

ESSENTIAL NUMBERS

(See http://help.leeds.ac.uk/useful_numbers.html)

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

Emergency SMS service (<http://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 <http://www.police.uk/contact/101/> for more details.

Medical emergency - Leeds Student Medical Practice 0113 295 4488

University emergency - University security 0113 343 2222

both these numbers are staffed 24 hours a day).

Taxi company - Amber Cars

(<http://www.taxileeds.co.uk/students.html>) -

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 - Nightline

Nightline (<http://www.leedsnightline.co.uk/>) 0113 380 1381 (listening)
..... 0113 380 1380 (information)
8pm to 8am term time only.

OTHER ADVICE AND SUPPORT NUMBERS

Accommodation 0113 343 7777

Careers Centre 0113 343 5295

Chaplaincy 0113 343 5071

Disabled Student Support 0113 343 3927

Graduate Training & Support Centre 0113 343 2544

International Student Office 0113 343 3930

Leeds Student Medical Practice 0113 295 4488

Lifelong Learning Centre 0113 343 3212

LUU Joblink 0113 380 1444

LUU Student Advice Centre 0113 380 1290

Security 0113 343 5495

Skills@Library 0113 343 4096

Student Counselling Centre 0113 343 4107

Student Services Centre 0113 343 8877

Research Student Administration 0113 343 8877

Student Financial Administration 0113 343 8877

Taught Student Administration 0113 343 8877

*Please note details within this document or subject to change with the most up-to-date version being
available at: <https://www.medicine.leeds.ac.uk/mbchb/support/>



UNIVERSITY OF LEEDS

Leeds, United Kingdom

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www.leeds.ac.uk

School of Medicine

LEEDS INSTITUTE OF

MEDICAL EDUCATION



UNIVERSITY OF LEEDS

Accessing support whilst on the MB ChB programme



Enabling students to achieve
their potential...

*...everyone's
responsibility*

www.leeds.ac.uk/medicine/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 support we provide to you whilst you are studying with us is an essential component of this. Resources are available to you both at a University and School level.

The School of Medicine believes that the focus of such 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 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. You are timetabled one compulsory face-to-face meeting with your PT per term. We encourage you to request additional contact with your PT as and when required. Other local sources of support that you may access include your placement tutor or ICU lead.

Occasionally as part of your studies you may encounter significant academic events (e.g. failing to progress, plagiarism etc.) or significant life events (e.g. poor physical or psychological health). This is likely to require that you speak to others involved in student support within the School and University, possibly after you have had an opportunity to have a discussion with your Personal Tutor.

You will also find that embedded within the medical curriculum there are a number of strands that aim to support your professional development, an example being the IDEALS strand of the programme.

It is important that you understand the professional requirements placed on you as a Medical Student. All information within this document should therefore be read in conjunction with the General Medical Council’s ‘*Medical Students: professional values and fitness to practise guidance*’ this accessible at http://www.gmc-uk.org/education/undergraduate/professional_behaviour.asp

WHO DO I CONTACT IF I HAVE A GENERAL MBCHB OR INTERCALATED BSC DEGREE CURRICULUM ENQUIRY?

The School of Medicine has a Student Education Services team that can assist you with any programme related queries that you may have e.g. queries regarding your timetable, your results etc. They can also guide you on next steps when you are not quite clear what to do.

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 ☎ 0113 3437234

09-00hrs to 17-00hrs Mon-Friday, excluding University holidays)

<http://medhealth.leeds.ac.uk/medicine/lime>

List of key MB ChB contacts

Student Support Team	Contact details
Dr Martin McAreavey Director of Student Support	m.j.mcareavey@leeds.ac.uk ☎ Work 0113 34 38100
Dr Pat Harkin Associate Director of Student Support for years 1 & 2, and intercalating students	p.j.r.harkin@leeds.ac.uk ☎ Work 0113 34 33400
TBC Associate Director of Student Support for years 3, 4 & 5	e-mail: @leeds.ac.uk ☎ Work 0113 343
Dr Thomas Dessofoy MB ChB International Officer	T.R.Dessofoy@leeds.ac.uk ☎ Work 0113 34 34857
Ms Helen Steele Student Careers Co-ordinator	H.L.Steele@leeds.ac.uk ☎ Work 0113 34 34330
Ms Stephanie Briggs Student Support Coordinator and Disability Officer	S.X.Briggs@leeds.ac.uk ☎ Work 0113 34 34335
Alison Gledhill Student Education Clerical Officer	a.j.gledhill@leeds.ac.uk ☎ Work 0113 34 36586

