Accessing support whilst on the MBChB programme 2018/19

Enabling students to achieve their potential... ...everyone’s responsibility

www.medicine.leeds.ac.uk/mbchb/support
Support whilst on the MBChB programme

Supporting you during your studies.

The University of Leeds has the vision that all students have an “exceptional learning experience”. The School of Medicine believes that the focus of support should be developmental i.e. helping you to identify areas for academic and personal development so that you can achieve your individual potential.

Who provides academic and pastoral support to me during my studies?

You have been assigned a named Personal Tutor (PT) on the MBChB programme who should be considered your primary contact for pastoral and academic support. Other local sources of academic support that you may access include your placement tutor or ICU lead. The Student Education Services team at the Leeds Institute of Medical Education and members of this team at peripheral teaching sites can also offer you support.

Who do I contact if I have a general MBChB or intercalated degree curriculum enquiry?

The Student Education team at the Leeds Institute of Medical Education can assist you with any general MBChB enquiries you may have:

medschool@leeds.ac.uk
Tel: 0113 3437234
(08-00hrs to 17-30hrs Mon-Friday, excluding University holidays)
http://medhealth.leeds.ac.uk/medicine/lime

Who do I contact if I have an urgent Student Support issue and my Personal Tutor is not available?

For an urgent student support related issue (e.g. a pastoral issue) you can phone the School’s Student Support Officer, Stephanie Briggs, directly on 0113 343 4335. You can also contact the

Student Support manager on 0113 343 5032, or phone Student Education reception on 0113 343 7234.

Alternatively you can e-mail a member(s) of the Student Support team as detailed here

Who do I contact if I am aware of an issue that may impact upon my progress?

You will need to contact the Academic Sub-Dean for your academic year. The Academic Sub-Dean for your year has an in-depth understanding of the rules and regulations of the University and School of Medicine and can assist you in managing issues that may impact directly on your ability to progress e.g. having a significant health issue, needing time out from the programme, academic under-performance or getting a police caution or criminal record.

A list of Academic Sub-Deans can be found here. If you’re not sure who to speak to or would like advice before contacting your ASD please contact the Student Support Officer (s.x.briggs@leeds.ac.uk) or the Schools Progress Officer (s.b.bradley@leeds.ac.uk)

Who is responsible for ensuring the smooth running of each of my years of study?

The MB ChB Year Head is ultimately responsible for ensuring the timetabling and smooth running of your MB ChB studies and assessments.

It will be the Year Head who will be contacted should adjustments be required to your timetable or placements as a consequence of a significant academic or health event. However if you have any general queries regarding your teaching or placements please contact your dedicated year co-ordinator.

A list of MBChB Year Heads and year co-ordinators can be found here.
Does the School make allowance for poor performance as a consequence of circumstances beyond my control?

Mitigating circumstances’ refer to events which could not reasonably have been predicted or prevented and which might have had a significant effect on your academic work e.g. illness and accidents, being the victim of crime, and family problems such as the death or illness of a close relative.

Application for consideration of mitigating circumstances should be made before assessment and is never considered after assessment results have been published. Detailed information can be found at: www.medicine.leeds.ac.uk/mitigation/undergraduate.aspx

I am a Carer and an urgent caring issue has arisen, what do I do?

The normal expectation is for 100% attendance, but we recognise there can be emergency situations where you may not be able to attend e.g. childcare arrangements falling through, illness, caring responsibilities etc.

If this is the case you should contact LIME Reception on 0113 343 7234 who will be able to advise you on what you should do depending on your circumstances. You will also need to remember to self-certify via Minerva (the new Portal).

If you do have childcare or caring responsibilities it may be useful to contact the Student Support Team to alert them to this fact so they can make local arrangements to help support you with these responsibilities and your studies.

You are under no obligation to alert the University to these responsibilities, but please be aware that the University cannot put measures in place to support you unless they know about your situation. If your overall attendance becomes a matter of concern we will arrange a meeting with the Academic Sub-Dean to discuss any additional support you may require.

Child Care emergencies

There may be times when your child care arrangements fall through at short notice. In some circumstances, Bright Beginnings childcare centre may be able to provide emergency support for you; for example in the event of their regular childcare provider being ill, or for students who need to take examinations and have no other childcare cover, however we cannot guarantee this.

