

**MBBS Program Structure and Who to Contact**

*Last updated 3 February 2021*

If you have any questions or concerns about this document, or you notice any errors or omissions, please contact the Vice President (Education) at [vpe@amss.org.au](mailto:vpe@amss.org.au)

**Governance Structure of the Medical Program**

**Interim Dean of Adelaide Medical School**

Prof Cherrie Galletly

**Adelaide Medical School (AMS) Programs Board**

**Function**: High level oversight and management of the medical program

**Co-Chairs:** Dr Andrea Dillon and Dr Martin Bruening

**Student Representation:** VPE

**Rural Medical Education Committee**

**Function:** Oversees rural courses (Y4 SHU, Y5 Integrated Program, Y6 Primary Care)

**Chair:** Prof Lucie Walters and Dr Katrina Morgan

**Student Representation**: Rural Representative

**Assessment Committee**

**Function:** Oversees Adelaide Medical School’s assessment procedures and processes.

**Chair:** Dr Julie Ash

**Student Representation**: None

**Monitoring and Evaluation Committee (MEC)**

**Function:** Evaluation of the MBBS program (SELTs)

**Chair:** A/Prof Elizabeth Beckett

**Student Representation:** None

**BMD Development Committee**

**Function:** Oversees development of the BMD program

**Chair:** TBD

**Student Representation**: VPE/PEO

**Year 4-6 MBBS Sub-Committee**

**Function:** Oversees operations of years 4-6 of the medical program

**Chair:** Dr Martin Bruening

**Student Representation**: Year 4-6 Ed Reps and VPE

**Year 1-3 MBBS Sub-Committee**

**Function:** Oversees operations of years 1-3 of the medical program

**Chair:** Dr Andrea Dillon

**Student Representation**: Year 1-3 Ed Reps and PEO

**Key Academic Staff Contacts**

**Year Level Advisors**

Year 1: [Dr Matthew Arnold](mailto:matthew.j.arnold@adelaide.edu.au)

Year 2: [Dr Nicola Eastaff-Leung](mailto:nicola.eastaff-leung@adelaide.edu.au)

Year 3: [Dr Helena Ward](mailto:helena.ward@adelaide.edu.au)

Year 4: [Prof Hubertus Jersmann](mailto:hubertus.jersmann@adelaide.edu.au)

Year 5: [Prof Renuka Visvanathan](mailto:renuka.visvanathan@adelaide.edu.au)

Year 6: [Prof Campbell Thompson](mailto:campbell.thompson@adelaide.edu.au)

**Pre-Clinical Course Coordinators**

**Year 1-3 Program Coordinator:** [**Dr Andrea Dillon**](mailto:andrea.dillon@adelaide.edu.au)

Year 1 SBM (CBL): [Dr Matthew Arnold](mailto:matthew.j.arnold@adelaide.edu.au)

Year 1 Clinical Practice: [Dr Christian Mingorance](mailto:christian.mingorance@adelaide.edu.au)

Year 1 MPPD: [Dr Cathryn Mills](mailto:cathryn.mills@adelaide.edu.au)

Year 1 FBS: [Dr Michelle Coulson](mailto:michelle.coulson@adelaide.edu.au)

Year 2 SBM (CBL): [Dr Nicola Eastaff-Leung](mailto:nicola.eastaff-leung@adelaide.edu.au)

Year 2 Clinical Practice: [Dr Bree Bickmore](mailto:bree.bickmore@adelaide.edu.au)

Year 2 MPPD: [Dr Cathryn](mailto:adelaide.boylan@adelaide.edu.au) Mills

Year 2 MMI: [Dr Christopher Wong](mailto:christopher.wong@adelaide.edu.au), [Dr Mohammed Alsharifi](mailto:mohammed.alsharifi@adelaide.edu.au)

Year 3 SBM (CBL): [Prof Sepehr Shakib](mailto:sepehr.shakib@adelaide.edu.au)

Year 3 Clinical Practice: [Dr Hannah Wu](mailto:hannah.wu@adelaide.edu.au)

RAH Coordinator: [Dr Anna Pearce](mailto:anna.pearce@adelaide.edu.au)/[Dr Etka Paw](mailto:ekta.paw@adelaide.edu.au)

