

Getting started with Slack



How to Join Slack for BTOG Trainees

Overview

Slack is a members-only platform for BTOG trainees to connect with other like-minded trainees.

It is a private platform that is simple to use and can be downloaded to your desktop and smart phone.

It is a great area to establish connections, collaborations and network.

This short user guide and code of conduct will help you join the community.

We hope this will be an interactive trainee platform allowing us to connect more with each other and allow the development of ideas.

User Guide

A quick start guide to Slack is available at <https://slack.com/intl/en-gb/help/articles/360059928654-How-to-use-Slack--your-quick-start-guide>

It introduces you to the platform and includes a video on how to get started.

Guidance/Code of Conduct

This platform is not to discuss clinical cases.

BTOG does not endorse any of the discussion / material shared on Slack.

When using Slack, the guidance from the GMC on the use of social media applies. In particular, remember to **treat colleagues with respect** and **maintain patient confidentiality at all times**.

The full guidance can be read at: https://www.gmc-uk.org/-/media/documents/gmc-guidance-for-doctors---doctors-use-of-social-media_pdf-58833100.pdf

Should members not meet the code of conduct they will be asked to leave the BTOG Trainees Slack

Click Here to Join:

https://join.slack.com/t/btogtrainees/shared_invite/zt-zwsudb0y-Xz0Q~D~w0ZKUqruTgTiY4w

Or use the QR code below:



Top tips

To start with introduce yourself to the community in the #General channel

There are several channels (left sidebar) to help connect you with trainees with similar interests. These channels are:

1. **#Education-events: BTOG will share educational events on this channel, but feel free to add events that may be of interest to the community (this is not considered endorsement by BTOG)**
2. **#General: Introduce yourself to the community, connect with others and discuss local meetups**
3. **#Journal-club: Trainee Journal Club will be broadcast through this channel and will facilitate ongoing chat outside the Zoom session**
4. **#Random: Freestyle!**
5. **#Research-collaborations: Connect with others to establish research networks/ collaborators and discuss ideas for trainee involvement with research.**

Please communicate in these channels only to focus the conversation and don't create new channels.

- Communicate using threads (that is you respond to an existing message). In general, your message in Slack should be either:
 - A **response** to an existing message, in the thread below that message.
 - A **new thread**, in which case you should put the most important information or action items first, use bold text to highlight important pieces, and use line breaks or bullets to break up content.
 - Tag or alert a colleague or someone you want to bring into the conversation by adding '@person' just like you would in other social media platforms
- Notify others using @here, @channel and @jobloggs
 - When you want to make an announcement, using **@channel** will send a push notification to all members in that channel.
 - Using the **@here** command lets you notify only those who are currently active.
 - **@jobloggs** notifies that particular person
- Most communication should take place in public channels but use private groups and DMs for sensitive material or for coordinating to avoid spamming public channels.