



**Division of Applied Health Sciences
Staff Handbook**

The Institute's mission is:

"To improve health and health care delivery through excellence in applied health sciences research"

Division of Applied Health Sciences
School of Medicine and Dentistry
University of Aberdeen
Polwarth Building
Foresterhill
Aberdeen AB25 2ZD

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Introduction

The Division of Applied Health Sciences (DAHS) came into being on 1st August 2008 as part of a structural re-organisation of the School of Medicine and Dentistry – there are two other divisions, one which does laboratory-based research (Division of Applied Medicine), the other undergraduate teaching (Division of Medical and Dental Education).

The Division of Applied Health Sciences (DAHS) is the administrative home of University members of the **Institute of Applied Health Sciences**, which conducts population-based research into: the need for, access to, evaluation of, and efficient delivery of healthcare. There is critical mass in systematic reviewing, epidemiology, health economics, large-scale multi-centre clinical trials, health technology assessment, qualitative research and health service research. This environment enables its researchers to conduct multidisciplinary work to the highest of standards, regardless of their base. Many individuals are members of, or referees for, prestigious grant giving bodies such as the Medical Research Council, Scottish Chief Scientist Office, Health Technology Assessment panels, Wellcome Trust and major medical charities. They also contribute to policy development bodies, are frequently external examiners or assessors for research and health organisations and are peer reviewers for national and international scientific journals.

The Division has two Chief Scientist Office (CSO) funded units, the Health Services Research Unit (HSRU) and Health Economics Research Unit (HERU). It has a number of academic/research groups that provide a base for members of the Division. Although HERU and HSRU are part of the Division, they are each responsible for their own administrative/secretarial tasks.

The Division has undergone some restructuring and consolidation during the past few months, designed to ensure (as far as possible) its continued smooth running. The changes also are intended to build greater resilience into the Division, particularly with respect to the academic support that is provided. To help guide people about what support is available, administrative staff within the Division have completed this guide. We are always trying to improve things, so if you spot any mistakes or think we have missed some important information, please let us know.

Division Contacts:

Professor Siladitya Bhattacharya
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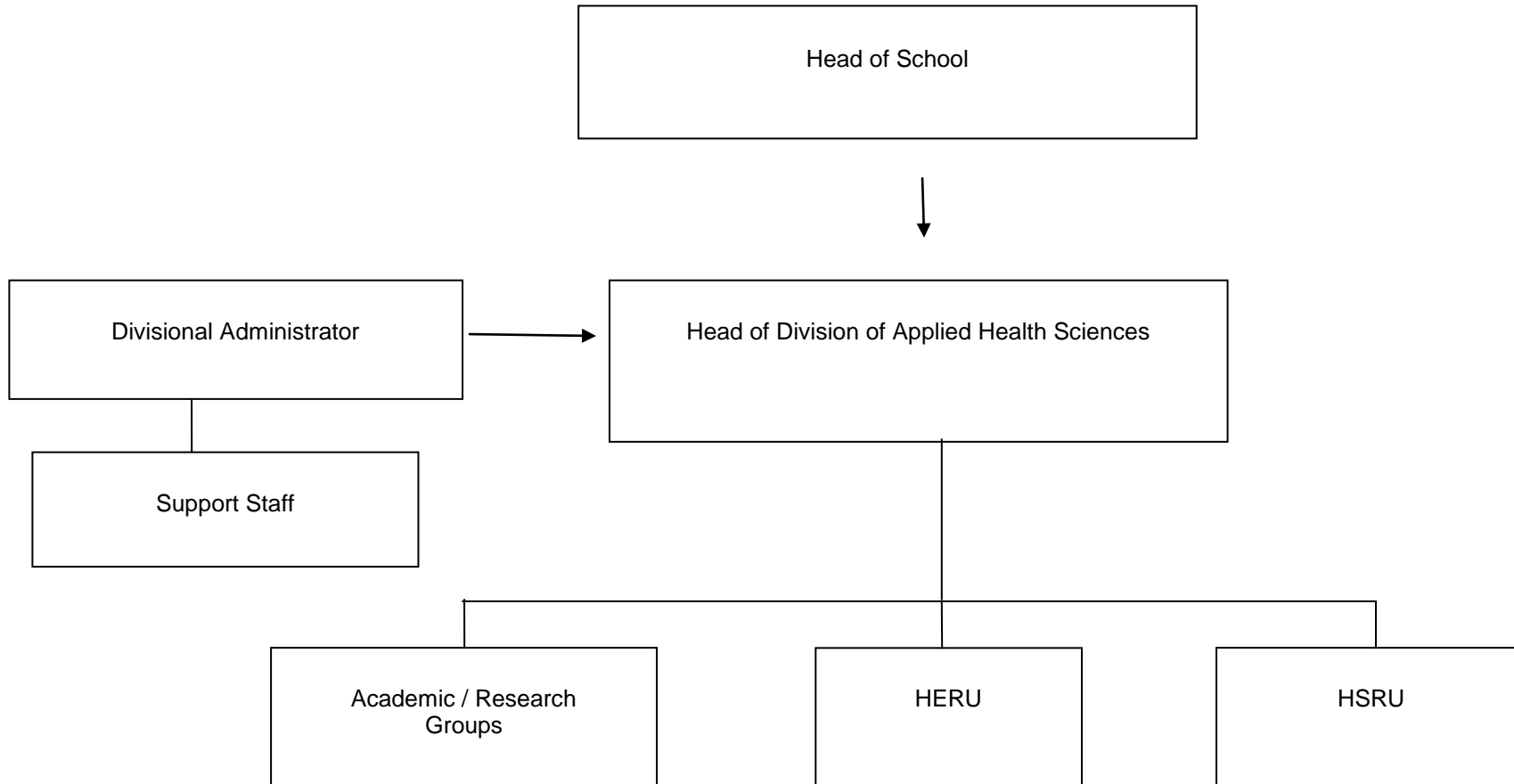
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The Divisional website can be viewed at <http://www.abdn.ac.uk/medicine-dentistry/health-sciences/>

