

Welcome



The Master Surgeon Trust

A trainee's best friend

Welcome to The Master Surgeon Trust, a charity founded for the purposes of improving undergraduate as well as postgraduate medical and surgical training and education. The charity founded in 2013 is involved in:

- The operation of The Master Surgeon website (www.themastersurgeon.com)
- Developing and implementation of courses and other medical education activities
- Developing a platform for networking and communication between trainees around the world through our website and social media presence; to highlight key issues relating to training in the local as well as international stage.
- Fundraising for medical education activities and research

The Master Surgeon Website

- Launched in 2010
- Over 270 MCQs/EMQs
- Many tutorials
- Careers advice
- Calculators and much more

OVER 2 million page views

OVER 2000 Facebook fans

The Courses

- Preparation 2 Practice Course
- Surgical prep course
- +more in the pipeline

FREE courses

(Some at cost price)

We are a non-profit organisation, and all services provided are typically FREE of charge or at cost price. All proceeds obtained from advertising, sponsorship and fundraising are fully invested in the charity for the further development of the organisation and expansion of activities.

CONTENTS

1. The History
2. Services
3. Organisational structure
 - a. Membership tiers
 - b. The executive committee
4. How to get involved?
 - a. Website
 - b. Courses
 - c. Charity administration
5. Why get involved?
6. Frequently asked questions
7. Terms and conditions
8. Privacy policy
9. Contact details

THE HISTORY

The concept of The Master Surgeon website originated in 2008 when Mr Dev Mittapalli created a website for medical students to distribute free practice questions and tutorials. In 2009 Mr Mittapalli joined forces with Mr Kasun Wanigasooriya who was also a part time website designer to develop the first comprehensive Master Surgeon website. The first official Master Surgeon website was launched in 2010. The new site was dynamic and included calculators, careers advice and articles, lecture power points and videos. The website received an international audience and gained popularity. The website received a further upgrade in 2014.

The vision of the website has always been to provide without exception free resources to trainees. Once the website started generating revenue though advertising Mr Mittapalli and Mr Wanigasooriya founded The Master Surgeon (TMS) Trust in 2013; a UK based charity (HMRC Ref: EW03332) which oversees the operation of The Master Surgeon website amongst other charitable medical and surgical educational activities including running free courses.

The Master Surgeon Trust is now in its 3rd year of operation. It is continuing to grow from strength to strength. We extend a special thank you to all our members who have contributed their time, their effort and dedication to make the TMS trust and its activities a success. With over 20,000 page views a month and an ever-increasing social media fan base the potential for this organisation is immense

We thank you for joining our team. We appreciate all your help, dedication, commitment and hard work. You are invaluable in helping us grow from strength to strength.

Our Vision:

- The advancement of undergraduate and postgraduate medical and surgical education locally and internationally to ensure sustainable high standards of patient care.
- Develop a platform to raise topical issues relating to training in surgical specialties globally.

All the services we offer are aimed at fulfilling this vision



The Master Surgeon website

- Free MCQs / EMQs and OSCE scenarios
- Free tutorials
- Free career advice
- Free surgical calculators
- Free surgical instruments reference catalogue



Preparation 2 Practice Course

- Free course
- For final year medical students
- Tips, career advice
- Revision of core topics

& so much more..... (See page 9)

