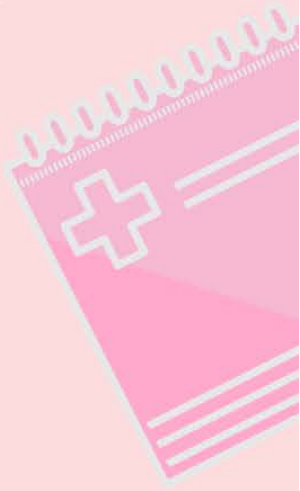
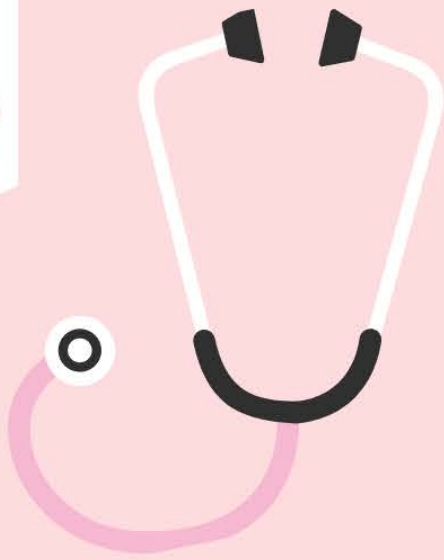


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YEAR 4 GUIDE



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Introduction

Hello and welcome to the MedSoc Fourth Year Guide! Congratulations on officially completing half of your medical degree and we hope that this guide is useful for you in navigating your research year.

A massive thank you to the writers of this guide, particularly from those who had completed fourth year and took the time to pass on their wisdom. We hope that future teams will continue to improve and add to this guide every year.

If you have any questions, need any help or have any suggestions, please don't hesitate to get in touch with us or your Year Reps!

With warmest regards,

Josh Lowinger
MedSoc President 2022

Angela Xue
Medsoc VP External 2022

Acknowledgements

Written in 2022 by	Josh Lowinger, Angela Xue, Joyce Wu, Angus Hall, Mevni Fonseka, Tina Nguyen, Sally Chung, Will Choy
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Overview

What is fourth year?

- Fourth year is a year dedicated to research.
- An entire year dedicated to research is a *lot* of time, which gives you a great deal of flexibility in how you spend it. There is ample opportunity to do extra research projects (which can be useful to build your CV and leave good impressions on doctors within medical specialties you may wish to target in the future) outside your UNSW project, or even non-research clinical activities within your supervisor's specialty (for example, if your supervisor is a surgeon, you may be able to shadow them in theatre and learn/perform basic surgical skills such as suturing).
- Fourth year also presents a great opportunity to take the year a bit easier, go travelling (after COVID settles :P), pick up some new hobbies, or rediscover some old ones.

Difference between Honours and ILP

- Honours is supposed to have more contact hours (but this depends on your supervisor, and most are happy with any hours as long as you are doing the work) and slightly more demanding assessments (longer research presentation with questions + longer final manuscript including a reflective section) + coursework starting from 2022.
- What exams contribute towards being considered for honours?
 - Your Phase One (Year 1 and 2) WAM must be above 65 in order for you to submit an Honours research proposal
 - This includes all EOCs, Prac exams, OSCE and your Portfolio
- For both Honours and ILP, the assessed components are a literature review (25%), a research presentation (15%), a final manuscript (50%), and a supervisor's mark (10%).
 - For Honours, the research presentation is a 6-minute talk combined with 4 minutes of questions. For ILP, the presentation is a three-minute thesis (3MT) with no questions.
 - For Honours question time, there tends to only be time for 2 or 3 questions, and so usually really obvious or predictable questions get asked. You can make a list of potential questions and have prepared answers for these.
- General Education Units
 - All ILP and Honours students must complete 2 General Education subjects → which often have the course code 'GEN... ' in the online UNSW Handbook
 - Honours students must complete their Gen Ed coursework prior to beginning 4th Year, while ILP students can complete them over the course of their research year. General coursework units offer a good opportunity to pursue interest areas, or to improve your overall WAM