You should not normally bring your child with you into any public teaching and research areas – such as lecture theatres, seminar or teaching rooms, laboratories or shared work spaces – and so you will need to make arrangements for the care of your child whilst you are in these locations.

University of Leeds Policy on support for students who are parents or carers:
www.equality.leeds.ac.uk/equality-inclusion-framework/policies/

I’m an international student. Who do I contact if I need advice?

International students, like all students, should call upon their Personal Tutor for initial guidance and support. The Medical School has an International Officer Dr Thomas Dessoffy - T.R.Dessoffy@leeds.ac.uk who can offer one-to-one advice should you require it.

To access specialist advice regarding visas or other related issues you will need to contact the University International Student Office:
http://students.leeds.ac.uk/info/10500/international_students/877/international_student_office

If you require support with the English language you can contact the University Language Centre who can assess your level of competence and assist you in improving your skills:
www.leeds.ac.uk/arts/info/125008/english_language/1768/courses/1.

More targeted support is provided by staff within the school where appropriate.

I have a disability. Who should I speak to?

Having a recognised disability (the definition of which includes a number of chronic health conditions) should not be considered a barrier to a successful career in Medicine. A formal assessment of need is usually required in order to identify any ‘reasonable adjustments’ you may require.
Financial support may be available. Please discuss this with the University’s Disabled Students’ Assessment and Support team: http://students.leeds.ac.uk/info/10710/disability_mental_health_learning_difficulties

Ms Stephanie Briggs (S.X.Briggs@leeds.ac.uk) is the School’s Disability Contact and can advise you further. The University’s Disabled Students’ Assessment and Support team can also advise you: www.equality.leeds.ac.uk/disabled-students/

I have or may have a mental health condition. Where can I get support?

During the course of a medical career it is not unusual for medical students or doctors to have concerns about their mental health or to suffer from a mental health condition specifically given the demanding nature of the training and career.

If you do have a mental health concern you can speak to:

- Your Personal Tutor
- The Student Support Team
- Access support from the University Counselling Centre: www.leeds.ac.uk/studentcounselling
- Contact the University Mental Health team: http://students.leeds.ac.uk/info/10710/disability_mental_health_learning_difficulties/717/mental_health_difficulties
- Make an appointment to see your GP. The contact details for Leeds Student Medical Practice are: 0113 295 4488 - www.leeds.ac.uk/lbmp/

Please note some mental health conditions are considered a disability under equality legislation and can make you eligible for additional support.

If you feel you need to talk to someone in an emergency about how you are feeling you can contact:

The Samaritans: 116 123

Leeds University Union nightline: 0113 380 1381

I have a health issue that I consider may impact on my ability to study or practise medicine?

Occasionally you may have a health issue that can impact on your ability to study or practise medicine safely or it may be that you require advice relating to a health condition that may require you to consider your future career options in more detail.

If this is the case your first point of contact should be the Academic Sub-Dean for your year. He or she can refer you to the local NHS Occupational Health Service for an assessment or/and guidance if you require it.

I am having financial difficulties, where can I get guidance and support?

The School of Medicine has little in the way of funds that it can make available to you. Apart from occasional bursaries which Ms Alison Gledhill (a.j.gledhill@leeds.ac.uk) can advise on, a key point of access for financial support and advice is the Student Advice centre at the Leeds University Union. www.leedsuniversityunion.org.uk/helpandadvice/money/

Information regarding external sources of financial support can be found at: www.medicine.leeds.ac.uk/mbchb/support/

Information on NHS student bursaries: www.nhsbsa.nhs.uk/Students/816.aspx

Money4medstudents website: www.money4medstudents.org

I have experienced inappropriate behaviour, harassment, assault or discomfort. Who should I speak to?

