

New Zealand Medical Students' Association

# Guide to Graduation

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Edition 3 2024: Guide to Trainee Intern



**nzmsa**

# **Guide to Graduation: Guide to Guide to Trainee Intern**

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**NZMSA Workforce Team 2024**

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Designed by Sam Butler of Resonate Media

## **Disclaimer:**

The document is written as a guide for students only. While every effort has been made to ensure the accuracy of the information provided in this document, NZMSA cannot be held responsible for any errors and omissions. We recommend referring to relevant parties for further information and queries.

## TI Grant - What is it?

The Medical Trainee Intern grant is a payment of \$26,756 (GST exempt) per student per 12 months internship. You can only receive the grant once. It is not a salary hence it is not taxed. The TI grant is designed to acknowledge the contribution that TIs make to our healthcare system. Its purpose is to be used for course fees and/or course costs that are “over and above normal course costs, eg: air fares and additional accommodation when on placement”. Find out more at [Income - StudyLink](#)

## How do I get it?

The exact payment is arranged by each medical school through the Tertiary Education Commission. Typically you will be required to fill in a form(s) at the end of 5th year/ over the summer holidays so make sure to check your emails over this time.

It's important to note that you **won't receive the TI grant until 3-4 weeks into your TI year**, but if you are receiving monthly payments, you **will receive it while on elective**.

## TI Grant payment schedule

All **undergraduate students** will have their TI grant paid to them in **monthly instalments**. The exact amount will depend on if you are an Otago or Auckland student due to the slightly different lengths of the TI year. Unfortunately, the TI grant does count as income if it is paid to you in fortnightly instalments because it means you are earning over the weekly income “cap” of \$270.10, therefore making you [ineligible for student allowance](#). However, you are still eligible for weekly living costs (which will be added to your loan) if you need additional income. The benefit of this is that there are no restrictions on what you put your TI grant towards.

For **postgraduate students**, you can choose between receiving the TI grant as a **lump sum or in monthly instalments**. More info [here](#). If you receive it as a lump sum, it [still counts as income](#) but only the remaining amount of your TI grant after you have paid for expenses such as course fees and/or course costs “over and

above normal course costs, eg: air fares and additional accommodation when on placement". Therefore, postgraduate students can continue to receive student allowance as long as, after the above expenses, their weekly income remains under the Studylink weekly income cap.

## EFTS extension form

If you have used up your seven Equivalent Full-Time Student (EFTS) years prior to starting Trainee Intern. You will need to submit [this form](#) to studylink so that they pay for your course fees. You can find how many EFTS you have used on My Studylink.

## Scholarships

[MAS Here for Good Scholarship](#)

[Otago Scholarships](#)

[Auckland ACMA Elective scholarship](#)

[Perpetual Guardian](#)

## 'Overseas study' Studylink form

If you are heading overseas for your elective you must complete the ['Overseas Study' form](#) to ensure your student allowance and/or weekly living costs continue while you are overseas.

## ACE references and overseas electives

If you're completing an elective overseas, it's important to note if the country's medical system is [recognised by the Medical Council of New Zealand](#). If not you **will not** be able to acquire an eligible reference on elective. This is most significant for those completing an elective prior to July - when ACE applications are usually due.

If you do not have three Aotearoa/New Zealand runs/placements prior to July, consider prioritising your elective to be in a country with a comparable health system. Alternatively, you can request a reference from the 2nd half of your 5th year placements. Although this is not ACE's preference for a reference it will not negatively impact on your application i.e [cause lower ACE scoring](#). Further information about ACE can be found in the next chapter of this Guide.

## Insurance

You will need two types of insurance for your overseas elective.

### 1. Medical indemnity insurance

This is to cover you while you are on placement, this is the same as when you are on placement in New Zealand. Many indemnity insurance companies offer free insurance to medical students. You can email them to request an indemnity insurance certificate and check if your elective country is covered by them while you are away. Some places e.g Australia require you to obtain local indemnity insurance. This is free and you can sign up [here](#).

[NZMII](#)

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## 2. Travel insurance

While not compulsory, we highly recommend this to cover your personal items, medical treatment and travel changes. This needs to be purchased prior to leaving NZ. [Here is an independent comparison](#) of different travel insurance companies in New Zealand.