ORGANOGRAM SHOWING DIVISION OF APPLIED HEALTH SCIENCES WITHIN THE SCHOOL OF MEDICINE AND DENTISTRY



Your Questions Answered

Absence

All staff must request annual leave, and report sickness absence, in a formal manner. Forms are available to download on the HR website - <http://www.abdn.ac.uk/hr/policy/strdform/>.

Annual leave

Annual leave is based on the academic year and runs from 1 October to 30 September. At the beginning of each annual period a new annual leave card shall be created and stored in Room 1:174. Holiday entitlement details will have been included in your contract. Everyone is entitled to public holidays and the University is closed between Christmas and the New Year. The holiday period between Christmas and New Year is mandatory and **must be deducted from your annual leave entitlement**. A maximum of 5 days can be carried forward to the next year. Any unused leave must be used by 31 March of the following year otherwise these days will lapse.

Part time Staff

A part-time employee who is employed throughout the whole year shall be entitled to holidays with pay, the rate of pay being proportionate to the shorter working period.

An employee (either whole or part-time) who is employed regularly for only part of a year shall be granted holidays proportionate to the total period of actual service in the leave year. The *pro rata* calculation to establish his/her entitlement will be based on the overall holiday entitlement.

To apply for leave, staff located in the Polwarth Building should complete an annual leave card which is kept in Room 1:174 by Marie Walker-Greenwood. Your day to day line manager/supervisor must then sign this form. The form will then be returned to Marie Walker-Greenwood. Any queries regarding your annual leave should be directed to Marie in the first instance. For other areas within the Division, please contact one of the members of the admin / support team in your area. Support staff contact details can be found on the back page of this Handbook.

Use of "Out of Office" messages is strongly encouraged when on leave, including dates when returning to work for internal automated responses. Please note that Outlook 2007 or Outlook Exchange enables users to provide different "out of office" messages for internal and external messaging.