Structure of 4th Year

- Timetable as of January 30 2022
 - Note this is highly modified due to delayed ICE clinical exams

2021							
Date Week Beginning	Week	Year 3 Clinical Coursework	Year 4	Week	Date Week Beginning		
30-Aug	1	As advised by Year 3 Convenors	Work on literature review if time permitted	1	30-Aug		
6-Sep	2			2	6-Sep		
13-Sep	3			3	13-Sep		
20-Sep	4			4	20-Sep		
27-Sep	5			5	27-Sep		
4-Oct	6	Online Tutorial #1 (04/11/21, 7pm)		6	4-Oct		
11-Oct	7			7	11-Oct		
18-Oct	8			8	18-Oct		
25-Oct	9			9	25-Oct		
1-Nov	10			10	1-Nov		
8-Nov	11	Self-awareness, positionality & reflexive health care (11/11/21)		11	8-Nov		
2022							
Date Week Beginning	Week	ILP	BSo(Med) Honc	Week	Date Week Beginning		
14-Feb	1	Induction (14/02/22, 7pm)		1 day/TBA clinical	14-Feb		
21-Feb	2	Milestone and Expectation Report (25/02/22, 10am)			21-Feb		
28-Feb	3				28-Feb		
7-Mar	4				7-Mar		
14-Mar	5				14-Mar		
21-Mar	6				21-Mar		
28-Mar	7				28-Mar		
4-Apr	8	Literature Review (04/04/22, 10am)		4-Apr			
11-Apr	9			11-Apr			
18-Apr	10	P2 Clinical Intensive (5 days)		10	18-Apr	Boot camp for ICB students only (24 students)	
25-Apr	11			11	25-Apr		
2-May	12			1 day/TBA clinical	2-May		
9-May	13				9-May		
16-May	14	Break			16-May		
23-May	15	Online Tutorial #2 (23/05/22, 7pm)			23-May		
30-May	16	Progress Report (30/05/22, 10am)			30-May		
6-Jun	17				6-Jun		
13-Jun	18				13-Jun		
20-Jun	19	P2		18	20-Jun		
27-Jun	20	Flexi Week		19	27-Jun		
4-Jul	21	P2 Clinical Assessment		20	4-Jul		
11-Jul	22			21	11-Jul		
18-Jul	23	Ethical frameworks and principles in Aboriginal & Torres Strait Islander research (workshop)		22	18-Jul		
25-Jul	24			23	25-Jul		
1-Aug	25	Online Tutorial #3 (01/08/22, 7pm)		24	1-Aug		
8-Aug	26	Collaboration in Aboriginal & Torres Strait Islander research (workshop)		25	8-Aug		
15-Aug	27			26	15-Aug		
22-Aug	28	Online Tutorial #4.1 (22/08/22, 7pm)		27	22-Aug		
29-Aug	29	Break		28	29-Aug		
5-Sep	30	Project Manuscript (06/09/22, 10am)		29	5-Sep		
12-Sep	31			30	12-Sep		
19-Sep	32	3MT (18/09/22 - 23/09/22)		31	19-Sep		
26-Sep	33	BREAK	Project Manuscript (04/10/22, 10am)	32	26-Sep		
3-Oct	34		Final Seminar (17/10/22 - 21/10/22)	33	3-Oct		
10-Oct	1		CTC is mandatory		34	10-Oct	
17-Oct	2				1	17-Oct	
24-Oct	3			2	24-Oct		
31-Oct	4			3	31-Oct		
7-Nov				4	7-Nov		
14-Nov					14-Nov		