Additional tip: When booking flights back to Aotearoa/New Zealand, be aware of time differences, and when your next run starts. You may have to leave your elective slightly early to ensure you're back to attend the first day of your next run.

## The Crucial Info

- The ACE program uses 3 categories to prioritise applicants. Graduates from NZ medical schools who are NZ or Australian citizens are category 1.
- Graduates need to complete their ACE application online. You will first need to create a profile on the [ACE website](#).
- You need 3 references for your ACE application, and all 3 references must be complete for your application to be accepted. Use [the algorithm on pages 3-4](#) to determine who you can ask to be your reference.
- Applicants are encouraged to choose references from a range of clinical attachments e.g GP, Hospital based, community settings etc. See the ACE flow chart for more info
- Ensure your CV is up to date and write a personalised cover letter for each hospital
- Read the specific criteria for the hospital that you want to apply for. Each hospital uses a different combination of criteria to rank applicants. More details [here](#).
- Find out more information about the ACE process head to [ACE Resources](#).

## What do I need to do?

1. Set up an ACE profile via [ACE RMO Website](#). This will open around March 2025.
2. Request 3 clinical supervisors to be an ACE reference. You can then send them a reference request via your ACE portal for them to complete.

It's best to let your supervisor know early on in the run that you would like a reference from them. This means they won't be surprised at the end of the run when you bring it up. Don't worry if you have to send a few follow up emails in order to get them to complete your reference. You can reassure them that it would take more than 5-10 minutes.

## 3. Update your CV. Don't underestimate the power of a well-written CV.

Please ensure that your contact details (email address & phone number) are correct as this will be your means of communication throughout your ACE application process.

You can access CV templates from the [ACE website](#) as well as [Auckland University MyCDES](#) or the [Career Development Centre, University of Otago](#).

## 4. Write targeted cover letters - Check [which hospitals require a cover letter for a complete application](#).

## 5. Compile all the required key documents for your application

- **CV**
- **Cover letter(s)**
- **Official Academic Transcript** - Make sure you have authorised your university to release this on your behalf. They should send you an email at the end of 5th year.
- **Citizenship/ Residency documents** (certified copies - signed by a Justice of the Peace or similar.)
- **Passport/ Birth certificate** (certified copies - signed by a Justice of the Peace or similar, there is no expiry date on previously signed documents)

## 6. Submit application

**Please note there is NO submit button. As long as your ACE application is complete by this date and time it will automatically be eligible for the next stage of the process. They will send you a confirmation email at the end of the day.**

**PS: We highly recommend you explore the ACE website early on in the year - it's full of useful information regarding each hospital, and the application process.**

**Note some hospitals require an INTERVIEW to apply at, and so its vital that you recognise these early as some take place prior to ACE application due date.**



## What is a Union?

A union is a professional collective body which aims to represent the rights and interests of its members e.g RMOs by advocating for their needs at a high level. They can also help employees on a personal level by providing advice and information about work-related issues.

## How much does it cost to join a union?

### STONZ

Free for Trainee Interns but costs \$241.5 for a PGY1 House Officer, and \$483 for PGY2 onwards. You can pay this directly on their website or you can authorise it to be deducted from your pay.

### RDA

Free for Trainee Interns but costs \$480 per year. You can pay this directly via bank transfer or credit card (only if paying annually). You can also have the cost deducted from payroll however RDA don't recommend this option because they have reported that payroll can be quite slow to begin payments which can cause issues when moving around for training.

## MCNZ

For New Zealand medical graduates, the processes of applying for registration and for a practising certificate are combined (although separate fees are payable for each). Firstly, you must register as a medical professional with the Medical Council and secondly apply for a practising certificate. Details will be provided to you in September 2024.

The main thing to note is that **you need to pay both of these fees in TI year**. You can apply to have this fully refunded through your paycheck but you will have to have this money upfront before you start!

There are two separate fees:

- Registration application (when you make the application with the Council)  
\$367.39 incl. GST
- Practising certificate (once your application is approved)  
The practising certificate fee can range from **\$464 to \$1,160**. This is dependent on which cycle and date you fall under, the cycle you fall into depends on your birth date. There are four practising certificate cycles dates for each year (February, May, August, and November).