QEH Coordinator: [Dr Lauren Lim](mailto:lauren.lim@adelaide.edu.au)/[Dr Sowmya Krishnan](mailto:sowmya.krishnan@sa.gov.au)

LMH Coordinator: [Dr Cristina Valero](mailto:cristina.valero@adelaide.edu.au)/[Dr James Daniell](mailto:james.daniell@adelaide.edu.au)

Year 3 MPPD: [Dr Matthew Arnold](mailto:matthew.j.arnold@adelaide.edu.au)

Year 3 Research Project: [Prof Andrea Yool](mailto:andrea.yool@adelaide.edu.au)

**Clinical Course Coordinators**

**Year 4-6 Program Coordinator:** [**Dr Martin Bruening**](mailto:martin.bruening@adelaide.edu.au)

Year 4 MHU: [Prof Hubertus Jersmann](mailto:hubertus.jersmann@adelaide.edu.au)

Year 4 SHU: [Mr Adrian Anthony](mailto:adrian.anthony@adelaide.edu.au)

Year 4 MSK: [Dr Gavin Nimon](mailto:gavin.nimon@adelaide.edu.au)

Year 4 Psych: [Dr Natalie Mills](mailto:natalie.mills@adelaide.edu.au)

Year 4 MSAs: [Prof Mark Boyd](mailto:mark.boyd@adelaide.edu.au)

Year 4 SMTS: [Dr Kimberly Humphrey](mailto:kimberly.humphrey@adelaide.edu.au)

Year 5 Paeds: [Dr Nicholas Smith](mailto:n.smith@adelaide.edu.au)

Year 5 HRH: [Dr Nicole Edge](mailto:nicole.edge@adelaide.edu.au)

Year 5 Geriatrics & GP: [Prof Renuka Visvanathan](mailto:renuka.visvanathan@adelaide.edu.au) (Geris)/[Prof Nigel Stocks](mailto:nigel.stocks@adelaide.edu.au) (GP)

Year 5 APIC: [Dr Jeremy Brammer](mailto:jeremy.brammer@adelaide.edu.au)

Year 5 MSAs: [Dr Sivam Umapathysivam](mailto:kandiah.umapathysivam@adelaide.edu.au)

Year 5 SMTS: [Dr Kimberly Humphrey](mailto:kimberly.humphrey@adelaide.edu.au)

Year 6 TTIP: [Dr Hannah Wu](mailto:hannah.wu@adelaide.edu.au)/ [Dr Lauren Lim](mailto:lauren.lim@adelaide.edu.au)

Year 6 ED Internship: [Dr Andrew Giles](mailto:andrew.giles@adelaide.edu.au)

Year 6 Surgery Internship: [Dr Adam Wells](mailto:adam.wells@adelaide.edu.au)

Year 6 Medicine Internship: [Prof Campbell Thompson](mailto:campbell.thompson@adelaide.edu.au)

Year 6 Primary Care Selective: [Prof Nigel Stocks](mailto:nigel.stocks@adelaide.edu.au)

Year 6 Psychiatry Selective: [Dr Catherine Toben](mailto:catherine.toben@adelaide.edu.au)

Year 6 Medicine Selective: [Prof Ian Chapman](mailto:ian.chapman@adelaide.edu.au)

Year 6 Surgery Selective: [Dr Adam Wells](mailto:adam.wells@adelaide.edu.au)

***Hospital site-specific coordinators/contacts exist for many rotations. These contacts can be found on MyUni***

**Anatomy Key Contacts**

Anatomy Coordinator (overall): [Dr Frances Corrigan](mailto:frances.corrigan@adelaide.edu.au)

**Adelaide Medical School Department Heads**

Department of Medical Sciences: A/Prof Joanne Bowen (Acting)

Department of Medical Specialties: Prof John Beltrame (Acting)