THE ORGANISATIONAL STRUCTURE

*** THE FOUNDERS

- Mr Devender Mittapalli
- Mr Kasun Wanigasooriya

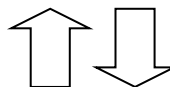
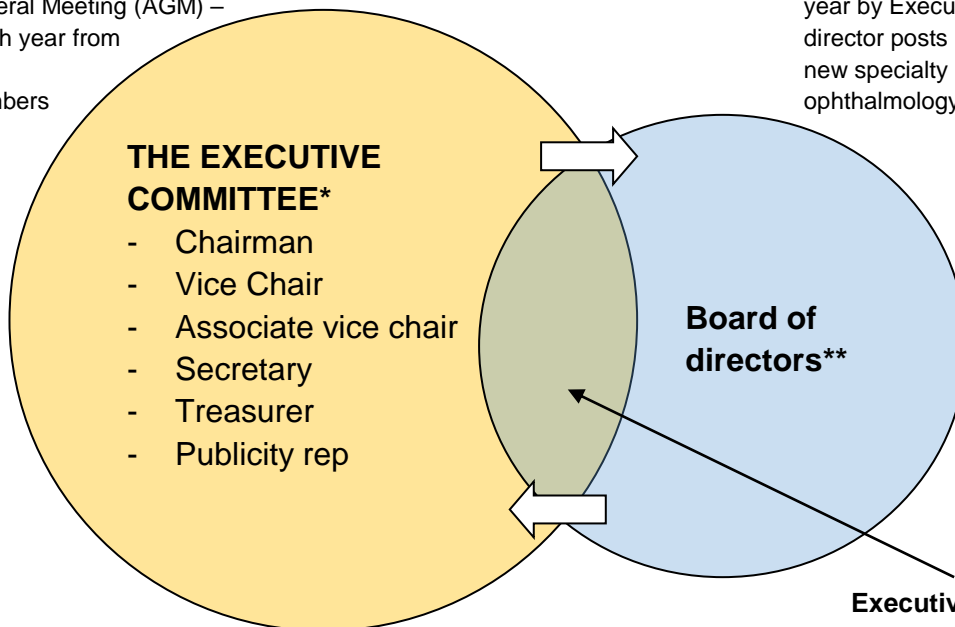
*** The Founders have fixed constitutionally given authority to oversee the organisation and its activities until such time it ceases to exist. A founder may be an executive committee member.



COUNCIL MEMBERS

* Executive committee is appointed by democratic election process at Annual General Meeting (AGM) – Mar/Apr each year from the body of council members

** Board of directors are appointed at a General Meeting (GM) throughout the year by Executive Committee. New director posts may be created to lead new specialty areas (e.g. director of ophthalmology)



COUNCIL MEMBERS

Increasing Contributions

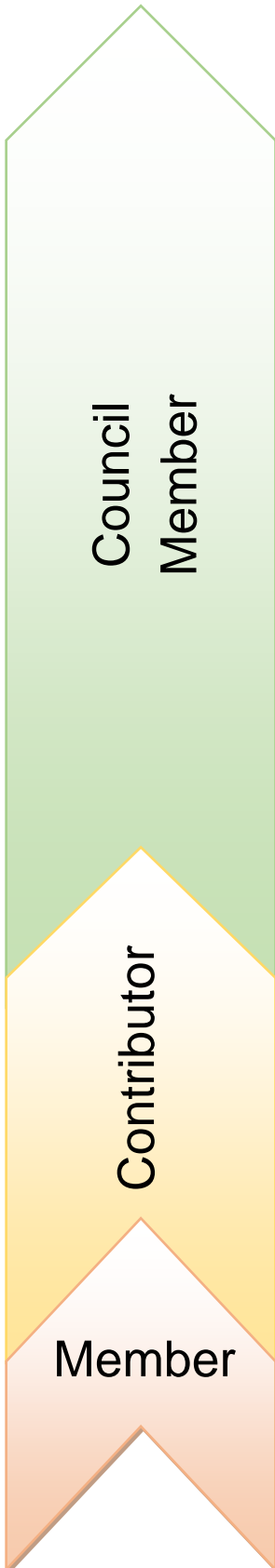
Decreasing Contributions

CONTRIBUTORS

MEMBERS

MEMBERSHIP TIERS

THE ORGANISATIONAL STRUCTURE



	Minimum requirement to maintain and achieve level
<p>Council Member</p> <p>The highest membership tier. Represents those with active sustained contributions. Once a council member you can be elected into the executive committee or board of directors</p> <ul style="list-style-type: none"> - You must be a council member in order to be a member in the executive committee. - You will need to apply, be nominated, seconded then appointed by popular vote at an AGM (or GM for directors) - Your interest in a committee position must be made known at least 1 month prior to AGM 	<p>At least 20 MCQs/EMQs per annum</p> <p>AND</p> <p>at least 4 tutorials / articles, contribution at courses as faculty, fundraising</p> <p>(Ideally at least 18+ months a member/contributor)</p> <p>YOU MUST BE A UK RESIDENT TO BECOME A COUNCIL MEMBER</p>
<p>Contributor</p> <p>Second membership tier within the charity</p>	<p>At least 15 MCQs/EMQs per annum</p> <p>OR</p> <p>at least 2 tutorials / articles, contribution at courses as faculty, fundraising</p> <p>(INTL members accepted)</p>
<p>Member</p> <p>Lowest membership tier, but you can work your way up. Everyone started here.</p>	<p>No minimum requirements. We encourage you to get involved.</p>