Finding a Supervisor

- The Search

- Places you can find supervisors
 - Spreadsheet available on UNSW website arranged by year
 - <https://medprogram.med.unsw.edu.au/supervisors>
- Any UNSW affiliated doctor/researcher will suffice - Faculty currently working towards including conjoins as well
 - Search doctors in the area you wish to do research in e.g. 'oncologists St Vincents' or the area of interest and unsw e.g. oncologists UNSW
 - Often you will find their research page with UNSW which will have their contact details
 - Sometimes you will find a website for their private rooms that will often have whether they are UNSW affiliated in the about us section.
 - Try to find their UNSW affiliated email before contacting them at private rooms.
 - LinkedIn can also be helpful for contacting supervisors

- Preparation

- Before reaching out to a supervisor do some research into their specific area, namely their own research and papers they have recently published.
- Think critically about what you want to achieve and what type of project you would be interested in in your ILP/Honours year as this is good to include when you reach out. E.g.
 - Sharpen your research skills
 - Learn proper data analysis techniques
 - Gain experience in RCTs, observational studies etc

- Reaching out

- Email is a good first option. Some very busy supervisors may be unresponsive and for these you may try contacting them via their current research students (students from the year above yours). LinkedIn has also worked.
- When you contact them, you should mention something insightful you liked about one of their previous projects and why you think it is interesting/ why you want to contribute to it.
- Also make clear your goals for the year and why specifically you are interested in their work.
 - E.g. groundbreaking research, clinical experience, data skills etc

- Ask to meet either in person or via zoom to discuss their work, your goals and whether you would be suited to work together.
- Include a curriculum vitae (CV) focusing on leadership positions, previous work opportunities, clinical experience and research experience
 - For most students this is minimal so don't worry but it is good to include
- Some supervisors will ask for your academic transcript and sometimes a piece of academic writing so don't be put off if this happens. A good idea is to use a previous phase 1 assignment that you did well in.
- Some supervisors only take honours students
 - Make it clear what stream you are undertaking in your research year.
- **The Meeting**
 - Come up with some questions you want to ask your supervisor:
 - Base some of these on the supervisors work
 - E.g. I have noticed you focused your research on ___ type of trial in ___ area. Is that something I would be able to work on and in what capacity would that be
 - Ask what experience they have with supervising UNSW students in the past as it is easier to work with a supervisor that has already gone through this process
 - Don't worry if they haven't, the faculty makes the process very simple for students.
 - If they haven't offer for them to talk to Greg if they have any issues or concerns about the commitment
 - Establish some expectations
 - Where you would be working
 - How much you would be working
 - ILP
 - Honours
 - How much support would you have with the paper
 - Ask whether there will be clinical exposure
 - Often supervisors have their own clinics that they would be happy for you to sit in on and partake in if you are interested
- **Tips on choosing a supervisor/project**
 - Within a speciality you are interested in pursuing in the future.
 - Supervisors who are known to be good based on feedback from previous students.
 - Projects whose hours and requirements are suited to you

- Think about what your goals are for 4th year and align these with a project and supervisor that suits you
- Start looking early
- Don't put all of your eggs in one basket
 - Things don't always work out so have some backups, and interview for multiple projects.
- **Template email for emailing supervisors - in Phase 2 guide**

Hi, My name is Hyerim Suh, currently a 3rd year medical student from UNSW. I am currently looking for an Honours research project, and since I've had an ongoing interest in oncology research I was wondering if you were taking any students this year for research projects?

I've read your paper on [TITLE] and it seems like the type of research I would be keen to become involved in.

I know you are likely very busy, might it be possible to meet in the next 2-3 weeks? You are the top choice for a supervisor, and I would appreciate the opportunity to work with you next year.

Optional

I've had previous research experience in working with Professor [X] on the research project [Y] as well as Prof [A] on [B] under a summer research scholarship. But I am interested in develop [Z] skills. Attached is my academic transcript and resume for your reference.

