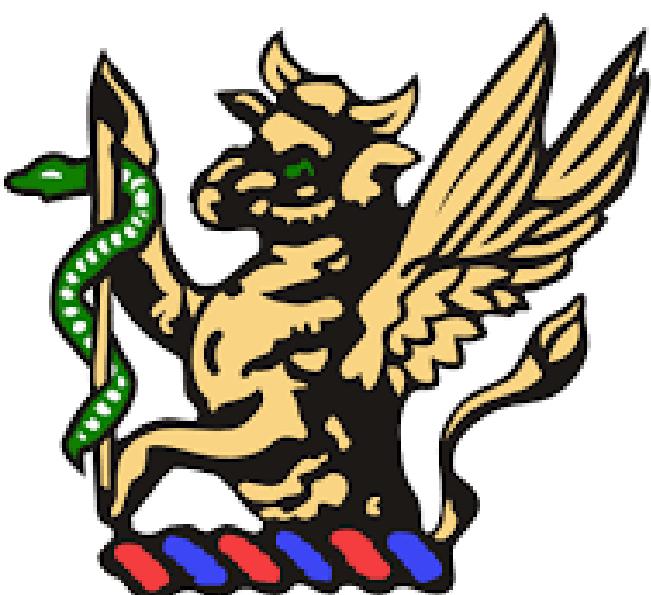


# GALENICALS GUIDE TO...

## SOUTH BRISTOL



# Academy info:

## Accessibility:

- **Student Support Plans (SSP)** If you have an SSP or feel that there are adjustments that we could put in place to better support you and would like to discuss this further then please get in contact with us at **southbristolacademy@UHBW.nhs.uk**. We are happy to meet with you face to face or virtually, to discuss any additional needs either prior to or during your placement.

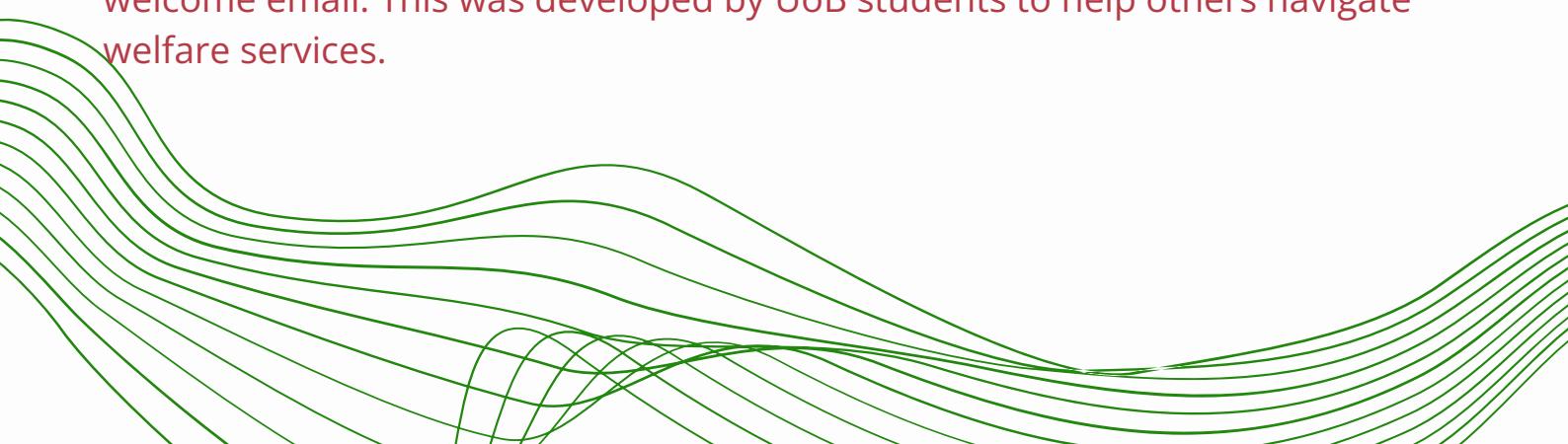
## Support:

There are many sources of support during your time with us at South Bristol Academy. We have an **open-door policy** – please pop in if you are worried about anything, have questions, or just want a cup of tea and a chat!