Department of Surgical Specialties: Prof Brian Freeman

Department of Women’s and Children’s Health: Prof Jodie Dodd

**Adelaide Rural Clinical School (ARCS) Contacts**

**Director:** [Prof Lucie Walters](mailto:lucie.walters@adelaide.edu.au)

**Medical Education Lead:** [Dr Katrina Morgan](mailto:katrina.morgan@adelaide.edu.au)

**Operations Manager:** [Dee Risley](mailto:dee.risley@adelaide.edu.au)

**Online Learning Coordinator:** [Dayle Soong](mailto:dayle.soong@adelaide.edu.au)

**Rural Medical Program Coordinator:** [Bronwyn Herde](mailto:bronwyn.herde@adelaide.edu.au)

**Rural Medical Program Administrator:** [Yvonne Speir](mailto:yvonne.speir@adelaide.edu.au)

**Indigenous Health Academic Staff**

Positions are currently vacant

**Key Professional Staff Contacts**

**Clinical Site Precinct Officers**

**AHMS Precinct Officer:** Vicky Foreman and Collette Green [ahmsprecinct@adelaide.edu.au](mailto:ahmsprecinct@adelaide.edu.au)

**QEH Precinct Officers:** Katrina Long and Kema Hord [tqeh@adelaide.edu.au](mailto:tqeh@adelaide.edu.au)

**LMH Precinct Officers:** Kelly Fulton and Donna Holloway [lmh@adelaide.edu.au](mailto:lmh@adelaide.edu.au)

**WCH Precinct Officer:** Carrie Kluge and Kai Holt [wch@adelaide.edu.au](mailto:wch@adelaide.edu.au)

**Paradise**: Nina Wiltshire

**Helen Mayo North**: Sharee Westlake

**Clinical Placement Team** (Level 3 AHMS)

**Contact through** [**cpteam@adelaide.edu.au**](mailto:cpteam@adelaide.edu.au)

**Placements and Internships Coordinator**: Ms Racheal Kennedy  
**Placements and Internships Officers:**

**MBBS:** Mrs Belen Dominguez and Mrs Kylie Pepper   
Sunrise: [cpteam@adelaide.edu.au](mailto:cpteam@adelaide.edu.au)

*Best contact is Belen Dominguez and Kylie Pepper via* [cpteam@adelaide.edu.au](mailto:cpteam@adelaide.edu.au)

**Faculty of Health and Medical Sciences Professional (non-Academic) Staff (Level 4 Helen Mayo South)**

**Faculty Office -  Level 3 Helen Mayo North**

**Executive Dean:**Prof Benjamin Kile (via Ms Tupp Carmody)

**Faculty Executive Director (Interim):** Ms Jo-Ann Spry

**Manager Student Learning Services:** Ms Kelly Smith

**Ask Health Team – Ground Floor, Helen Mayo North**

**Program and Student Support Coordinator:** Eli Price

**Program Advisors:**Ebony Dukic, Stephanie Rogers, Domenica Cassar & Francess Cricelli

**Indigenous Student Support Officer:** Danielle Ritchie

**Student Systems Coordinator:** Ivy Cook

**Student Systems Officers:** Caitlin McCorey, Sara Drca & Amy Broad

**All Student enquires:**[**askhealthsc@adelaide.edu.au**](mailto:askhealthsc@adelaide.edu.au)

**Learning, Quality & Academic Services Team - Level 3 Helen Mayo North**

**LQAS Team Leader:**Charlotte Powell

**Assessment & Learning Coordinator:**Katherine Edmond

**Learning, Quality & Innovation Coordinator:**Nimi Ashok

**Admissions Coordinator:**Aleksandra Payne

**Remote Learning Support MBBS/Year 1-3 Pastoral Care and Wellbeing Coordinator:** [Dr Bree Bickmore](mailto:supportmbbs@adelaide.edu.au)

**Pathways for Individual Students to Raise Issues**

**Notes**

* If an issue is affecting multiple students, please let your Ed Reps know.
* While Team Education often focuses on issues affecting multiple students, **we are always available to support individual students with their concerns.**