The School takes these matters seriously and will act to support affected students. All staff and students have the right to ask a person to stop behaving in a manner which is insulting, degrading or offensive to them.
The University of Leeds has a dignity and mutual respect policy, which can be read in more detail here: www.equality.leeds.ac.uk/DMR/DMR-policy.htm

If you want to report an incident that contravenes this policy whether or not you are the person directly involved, there are four main routes to doing this:

1. Via your personal tutor. You may wish to contact them directly or discuss in a personal tutoring session.
2. Via the Medical School’s Student Support team www.medicine.leeds.ac.uk/mbchb/support
3. Via the University’s Student Support Services http://students.leeds.ac.uk/#Support-and-wellbeing
4. Via the Student Advice Centre. They also have a confidential chat line during term-time. More information can be found via this link: www.luu.org.uk/student-advice/

For sexual assault and violence other sources of support and advice in Leeds are:

- Leeds Nightline – for all students in Leeds: www.leedsnightline.co.uk
  Listening service 0113 380 1381
  Information service 0113 380 1380
- Support after Rape and Sexual Violence: http://supportafterrapeleeds.org.uk
  Freephone Helpline 0808 802 3344
- West Yorkshire Police (sexual assault and domestic violence):
  www.westyorkshire.police.uk/help-advice/
  sexual-assaults
  www.westyorkshire.police.uk/domesticviolence

Where can I find further information regarding sources of support that are available to me as a Student of the University of Leeds?

The central University resources are without doubt the primary source of support for you. Further Information about the support available to you from the University can be accessed at: http://students.leeds.ac.uk/.

Who has access to my personal information?

The School of Medicine is subject to the University’s policy on Data Protection. This is available at www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html

Any personal information you provide is treated as highly confidential and is only accessible to School of Medicine staff that require it to plan your studies - e.g. Student Education staff, your placement lead or/ and your placement co-ordinator.
Occasionally you may share information with your tutor that your tutor considers may impact on your studies significantly.

Your tutor will ask for your consent to share this information with a member of the School’s core academic staff, usually the Director / Associate Director of Student Support or an Academic Sub-Dean, before doing so.

If a member of School of Medicine staff considers that there is a significant risk to your personal health and wellbeing or to the health and wellbeing of patients they may under exceptional circumstances need to share confidential information about you with other members of staff without your consent.

Essential Numbers

See below: http://students.leeds.ac.uk/info/10440/staying_safe/835/university_emergency_contacts

- Emergency Ambulance, Fire Brigade or Police: phone 999 (freephone) and ask for the service.

- Emergency SMS service: www.emergencysms.org.uk - for deaf, hard of hearing and speech-impaired people in the UK to send an SMS text message to the UK 999 service.

- Non-emergency police: 101
  Use this number to report crime that does not require an emergency response. See the police website for more details: www.police.uk/contact/101/

- Medical emergency: Leeds Student Medical Practice - 0113 295 4488

- University emergency / University security: (This number is staffed 24 hours a day) 0113 343 2222

- Taxi company - Amber Cars: LUU’s recommended private hire company - 0113 231 1366

If you have no money or find yourself in any kind of difficulty, you can pay for your car by providing the driver with your student card - you will be asked to sign a docket and then retrieve your card from the students union and pay your fare with the union.

Listening service

- University Nightline: www.leedsnightline.co.uk/ 0113 380 1381 (listening), 0113 380 1380 (information) - 8pm to 8am term time only.

- The Samaritans (a national charity): 116 123

List of key MB ChB contacts

<table>
<thead>
<tr>
<th>Director of MBChB and Year Heads</th>
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<tbody>
<tr>
<td>Dr Richard Fuller</td>
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<tr>
<td>Director of MBChB</td>
</tr>
<tr>
<td><a href="mailto:r.fuller@leeds.ac.uk">r.fuller@leeds.ac.uk</a></td>
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</tbody>
</table>

| Dr Hilary Bekker                |
| Year 1 Head                     |
| H.L.Bekker@leeds.ac.uk         |

| Dr Phil Burns                   |
| Year 2 Head                     |
| p.a.burns@leeds.ac.uk          |

| Dr Shireen McKenzie and Dr Kristan Toft |
| Year 3 Heads                     |
| s.n.mckenzie@leeds.ac.uk        |
| k.toft@leeds.ac.uk             |

| Dr Jason Ward and Dr Etienne Ciantar |
| Year 4 Head                       |
| K.J.Ward@leeds.ac.uk             |
| e.ciantar@leeds.ac.uk           |

| Dr Graham Woodrow and Dr Ian Clifton |
| Year 5 Head                        |
| graham.woodrow@nhs.net            |
| i.clifton@nhs.net                 |
## List of key MB ChB contacts