EXECUTIVE COMMITTEE 2015 /16

THE ORGANISATIONAL STRUCTURE

Executive Committee

Chairman

Dr Ross McMahon MBCHB, BMSc

Vice Chairman

Dr Ley Taing Chan MBBS, BA

Associate Vice Chairman

Dr Georgia Layton MBCHB

Secretary

Dr Vanushia Thirumal MBChB, Cert Med Ed

Treasurer

Mr Adnan Darr MBCHB, BSc, MSc, DOHNS

Mr Edward Rawstone MBBCH, BSc, MRCS

Publicity Representative and Chief Moderator of Content

Ms Alice Willison

Board of Directors

Divisional Director of Medical Content – Dr Ley Taing Chan

Divisional Director of Vascular Surgery Content – Mr Devender Mittapalli

Divisional Director of ENT Content – Mr Adnan Darr

Divisional Director of General Surgery Content – Dr Georgia Layton

Divisional Director of Ophthalmology Content - Vacant

Divisional Director of Neurosurgery Content – Ms Alice Willison

Divisional Director of Trauma and Orthopaedics Content - Vacant

Divisional Director of Urology Content - Vacant

Divisional Director of Obstetrics and Gynaecology Content – Vacant

HOW TO GET INVOLVED?

SIMPLE CHECKLIST ON HOW YOU CAN GET INVOLVED:

STEP 1: Become a member (complete online registration form)

STEP 2: Read the welcome pack and understand how we work and what we are all about (Guess you are already doing it....)

STEP 3: Log in to www.themastersurgeon.com/admin/admin_login.aspx and start adding new MCQs (Read the online guide on how to add questions). We will email login details when your registration is complete.

STEP 4: Join Dropbox™ and we will share a folder with you where you can upload articles, tutorials

STEP 5: Join WhatsApp™ and we will add you to our WhatsApp™ group

STEP 6: Help us organise our free / cost price courses. Suggest ideas for new courses. Develop new courses. Franchise and run our existing courses where you are based

STEP 7: Join us via Skype™ or attend our general meetings / annual general meetings. Make yourself known.

STEP 8: Share your ideas however adventurous they may be. We can see what we can do

STEP 9: Help us plan future projects, activities and organise socials...

STEP 10: Finally follow us on TWITTER, FACEBOOK and Google+

HOW TO GET INVOLVED?

The areas where you can get involved

The Website

- Write and add MCQS online
- Write EMQs (via email only at present)
- Write tutorials and upload to Dropbox folder we will share with you.
- Review existing content
- Spread the word on Social Media, word of mouth

Courses

- Help organise and set up the Preparation 2 Practice courses
- New suggestions for courses
- Spread the word on Social Media, word of mouth

The Charity

- Help spread the word and fundraising
- Help expand membership
- Create or update existing charity documentation (e.g. brochures, leaflets)
- Use your IT skills to help with charity admin, finances and organisation
- Prizes – ASIT conference prize, highest contributions by a new member

NEW

WOMEN IN SURGERY

Address and highlight various issues related to LTFT and inequalities

NEW

RESEARCH

NEW

Platform to voice local and international issues in surgical training and improves standard in surgery

WHY GET INVOLVED?

Active involvement within the organisation will help you to develop key skills in:

- Teaching and training
- Management and Leadership skills
- Communication skills
- Team working skills

Active participation in the charity will provide useful evidence in terms of continuous professional development and points for your curriculum vitae.

- E.g. involved in formal postgraduate and undergraduate teaching for an international audience of nearly a million users.
- Managerial and leadership skills if you have held a committee position in this national organisation

We will acknowledge your contributions accordingly in the form of an official signed and stamped letter. This service is only available to contributors and council members.

We also award prizes at the annual general meetings. Please email tmscharity@gmail.com for more details.

If this is not enough, we are a friendly bunch of driven enthusiastic people who are working for a common goal. We would love to have you on board.

Some STATS about The Master Surgeon website

- 1.5 million page views since launch
- Over 480,000 unique visitors
- 20,000 – 25,000 visitors a month
- Over 250 practice questions and many tutorials
- Surgical calculators and instrument database

OTHER WAYS TO HELP US

Donations

We are first and foremost a not for profit organisation. We rely on donations and revenue generated from our services to continue with our charitable causes. There is no obligation to donate to us if using our services.

