USING THE MEDICAL SCHOOL DIARY

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1.   **Use of Medical School Diary**. In order to improve communication and coordination of activities across the School of Medicine, the "Medical School Diary" outlook calendar should be used to record events happening in the School. The aim is to give the School community a view of upcoming events, serve as a single repository of information about events and to have a single point from which invitations are sent for School events. It is also hoped that by having an overview of all activities, any potential clashes can be identified early, and alternative arrangements made.

All staff and PhD students are encouraged to have this shared calendar showing in their calendar view in Microsoft outlook.

2.   Levels of Access

Who	Access Level
Professional Services Team Leads (or a designated diarist for each team)	editor
Head of School PA	editor
School Manager/Asst School Manager	editor
Building/infrastructure team	editor
All Staff	reviewer/read
PhD students	reviewer/read

3.   What should be recorded in the School of Medicine Diary

- All School Events (work related: School Council, Open Forum)
- All School Events (social: Putting, Christmas party, Student BBQ etc)
- Semester dates/teaching weeks (BSc and ScotGEM)
- Examination periods (followed up with firm dates once details are known)
- Graduation weeks
- Seminars/invited talks
- Admissions interview dates
- Visits from partner medical schools
- School-wide training events
- Public holidays/non-teaching periods
- Research Away Days
- Teaching Away Days
- Infrastructure shutdowns, planned works
- Large medicine related conferences
- Big interview days for academic staff (Medical Demonstrators, Professors, multiple appointments)
- School level committees/meetings: Ops Group, Research Management, Teaching Committee, Progress Committee, EDI Committee, Ethics etc

4.   Some notes on using the calendar

- Events can be added as meetings (calendar invites should be sent from this account for all school events) or appointments (placeholders for upcoming events that don't require invites).
- Please set the reminder to "none".