



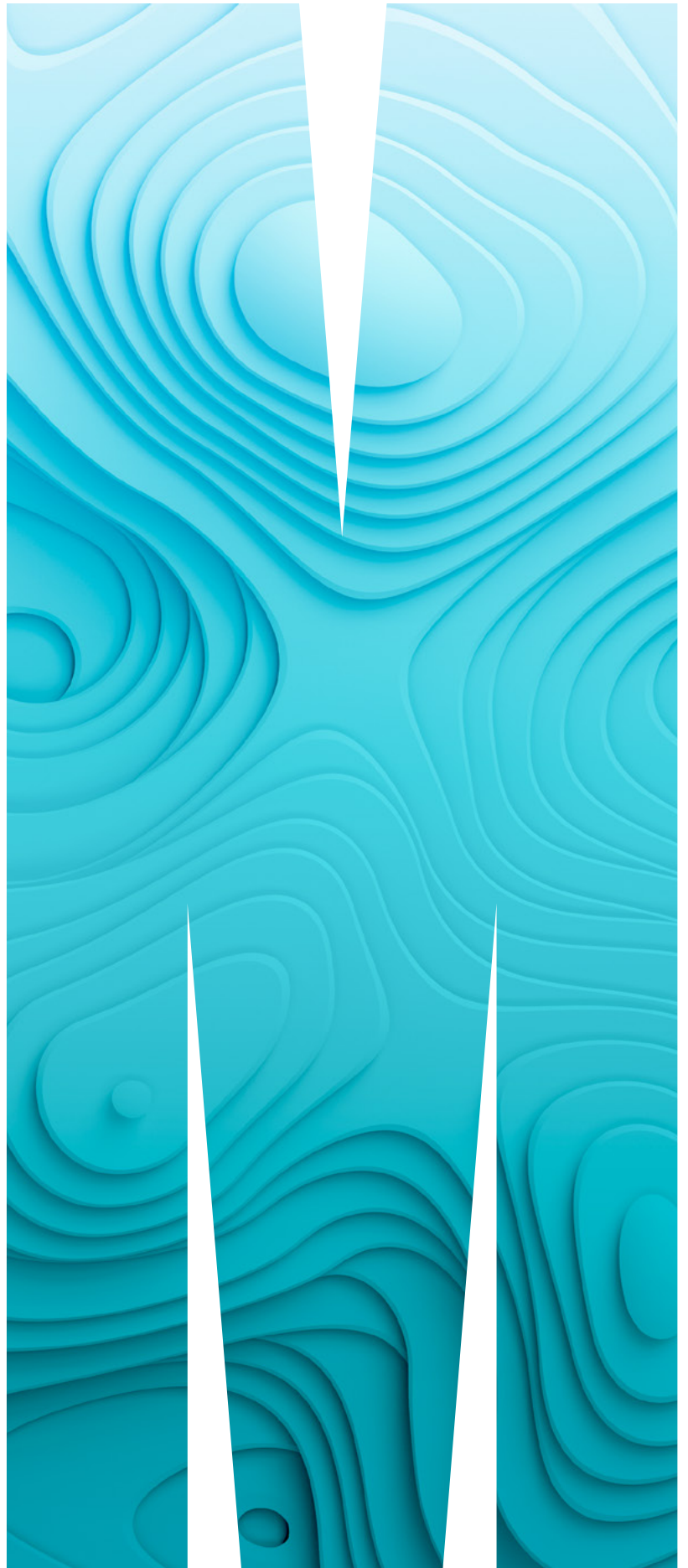
MONASH
University

MONASH
MEDICINE
NURSING AND
HEALTH SCIENCES

ORIENTATION BOOKLET

BACHELOR OF MEDICAL SCIENCE
AND DOCTOR OF MEDICINE

monash.edu/medicine



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Welcome to the Monash School of Medicine

From the Deputy Dean Medicine,
Professor Michelle Leech (MBBS Hons, FRACP, PhD)



Congratulations on entering the Monash School of Medicine and commencing your path on the journey to becoming a doctor. As a graduate of Monash Medicine myself, I am proud to be associated with the Monash course and to continue to work with highly competent, skilled and compassionate Monash University medical graduates. The journey will be fulfilling but often very challenging.