For a full list of up to date fees, please refer to the [MCNZ website](#).

# Your career is worth its weight in

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## Safeguard it with the gold standard in protection

Your career supports so much of what's important in your life. As the world's leading medical defence organisation, we can help you keep it all safe, with the best medical protection money can buy. As well as indemnity, we're here to support you with complaints, complex legal challenges, 24/7 emergency medicolegal advice, and much more.

For more information or to join  
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[medicalprotection.org/nzd](https://medicalprotection.org/nzd)



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# Looking out for you every step of the way.

World-class indemnity insurance from Kiwis who go the extra mile to protect you and your wellbeing.



## Trainee Intern

Entrusted with the future of healthcare, TIs deserve to practice and grow with confidence. That's why Trainee Interns are entitled to **FREE** Indemnity Insurance with us.

## PGY1

We understand the unique challenges Resident Doctors face in New Zealand. Our **NZMII Group Scheme** provides a comprehensive service at no cost to you so you can practice with confidence.

Get insured now  
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Contact Us

0800 102 220  
[general@nzmii.co.nz](mailto:general@nzmii.co.nz)



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Medicus

Support when you need it

# PROTECT YOUR FUTURE CAREER WITH MEDICUS.

As a health professional practising in New Zealand, you can expect **an average of one complaint a year** to be brought against you.

Medicus offers Aotearoa's most comprehensive professional indemnity insurance for medical and allied health practitioners practicing in New Zealand, or students undertaking tertiary study in New Zealand.

## Why Medicus?

Medicus guarantees unwavering support whenever you require it. We are committed to delivering professional liability indemnity and assistance at every stage.

## Medicolegal advice

Our in-house liability team and legal advisers work together to guide you every step of the way.

**Apply for your  
cover now.**

Don't leave it to chance -  
join via [www.medicus.co.nz](http://www.medicus.co.nz)  
today!

As a TI you are responsible for up to approx  $\frac{1}{3}$  of the workload of your House Officer, although this can vary by run and location. Remember, you are a student first and foremost. You still need all decisions to be made by a doctor and you are also allowed to prioritise your study when needed. This can feel overwhelming at times, but here are some helpful tips.

## Checklist for TI Year experience

- Get a feel for discharge summaries of medical and surgical specialties  
Top tip: Ask your HOs if they have a template they use
- Join a House Officer for a long day on Gen Med and Gen Surg  
Top tip: House officers have different after hours roles so it's good to join them on a House Officer long day to get a feel for what these jobs are.
- Ask to hold the phone for the HO! This can be scary but very worthwhile.
- Bloods, bloods, bloods
- Take all the opportunities you can this year  
Top tip: See if you can try using USS machine for bloods and IVL
- Practice prescribing  
Top tip: Know where to look for local prescribing guidelines and ask what common PRN medications are prescribed and how to prescribe them
- Procedural skills
- Try and attempt under supervision (or watch) procedures such as urinary catheters, NG tubes, casting, local anaesthetics, simple suturing, basic airway management, chest drains etc.  
Top tip: Take all the opportunities to be hands on and get involved :)

## Tips from past TIs

**Georgia, North Shore Hospital:** “There are two things that stand out for me that I would have wanted to know going into TI year. First would be to learn the house officer jobs. It not only makes me feel less anxious about working next year, but really makes me feel like a part of the team which helps me enjoy the job. Second would be to make the most of your elective if you can. Either a specialty that you love or an experience that you won't forget! TI year can be tough, i.e. Long case, the best thing I did was pick an elective that reminded me why I love medicine and made me excited about my future.”

**Matt, Hawkes Bay Hospital:** “It's just a year to really hammer down those HO skills like notes and DC summaries, and an opportunity to reference some knowledge. I guess it's also your last chance to use the “I'm just a student” card too”

**Liv, New Plymouth Hospital:** “TI is a great year to put into practice everything you've learnt over the last 4 years. Take all the opportunities to get hands-on experience and contribute to your team. Don't forget that first and foremost you are a student, so if you need time to complete assignments or study it's okay to ask for that time.”

