6) Official communication channels are
  - a. [www.facebook.com/PTESurgSoc/](http://www.facebook.com/PTESurgSoc/)
  - b. [ptesurgicalsociety@gmail.com](mailto:ptesurgicalsociety@gmail.com)
  - c. <http://aok.pte.hu/surgical-society>
  - d. <http://instagram.com/ptesurgsoc>

## § 2 Organizational structure

- (1) The board consists of
  - a. The President (A member of surgical staff)
  - b. Vice-President
  - c. General Assistant
  - d. Logistics & Events
  - e. Treasurer
  - f. Research representative
  - g. Assistant 1
  - h. Assistant 2
- (2) Members
  - a. The members sign up on a semester basis and should all be students of PTE ÁOK.
  - b. The member number shall not exceed 60 students per semester; 40 of which will be taught on an intermediate or advanced level and 20 of which will be trained in the basics.
- (3) Affiliated Surgeons
  - a. Surgical staff willing to supervise and mentor skills sessions
  - b. Surgeons willing to give talks
  - c. Surgeons willing to allow members of the society to assist or observe surgeries

- d. Surgical staff willing to supervise members of the society in research or thesis work through the Student Research Society (TTK)
- (4) A board member, excluding the president, retires from the mandate
- a. At the end of the academic year/the mandate
  - b. After removal from the registry of students of the university for any reason
  - c. Semester status set to passive
  - d. By illegal action
  - e. By written resignation
  - f. By vote of no confidence
  - g. By death

### **§ 3 The Electoral Process**

- (1) The board elections shall be held week 12 of the spring semester.
- (2) The electorate consists of registered members (see § 2 (2)).
- (3) Prospective candidates must be students of PTE ÀOK.
- (4) Prospective candidates must hand in a CV, a letter of motivation and a plan of action by Friday week 11, via email.
- (5) Applicants running for the positions of Vice-President, General Assistant or Logistics & Events shall be members of the pre-existing board. If not enough applicants are available according to the prerequisites, the most eligible candidate can be chosen/promoted by the board from the pool of candidates. There are no prerequisites for other board positions. (see § 2 (1))
- (6) At least 2/3 of the members and board must be present for the elections to take place. If not achieved a new date must be set within a week.
- (7) On the Election Day, the sitting board will present the Code of Conduct and the proceedings of the last academic year to the electorate. The applicants will present themselves briefly, including their plan of action.
- (8) Votes are given anonymously. Positions are confirmed with an easy majority. In case of only one applicant for a position, it may be determined by a raise of hands.
- (9) The board of directors appoints the President. His/her mandate lasts until he/she is unwilling or unable to continue due to personal, administrative or academic reasons. Leave of notice must be given with a month's warning.
- (10) At the end of the Election Day, the results are effective immediately.

### **§ 4 Code of conduct for the board**

- (1) A debrief and introductory meeting shall take place within a week of the election, with members of the newly elected and the previous board.
- (2) There should be a team-building meeting at a convenient time following the election.
- (3) The board should meet with the Dean and/ or Vice Dean at least twice per semester to exchange updates regarding plans, progress and budgets.
- (4) The board should meet at least 3 times per semester with a maximum gap of 5 weeks, other meetings as needed.
- (5) Each meeting should be called for at least three days in advance.