Thank you very much,
Hyerim Suh (UNSW Medical student)

- Rural ILP/Hons

ASSESSMENTS

Literature review

- **What is a Literature Review?**

- Moodle Links (Useful)

- Instructions to Authors:

https://moodle.telt.unsw.edu.au/pluginfile.php/6286793/mod_resource/content/6/Instructions%20to%20Authors%20-%20literature%20review.pdf

- How to Write a Literature Review:

https://moodle.telt.unsw.edu.au/pluginfile.php/6286792/mod_resource/content/6/How%20to%20Write%20a%20Literature%20Review%20for%20Year%204%20Medicine.pdf

- Brief Summary

- The literature review is meant to provide a 'justification' for your later research project, and should total 2500 words in length
- You are meant to present a summary of all past available literature on a given subject, showing that there is a gap in our knowledge in a given area which your project will subsequently fill

- Structure

- Introduction (this is the bulk of the review → and it is worth splitting into subsections)
- Hypothesis and Aims or Research Questions (you are not married to these over the year, and they will change naturally as your project progresses)
- Methodology (study design) (as above)
- Reference List (use Endnote)

- Tips for Research and Writing

- The key is to start as broad as possible, to gain an idea of the big 'issues' or 'contentions' within your subject amongst the scientific community
- Once you have an understanding of the key subject areas, focus in from them to determine some specific search/MeSH terms for your database searches
- It is good to rely on your supervisor for help → they may be able to save you some time and point you in the right direction as they are 'experts' in the field
- Use EndNote from the get go → import the full results of search terms into separate folders on EndNote, and title them 'Title Screen', 'Abstract Screen' etc. Use EndNote to filter down papers in this way based on their relevance and quality. It is

much quicker to do this in EndNote. This will also save you time with referencing.

- Recommended timeline of drafts
 - Don't waste eons on it
 - Take a week or two to organise your research strategy
 - Spend a month searching the big databases → narrowing down from titles → abstracts → full papers and making notes on these
 - It's important to be thorough and to make sure you've marked off the 'keystone' papers in your field → the ones which are seen as the big boppers in terms of findings / progressing understanding in the area → worth asking supervisors about these
 - Budget around a month writing
 - Try get some sort of draft to your supervisor a couple of weeks before hand → supervisors will vary, but their feedback is generally pretty useful
 - You're 'allowed' two supervisor drafts, but this is very discretionary
 - Try and get drafts from other people in the research team / co-supervisors etc.

- **Literature Review Exemplars and Marking Criteria**
 - MedConnex Examples:
 - <https://www.medconnex.com.au/resources/categories/68/>
 - Criteria (which Greg will go over in a Q&A):
 - Included in Moodle Guides

Project Manuscripts

- Greg has excellent guides for this
- Weekly Q&A always available
- Exemplars available
- Would advise starting this early and not waiting until last minute (Greg recommends 6 weeks but you may want to start earlier if you aren't the fastest writer)
- Can reuse parts of literature review, Turnitin numbers for this will not be looked at (in fact, Greg is the only one who checks)
- Scrutinise the marking criteria
- Can get 2x feedback from your supervisor

Seminar

(Only for Honours students)

3MT (3 Minute Thesis)

(Only for ILP students)

What is a 3MT?

A 3MT is a 3 minute presentation with only 1 presentation slide. No questions will be asked following the presentation. Although it sounds simple, it's quite challenging to present your project in a concise yet interesting way.

Fun fact, the 3MT is actually a competition developed by The University of Queensland!

