This pack is for UK Medical School Surgical Societies and includes information and advice on how they can interact with the Royal College of Surgeons England. Presidents of UK Surgical Societies should pass this pack to the incoming president each year. This pack will be emailed to UK medical schools and surgical societies at the start of the academic year also.

About us

The Association of British University Surgical Societies (ABUSS) is the Royal College of Surgeons England (RCSEng) group of British Universities Student Surgical Society representatives. We meet biannually at the RCSEng, London; the majority of British University Surgical Society presidents attend the meeting where we meet with the RCSEng Medical Student Liaison Committee (MSLC).

The MSLC was set up by the Royal College of Surgeons of England to improve links between medical schools and the College at a student level. The committee has a student representative from most medical schools in the UK. The MSLC’s primary objective is to promote surgery as a career choice among medical students. In order to achieve this, student representatives either have set up or are setting up individual surgical societies in their own medical schools.

The MSLC ABUSS meetings act as a forum in which representatives from these societies can share their experiences and best practice, and tell the College what needs to be improved.
for medical students. At the MSLC and ABUSS meetings the MSLC and ABUSS committees are also present and these committees continually work on ways in which the RCSEng can help UK surgical societies to develop and promote a career in surgery between meetings.

**ABUSS Executive Committee:**
Chair: Chloé Gelder  
Vice Chair: Omar Khalil  
Secretary: Cara Jen  
Publicity Officer: Aseem Mishra

**MSLC Executive Committee:**
Chair: Miss Scarlet McNally  
Jane Roberts  
Clare Wynn-McKenzie

**About this pack**
This pack contains details on:

- What ABUSS and the MSLC are and how to get involved
- Useful documents available to you
- Our Biannual meetings
- The responsibilities of ABUSS and surgical societies linked with ABUSS
- How to gain RCSEng affiliation and funding
- Our Contact details
- Our bimonthly eBulletins
Ways to Get Involved

There are several ways to get involved ...

- RCSEng invites all surgical society presidents (or a representative on their behalf if they are unavailable) to attend the biannual meetings, see details below.
- RCSEng allows UK medical school surgical societies to become accredited with them and use their logo on certificates and event advertising.
- Provide RCSEng with society updates so that they can help to promote your society, their events and help with any resources needed.
- Set up the RCSEng surgery in schools outreach programme through your surgical society, see below.

MSLC ABUSS Meetings

We meet biannually. Meetings usually take place at the RCSEng in London in March and October each year. RCSEng usually funds surgical society presidents to attend this event. If you do not receive an invitation then please contact us, see details below.

Address: 35-43 Lincoln's Inn Fields, London WC2A 3PE

For directions on how to get there, see link: https://www.rcseng.ac.uk/about/find.html

ABUSS E-Bulletins

These e-Bulletins were set up by previous publicity officer and Chair Jos S**-G. He set up the E-Bulletins with the intention of helping medical students interested in a career in surgery to easily locate of interest surgically related events, courses, conferences and opportunities going on across the UK. Our E-Bulletins are produced 6 times per year, bimonthly by our current publicity officer. The E-Bulletins contain useful and of interest articles for all as well
as details of all the national events, conferences, training and revision courses and opportunities that are happening within the upcoming months. See link below to access the current edition and previous editions.

The E-Bulletin articles contain information relating to surgery, electives, how to set up events, conferences, mentor schemes, become linked with RCSEng surgery in schools outreach programme and updates on ABUSS progress. UK medical school students can submit their work for consideration for publication within the E-Bulletin by following the link below and submitting their work. Students can submit course work, elective write ups, articles that will help surgical societies to set up events, articles on how students can further their surgical skills and career interests, research articles and all other relevant information that is deemed of interest to medical students interested in a career in surgery nationally. All articles are accessed for content and relevance by the publicity officer and chair and students will be notified in writing after submission. Articles must be submitted at least one month prior to the production of the E-Bulletin, see link for deadlines.

Current and previous editions: [http://surgicalcareers.rcseng.ac.uk/students/medical-students/surgical-societies/association-of-british-university-surgical-societies-newsletter](http://surgicalcareers.rcseng.ac.uk/students/medical-students/surgical-societies/association-of-british-university-surgical-societies-newsletter)

Link to submit an article:

**Biannual Progress Updates**

ABUSS will provide all surgical societies with a biannual update of the progress that ABUSS has made in the last 6 months at the biannual meetings. Where appropriate this information will be distributed within the eBulletins.

Surgical societies are required to send RCSEng an update on the progress they have made and what their surgical society is doing biannually prior to each meeting. These are displayed on the RCSEng website. This is a great way to let students know what your society is doing, how they can get involved and to foster links with those interested in a career in surgery.