The different means by which you can donate:

a. One off donations:

i. By Cheque:

Cheques made payable to The Master Surgeon Trust can be posted to 97 Swarthmore Road, Birmingham, B29 4NH

ii. PayPal™:

You can find our PayPal™ donations link on our home page www.themastersurgeon.com

b. Regular contributions:

i. If you wish to donate on a regular basis you can set up a standing order by contacting your bank or using online banking.

You will require the following details:

Account holder name: Master Surgeon

Sort Code: 30-62-61

Account No: 55131960

No matter how big or small your donation may be, we greatly appreciate any contribution you may be able to make. These donations will help us to continue to provide our services free of charge and to expand on our free or cost-price services for years to come.

So a very big thank you from all of us at The Master Surgeon Trust!

FREQUENTLY ASKED QUESTIONS?

Q1: Do I need to live in the UK to become a member?

A1: No. Members can be resident anywhere in the world. However, you do need to be a UK resident to become a council member or be in the executive committee or board of directors.

Q2: How much is the membership fee?

A2: Membership is 100% free for all at present. This may change in the future

Q3: What if my circumstances change and I need to leave the charity?

A3: You are free to leave the organisation at any time. We request written notice in the form of an email confirming this from you and any reasons as to why you wish to leave. We will be sad to see you go. If you are in the executive committee and are thinking of leaving us for whatever reason, we require at least 1 months' notice. Absence from activity can be allowed for extended periods of time for executive committee members allowing for extenuating circumstances. So come and talk to someone first before thinking of leaving.

Q4: Can I copy questions, tutorials, lectures from books or other sources (including open source) on to the website?

A4: We recommend that you create original content. You will be responsible for all content uploaded under your name to the website. We strongly advice you do not copy, plagiarise material from other sources. This also applies to images. Where content is used from other sources appropriate referencing is required using the Harvard referencing style.

Q5: There are errors in a question, tutorial or other material or a question is incorrect. How do I let you know?

A6: We appreciate any feedback you can give about any of our products and services. Please email tmscharity@gmail.com with more details and we will rectify this as soon as possible.

Q6: How do I upload a MCQ?

A6: Visit www.themastersurgeon.com/admin/admin_login.aspx, login using your login details and click Add MCQ link. If you have not yet received your login details, having completed the online registration form; please email tmscharity@gmail.com

Q7: How do I upload an EMQ?

A7: At present EMQ upload online is disabled. EMQs must be emailed in a word document to tmscharity@gmail.com or uploaded on to your specific named Dropbox™ folder.

Q8: How do I upload a tutorial?

A7: Same as above. Please email article or power point lecture tutorials to tmscharity@gmail.com or upload to your specific named Dropbox™ folder. If it is a video tutorial please get in touch and we will advise you on how to upload it on to our Youtube™ channel.

Q9: How do I add a picture to a MCQ or explanation?

A8: Unfortunately, the online MCQ add-on portal does not accept images at present. If you wish to add an image to the question text or explanation text use the following text “IMAGE HERE – (FILE NAME OF IMAGE)” where you wish the image to appear. Replace FILE NAME OF IMAGE with the name of the file you wish to be displayed. Then email the image with that file name to tmcharity@gmail.com with at least one line of the question text.

Q10: Who do I contact to get a letter acknowledging my contributions?

A9: Please email tmscharity@gmail.com. This service is only available to Contributors and Council members

Q11: I want to delete a question I have previously submitted or I wish to edit/ change one of my questions. How do I do this?

A10: Please email tmscharity@gmail.com with a copy of the question and reason for change or deletion and we will make the amendments for you.

Q12: How long does it take for a question I have submitted to be available online?

A11: EMQs and MCQs will be validated by two independent reviewers prior to being available online. This may take anywhere from 24 hours to 2 weeks based on reviewer availability and need for changes. We apologise for any delay and inconvenience this may cause.

Q13: How long does it take for a tutorial I have submitted to be available online?

Q12: Similarly, tutorials will need to be reviewed by two independent reviewers. This may take anywhere from 1 week to 4 weeks based on reviewer availability and need for changes.