**Rosie, Wellington Hospital:** “Everyone always told me TI was the best year of med school and I always doubted them but have now come to see that they were in fact not lying! I have thoroughly enjoyed my TI year and actually feeling like I'm part of the team, it makes me excited about starting PGY1. While it did come with its ups and downs (I will not miss the stress ACE induced) it was all worthwhile and coming out the other side I can hand on heart say it was a great year. Enjoy the moment and take advantage of being sent home early when it happens.”

**Maia, Hawkes Bay Hospital:** “TI is about refining your knowledge and skills, and take opportunities that will benefit you and re-evaluate if you aren't learning or practising your skills. Take opportunities to do as many housie things as possible. Follow them around and do as much as your role allows you to do - IV Lines, bloods, history/examinations/reviews etc. Be helpful. Do at least one-two long days per run! Especially if they're not compulsory. You feel most like a house officer when

you're running around with the housie like headless chickens lol. Your time as a TI is precious. You're skilled and knowledgeable enough to be a house officer but without as many responsibilities. Use it wisely!"

**Lizzie, Christchurch Hospital:** Think about getting your ACE references completed as early as possible! Follow up consultants on filling them out so you aren't chasing your tail near the deadline. A good way to go about it is if you ask for a reference in the final week of your run (perfect time for them to have seen you working, plus you have a whole week for them to be reminded by you to fill it out!). If you ask them on your last day, they may forget to fill it out and then you can spend the next few weeks trying to chase them via fruitless emails that they may not reply to, all the while forgetting who you actually are! If you are sent home early, GO HOME! It is the last opportunity for you to do this – embrace it! You will be working in a hospital for the rest of your life, so you might as well enjoy your responsibility-free time while it lasts. If you enjoy being in theatre, make the most of being able to spend time there – there are more limited opportunities in House Officer years depending on where you work, so enjoy it while you can.

## Helpful apps and websites

[NZMSA Guide to Graduations](#)

Auckland RMO handbook app

Marshall and Rudy On Call book

Calgary guides website

Mind the bleep website

NZF website

MD calc app

Script app

Pocketdr app

Almost a dr app

ATSP app

Christchurch Campus 'Clinical Skills' app

Hospice New Zealand's palliative care guide website

[Wellington ICU notes/Tripp notes](#)



## RNZCGPs



## The Royal New Zealand College of General Practitioners Te Whare Tohu Rata o Aotearoa

### **The heart of every community: Specialise as a GP or Rural Hospital Doctor**

The Royal New Zealand College of General Practitioners is Aotearoa's largest medical college with a membership of over 6,200 GPs, rural hospital doctors and registrars. We advocate for equity, access and sustainable healthcare and believe fundamentally that regardless of who or where they are, every New Zealander should have access to a GP or family doctor.

As a specialist GP or rural hospital doctor you will have a significant and positive impact on the health and wellbeing of the communities you serve. No two days will be the same and you will make long-lasting connections with your patients through complex yet rewarding challenges in helping them to manage their health. You will always be learning on the job, be part of a wider multi-disciplinary primary care team and have flexibility to create a work-life balance that suits your needs.

[Learn more about a career as a GP](#)

### **The mahi of a rural hospital doctor**

Are you a skilled all-rounder who loves to think on your feet, do a lot with a little and understand the unique needs of Aotearoa's rural communities?

[Learn more about a career as a rural hospital doctor](#)

## Can't decide? Do both!

Our dual Fellowship pathway allows you to study both general practice and rural hospital medicine at the same time. You'll develop a wide set of complementary skills and have flexibility about where you work in the future.

[Learn more about Dual Fellowship](#)

## Supporting our members

All members are assigned to a regional Faculty – a group of local peers who create and organise social and learning events to nurture collegiality.

Members can also join one of our [four Chapters](#) – groups of members with like-minded interests or associations that bring you together for a common cause.

All members who self-identify as Māori and have Māori whakapapa also belong to [Te Akoranga a Māui](#), our Māori representative group. With over 300 members, this group provides support and whanaungatanga for members and cultural and clinical advice on health issues.