### **In Hours' Support (09:00 – 17:00)**

- Clinical Teaching Fellows – see Academy and Trust Contacts, or found in the CTF Office, Level 2, South Bristol Academy
- Academy Admin Team - see Academy and Trust Contacts, or found in the Academy Office, Level 2, South Bristol Academy
- Academy Deans – Contact by email - see Academy and Trust Contacts
- UHBW Freedom to Speak Up Guardian - [raisingconcerns@uhbw.nhs.uk](mailto:raisingconcerns@uhbw.nhs.uk) or (0117 34) 21577
- UHBW Chaplaincy - [chaplaincy@uhbw.nhs.uk](mailto:chaplaincy@uhbw.nhs.uk)
- University Senior Tutors – Contact by email: [med-senior.tutor@bristol.ac.uk](mailto:med-senior.tutor@bristol.ac.uk)

For further sources of support please see the "Little Blue Book" attached to your welcome email. This was developed by UoB students to help others navigate welfare services.



# Academy info:

## Raising concerns:

Raising Concerns: If you have concerns about bullying, harassment, conduct, capability, or grievances, we strongly encourage you to speak with a member of the academy team. There are multiple pathways within the university and trust to raise such concerns, and most of these allow for complete student anonymity, should you prefer. We welcome you to share any concerns with us, even if you do not wish for further escalation. However, please be aware that if there is a risk to student, staff, or patient safety, we are obligated to escalate the matter.

The University of Bristol **“Speak up Guardians”** here in the academy are:

- Teresa Andrews (Year 3 Pathway B admin) - [ta16806@bristol.ac.uk](mailto:ta16806@bristol.ac.uk)
- Sian Veysey (ED consultant and Year 3 Pathway B lead) - [sian.veysey@uhbw.nhs.uk](mailto:sian.veysey@uhbw.nhs.uk)

If you would prefer to raise an issue with the University of Bristol team directly, we encourage you to contact your year lead or the senior tutor team.

If you would prefer to talk to someone at the trust outside of the academy team, we would encourage you to use **The Freedom to Speak Up Guardian and Advocates** who can give independent and impartial advice and support on how to raise a concern.

**Phone: (0117 34) 21577**

**Email: [raisingconcerns@uhbw.nhs.uk](mailto:raisingconcerns@uhbw.nhs.uk)**



# Academy info:

## Attendance Reporting:

### Unplanned Absence:

We recognize that there may be factors outside your control which mean you cannot attend your placement. If you cannot attend your placement for any unplanned reason (e.g. illness), please get in touch with the South Bristol Academy admin team at **southbristolacademy@uhbw.nhs.uk** on your first and every subsequent day of absence. We require the following information each time:

- Your name, student number
- year of study and rotation
- The reason for unplanned absence
- Details of any timetabled activity you will be missing
- How many days of unplanned leave you have already taken this academic year

For any timetabled activity you will be missing (e.g. teaching, clinical activity), please cc the member of staff leading this into your email. If you do not have their contact information, please ask the academy team to get in contact with that member of staff on your behalf.

You must also report your absence to the University of Bristol MBChB Absence Reporting form on sharepoint

### Planned Absence

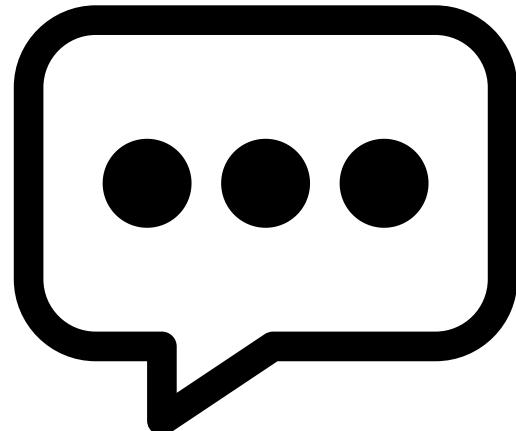
If you require absence for any known or planned reason (e.g. medical appointments, extracurricular commitments), please get in touch with the South Bristol Academy admin team at **southbristolacademy@uhbw.nhs.uk** as soon as possible. We will require the following information:

- Your name, student number,
- year of study and rotation
- The date(s) for your planned absence
- Details of any timetabled activity you will be missing
- How many days of planned and unplanned absence you have already taken this academic year

**Planned absences require approval from either the University of Bristol or the Academy Deans depending on your year of study. The Lead Administrator for your Year will contact the University of Bristol/ Academy Deans and notify you when they have received their response.**

## What students say...

# Socializing + Top Tips



- Do social things out of the Academy with your CBL group from the start!
- BRI - the 9th floor canteen area is great for eating lunch/doing some work for some good sunlight and views of Bristol. In St Mikes there are some lovely staff gardens in the gynae outpatients department. Similarly in the children's hospital, there are little pockets of garden if you know where to find them!
- the BRI admin office have an open door policy if you're struggling with something, placement related or not.