Student Progress Committee contacts	Contact details
Prof. Andrew Hill Director of Student Progress	a.j.hill@leeds.ac.uk ☎ 0113 343 2734
Dr Phil Burns Year 1 Academic Sub-Dean	p.a.burns@leeds.ac.uk ☎ 0113 3438625
Dr Mike Routledge Year 2 Academic Sub-Dean	m.n.routledge@leeds.ac.uk ☎ 0113 3437763
Dr Caroline Wilson Year 3 Academic Sub-Dean	c.l.wilson@leeds.ac.uk ☎ 0113 3922565
Mr Dermot Burke Year 4 Academic Sub-Dean	d.burke@leeds.ac.uk ☎ 0113 2066089
Dr Graham Woodrow Year 5 Academic Sub-Dean	Graham.Woodrow@leedsth.nhs.uk ☎ 0113 2066247 (secretary)

Director of MBChB and Year Heads	Contact details
Dr. Richard Fuller Director of MBChB	r.fuller@leeds.ac.uk ☎ 0113 343 2734
Dr Hilary Bekker Year Head for Year 1	H.L.Bekker@leeds.ac.uk ☎ 0113 3432726
Dr Phil Burns Year Head for Year 2	p.a.burns@leeds.ac.uk ☎ 0113 3438625
Dr Virginia Aylett Year Head for Year 3	Virginia.aylett@leedsth.nhs.uk ☎ 0113 206 6266
Dr Jonathan Darling Year Head for Year 4	j.c.darling@leeds.ac.uk ☎ 0113 3923901
Dr Graham Woodrow Year Head for Year 5	Graham.Woodrow@leedsth.nhs.uk ☎ 0113 2066247 (secretary)

I NEED A REFERENCE. WHO CAN PROVIDE IT?

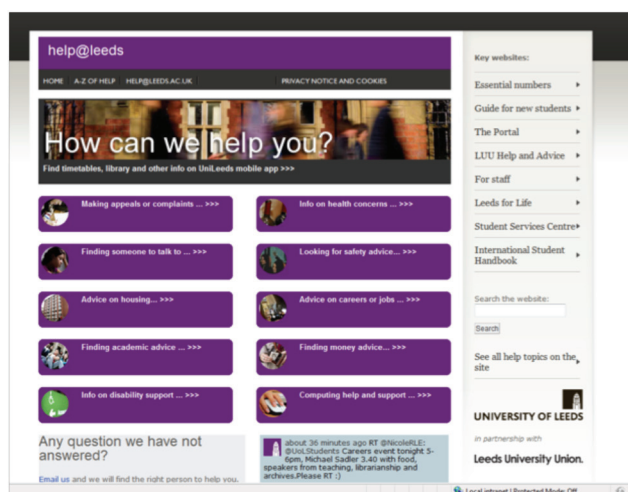
During the course of your studies it is likely that at some stage you will require a reference. Depending on what you are applying for you may require either a 'character' reference or an 'academic' reference. Your Personal Tutor can provide you a character reference whilst the Academic Sub-Dean for your year can provide you an academic reference.

I NEED ADVICE WHICH IS INDEPENDENT FROM THE SCHOOL OF MEDICINE. WHO SHOULD I SPEAK TO?

During your studies you may need to seek advice independent from the School of Medicine. This usually relates to such issues as plagiarism or appeals. If this is the case the Leeds University Union is best placed to advise you. More details can be found on their website www.leedsuniversityunion.org.uk

WHERE CAN I FIND FURTHER INFORMATION REGARDING SOURCES OF SUPPORT THAT ARE AVAILABLE TO ME AS A STUDENT OF THE UNIVERSITY OF LEEDS?