The practise of Medicine asks us to be clever scientists and diagnosticians but with big hearts. It asks to give our full attention to our patients and to be of service to them. You are all, highly intelligent and capable people. As I have told successive generations of medical students– In the practice of medicine, the person you are, is as important – and sometimes more important, than what you know.

The first challenge for you is to become a year 1 medical student.

In the MedStart Program you will **begin** the transition process by participating in a range of activities that are designed to assist you to:

- think about yourself as a potential doctor;
- learn about the structure and content of your Medicine course;
- understand the concept of professionalism and become familiar with the inherent requirements for medical students, the expected code of behaviour and the values for Monash Medical students
- learn team building and study skills;
- identify strategies to maintain your health and wellbeing;
- become familiar with Medicine teaching, learning and assessment strategies;
- Develop social networks to enhance your learning environment.

I wish all of you the very best success in your medical studies.

A handwritten signature in black ink that reads "Michelle Leech". The signature is fluid and cursive.

Professor Michelle Leech
Deputy Dean Medicine, Faculty of Medicine, Nursing and Health Sciences

Safety on Campus

Take a few minutes to watch the videos here about staying safe while on campus:

www.monash.edu/about/safety-security/videos

Your safety and security is of paramount importance to us. Our campuses are fitted out with the latest CCTV, electronic building access, and alarm technology. And our security teams work around the clock to protect our staff, students and visitors. But chances are, you'll feel so safe you won't even notice them in the first place.

If you are on campus late at night, a campus security escort service is available on request phone 9902 7777.

If you ever feel unsafe at Monash

For yourself, or for someone else, you can always call the Monash emergency number 333. We have a general security number too, where you can report anything suspicious, or just ask for some security advice. On any campus, call 9902 7777 or just dial 27777 from a Monash phone.

Emergencies on Campus

For any emergency on campus call 333 from any internal phone or 9905 3333.

Security 9905 3059

Personal Injury – Minor

Contact the First Aid Officer within the building for assistance (go to the reception desk on the ground floor of 27 Rnf)

Personal Injury – Major

1. Care for patient – call for help.
2. Dial 000
3. Call Security on 333 from an internal phone or 9905 3333.
Provide the following information:
 - Name
 - Location (campus, building number, level, room number)
 - Nature and type of injury
 - State of consciousness of the injured person(s)
 - Age and gender of the injured person(s).
 - Any other relevant information – breathing/not breathing, chest pains, bleeding.
4. Ensure area is clear for emergency personnel.
5. Inform the Safety Officer of the Faculty (medstudentservices@monash.edu / 9905 2048)

Emergency Evacuation

1. On hearing the **ALERT** signal (an intermittent 'beep') prepare to leave the building.
2. On hearing the **EVACUATE** signal (a 'whooping' tone) leave the building by the nearest and safest exit.
3. Do not return to collect belongings.
4. Assist any person with a disability to leave the building.
5. Walk quickly and calmly to the designated assembly area until instructed to leave by an emergency warden or fire brigade personnel.
6. Do not enter a building in alarm.

Lost Property

Any items handed in will be kept at reception of 27 Rainforest Walk for two weeks. After that time they will be sent to the central lost property in Monash Connect (Campus Centre).

Respect, Now, Always

Monash University has a zero tolerance policy to sexual harassment, bullying (online or in person) and assault. The Safer Community Unit is here to support you and ensure your safety and protection. If you're feeling threatened or unsafe, please contact them on 9905 51599 or email safercommunity@monash.edu

In an emergency phone 333 for security from any Monash phone or 000 for police.

Enrolment Tasks

By now you should have completed the following enrolment tasks:

1. Created your account
2. Registered your details
3. Enrolled in Units
4. Ordered your ID Card

If you have any questions/queries contact Monash Connect on 9902 6011 or go to the service centre on campus (21 Chancellors Walk)

Additional Course Requirements

1. Immunisations

- Download the immunisation form from our website:
www.monash.edu/medicine/study/student-services/mandatory-compliance
- Take the form and your childhood vaccination records to your Doctor (or University Health Service) to have any necessary vaccinations
- **Make sure the Doctor stamps and signs the form!**
- Upload the completed form to the student placements link (under my course) from your my.monash portal.
- NOTE: set a reminder that you will require a yearly influenza vaccination in April.

