**Absences**

If you are unable to attend to your attachment, please inform Constanza Martinez, either by email or on the phone ASAP- [**constanza.martinez@nhs.net**](mailto:constanza.martinez@nhs.net) **T. 020 3214 5884.**

You should state the reason of your absence and complete the form below:

All leave or absence **must** be logged with [feo-clinical@imperial.ac.uk](mailto:feo-clinical@imperial.ac.uk), or online at <http://www5.imperial.ac.uk/medicine/absencereport/> [both of these are accessible by FEO staff]

Please note – you should contact Constanza Martinez with any queries on your psychiatry attachment – [constanza.martinez@nhs.net](mailto:constanza.martinez@nhs.net) T. 020 3214 5884

**Parking**

There is parking behind the unit at Park Royal, but not at Brondesbury Road (it is metered, but I would recommend getting public transport). You can get a temporary permit from reception.

Enjoy your 6 weeks!

Constanza Martinez

Undergraduate Teaching Co-ordinator

[constanza.martinez@nhs.net](mailto:constanza.martinez@nhs.net)

**T.020 3214 5884**