



Tasks and responsibilities of the Coupure Centre Fellow

1. As a fellow, you are expected to be present at all the surgeries performed by either Dr. Tonnard or Dr. Verpaele. Assisting with other plastic surgeons operating in the Coupure Centrum or in E:MC² is optional but recommended if available (Dr. Van Landuyt – Dr. Vermeulen).
2. Responsibilities during the surgeries:
 - a. To examine the patient's notes and operating program to know the planning for each surgery.
 - b. To display the necessary preoperative photographs on the video screen before the operation.
 - c. To assist the OR staff whenever needed in preparation of the surgery.
 - d. To scrub into the operation for assisting, except when the senior surgeon advises you not to. When not scrubbed, you are expected to follow surgeries.
 - e. To assist the OR staff to perform the postoperative dressing, to accompany the patient into the recovery room and to move the patient into the recovery bed.
 - f. To write the operation report in English (using the templates provided) including the necessary sketches.
 - g. It is highly advisable to take notes of every detail of every procedure: your memory is less accurate than you think!
3. To respect the privacy of the patient, it is not accepted to take personal pre- and postop pictures. You are encouraged to take intra operative pictures and videos. The fellow can keep a copy for personal use and a copy must be placed on the server in the Coupure Centrum.
All photographic or video material taken during the fellowship remains the intellectual property of Dr. Tonnard or Dr. Verpaele. You have no right of publishing or presenting this material in any way without the written authorization of Dr. Tonnard or Dr. Verpaele.
4. You are encouraged to participate at or to initiate the writing of clinical papers during your fellowship. Junior authorship will be granted.
5. **Use of the library:** each fellow can read books in the library. **No journals or books** can be borrowed at any time
6. Please inform us about your **flight schedule** so we know when to expect you
7. To be allowed to drive a car here, you will need an **international driver's license**
8. Please bring your own **doctor's apron** so you have the perfect fit
9. For the use of the studio, we ask a **guarantee** of 500 euro, which will be repaid after leaving. We kindly ask to be neat and respectful in the apartment and if it is dirty or something is broken, this will be deducted from the guarantee.