*** Some courses of vaccination may take up to 6 months.**

If you have had your initial doses, upload the partially completed form and you may be able to attend your first site visit. Once you have completed the required course of vaccinations, upload the completed form to the student placements link (under my course) from your my.monash portal.

2. Victorian Police Check

You will receive an email from Fit2Work to your student email account. Click on the secure link in the body of the email and follow the instructions. The outcome of your Fit2Work application will be emailed to your Monash student email account. Upload the file to the student placements link (under my course) from your my.monash portal.

Support

Please contact Fit2Work on: 1300 575 575 for further information regarding your check or email support@fit2work.com.au for assistance.

*** If you already have a police check for another organisation you do need to apply for another one following the above instructions.**

International students must also complete an international police check from their home country in addition to the Victorian Police Check. This can be completed either before you leave home to come to Monash or after your arrival in Australia. Upload both checks to the student placements link (under my course) from your my.monash portal.

3. Fee Information for International Medical Students

The Bachelor of Medical Science and Doctor of Medicine (M6011/M6018/M6019) is not divided into semesters, it is a full year program. You will be enrolled in units that run from the beginning of the calendar year to the end of October.

The census date (the last date you can withdraw from a subject without being financially liable) is **30th April** – [see refund policy](#). Note that if you discontinue the course, or take an intermission after this date, you will not be eligible for a refund of fees. Partial refunds **will not be available**.

4. Payment Plans for International Students

A payment plan is available for international students **in Medicine**. You may pay 50% of your tuition fees in February and 50% in June. The exact payment dates will be provided to you by the School of Medicine early in the academic year.

NOTE: The census date (the last date you can withdraw from a subject without being financially liable) is 30th April – [see refund policy](#). Partial refunds **will not be** available.

5. Working with Children Card

Students need to apply online as a volunteer at the following site:

workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply

When completing the online application, on page 4 – Occupational Work codes, select **52 Educational – other institutions providing children’s study or training programs**.

It will take a few weeks for you to receive your working with children card in the mail. Once received, take a photo of it and upload the photo to the student placements link (under my course) from your my.monash portal.

***If you are under the age of 18 you will be unable to apply for a WWC.** Make a note in your calendar the day after your 18th birthday to apply and follow the above instructions.

***If you already have a WWC for another organisation, edit your details on the Department of Justice website to include Monash University as one of the organisations you do child related work for. You don’t need to apply for a second card.**

6. Uploading documents to InPlace

Access InPlace through your my.monash portal by clicking on the My course tile to access the Student placements link.

Clinical Site Visits in Semester 1

Clinical site visits are allocated from week 4-12 in semester 1. Students who have uploaded all of their documents (immunisations, police checks & wwc) will be allocated first. If you are waiting on a document to be completed, your first site visit will be scheduled later in the semester.



**Documents to be uploaded by
WEEK 4 OF SEMESTER 1**

For support using the online system, submit a question to ask.monash connect.monash.edu/askmonash/s/ or phone 1800 MONASH (1800 666 274)

Orientation Week: 24–28 February

1	Create an event schedule using the Orientation Planner	www.orientation.monash/
2	Attend MEDStart Transition Program	Thursday 27 Feb (lecture theatre South One, 8.30am) and Friday 28 Feb (lecture theatre South One, 9.00am)
3	View your timetable in Allocate+	www.monash.edu/timetables/allocate/login
4	Organise your parking permit or public transport discount	www.monash.edu/people/transport-parking
5	Log on to Moodle, on the MED1100 page, click on the orientation button and read: Code of Conduct for Medical Students and MED Course Required Behaviour Then click on “Unit Information” and read the Unit Guide	my.monash/campusm/home#menu
6	Join MUMUS, your student group	mumus.org/

Adjusting to University Life

What to expect at university

The main difference between school and university is that you are treated as an adult. That means that you now have greater control over how you spend your time and what you study. It also means that your education is your responsibility.

