

DoM Administrative Services

Divisional Administrative Support Team (DAS)

- Provides direct administrative support for the Divisional Director and the Section Chief
- First point of contact for all other administrative needs and will direct inquiries to the appropriate area

For more information, please see the DoM administrative services [web page](#)^{*}.

Divisional Program Support Team (DPS)

- Updates academic CV's, Teaching Dossiers, and CCV's
- Assists with calendar management, room bookings, and scheduling
- Offers backup support to the DAS Team

For more information, please see the DoM administrative services [web page](#)^{*}.

Facilities Coordinator *NEW*

- Acts as first point of contact for key and lock changes, proximity card access, and telecommunications
- Assists with space planning and coordinating with dispatch services

For more information, please see the DoM administrative services [web page](#)^{*}.

Financial Support Team

- Assists members of the department navigate numerous University of Alberta financial policies, procedures, and forms
- Monitors, provides internal control and counsel on all financial matters for the department

For more information, please see the DoM administrative services [web page](#)^{*}.

HR Services Team

- Acts as the first point of contact for questions regarding hiring employees within the Department of Medicine
- Triage questions and concerns, escalating to the appropriate individual or areas as needed
- Creates person IDs for the Department, and provides Guest access as required through Campus Solutions

For more information, please see the DoM administrative services [web page](#)^{*}.

Internal Engagement & Events Team

- Administers all major events and communications for the Office of the Chair

For more information, please see the DoM administrative services [web page](#)^{*}.

Medical Education Team

- Acts as first point of contact for medical students, residents, and clinical fellows for education programs and sub-specialties

For more information, please see the DoM administrative services [web page](#)^{*}.

Research and Graduate Education

- Provides support for both academic and support staff within the department for issues related to research, graduate education, and postdoctoral fellows

For more information, please see the DoM administrative services [web page](#)^{*}.

*the web pages are currently under construction and are subject to change

DIVISIONAL ADMINISTRATORS:

Cardiology | cardioea@ualberta.ca | 780-407-3113
Dermatology | dermea@ualberta.ca | 780-407-1555
Endocrinology | endoea@ualberta.ca | 780-248-5790
Gastroenterology | eagastro@ualberta.ca | 780-492-9840
General Internal Medicine | gimea@ualberta.ca | 780-492-2912
Geriatrics | geriea@ualberta.ca | 780-492-5338
Hematology | hemea@ualberta.ca | 780-407-7482
Infectious Diseases | idea@ualberta.ca | 780-492-5936
Nephrology | nephea@ualberta.ca | 780-492-8755
Neurology | eaadmin@ualberta.ca | 780-248-1928
Physical Medicine & Rehabilitation | pmradmin@ualberta.ca | 780-492-7846
Preventive Medicine | prevmed@ualberta.ca | 780-492-6291
Pulmonary Medicine | pulmea@ualberta.ca | 780-492-2920
Rheumatology | rheumea@ualberta.ca | 780-492-9388

FINANCE TEAM:

TAP & HAP form requests - domtrvl@ualberta.ca
Medical Education - medomfin@ualberta.ca
Team Lead - tldomfin@ualberta.ca
AMHSP & Compliance Specialist - domfin@ualberta.ca

Cardiology - cardfin@ualberta.ca
Dermatology - dermfin@ualberta.ca
Endocrinology - endofin@ualberta.ca
Gastroenterology - gastfin@ualberta.ca
General Internal Medicine - genefin@ualberta.ca
Geriatric Medicine - gerifin@ualberta.ca
Hematology - hemaфин@ualberta.ca
Infectious Diseases - infefin@ualberta.ca
Nephrology nephfin@ualberta.ca
Neurology - neurfin@ualberta.ca
Physical Medicine & Rehabilitation - pmrfin@ualberta.ca
Preventive Medicine - prevfin@ualberta.ca
Pulmonary - pulmfin@ualberta.ca
Rheumatology - rheufin@ualberta.ca

DIVISIONAL SUPPORT:

Email: dpsadm@ualberta.ca
Location: CSB 5-120

FACILITIES:

Email: domfacil@ualberta.ca
Location: CSB 5-120

HUMAN RESOURCES:

Email: domhr@ualberta.ca
Location: CSB 13-109

INTERNAL ENGAGEMENT & EVENTS TEAM:

Communications:
domcom@ualberta.ca
Events:
domevent@ualberta.ca
Location: CSB 13-103F

MEDICAL EDUCATION:

Email: medtmlld@ualberta.ca
Location: CSB 13-132

RESEARCH & GRADUATE EDUCATION:

Email: domreas@ualberta.ca
Location: CSB 13-133