CTFs were very supportive, and you saw them weekly so would defo turn to them with any problems

"I went to the admin office and spoke to Caitlin, one of the RHCN CTFs. She made me a cup of tea, gave me some chocolate and was so supportive." <3

Got any other suggestions?  
Let us know!



## Staying active

- AE dance do great classes and are very welcoming to beginners. We'd recommend commercial Latin with Iris. They do classes at Bristol Grammar school
- BUMs on the run start from Wills at 6:30 every Thursday offering runs of varying distances and paces for all abilities!
- UOB pool in the Richmond building is open to all, book on the UOB active app
- Check out some of the many sport societies at the uni- it's never too late to try something new!



# Academy and trust contacts:

## Academy Deans

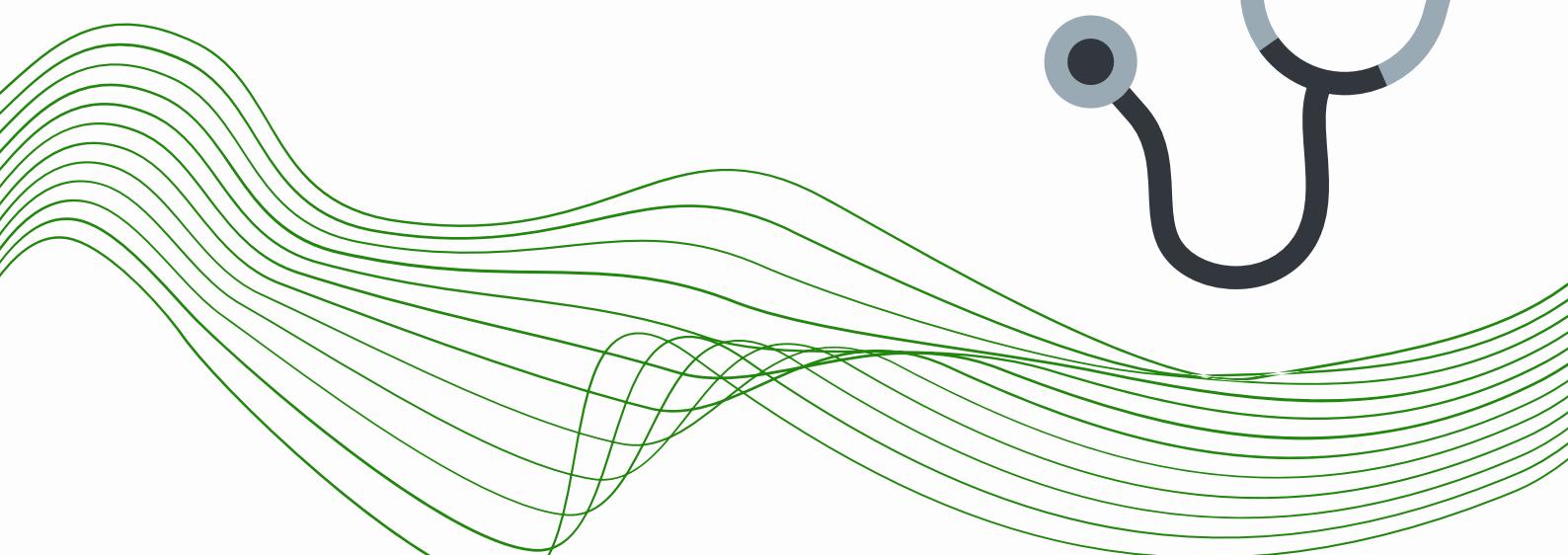
- Dr Julie Dovey – Julie.dovey@uhbw.nhs.uk
- Mr Jonathan Rees – Jonathan.rees@uhbw.nhs.uk

## Managing Team

- Lucie Montgomery – Undergraduate Medical Education Manager – Lucie.montgomery@uhbw.nhs.uk
- Karen Blackmore – Undergraduate Medical Education Coordinator – Karen.blackmore@uhbw.nhs.uk

## Undergraduate Administrators

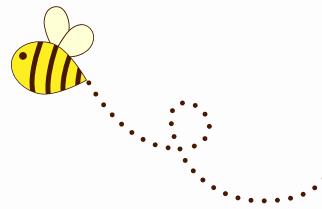
- Francesca Brett – Yr 1 & 2 Administrator – Francesca.brett@uhbw.nhs.uk
- Krissa Mackenzie – Yr 3 Pathway A Administrator – Krissa.mackenzie@uhbw.nhs.uk
- Teresa Andrews – Yr 3 Pathway B Administrator – Teresa.andrews@uhbw.nhs.uk
- Robyn Jones – Yr 4 Administrator – Robyn.jones@uhbw.nhs.uk
- Claire Alcock – Yr 5 Administrator – Claire.alcock@uhbw.nhs.uk
- Academy Admin Office – 0117 342 3778 / 3912 – Southbristolacademy@uhbw.nhs.uk