To view previous surgical society updates go to:

[http://surgicalcareers.rcseng.ac.uk/students/medical-students/surgical-societies/mslc](http://surgicalcareers.rcseng.ac.uk/students/medical-students/surgical-societies/mslc)
RCSEng Affiliation

RCSEng has an affiliation scheme. Please see enclosed letter. This is to be completed by the incoming president and sent to the RCSEng. Once received the RCSEng will consider the application and, if they feel it is appropriate, will grant affiliation with the surgical society. Once granted affiliation surgical societies can use the RCSEng logo on their event certificates, advertising and website etc. This really helps to give weighting to the events and certificates your surgical society produce.

RCSEng Funding

RCSEng occasionally offers funding for conferences and events. Societies are usually notified of any funding available at MSLC ABUSS meetings.

Calendar of Events

We have a calendar of events that societies can submit their events to. To submit events see the link below. All events are assessed prior to being put on the calendar as the calendar is displayed on the RCSEng website.

_Societies should try to submit all events whether national or local to the calendar for students interested in a career in surgery to view._

Details on how to access the calendar including instructions on adding it to your phone/outlook are available on the ABUSS Google Drive (See below).

Event Submission:  http://goo.gl/forms/63xXijineq

Communal Resources and Useful Documents

We have created a database that all surgical society committee members can access that contains details for all other UK surgical societies, useful contact details and websites for funding and resources and RCSEng contact details. This document can be edited by all so please keep your society details up to date on here and add in any useful contact details you come across.
In addition to this, on our facebook page and in our google drive documents we have several useful documents including details about ABUSS, the ABUSS committee roles and re-elections and documents to help set up mentor schemes at your university. If you need to make use of these, see below for how to access our google drive and facebook.

Our previous eBulletins contain articles on how to set up:

- RCSEng Surgical Skills for Students Course
- Society Conference
- Mentor Scheme
- Schools outreach programme

See link to our previous bulletins above to access these.

**Google Drive and Facebook**

We have a google account that contains access to our google drive for useful documents. Details on how to access this can be found on our Facebook page in a document in the documents section on there. In addition to this we have our Facebook page that you can follow. If you need help or advice on anything then please post on here and all ABUSS members will try to help. Occasionally, companies will post useful links on here too that your society can make use of.

Google Drive Link: [http://goo.gl/0vPQnc](http://goo.gl/0vPQnc)

*Surgical Society Responsibilities*

**SURGICAL SOCIETIES MUST KEEP SOCIETY CONTACT DETAILS UP TO DATE ON THE ABUSS DATABASE AND WITH RCSENG****

- To pass on ABUSS handover documents to the incoming president and ensure they are aware of ABUSS and the biannual
- To aim wherever possible to have the president of the society or a representative attend the ABUSS MSLC meetings
- To provide RCSEng with a biannual update on the surgical societies progress.
- Keep contact details up to date on the database and with RCSEng.
- To add useful contact details to the communal database for other surgical societies to use.
- To provide details of how to access to the ABUSS facebook page and google drive to incoming presidents and committee members
- To distribute the ABUSS E-Bulletins to their members
- To provide members with details on how to submit work to the ABUSS E-Bulletins on a regular basis.

**ABUSS Responsibilities**

- To keep in touch with all UK surgical societies
- To provide biannual progress updates
- To produce bimonthly Bulletins
- To foster links with all UK surgical societies and medical schools
- To be a point of contact for all UK surgical societies and medical students interested in a career in surgery on behalf of RCSEng.
- To assess student work for publication in the E-Bulletins.
- To include details of all national events relevant to a careers in surgery within the E-Bulletins.

**Contact us**

If you have any questions about ABUSS, anything within this pack or simply want more information then please do not hesitate to contact us on the details below.

Email: rcsabuss@gmail.com  |  Facebook: https://www.facebook.com/groups/278700718832238/

**TO DO!!!**

Once you have read this document, actions that need to be taken by both the incoming and outgoing surgical society presidents are:

**CONTACT DETAILS**
- Ensure society contact details are up to date on the database

**MSLC ABUSS MEETINGS**
- Ensure incoming president is aware of the MSLC ABUSS biannual meetings

**FACEBOOK AND GOOGLE DRIVE**
- Ensure the incoming president knows how to access ABUSS Google Drive and Facebook

**PROGRESS UPDATE**
- Produce a society progress update for the upcoming meeting

**ACCESS CALENDAR**
- Know how to access the calendar and submit any new events

**E-BULLETIN**
- Know when the E-bulletin deadlines are and how students can submit work to this and communicate this to your society members