Differences between school and university

	SECONDARY SCHOOL STUDY	TERTIARY STUDY
ATTENDANCE	Attendance is compulsory and if you are absent you need a note from your parent or guardian. During school hours, students are expected to stay on school grounds.	Attendance is compulsory for small group tutorials and practicals. It is expected that you attend 100% of the time and 80% is the minimum to pass. Attendance is not taken at lectures, however we know that attendance at lectures is a strong predictor of success. You can listen to lectures online.
CLASS SIZES	Class sizes are limited to approximately 25 students per class so there is time for the teacher to spend answering individual questions.	Lecturers can be quite large. You may need to email your lecturer and arrange to meet with them outside of class time to ask questions. Small group tutorials (and ICLs) have around 15 students. Often teachers are not on campus full time, so you will need to email them if you have questions or are unable to attend class.
TYPES OF ASSIGNMENTS	The assignment types in secondary school are designed for straightforward assessment.	Types of assessments vary and are designed to encourage critical thinking and independent learning. All of the work is done outside of class.
REFERENCING	In essays, you refer to set texts, but need not acknowledge all the sources of your ideas and information.	You must acknowledge all your sources. To avoid plagiarism, you will need to learn referencing skills (footnotes including references, bibliographies).
HOMEWORK	Teachers set and correct your homework frequently (daily, weekly).	Assignments are longer but less frequent. They may be set many weeks ahead.
TEXT BOOKS	Teachers guide your reading. Set texts are prescribed for each subject. Reading only the set texts is often enough for essay preparation.	You may be given a reading list from which you select, or you may have to search for relevant material in the library. Wide reading is essential.
NOTES	Teachers may provide notes and outlines and will indicate the most important ideas and information.	You will have to identify and make notes on the main points in lectures and texts.

	SECONDARY SCHOOL STUDY	TERTIARY STUDY
CONTACT WITH PARENTS	Your parents or guardians play an important role in your school life. They are in regular contact with your teachers to help guide you in the right direction.	University staff, both administrative and teaching can't talk to your parents (or anyone else) about you or disclose your information, unless you have signed the appropriate consent form.
TEACHERS VS ACADEMICS	Teachers check your completed homework, provide you with information you may have missed and remind you of assignments and due dates. Teachers are trained in teaching methods to assist in imparting knowledge to students.	Academics are trained as experts in their particular discipline or area of research. They do not check required reading or remind you to complete assignments. You are responsible for being up to date with your work. Academics will often provide their preferred method of contact should you have any questions.
SUPPORT	There are often school counsellors who specialise in providing support to students.	There is a Student Advisor on campus at Clayton. If you are having difficulties email medstudentservices@monash.edu to arrange an appointment. There are also free and confidential services including counselling, health service, disability, academic support and legal services available to students. Information is available on the monash.edu/students/support/
COMPLAINTS	You express your problem to the teacher who will report it to the principal.	If you feel that a mistake has been made, or you have been unfairly treated or discriminated against, try to resolve the issue with your year level Director. If that doesn't work, the University has a complaints resolution process called lodging a grievance. Information on how to do that is available on the Faculty website .

What's an ICL?

Integrated Case Learning (ICL) sessions are small group tutorials that are structured around a clinical scenario.

Students are encouraged to address an integral picture of the whole patient from a patient centred perspective. Using self-directed learning strategies, students integrate knowledge from the four themes of the program to problem solve.

Code of Conduct for Medicine Students

Students are required to familiarise themselves with the [Code of Professional Conduct for Medical Students](#) at Monash University:

As a medical student you are now considered a doctor in-training by the Faculty. As such you will have privileged access to people and their health information. With this access comes responsibilities and expectations. Understanding and accepting these from the very beginning of medical training will help you establish an ethical approach to medical practice. It will help lay the foundations for a trusting doctor-patient relationship in your later student years, and in your subsequent career. Any breach of these expectations could result in serious repercussions, for you, your continuing medical education and your later career. Although your initial involvement with patients will be small, this will increase substantially as you progress through the course, so it is important that you start implementing these professional behaviour expectations from the beginning. From this day onward you represent your medical school and the medical profession. As such your behaviour outside the clinical environment, including your personal life, may have an impact on your fitness to practice. Your behaviour should justify the trust the public places in the medical profession. Please read through this code carefully as you will be expected to be conversant with the expectations and obligations it outlines during all components of your medical training.

