



Medical School Staff Guide

This guide is designed to assist you in finding the right person or people at your Medical School and University to help, advise and support you with studying with a long-term health condition or disability.

Role titles, descriptions and responsibilities vary hugely between Universities. It is therefore not possible for us to provide a list of roles for you to use at your particular place of study. Even the remit of the Dean may vary between sites.

We have therefore focussed on the key roles within a University and Medical School that should be common across all sites and that are the most vital for helping you access the support that you need:

- First, note that all Medical School staff have a duty of care to their students. It is everyone's responsibility to ensure that students are able to reach their full potential
- Each University has a **Disability Officer**. They oversee liaison officers in all faculties and departments. They may not be called a 'Disability Officer' as titles do vary but if you ask for this person, the title should be recognised enough for you to be correctly signposted to the correct person. Student Unions often know who this person is and can signpost you to them.
- Each Faculty or Department has a **Disability Liaison Officer (DLO)**. Again, titles may vary but this role should be recognised enough for you to be correctly signposted to the appropriate person. Sometimes the DLO works alone, sometimes they are supported by a team. This depends upon faculty size, etc. The DLO for your Medical School has responsibility for directing student support within the school and is a key person for you to be in contact with for all matters concerning your disability, reasonable adjustments, placements, etc. If you are struggling to identify who your DLO is, ask at the Admissions Office. They usually have this information.
- **University student support services** are another key provider of advice and support for disabled or chronically ill students. It is the responsibility of this department to ensure that your Medical School are offering reasonable adjustments and adequate support to disabled students. The names and structures of these services vary massively between campuses. However, the Student Union is commonly the home of these services and should be able to appropriately signpost you. You may also find information about these services on your University website or intranet.
- Every University or Medical School will have **Mental Health support** and **Learning support services**. Seek these out. Learning support can be useful in a wide range of circumstances and can help you to develop effective ways of supporting your own learning, which can be very useful when you are also dealing with multiple other challenges besides studying.