It is important to remember that you are not only a medical student but that you are also a student of the University of Leeds. The central university resources are without doubt the primary source of support for you. Information about the support available to you from the University can be accessed at help.leeds.ac.uk. This is a collaborative website run for you through the Leeds University Union and the University of Leeds. The website includes information on finance, accommodation, jobs, appeals and student health and wellbeing (including University policies relating to caring and maternity <http://www.equality.leeds.ac.uk/university-policies-2/>).



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 http://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 of Student Support or an Academic Sub-Dean, before doing so.

If a School of Medicine staff member considers that there is a significant risk to your personal health and wellbeing or / and to the health and wellbeing of patients they may under **very exceptional** circumstances, and only after trying to gain your consent to do so, be required to share confidential information about you without your consent with other staff members.

WHO DO I CONTACT IF I HAVE AN URGENT STUDENT SUPPORT ISSUE AND MY PERSONAL TUTOR IS NOT AVAILABLE?

For a more student support related issue (e.g. a personal issue) you can phone the School's Student Support Officer directly on 0113 343 4335 / 6586 or phone Student Education reception (0113 3437234) and ask to be put through to someone in the Student Support team (either of these preferred for urgent issues). Alternatively for less urgent issues you can e-mail the Student Support team directly on medstudentsupport@leeds.ac.uk.

Please e-mail or phone us if you have a Student Support query or concern

medstudentsupport@leeds.ac.uk ☎ 0113 343 4335 / 6586
(09-00hrs to 17-00hrs Mon-Friday, excluding University holidays)

Or see our website for further information

<https://www.medicine.leeds.ac.uk/mbchb/support/>
All information received is managed confidentially by the Student Support team.

WHO DO I CONTACT IF I AM AWARE OF AN ISSUE THAT MAY IMPACT UPON MY PROGRESS?

The School of Medicine has a group of Academic Sub-Deans, each Sub-Dean being allocated to a specific year of the MB ChB programme.

Academic Sub-Deans may be considered the 'officers of the medical school' in that through their in-depth understanding of the rules and regulations of the University and School of Medicine they 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. The Academic Sub-Dean can refer you to Occupational Health should it be considered that you require such support.

If a member of staff expresses concern about your performance to date, your attendance or your professional behaviour, it will be the Academic Sub-Dean who will be in touch with you to discuss this in more detail. Alternatively, Academic Sub-Deans will be happy to discuss ways of accommodating achievement in areas other than medicine in your progress through the MBChB programme.

A list of Academic Sub-Deans can be found at the end of this booklet.

WHO IS RESPONSIBLE FOR ENSURING THE SMOOTH RUNNING OF EACH OF MY YEARS OF STUDY?

The MB ChB Year Head is 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, usually by a member of the Student Education team or an Academic Sub-Dean, should adjustments need to be made to your timetable or placements as a consequence of a significant academic or health event.

A list of MBChB Year Heads can be found at the end of this booklet.

I'M AN INTERNATIONAL STUDENT WHO DO I CONTACT IF I NEED ADVICE?

International students, like other students, can call upon their PT for initial guidance and support.

The Medical School however also has a dedicated International Officer, Dr Thomas Dessofoy, who coordinates International Student Support. Dr Dessofoy can offer one-to-one advice to International Students. Dr Dessofoy can be contacted on T.R.Dessofoy@leeds.ac.uk.

To access specialist advice regarding visas or other related issues you will need to contact the University International Student Office.

Their web address is www.internationalstudentsupport.leeds.ac.uk

If you feel you require support with the English language you can contact the University Language Centre which can assess your level of competence and assist you in improving your skills. Their web address is http://www.leeds.ac.uk/arts/info/125008/english_language/1768/courses/1 . More targeted support is provided by staff within the school when appropriate.

I HAVE OR MAY HAVE A DISABILITY WHO SHOULD I SPEAK TO?

Having a recognised disability (the definition of which includes various chronic health conditions) should not be considered a barrier to a successful career in Medicine. The Medical School aims to facilitate your learning through ensuring that any '*reasonable adjustments*' required for you are put in place.