# Academy Contacts: CTFs

Name	Main Roles	Additional Roles	Email(s)
<b>Louis Goff</b>	Y1 & Y2 Lead	Y3 PWA CTF Tutor, Y5 CTF Tutor	<a href="mailto:louis.goff@uhbw.nhs.uk">louis.goff@uhbw.nhs.uk</a>
<b>Florence Straughan</b>	Y1 & Y2 Lead	Y3 PWA CTF Tutor, Y5 CTF Tutor	<a href="mailto:florence.straughan@uhbw.nhs.uk">florence.straughan@uhbw.nhs.uk</a>
<b>Maab Elsaddig</b>	Y3 PWA Lead	Float Role	<a href="mailto:maab.elsaddig@uhbw.nhs.uk">maab.elsaddig@uhbw.nhs.uk</a> , <a href="mailto:maab.elsaddig@bristol.ac.uk">maab.elsaddig@bristol.ac.uk</a>
<b>Tedo Lacey</b>	Y3 PWA Lead	Float Role	<a href="mailto:tedo.lacey@uhbw.nhs.uk">tedo.lacey@uhbw.nhs.uk</a> , <a href="mailto:tedo.lacey@bristol.ac.uk">tedo.lacey@bristol.ac.uk</a>
<b>Alex Yang</b>	Y3 PWB Lead	Y3 PWB CTF Tutor	<a href="mailto:ting.yang@uhbw.nhs.uk">ting.yang@uhbw.nhs.uk</a>
<b>Laura Barnard</b>	Y4 CMOP Lead	Y3 PWA CTF Tutor	<a href="mailto:laura.barnard@uhbw.nhs.uk">laura.barnard@uhbw.nhs.uk</a> , <a href="mailto:laura.barnard@bristol.ac.uk">laura.barnard@bristol.ac.uk</a>
<b>Dan Raison</b>	Y4 CMOP Lead	Y3 PWA CTF Tutor	<a href="mailto:daniel.raison@uhbw.nhs.uk">daniel.raison@uhbw.nhs.uk</a>
<b>Will Richards</b>	Y5 Lead	Y3 PWB CTF Tutor, Y5 CTF Tutor	<a href="mailto:william.richards@uhbw.nhs.uk">william.richards@uhbw.nhs.uk</a> , <a href="mailto:will.richards@bristol.ac.uk">will.richards@bristol.ac.uk</a>
<b>Meg Crothers</b>	Y5 Lead	Y3 PWB CTF Tutor, Y5 CTF Tutor	<a href="mailto:megan.crothers@uhbw.nhs.uk">megan.crothers@uhbw.nhs.uk</a>
<b>Tom Weldon</b>	POCC & Acute Liaison	Y3 PWB CTF Tutor, Y5 CTF Tutor	<a href="mailto:thomas.weldon@uhbw.nhs.uk">thomas.weldon@uhbw.nhs.uk</a> , <a href="mailto:tom.weldon@bristol.ac.uk">tom.weldon@bristol.ac.uk</a>
<b>Roshni Desai</b>	Y4 Child Health		TBC

# There is always someone there for you!



**Galenicals welfare:** [med-galenicalswelfare@bristol.ac.uk](mailto:med-galenicalswelfare@bristol.ac.uk)

**Senior tutors:** [med-senior.tutor@bristol.ac.uk](mailto:med-senior.tutor@bristol.ac.uk)

**Little Blue Book**

**Galenicals peer support form:**

<https://forms.office.com/e/zmgqNut5Lt>



**NHS Urgent Mental Health Helpline:** [Check your mental health symptoms](#) - [NHS 111](#)

**Samaritans** - call 116 123 or visit <https://www.samaritans.org/>

**Mind Bristol** - helpline: 0117 203 4419 or visit <https://bristolmind.org.uk/>

**Bigmoose Charity:** <https://bigmoosecharity.co/can-we-help/>

**BEAT eating disorder support:** <0808 801 0677>

<https://www.beateatingdisorders.org.uk/>

**The Sanctuary Bristol:**

**The Bridge (NHS Sexual Assault Referral Centre):** 0117 342 6999

**Next Link (Domestic Abuse Specialist Support Organisation):** 0800 4700 280

**Text 'SHOUT' to 85258**