Summary

- The 3MT is a brief presentation of your project with the main aim of getting your audience interested in your project
- General structure: Introduction, study design/methodology, results, discussion/future implications

Tips

- Make your 3MT talk interesting in some way, whether it's with humour, a metaphor, an interesting
- It's better to have a simple yet interesting/eye-catching presentation slide, minimise the amount of text you use
- As obvious as it sounds, make sure that your 3MT is within 3 minutes
- Practice your 3MT with peers to ensure it's understood by a person who isn't knowledgeable in your field of specialty

Resources

- Greg provides good resources - holds a seminar and provides some documents on Moodle
- Watch some 3MTs on youtube to get a better understanding and for some inspiration
- Ask if your supervisor has any exemplars for 3MT slides

Supervisor Mark

The supervisor mark is, as obvious as it sounds, the mark that your supervisor gives you for your participation and progress over the year. It contributes to 10% of your overall year 4 mark.

Greg has the marking criteria on Moodle for your supervisor mark.

Generally, it's hard to predict what mark your supervisor will give you. But it'd be safe to assume that they'd like you to complete your project milestones relatively on time, contribute to other research projects if they offer any, and show up to any clinics they invite you to.

Ethics Approval Guide

For most students and projects, the ethics approval will be completed by your supervisor or others in the research team before Year 4 starts. But for those who are contributing to submitting the ethics approval for their project, this will be a general guide for that process.

General overview of ethics approval

1. Register for a REGIS account
We would recommend registering with your unsw email, as it's required later in the SSA form on REGIS.
2. Figure out which LHD/HREC to apply to, based on where the study is being conducted
3. Search for their website to find relevant information
Eg. SESLHD:
<https://www.seslhd.health.nsw.gov.au/services-clinics/directory/research-home/ethics>
SWSLHD: <https://www.swslhd.health.nsw.gov.au/ethics/>
UNSW: <https://research.unsw.edu.au/recs/human-research-ethics-home>, etc.
 - a. How to apply
 - b. Which ethics risk committee to apply to
There's different levels of risk involved with research projects so it's best to ask your supervisor and/or find the classifications based on the LHD/HREC
Eg. <https://www.seslhd.health.nsw.gov.au/services-clinics/directory/research-home/ethics/low-risk-and-negligible-risk-research>
4. Register project
5. Apply for both HREA and SSA approval
Note: SSA approval can only occur after HREA approval

For more information, check out this link for the full Ethics Approval Guide:

<https://docs.google.com/document/d/1EJ0tQHQaV3DnF48zysEKwwspLljawNCpjqNU8G0afsQ/edit?usp=sharing>

General tips for interacting with supervisors

- Email your supervisor around 1-2 weeks before 4th year starts to organise an initial meeting - either online or in person
- Conversations to have at the beginning of the year
 - Ask about what is expected from you - with your project, face to face learning opportunities (such as clinics) and other areas
 - If you do have other commitments during the year (such as work), let them know at the beginning of the year so you can work on a compromise with them - they could either not mind or you'd offer to have longer work days

- Try to set up regular meetings initially because you'll need more guidance about what your project is about, how to complete your project and advice about your literature review
- Establish what is the best method of communication for them - email, text message or both
- Ask whether you can shadow your supervisors at the hospital, then ask for their timetable for the hospital
- Clinicians are generally very busy, so wait up to a business week to send a second email
 - Note: sometimes the supervisors will not see your email
- Take initiative on organising meetings and asking about anything you're unsure about
- Show up on time to any meetings and clinical activities
 - Supervisors can often show up a bit late due to other commitments but it's better for you to wait for them
- If your supervisor is quite unresponsive and unhelpful, PLEASE contact Greg (Course convenor) about the situation and he will certainly try to help you - even if it means finding you a new supervisor

How to get the most out of your year

- Clinical exposure
 - Generally can go to theatres, clinics, MDTM (multi-disciplinary team meetings), whatever your supervisor does (keep in mind COVID restrictions)
 - Try to remember that your project is your priority this year
- Take a good break and enjoy this year, you will never have another year-long holiday again
- Pick up some hobbies and travel if you can
- Depending on the supervisor, you can be in hospital for 0 days per week or 5 days per week from 9-5; most are pretty flexible and it is generally agreed that 2-3 days of engagement per week is an excellent feat
- Don't compare your progress with other people's progress - everyone's project and experience will be vastly different
- I would recommend thinking about how much things are worth in the grand scheme of everything (lit review - 25%, seminar - 15%, manuscript - 50%, supervisor mark - 10%) and allocate time and effort accordingly