A formal assessment of need is usually required in order to identify for the school the '*reasonable adjustments*' you need. This helps ensure that a fair process is adopted by the School this in line with University requirements. Adjustments that have been made in the past for students include adjustments to assessments e.g. additional time, adjustments to placements e.g. local placements, and adjustments to individual timetables e.g. time out from the curriculum to attend healthcare or counselling appointments.

It is noteworthy that if you are identified as having a recognised disability you may be eligible for financial support to assist you in purchasing equipment to support you in your studies. This activity is co-ordinated through the University's Disabled Students' Assessment and Support team <http://www.equality.leeds.ac.uk/disabled-students/>

We would encourage students who have a disability or consider they may have a disability and who might therefore require a '*reasonable adjustment*' to contact the school's designated MB ChB Disability Officer, Ms Stephanie Briggs (S.X.Briggs@leeds.ac.uk) who can advise regarding next steps or alternatively to contact the University's Disabled Students' Assessment and Support team <http://www.equality.leeds.ac.uk/disabled-students/> .

Further information relating to Disability and Medical Education can be found in the General Medical Councils Gateways guidance this available at http://www.gmc-uk.org/education/undergraduate/gateways_guidance.asp

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. Fifteen to 25% of the general population experience a mild-to-moderate mental health condition) with the prevalence of such conditions in medical students being higher than in other students. The School of Medicine at Leeds and the doctors' regulatory body the General Medical Council (GMC) is keen to dispel any myths relating to mental health conditions and the practise of medicine (see myth busters pgs. 11 to 13 accessible at <http://www.gmc-uk.org/education/undergraduate/23289.asp>).

If you do have a mental health concern you can speak to your PT. You can also access support from the University Counselling Centre. The counselling centre team provide a range of services from self-help resources, through to group work and one to one consultations. You can refer yourself for an initial therapeutic consultation through the self-referral form on their website <http://www.leeds.ac.uk/studentcounselling/> . The University also has a Mental Health team with specialist advisors. Further information on how you can contact this service can be found at www.equality.leeds.ac.uk . Please note some mental health conditions are considered a disability under equality legislation.

You might also like to consider making an appointment with your **General Medical Practitioner (GP)**. The contact details for Leeds Student Medical Practice are Ph. 0113 295 4488 and web address: <http://www.leeds.ac.uk/lsmf/>

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

The Samaritans on 08457 90 90 90
or
Leeds University Union nightline on 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. Please contact Ms Amanda Thompson (A.Thompson@leeds.ac.uk) for further information.

I AM HAVING FINANCIAL DIFFICULTIES. WHERE CAN I GET GUIDANCE AND SUPPORT?

We are receiving an increasing number of queries from medical students regarding financial support. As the School of Medicine has little in the way of funds that it can make available for this we would advise students to contact the Student Advice centre at the Leeds University Union <http://www.leedsuniversityunion.org.uk/helpandadvice/money/> .

A limited number of bursaries are available through the Medical School, these advertised during the course of the academic year, and we encourage students who are struggling financially to apply for these.

Information regarding external sources of financial support aimed at medical students can be found at:-

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

Money4medstudents website: <http://www.money4medstudents.org>

I'M NOT SURE WHICH SPECIALITY IS RIGHT FOR ME OR IF MEDICINE IS THE RIGHT CAREER FOR ME. WHO CAN I SPEAK TO?

During the course of your medical studies you may feel that you require some additional guidance regarding career choices. An initial discussion is most likely to have taken place with your Personal Tutor.

The Medical School however also has a dedicated Careers Adviser, Ms Helen Steele. Ms Steele can provide you a one-to-one careers guidance interview, interview coaching or/and help to design your CV. This help can be provided either face-to-face or by email. To arrange an appointment please e-mail Ms Steele at h.i.steele@leeds.ac.uk . Please note Ms Steele only works 2 days per week with the School.

The University Careers Service provides a drop in service for careers advice. The service has excellent links to employers across a wide range of industries. Their events programme could raise your awareness of other opportunities. Please see their website for further information <http://careerweb.leeds.ac.uk/>.