Medicine Required Behaviour

This document is located on Moodle under the Orientation tab. It consists of a statement of expectations of professional conduct and mandatory requirements for medical students at Monash University. All Year 1 students are required to indicate their acceptance that they have read & understand this document.

Student Advisor

If you find yourself struggling to settle in to university life, have a health issue, feel anxious or have financial or other stressors, contact the Clayton Student Advisor, Jodie Vickers on 9902 0237 or email jodie.vickers@monash.edu to make a time for a private discussion for advice or referral to support services.

As you move into the clinical years, there will be a Student Advisor at each clinical site/rotation.

International Student Support

For international students the Director International Student Welfare is available to assist you.

Dr Matthew Thong
Email: matthew.thong@monash.edu
Tel: +61 3 9905 9852

[Resources for international students](#)

Student Academic Support Unit (SASU)

The Student Academic Support Unit (SASU) provides language and academic support for students in undergraduate and graduate-entry professional courses within the Faculty of Medicine Nursing and Health Sciences. Particular emphasis is placed on clinical and professional communication and the needs of international students and students with English as an additional language.

Teaching programs focus on clinical and workplace communication skills, English language development, academic writing and approaches to study.

Dr Sheila Vance, Director, SASU

Tel: 9905 4027

Email: Sheila.Vance@monash.edu

Academic Advice

For academic advice, the Year 1 & 2 Director is Assoc Prof Richard Loiacono

Email: medstudentservices@monash.edu to make an appointment.

Important Information re Exams

The end of year examinations are scheduled during the University examination period. After completion of the first round of exams, students can either clearly pass, clearly fail or be within the borderline range. Students whose grades fall within the borderline range are required to sit an additional examination. A notice will be posted to Moodle that the students are required to sit additional exams have been notified. If you are required to sit an additional exam you will be notified by email to your student email account.



NOTE: Additional exams are scheduled after the main exams at the end of the year, students are notified at least 24 hours in advance. Do not book any flights until you are sure you are not required to sit additional exams.

Enrolling in Units

There are no unit choices in this course. Information on each unit of enrolment is available in the [online handbook](#).

Moodle

Moodle is the learning management system of the University. Moodle provides flexible access to your unit guides, learning activities, quizzes, assignments and is where important information is posted to students. All of the information about the academic requirements of the course is located on Moodle in the unit guide for each unit of study.

Moodle is accessible from your my.monash portal. Information is available here: [Moodle Login](#), and [Moodle help](#)

Timetable

Allocate+ is the timetable system used by the University. In the Medicine course, there are no choices or elective units, the Medical School allocates you to your tutorials. You can log on and view your timetable.

For example: *CL_27Rnf/206 (campus_building/room)*

A useful feature is to click on “my timetable” then “show as list” to view the weekly topics and plan ahead.

Afterhours Building Access

All Medicine students have 24/7 access to 27 Rnf at the Clayton campus during the semester. During the University exam period, access is not available as we use the building to run exams.

This is your space and it is important that it is kept clean and tidy. Tables and chairs moved out of tutorial rooms need to be put back where you found them. No furniture is to be removed from the building. If you require tables for an event, we have 6 tressle tables available to be borrowed, to book send an email to medstudentservices@monash.edu

Free tea and coffee is available.

For any after-hours emergencies, call 333 from any of the phones in the building for campus security.

Student Resources

Booklist

www.monash.edu/medicine/som/current-students/year1-mbbs-info#booklist

Semester Dates

www.monash.edu/medicine/som/current-students/medicine-semester-dates/medicine-principal-dates-2020

Assessments and Additional Exams

www.monash.edu/medicine/som/current-students/assessments

Attendance & Special Consideration

Attendance

The contact hours for Medicine are high. Lectures and tutorials commence at 8.30am and may go until 6.00pm (or later) on some days.