|  |  |  |
| --- | --- | --- |
| **Issue** | **Useful Information** | **Useful Contacts (in order of escalation)** |
| Course assessment query (including assessment items and results) | [Course outlines](https://www.adelaide.edu.au/degree-finder/2020/bmbbs_bmbbs.html#df-acc-degree_structure_parent) (under “Degree Structure”) | Course Coordinator 🡪 Year Level Advisor 🡪 Year 1-3/4-6 Coordinator  **If your issue affects multiple students, please communicate with your year level Ed Reps.** |
| Course content | [Course outlines](https://www.adelaide.edu.au/degree-finder/2020/bmbbs_bmbbs.html#df-acc-degree_structure_parent) (under “Degree Structure”) | Direct Tutor (e.g. CBL tutor, Clinical Practice Tutor etc) 🡪 Course Coordinator 🡪 Year Level Advisor 🡪 Year 1-3/4-6 Coordinator |
| Clinical Placement Query | [Clinical placement information](https://health.adelaide.edu.au/study-with-us/student-support/clinical-placements) or additional information available on Sonia | CP Team or direct supervisor 🡪 Clinical site coordinator or precinct officer 🡪 Course Coordinator 🡪 Year Level Advisor  **If your issue affects multiple students, please communicate with your year level Ed Reps.** |
| Rural Placement Query | - | Clinical site coordinator or precinct officer 🡪 CP Team or direct supervisor 🡪 Course Coordinator 🡪 Year Level Advisor  **If your issue affects multiple students, please communicate with the rural student representative** |
| Issue with hospital card access | - | Clinical Site Precinct Officer |
| Issue with hospital IT system | - | OACIS log in: OACIS team at your hospital (via phone) - if unresolved contact your Clinical Site Precinct Officer or the CP Team.  EPAS log in: CP Team EPAS Officer |
| Issue with University IT system | [IT Support](https://www.adelaide.edu.au/technology/#a-to-z)  [MyUni Support](https://www.adelaide.edu.au/technology/your-tools/academic/myuni-support) | -Ph 8313 8000 |
| Short term absence from program (*both planned absences e.g. conference and unplanned absences e.g. sickness)* | Instructions available on Sonia and CANVAS | Additionally, It is courteous to inform your direct tutor or supervisor.  If there are issues arising from your absence, consider contacting the course coordinator 🡪 year level advisor. |
| Planned leave of absence from the medical program (e.g. Honours year) | Instructions available on Sonia and CANVAS | Year 1-3/4-6 Coordinator 🡪 Dean of Medicine |
| Indigenous Student Query | [Yaitya Purruna information](https://health.adelaide.edu.au/engage/facilities-services/yaitya-purruna#flinders-and-the-university-of-adelaide-indigenous-medical-mentoring-famm) | Year level advisor 🡪 Year 1-3/4-6 Coordinator |
| International Student Query | - | International student coordinator 🡪 Year level advisor 🡪 Year 1-3/4-6 Coordinator. 🡪  **Consider contacting the AMSS International Officer(s)** |
| Health and Wellbeing issue (*e.g. mental health or bullying and harassment*): | [AMSS Health and Wellbeing Resources](https://www.amss.org.au/health-wellbeing/contacts-resources)  [Drs4Drs](https://www.drs4drs.com.au/)  [University of Adelaide Counselling](https://www.adelaide.edu.au/counselling/) | **The priority is that you contact someone you feel comfortable with**   * Consider contacting a member of your hospital team or a university staff member you trust (tutor, course coordinator, year level advisor, Year 1-3/4-6 Coordinator, Dean of Medicine). * Consider also contacting your GP, the University counselling service or the Student Welfare Office.   *If you do not feel comfortable approaching staff in the first instance, you are more than welcome to contact any education representative or the Vice President (Education) of the AMSS – your concerns will be handled confidentially.* |
| Assault | [Respect Now Always](https://www.adelaide.edu.au/safer-campus-community/respect-now-always) [Student Care](https://www.auu.org.au/services/student-care/) | Course Coordinator 🡪 Dean of Medicine  **Consider contacting an Educational Welfare Officer**  **Consider contacting the Police** |
| Student grievance | [Student Care](https://www.auu.org.au/services/student-care/)  [Grievance Information](https://www.adelaide.edu.au/student/grievance/) | Course Coordinator 🡪 Dean of Medicine  **Consider contacting an Educational Welfare Officer** |
| Accommodation or Financial Issue | - | <https://www.adelaide.edu.au/accommodation/>  <https://www.adelaide.edu.au/student/finance/> |

* Please consult the relevant information before contacting staff.