



SET UROLOGY TRAINING POSTS TIMETABLE TEMPLATE INSTRUCTIONS

Please prepare each timetable using the colour coding shown in the chart below.

General Requirements

- Complete a separate timetable for each SET Urology trainee and each Fellow/Unaccredited Registrar/SIMG in the unit.
- No overlapping operating lists are permitted (i.e., two trainees/fellows cannot be allocated to the same operating list).
- If more than one trainee or a trainee and a fellow attend the same list, clearly identify the “Lead Trainee” on that list.
- If the timetable varies by week (e.g., a 2-week or 4-week cycle), provide the timetables for all weeks.
- If a trainee works across multiple campuses, include the hospital name on the timetable.
- Include the supervising consultant’s name for all operating theatre sessions.

Activity Colour Chart

Activity	Font Colour
Operating Theatre Sessions (OT)	Black
Clinic	Green
MDT / M&M / Radiology / Pathology	Purple
Teaching Session (1 hour)	Red
Ward Round	Orange

Activity	Font Colour
Flexible Cystoscopy	Blue
Urodynamics	Blue
Prostate Biopsy Clinic	Blue
Study Time	Dark Red
Administration	Dark Red

An example timetable is provided below:

		Mon	Tues	Wed	Thurs	Fri	Sat/Sun
AM	<i>Time</i>	0700-0800	0700-0800	0800-1200			
	<i>Activity</i>	MDT	Teaching	Flexible Cystoscopy			
	<i>Other info</i>						
	<i>Time</i>	0800-1200	0800-1200				
	<i>Activity</i>	OT - Dr A	Clinic				
	<i>Other info</i>	Lead Trainee - Dr B					
PM	<i>Time</i>	1300-1700	1300-1700	1200-1230			
	<i>Activity</i>	OT - Dr B	OT - Dr C	Ward Round			
	<i>Other info</i>						
	<i>Time</i>			1300-1700			
	<i>Activity</i>			Study/ Admin			
	<i>Other info</i>						