100% attendance at practicals and small group tutorials is expected (80% is the minimum to pass). Arriving late or leaving early counts towards your attendance.

What to do if you are absent

Students who are absent, more than 10 mins late or need to leave early from small group tutorials should notify their tutor by email.

Students who are absent from small group tutorials for 3 or more days, or have an assessment item due (such as a CSSE), should apply for special consideration.

Information and the online application form is on our website here: www.monash.edu/exams/changes/special-consideration

A medical certificate should be uploaded as supporting documentation.

Religious Observance

Monash recognises the cultural and religious diversity of our students. The Faith Communities Council of Victoria publishes a Multifaith Calendar which can be used as a reference.

www.faithvictoria.org.au/calendar

In most cases, compulsory assessments will not be scheduled on days of significant religious importance, however, it is the student's responsibility to contact the Medical School for advice in regard to absences or extensions on assignments and assessment tasks.

For students who are absent due to strict religious observance, they are required to advise their tutor of their absence in advance and also email: medstudentservices@monash.edu of their intended absence.

Monash School of Medicine Staff

Enquiries	medsstudentservices@monash.edu Tel: 9905 2048
Student Services and Support Manager	Ms Jodie Vickers jodie.vickers@monash.edu
Director Year 1 & 2 Academic Programs	Assoc Prof Richard Loiacono richard.loiacono@monash.edu
Academic Director, Clinical Programs	Assoc. Professor Chris Wright christopher.wright@monash.edu
Deputy Dean, Medicine	Professor Michelle Leech michelle.leech@monash.edu

Faculty of Medicine, Nursing and Health Sciences Staff

Student Academic Support Unit (SASU)	Dr Sheila Vance sheila.vance@monash.edu
Director, International Student Welfare	Dr Matthew Thong matthew.thong@monash.edu

Emailing Staff:

It is preferable that all student enquiries are sent to medstudentservices@monash.edu in the first instance. That will ensure your query is addressed promptly. It will be forwarded on to the appropriate person if required, so there is no need to email multiple addresses. Many of your tutors are Doctors, University Professors and other professionals.

The general practice when writing to your tutors and lecturers is to address them by their formal title initially until you are advised otherwise – for example: *Dear Professor Leech...*

Useful Sites

Student Society – MUMUS	mumus.org/
Web Enrolment System (WES)	my.monash.edu.au/wes/
Monash Connect Information on parking, fees, student cards, student letters and academic transcripts	www.monash.edu/connect

Medicine Student Services

Contact us to make an appointment with a student advisor or academic staff member.

Email: medstudentservices@monash.edu

Tel: 9905 2048

Hours: Mon–Fri 9.30–1.00 and 2.00–4.30pm

27 Rnf Clayton Campus

AHPRA Registration

Monash Medical School registers all medical students with the Australian Health Practitioner Regulation Agency (AHPRA).

Students are registered prior to the commencement of their course of study and will remain registered for the duration of study, or until they are no longer enrolled.

Clinical Placements in Rural Sites

Students undertake clinical placements in Year 3B, 4C and 5D of the Monash medical course. In Year 3B about 80% of students are placed in metropolitan clinical schools and their associated clinical sites.

The remaining students are placed at one of the following School of Rural Health sites:

North West

- Bendigo Base Hospital
- Mildura Base Hospital

South East

- Latrobe Regional Hospital (Traralgon)
- West Gippsland Health Service (Warragul)
- Central Gippsland Health Service (Sale)
- Bairnsdale Hospital
- South Gippsland Health Service (Leongatha) and their associated clinical sites which span rural areas in the north west and south east.

Placement durations vary from 1 month to full year. Students in the Extended Rural Cohort (ERC) are placed at a School of Rural Health North West (Mildura or Bendigo) site in Year 3B. ERC students are contracted to spend 2 and a half years in rural North West Victoria throughout their medical course.

