

**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

**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

Year 2: Dr Nicola Eastaff-Leung

Year 3: Dr Helena Ward

Year 4: Prof Hubertus Jersmann

Year 5: Prof Renuka Visvanathan

Year 6: Prof Campbell Thompson

**Pre-Clinical Course Coordinators**

**Year 1-3 Program Coordinator:** **Dr Andrea Dillon**

Year 1 SBM (CBL): Dr Matthew Arnold

Year 1 Clinical Practice: Dr Christian Mingorance

Year 1 MPPD: Dr Cathryn Mills

Year 1 FBS: Dr Michelle Coulson

Year 2 SBM (CBL): Dr Nicola Eastaff-Leung

Year 2 Clinical Practice: Dr Bree Bickmore

Year 2 MPPD: Dr Cathryn Mills

Year 2 MMI: Dr Christopher Wong, Dr Mohammed Alsharifi

Year 3 SBM (CBL): Prof Sepehr Shakib

Year 3 Clinical Practice: Dr Hannah Wu

RAH Coordinator: Dr Anna Pearce/Dr Etka Paw

 QEH Coordinator: Dr Lauren Lim/Dr Sowmya Krishnan

 LMH Coordinator: Dr Cristina Valero/Dr James Daniell

Year 3 MPPD: Dr Matthew Arnold

Year 3 Research Project: Prof Andrea Yool

**Clinical Course Coordinators**

**Year 4-6 Program Coordinator:** **Dr Martin Bruening**

Year 4 MHU: Prof Hubertus Jersmann

Year 4 SHU: Mr Adrian Anthony

Year 4 MSK: Dr Gavin Nimon

Year 4 Psych: Dr Natalie Mills

Year 4 MSAs: Prof Mark Boyd

Year 4 SMTS: Dr Kimberly Humphrey

Year 5 Paeds: Dr Nicholas Smith

Year 5 HRH: Dr Nicole Edge

Year 5 Geriatrics & GP: Prof Renuka Visvanathan (Geris)/Prof Nigel Stocks (GP)

Year 5 APIC: Dr Jeremy Brammer

Year 5 MSAs: Dr Sivam Umapathysivam

Year 5 SMTS: Dr Kimberly Humphrey

Year 6 TTIP: Dr Hannah Wu/ Dr Lauren Lim

Year 6 ED Internship: Dr Andrew Giles

Year 6 Surgery Internship: Dr Adam Wells

Year 6 Medicine Internship: Prof Campbell Thompson

Year 6 Primary Care Selective: Prof Nigel Stocks

Year 6 Psychiatry Selective: Dr Catherine Toben

Year 6 Medicine Selective: Prof Ian Chapman

Year 6 Surgery Selective: Dr Adam Wells

***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

**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

**Medical Education Lead:** Dr Katrina Morgan

**Operations Manager:** Dee Risley

**Online Learning Coordinator:** Dayle Soong

**Rural Medical Program Coordinator:** Bronwyn Herde

**Rural Medical Program Administrator:** Yvonne Speir

**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

**QEH Precinct Officers:** Katrina Long and Kema Hord tqeh@adelaide.edu.au

**LMH Precinct Officers:** Kelly Fulton and Donna Holloway lmh@adelaide.edu.au

**WCH Precinct Officer:** Carrie Kluge and Kai Holt wch@adelaide.edu.au

**Paradise**: Nina Wiltshire

**Helen Mayo North**: Sharee Westlake

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

**Contact through** **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

*Best contact is Belen Dominguez and Kylie Pepper via* 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**

**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

**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.**

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| **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.