Visit our website for more information: [www.rnzcgp.org.nz](http://www.rnzcgp.org.nz)





## Community, Challenge and Big Skies: Rural Health is Calling

*by Hauora Taiwhenua*

Among the career paths available to healthcare graduates, there's a road less travelled yet full of opportunity, challenge, community and purpose in the most beautiful regions of Aotearoa New Zealand.

Rural health is a life-long adventure where no two hours are the same. It's also a sector in huge need of healthcare professionals who want to make a difference. Of 195 rural practices, more than half have opportunities for general practitioners.

### **Deep Connections and the Thrill of Genuine Medicine**

Among the bush and beaches of the Coromandel, Dr Fiona Bolden has been a rural GP since 1996. She says it's a challenging and profoundly satisfying career, with a deep connection to the community. "Rural communities are genuine communities, and rural medicine is genuine medicine. The role of a rural GP offers an array of clinical scenarios, encompassing the entire spectrum of medical practice. Anticipating what will come next is a constant thrill."

Plus, as Dr Bolden points out, the connection to the natural environment is genuine too. “The wilderness is your playground, just outside your doorstep. Raising children with a strong bond to the outdoors is something really special.”

## Communities in Need

Francis Bradley, a first-year doctor at Whangārei Hospital, chose rural health after spending a day at work with his father, a rural GP: “I saw the mutual love and respect between my father and the people he cared for. What a privilege to be so intimately connected to the community.’



*Dr Fiona Bolden, rural GP & Hauora Taiwhenua Chair*

Raised in Kaitāia, Francis saw the need in rural areas. “Contributing in a place of need is really important for me and rural Māori communities are in desperate need.”

To anyone considering a career in rural health, Francis says: “If you love people, community, learning and expanding your clinical skills, and you want to live a balanced life with friends, whānau, beach, and beautiful mother Earth or Tangaroa, you definitely won’t regret it!



## **From Birth to Palliative**

With more than two decades in healthcare, Gemma Hutton is a nurse practitioner at Twizel Medical Centre and loves working in remote rural communities.

“I love the connection and relationships you build with whānau from birth to palliative. The autonomy of the work. How I have been able to use all of my skills and grow them. I have never stopped growing and learning in this role.”

## **Autonomy, Variety and Being Valued**

Estelle Arundell, a sixth-year Otago University medical student, grew up in South Canterbury. She is aiming for qualifications in rural hospital medicine and rural general practice. The daughter of two rural GPs, Estelle is currently on placement in her hometown of Fairlie. “I have known these people all my life and it has been a meaningful experience to be part of their care. The Fairlie medical centre offers a lot of services and I have been able to develop a wide number of skills.”

To anyone considering a future in rural health, Estelle says: “You feel very valued in a rural community. You see great variety and learn so much from your patients. The scope of practice is wider and you have more autonomy. The sense of community more than makes up for not living in an urban centre. If you enjoy continuity of care, centred on a holistic model, as well as a challenge, then rural health is for you.



**Hauora  
Taiwhenua**  
Rural Health  
Network

Med school has its ups and downs, especially as a TI when responsibilities ramp up and you're preparing to enter the world as a doctor. You'll spend your days taking care of others, making looking after yourself one of your highest priorities. There are a variety of resources available to you - from in person, to online, professional to peer support. It can be difficult to reach out and you may feel whakamā about doing so. But remember, your hauora is important and deserves to be looked after.

## University and clinical placement support

### Your peers

No one else knows better about what you're going through than your classmates and run buddies. Reach out to your peers - you might be surprised at the shared experiences and support you can offer each other.

### Your team

While people can quickly forget, the members of your team (House Officers, Registrars and even Consultants!) were TIs not that long ago. There are many fantastic doctors in our teams that have pearls of wisdom to share and can help guide you through TI year.

### Your class reps and student reps

Need to address an issue to a higher level? No matter how big or small, your class reps are there to help out! Reach out to your student reps, including those who are a part of NZMSA. We are always here to support, provide more resources or point you in the right direction.

NZMSA is currently holding elections for the new executive but you can always email [vpworkforce@nzmsa.org.nz](mailto:vpworkforce@nzmsa.org.nz) and we will put you in touch with the right person if we can't answer your questions.