- (6) If any member is unable to attend, he/she has to give written notice, preferably by the day before.
- (7) Each student member is expected to check our communication platforms on a daily basis.
- (8) The President is responsible for the quality of teaching and events, as well as any university formalities.
- (9) The Vice-President's tasks include but are not limited to organizing board meetings, communication with Affiliated Surgeons (see §2 (3)), overseeing the formalities of the electoral process and delegating tasks to as well as following up the other board members.
- (10) The General Assistant will be the Vice-President's right hand. Tasks include but are not limited to ensuring minutes are written and published within 3 working days after each meeting, liaising with the Circle of Demonstrators DDK, overseeing events and continuously updating the member list.
- (11) Tasks of Logistics & Events include but are not limited to booking rooms for all events, updating the official platforms and organizing a stand for Orientation Day, as well as forming and continuously updating the semester plan.
- (12) The tasks of the Treasurer include but are not limited to writing a budget, overseeing semester and session fees (see § 6) and updating the registry accordingly. He/she is also responsible for supplies and merchandise as well as reimbursement of any board member's expenses on behalf of the society.
- (13) The Researcher shall prepare and hold the Journal club (see § 5) as well as assist members who wish to do independent research by liaising between the student, The Student Research Society TDK and the surgical departments.
- (14) The assistants may do any task that is delegated to them, including but not limited to event attendance and supervision, Orientation Day stand and running the Instagram account.
- (15) All members are expected to help each other alleviate the workload and any task may be delegated. There is also a joint responsibility in replying to messages and emails forwarded to the society.

## **§ 5 Events of the society**

- (1) Skills sessions
  - a. The society shall organize workshops in the Skills Lab on a regular basis, for instance Wednesday weeks 2, 4, 7, 9 and 11 of the semester.
  - b. The rooms must be booked and supervised by Affiliated Surgeons. At least one board member must also be present in each room.
  - c. The head-count for the basics room is 20 students. Laparoscopy rooms fit max 10 students, special sessions are for small groups only and numbers allowed depend on capacity.
  - d. All attending students must sign-up in advance through a google document.
  - e. Non-members may sign-up on the day of the event if there are spots available, for a fee (see § 6 (2)). Only applicable for basic skills sessions.
  - f. If a member fails to show up repeatedly, he/she may be banned from attending skills sessions for one semester.
  - g. Members are expected to attend at least one skill session per semester, if not their membership may be forfeited the following semester after a written warning.
  - h. Members are given skills books, which must be filled out to advance within the society. Skills Book 1 covers basic knots and sutures, skills Book 2 covers laparoscopy.
  - i. The basic skills sessions on knots and sutures have no prerequisites for attendance.

- j. Sessions in laparoscopy requires membership in the society and the completion of the subject Basic Surgical Techniques or completion of Skills Book 1.
  - k. Special sessions on simulators, with surgical microscopes, with animal preparations or on live pigs require the completion of Skills Books 1 and 2 and the completion of the subject Basic Surgical Techniques.
- (2) Journal Club
- a. The society shall organize Journal Club sessions on a regular basis, for instance Wednesday weeks 3, 6 and 9.
  - b. The events are open for all and aim to be an arena for discussion and analysis of case series and/or research articles. The Journal Club also emphasizes critical thinking and evidence-based medicine and is meant as an aid for thesis preparation.
- (3) Specialist Talks
- a. The society shall organize talks each semester, for instance weeks 3 and 8.
  - b. The speaker may be any local, national or international surgeon, and the topic is of the surgeon's choosing. Examples include a case presentation, research, placements or aid-work, advances in any surgical field, new techniques or a presentation of a surgical sub-specialty.
  - c. The talks are open to all students
- (4) Competitions
- a. Regular competitions on Instagram as well as a prize for full attendance to events may be given each semester.
  - b. Each spring a competition will be organized within the society, both individually and in teams of 4.
  - c. The tasks of the competition include both basic skills and special tasks, and will be evaluated on finesse and/or time.
  - d. The competition will have a qualifying round, semi-finals and a final; with increasing levels of difficulty.
  - e. The prize for best team is a dinner, the prize for best individual contestant is to be AOK's delegate to the yearly Young Surgeons conference at Lake Balaton.

## § 6 Finances

- (1) Each member has to pay a semester fee of 1000 forints. This does not include board members or affiliated surgeons.
- (2) Each non-member has to pay 500 forints per skill session they attend.
- (3) The Dean's Office will cover expenses of the MediSkills Lab.
- (4) Each member may purchase a t-shirt for 3000 forints, 1000 of which will go to the society.
- (5) If any student loses his/her skills book, they will have to pay for a reprint themselves.

Pécs, 2018-2019



Shefali Sangani, Vice-President

Alexandra Gedei, General Assistant



Ida Marie Heggem, Logistics and Events