

You don't know everything

HOW TO DO IT: 3

Organise a new department
 Be a GP locum
 annual report
 summary in general
 for charitable department
 officer
 Get publicity
 trial
 GP locum
 manager
 Organise a multicentre trial
 diagnostic service
 in general practice
 word processor
 department
 officer
 Get publicity
 trial
 GP locum
 a new department
 officer
 Get publicity
 trial
 GP locum
 manager
 Organise a multicentre trial
 diagnostic service
 in general practice
 word processor
 department
 officer
 Get publicity
 trial
 GP locum

But often in a medical career it seems as if you are expected to. When confronted with a problem you've never met before the only thing to do is to ask the experts—but where are the experts who are never on holiday, never off sick, in a meeting, or simply unavailable? In *How To Do It: 3*, that's where. You can keep them in your pocket, and in a few minutes they can tell you, among many other things, how to:

- lecture overseas
- be a manager
- prepare a Festschrift
- commission a portrait
- write a practice annual report
- organise multicentre trials
- start a DNA diagnostic service
- survive a dinner

Two companion volumes of essential know-how are also available

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HOW TO DO IT: 1

Chair a committee
 Be a dictator
 Take an examination
 paper
 Improve a student
 interviewed
 funds
 Survive as an examiner
 Construct an audiovisual
 examination
 on television
 research grant
 with a publisher
 Plan a research
 project
 Chair a committee
 Be a dictator
 Take an examination
 paper
 Improve a student
 interviewed
 funds
 Survive as an examiner
 Construct an audiovisual
 examination
 on television
 research grant
 with a publisher
 Plan a research
 project

HOW TO DO IT: 2

Run your time
 budget
 Start in private
 a teaching ward
 with clinical
 Use a word
 sabbatical
 Be a patient
 mail
 Signpost your
 Get a letter
 Keep up with
 the me
 Run your time
 budget
 Start in private
 a teaching ward
 with clinical
 Use a word
 sabbatical
 Be a patient
 mail
 Signpost your
 Get a letter
 Keep up with
 the me

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