### Student Support Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Jonathan Darling</td>
<td>Associate Director of Student Support for years 3, 4 &amp; 5</td>
<td><a href="mailto:J.C.darling@leeds.ac.uk">J.C.darling@leeds.ac.uk</a></td>
<td>0113 34 31926</td>
</tr>
<tr>
<td>Ms Andrea McGoverin</td>
<td>Associate Director of Student Support</td>
<td><a href="mailto:A.M.McGoverin@leeds.ac.uk">A.M.McGoverin@leeds.ac.uk</a></td>
<td>0113-34-38832</td>
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<tr>
<td>Dr Phil Burns</td>
<td>Associate Director of Student Support</td>
<td><a href="mailto:P.A.Burns@leeds.ac.uk">P.A.Burns@leeds.ac.uk</a></td>
<td>0113 343 3059</td>
</tr>
<tr>
<td>Dr Thomas Dessoffy</td>
<td>MB ChB International Officer</td>
<td><a href="mailto:T.R.Dessoffy@leeds.ac.uk">T.R.Dessoffy@leeds.ac.uk</a></td>
<td>0113 34 34857</td>
</tr>
<tr>
<td>Ms Helen Steele</td>
<td>Student Careers Co-ordinator</td>
<td><a href="mailto:H.L.Steele@leeds.ac.uk">H.L.Steele@leeds.ac.uk</a></td>
<td>0113 34 30230</td>
</tr>
<tr>
<td>Ms Stephanie Briggs</td>
<td>Student Support Coordinator and Disability Officer, Year 3, 4 &amp; 5 MBChB Personal Tutor Co-ordinator</td>
<td><a href="mailto:S.X.Briggs@leeds.ac.uk">S.X.Briggs@leeds.ac.uk</a></td>
<td>0113 34 34335</td>
</tr>
<tr>
<td>Ms Rosa Tillison</td>
<td>Year 2 MBChB Personal Tutor Co-ordinator</td>
<td><a href="mailto:r.tillison@leeds.ac.uk">r.tillison@leeds.ac.uk</a></td>
<td>0113 34 30772</td>
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<tr>
<td>Ms Julie Briggs</td>
<td>Yr1 MBChB Personal Tutor Co-ordinator</td>
<td><a href="mailto:J.Briggs@leeds.ac.uk">J.Briggs@leeds.ac.uk</a></td>
<td>0113-34-36909</td>
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<th>Name</th>
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<tbody>
<tr>
<td>Matthew Sewell</td>
<td>Mitigation Officer</td>
<td><a href="mailto:m.sewell@leeds.ac.uk">m.sewell@leeds.ac.uk</a></td>
<td>0113 3431067</td>
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### Student Progress Committee contacts

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<th>Name</th>
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<tr>
<td>Prof Andrew Hill</td>
<td>Director of Student Progress</td>
<td><a href="mailto:a.j.hill@leeds.ac.uk">a.j.hill@leeds.ac.uk</a></td>
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<tr>
<td>Dr Christy Ralph</td>
<td>Year 1 Academic Sub-Dean</td>
<td><a href="mailto:c.ralph@leeds.ac.uk">c.ralph@leeds.ac.uk</a></td>
<td></td>
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<tr>
<td>Dr Mike Routledge</td>
<td>Year 2 Academic Sub-Dean</td>
<td><a href="mailto:m.n.routledge@leeds.ac.uk">m.n.routledge@leeds.ac.uk</a></td>
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<tr>
<td>Dr Moira Blyth</td>
<td>Year 3 Academic Sub-Dean</td>
<td><a href="mailto:m.blyth@leeds.ac.uk">m.blyth@leeds.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Mr Dermot Burke</td>
<td>Year 4 Academic Sub-Dean</td>
<td><a href="mailto:d.burke@leeds.ac.uk">d.burke@leeds.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td>Dr Graham Woodrow</td>
<td>Year 5 Academic Sub-Dean</td>
<td><a href="mailto:graham.woodrow@nhs.net">graham.woodrow@nhs.net</a></td>
<td>0113 2066247</td>
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<tr>
<td></td>
<td>(secretary)</td>
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### Document History

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<tr>
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<td>S.Briggs</td>
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