### Clinical Site Coordinators

Depending on what site you're based at, there is a clinical site coordinator. These staff are a great point of contact if you're needing support or wanting to raise issues about site-specific things.

## **Student Counsellors**

Some campuses have free counsellors available for medical students to utilise as much as you'd like. Reach out to them if you're requiring someone to talk to.

## **Māori Support Staff**

Campuses have Māori support staff that you're able to contact if you need support.

Wellington - Eru Pomare Centre

Christchurch - MIHI

Dunedin - Kōhatu

Auckland - Te Papa Manaaki

Student support advisors

## **Auckland University**

Available for Auckland students, the Student Support advisors are a fantastic resource. No matter what your problem is, they are here to work with you to help out.

Daniel Heke is the student support advisor for FMHS. [fmhssupport@auckland.ac.nz](mailto:fmhssupport@auckland.ac.nz)

Further information about different Auckland specific support services (academic, financial and personal well-being) available via this website.

## **Otago University**

Each campus (Dunedin, Christchurch and Wellington) have student affairs administrators you can get in touch with. They're there to help with any issues that arise or if you're needing support.

## **Personal Well-being**

Want to talk?

### **Puawaitanga**

Free over the phone counselling services free for all university students to access.

<https://puawaitanga.nz/> or call them on 0800 782 999

### **MAS**

Members of MAS are eligible to receive 3 free EAP counselling services.

<https://www.mas.co.nz/free-eap-counselling-for-our-members/>

## **1737**

Free helpline providing free 24/7 phone and text support from a trained counsellor.

<https://1737.org.nz/>

## **Depression NZ**

Free online and over the phone support

<https://www.depression.org.nz/> or text 4202 or call 0800 111 757

## **Small Steps**

Free online resources to help manage stress, anxiety and depression.

## **The Lowdown**

A space created with rangatahi for rangatahi. Here you can learn, express and engage around your hauora (wellbeing), identity, culture and mental health.

<https://www.thelowdown.co.nz/> or free text 5626

## **MAS Āki Wellbeing Hub**

Free for all MAS members

<https://www.mas.co.nz/aki-wellbeing/>

## **Mental Health Foundation New Zealand**

They have a wide range of resources, articles and links to further support services available through their website

<https://mentalhealth.org.nz>



## **Tips for the transition:**

- **LEARNING:** Medicine is forever evolving, embrace that it is a commitment to lifelong learning through various avenues like courses, conferences and reading.
- **MENTORSHIP:** Find and engage with mentors who can help guide, give advice and support you through becoming a doctor
- **RESILIENCE:** It's a massive shift from being a medical student and with that will come finding coping strategies for managing stress and maintaining well-being, overall helping to build resilience
- **SELF-CARE:** prioritise yourself!!! Including all elements of your hauora (mental, physical, social and spiritual) to help maintain your well-being
- **FEEDBACK:** Seek and be open to feedback and embrace constructive criticism. It can be scary but can help to improve your skills and professional development
- **NETWORK:** Connect with other house officers, registrars and the wider medical team as they can become a vital support system.
- **WORK-LIFE BALANCE:** Set boundaries to make sure you have time for your personal interests, hobbies and relationships outside of the hospital.

## Useful Resources

- Research Review New Zealand provides independent clinical research updates and webinars. They include quick summaries on the latest critical research and commentary by local experts. A great tool for busy students and interns on clinical interest areas and general study needs. We cover over 50 clinical areas. Students and interns can receive regular issues by email at no cost. Simply sign up online or scan the QR code.
- Empiric app
- Auckland RMO handbook app
- Marshall and Rudy On Call book
- Calgary guides website
- Mind the bleep website
- NZF website
- MD calc app
- Script app
- Pocketdr app
- Almost a dr app
- ATSP app
- Christchurch clinical campus skills app
- Hospice New Zealand's palliative care guide website
- Wellington ICU notes/Tripp notes

## **Guide to Graduation: Edition 1 2025: Guide to Employment**

Stay tuned in March 2025 for everything you need to know about the ACE application process in detail!