TERMS AND CONDITIONS

- This logo, the name (Master Surgeon Trust), the master surgeon website and other documentation with the Master Surgeon logo and letter head are the property of The Master Surgeon Trust
- The graphics and images (except the Microsoft Clip Art™ and Wiki Commons graphics, images as well as graphics displayed with the permission of their respective authors) are the property of The Master Surgeon Trust and should not be distributed or reproduced without permission.
- Microsoft Clip Art™ graphics are the property of Microsoft Corporation and should not be distributed or reproduced without prior permission from Microsoft Corporation.
- Wikimedia Commons images – License as per Wiki Media commons apply.
- Where content from a third party (those not affiliated with The Master Surgeon Trust) are displayed on the website, such content is the property of their respective owner and should not be distributed or reproduced without prior permission of the respective owner.
- All the services provided through this website are FREE of charge at present. The services provided include the following only. This may be subject to change:
 1. Practice Multiple Choice Questions (MCQ) questions
 2. Practice Extended Matching Questions (EMQ) questions
 3. OSCE Practice
 4. Surgical Tutorials
- The questions available on The Master Surgeon website are the property of The Master Surgeon Trust or the property of the author of the particular question. These questions should not be reproduced, redistributed or used for commercial or non-commercial purpose without the prior permission from The Master Surgeon Trust or the respective author ([please click here to contact us](#)).
- The tutorials available on The Master Surgeon website are the property of The Master Surgeon Trust or the property of the author of the particular tutorial. These tutorials should not be reproduced, redistributed or used for any commercial or non-commercial purpose without the prior permission of The Master Surgeon Trust or the respective author ([please click here to contact us](#)).
- Reproduction, distribution or selling of above content without prior permission of The Master Surgeon Trust and the respective author is plagiarism. Appropriate action will be taken if evidence of plagiarism is encountered.
- The universal resource link www.themastersurgeon.com/www.themastersurgeon.co.uk may be used to link to this website on printed or electronic material. The domain names above are the property of The Master Surgeon Trust.
- Any misuse, vandalism, spamming or abuse of the website or resources available on this website, organisation property or resources may lead to prosecution.

- The services provided are primarily for the benefit of medical students and other health care professionals and the service should not be used as a patient information tool.
- The information available on The Master Surgeon website is not patient information or advice.
- If you are a member of the public (i.e. not a healthcare professional) using the website to find more information regarding a medical condition or a procedure, please note that the medical and surgical resources available on this website DOES NOT replace expert medical opinion.
- The content available on the website has been validated and approved by the committee members. If any there are any concerns with regards to the accuracy or validity of the information on the website [please get in touch with the team as soon as possible](#).
- The content on this website should be used as a supplement for exam preparation and should not be used as the only preparatory material for any exam preparation.
- The use of the content on the website does not constitute competence nor a licence to practice as further training is recommended and you may not be authorised to use these skills within your employment.
- Noncompliance with any of the above terms and conditions may lead to prosecution.
- All rules terms and conditions as displayed in the latest version of the constitution also apply to all users of our services and organisation members. www.themastersurgeon.com/accs/terms.aspx

PRIVACY POLICY

- The Master Surgeon website does not store any personal information, person identifiable information for commercial or non-commercial use.
- Contact details provided using the "Contact Us" page of the website will not be provided to any third party
- Contact details provided using the "Contact Us" page of the website will not be used to send promotional information regarding The Master Surgeon website or any other third party unless prior approval given.
- The website is tracked for analytical purposes using the Google Analytics™ software. The privacy policy for this can be obtained from the Google Analytics website.
- Member registration data will be stored on a Google™ server using a private Google DOCS™ account and duplicates on a Microsoft ACCESS™ database on a secure computer
- The membership data will only be accessible to the executive committee of The Master Surgeon Trust on a need to know basis
- Upon cancellation of membership this data will be destroyed
- We will not share your data with third parties without your prior permission

CONTACT DETAILS

Please direct all trust, website, membership or service related queries to the following email address or use the online contact form by visiting www.themastersurgeon.com/about/contact.aspx.

tmscharity@gmail.com

----- Other important contact details -----

Mr Adnan Darr
Chairman
E-mail: adnandarr@doctors.org.uk
Tel: (0044) 782 516 2667

Mr Devender Mittapalli
Founder and Divisional Director of Vascular Surgery Content
E-mail: dredev@doctors.org.uk
Tel: (0044) 789 427 7849

Mr Kasun Shalitha Wanigasooriya
Founder and Vice Chairman
E-mail: kasun.wanigasooriya@nhs.net
Tel: (0044) 777 613 5201

----- End of document -----

Created by: Kasun Wanigasooriya and Adnan Darr

Edited by: Ley Taing Chan

Date: 24/05/2015