Monash is bound by a Federal government requirement that all students in a Commonwealth Supported Place (CSP) must undertake at least 4 weeks structured residential rural clinical placement. In addition, at least 25% of the Monash CSP medical student allocation must undertake a minimum of one year of clinical training in a rural area, as defined by the Australian Standard Geographical Classification – Remote Areas (ASGC-RA) 2-5.



Applicants should note that acceptance of the offer of a place in the Monash medical course indicates acceptance of the subsequent clinical placement allocation.

First Aid Certificates

It is highly recommended that students hold or attain by the end of Semester 1, a current registered Level 2 or Senior First Aid Certificate.

The following providers are recommended:

- [Australian Red Cross](#)
- [St John Ambulance Australia](#)
- [First Aid Management and Training Centre](#)

Diploma of Languages / Diploma of Liberal Arts

After completing first year with a Credit average (60%) you can apply to study either a Diploma of Languages or a Diploma of Liberal Arts, concurrently with your Medicine degree. Information will be posted to Moodle mid-year. Refer to the University handbook for further information.

www.monash.edu/pubs/2020handbooks/courses/A0502.html

www.monash.edu/pubs/2020handbooks/courses/A0501.html

Intermission (study leave): www.monash.edu/enrolments/change/intermission

General Resources

Student Complaints and Grievances

www.monash.edu/students/support/grievances

Unsatisfactory Academic Progress

www.monash.edu/medicine/study/student-services/uap

Academic Integrity, Plagiarism and Collusion

www.monash.edu/students/academic/policies/academic-integrity

Student Support Resources

Emergency Services

Police/Fire/Ambulance	000
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University Services

University Health Services	9905 3175
University Counselling Service	9905 3020
After Hours Counselling Service	1300 788 336
Campus Security	Emergency: 333 (9905 3333) Non-Emergency: 9902 7777
Safer Community Line Sexual harassment/violence and bullying)	9905 1599 safercommunity@monash.edu
Disability Support Services	9905 5704 disabilitysupportservices@monash.edu
Housing	Monash Connect 1800 666 274
Financial	Monash Connect 9902 6011
LGBTIQ	9905 9499 inclusive-community@monash.edu

After hours emergency lines

Lifeline	13 11 14
Suicide line	1300 651 251
BeyondBlue	1300 224 636
Suicide Call Back Service for anyone affected by suicide)	1300 659 467
OCD and Anxiety Helpline	1300 269 438 or 9886 9377
Mensline Australia	1300 789 978
Kids Helpline (5 to 25 year olds)	1800 551 800
Headspace (for 12-25 year olds)	1800 650 890
Turning Point (drugs & alcohol)	1800 888 236
Gamblers Help	1800 858 858
Grief Line	1300 845 745 (12pm to 3am)
The Compassionate Friends (grief)	1800 641 091 or 9888 4944

Sexual Assault & Domestic Violence

Sexual Assault Crisis Line	1800 806 292 or 9349 1766
Centre Against Sexual Assault	9635 3600
EDVOS (family violence)	1800 015 188

Sexuality

Gay & Lesbian Switchboard	1800 184 527
The HIV & Sexual Health Connect Line	1800 038 125

International Students

24 hour helpline	1800 056 449
Student Academic Support Unit	9905 4027
Dr Matthew Thong (international student welfare)	9905 9852 matthew.thong@monash.edu

Indigenous Students

Ms Peggy Swindle Gukwonderuk Indigenous Unit	9905 3828 peggy.swindle@monash.edu
Bunurong Health Service	9794 5933

Local GP Clinics

Encompass Medical Centre Mount Waverley	8545 9955
Centre Road Medical Centre	9563 7766
Medi 7 Clayton	9013 9795

Apps, Websites & Podcasts

Respect, Now, Always Sexual Assault/Harassment Support Ap (Monash University) www.monash.edu/about/respect-now-always/download-the-app
Watch over me watchovermeapp.com/
The Check-in app www.youthbeyondblue.com/help-someone-you-know/thecheckin
Wesley Life Force service finder (suicide prevention) www.wesleymission.org.au/wesleylifeforceservicefinder
This way up. Improve your general wellbeing thiswayup.org.au/
Everymind, mental health and suicide prevention everymind.org.au/

monash.edu/medicine