Wellbeing

Events, social catch-ups

Year 4 Welcome Back Morning Tea

What:

Remember long ago when we were mere 1st year's, before the times of covid when we could all catch up together as a cohort and reminisce of times gone by. Well guess what, we can do that again yayaya. Come by Wallace Wurth courtyard

and catch up with your fellow fourth year peeps and staff members. There will be nibblies and wonderful times!!!

Where: Wallace Wurth lawn

When: 9am-12pm 14th February 2022 (TBC)

Mid-year Get together

What

Getting those mid year study grind blues. You're in luck cause we have the most brilliant social event for you. We have no idea where it'll be but we know it'll be brilliant...music, dancing, fantastic vibes, it'll have it all 😊

Where: Super secret

When: 13 July 2022 (TBC)

Phase 3 Transition Info Night

What

Feeling confused about phase 3. Me too ahhhhh. Well hopefully this informative night with a pannel of speakers will wish those worries away. A range of students and staff from phase 3 will outline the expectations and tasks of year 5 and 6, letting us know how to excel in the final part of our medical student journey.

Where: Zoom

When: 24th October 2022 (TBC)

End of Year Celebration Party

What

We've done it team, adios ILP/Honours hello the last holidays we'll experience for a long time. To celebrate this tremendous milestone (2/3 of a medical degree completed) we've planned a stellar night out for you to cap of the year's end. Get excited and let loose, you all deserve it ❤️

Where: TBC

When: 18th November 2022 (TBC)

Looking after yourself

If you are feeling overwhelmed, stressed, down or just not your usual self, please talk to somebody. This can be a family member, a friend or your clinical school supervisors, regardless of whether you seek professional help or not. It is advised, however that you go a step further and talk to a professional - this can be your G.P! The Australian Medical Association has a database (linked below) containing contact information for General Practitioners who have expressed an interest in taking on doctors in training as patients and are keen to help with your wellbeing:

<https://www.amansw.com.au/member-benefits/gps-for-doctors-in-training/>

Year 4 Convenors

Greg Smith has weekly drop-in sessions to answer any questions you may have about fourth year! Make sure to check MS Teams for the meeting link and

schedule. Greg is extremely lovely and willing to help, so please do not hesitate to contact him.

Contact: g.smith@unsw.edu.au

Catherine Marley

Catherine Marley is the Faculty Wellbeing Officer appointed by MedFac for medical students across all 6 years. She helps in aspects of personal, psychological/psychiatric and medical difficulties and can give you confidential advice, coordinate appropriate help and advocate on your behalf to the faculty if needed (i.e. time off uni, special considerations etc.)

Contact: c.marley@unsw.edu.au

UNSW Psychology and Wellness

UNSW Psychology and Wellness provides free and confidential service to all UNSW students. They offer individual counselling, specific workshops and seminars to develop self care skills (stress management, anxiety and mood management, motivational support etc.) and self-help resources and information to improve wellbeing.

<https://www.student.unsw.edu.au/mental-health-support>

Level 2, East Wing, Quadrangle Building, University of New South Wales, Kensington Telephone: 9385 5418

Email: counselling@unsw.edu.au

Office Hours: Monday to Friday, 9AM – 5PM

Mental Health

Triple zero

If you or someone you are with is in immediate danger please call 000, or go to your nearest hospital emergency department immediately.

LifeLine

Crisis support and suicide prevention, 24/7. Call 13 11 14 now.

Mental Health Line

1800 011 511

If you or someone you know needs help, the Mental Health Line offers professional help and advice, and referrals to local mental health services.

Other services

Headspace

Beyond blue

Balckdog Institute