Sickness reporting

If you cannot come to work because you are sick, you **must** let your day to day line manager/supervisor (and Marie Walker-Greenwood, Tel: 437266) know as soon as you can, ideally early on the first day of your absence. If possible give an approximate length of absence. University policy is that you must self-certificate after any absence but any period longer than 7 days will require a 'fit for work' certificate. Self-certification forms are available from the Divisional folder on the shared 'R' Drive. A return to work interview may be conducted by your line manager on your return to work.

Access to Buildings Access to the Foresterhill campus buildings in the evening (after 6pm), early morning (before 8am) and at any time during the weekend should be by the front entrance of the Polwarth Building using the ID swipe card. There is a logbook situated at the front desk (Porters Office) that **you must sign** on arrival and again upon departure. Please also note that if you continue working after 6pm during the week you must also go to the front desk and sign in.

Accidents - Staff and students should report accidents, no matter how small, as soon as possible. This should be to your day to day line manager/supervisor. Accident report forms are available from either a Division secretary or a Division safety adviser. You should refer to the Health & Safety Policy for complete guidelines (<http://www.abdn.ac.uk/iahs/>). Near misses should also be reported.

Bicycles - There is capacity to park over 100 bicycles at the Foresterhill campus. These include uncovered Sheffield stands, covered storage stands and secure lockers. Additional facilities are available in shared NHS Grampian storage areas. Cycle lockers are available at various locations on site. A bicycle locker can be hired by paying a refundable deposit of £60. You will also be required to provide your own padlock for the locker. You can request a locker by filling out a cycle locker form available from <http://www.abdn.ac.uk/environment/forms/locker.php>.

Car Parking - Car parking charges are being introduced on the Old Aberdeen, Foresterhill and Hillhead campuses from the 3 October 2011. Daily vouchers and annual permits will be available to provide staff with flexibility to choose the option that best suits their individual circumstances. Registration, either online or via hardcopy, is required for both annual permits and daily vouchers. Daily vouchers will be available, in multiples of five, online and from retail outlets across campus. Annual permits arranged via the registration process should be followed by a payroll mandate to set up monthly salary payments. A salary sacrifice option is available for payments made from salary, details of which are included in the payroll mandate.

Key points:

- Charges will be set at £1 for daily parking and £220 for annual parking.
- A single staff permit/voucher type will apply across Old Aberdeen, Foresterhill and Hillhead.
- Daily vouchers and annual permits will be available.
- All staff who wish to use either daily vouchers or an annual permit should register their details on the car parking database, either online or via hardcopy.
- Daily vouchers can be purchased from the Online Store or from Tiki coffee shops – a staff ID card must be shown when purchasing vouchers from coffee shops to prove eligibility.
- Annual permits can be registered online (or via hardcopy application) and purchased by completing a payroll mandate which will instruct Payroll to take payments for the permit on a monthly basis.
- A salary sacrifice option is available via the payroll mandate.
- Annual permits which are lost, or not returned when requested, will incur a charge of £20.
- A Parking Charge Notice (PCN) of £60 will be issued to any unauthorised vehicle parked in contravention of the regulations.

More information, including links to the online car parking database, downloadable forms, frequently asked questions and the car parking policy, is available online at:

www.abdn.ac.uk/estates/supportservices/car-parking/

Carbon Emissions

The University of Aberdeen is committed to reducing carbon emissions arising as a result of its operations. The University has developed a carbon management plan which states the intention to reduce carbon emissions by 20% over the five year period to 2014. This will be the start of achieving the much deeper 80% reductions required by 2050. In addition to the environmental impacts, carbon emissions are now incurring direct financial penalties.

There are 2 main methods available for reducing carbon emissions, the first is by using technical solutions that improve efficiency, which includes things like improved heating controls, upgrading insulation, high efficiency lighting. The second is by better use of resources by people, is it necessary to have the window open when it is cold outside, could items of lab equipment be switched off overnight etc. To achieve the best performance we need to make use of both these options.

Catering - The Institute of Medical Sciences and Suttie Centre have catering facilities which are open during weekdays serving coffee, hot food and filled baguettes. There is a subsidised canteen in the hospital used by University and hospital staff alike. The canteen offers a wide range of hot and cold food as well as sandwiches and drinks. Other dining facilities are available throughout the Foresterhill campus:

Aberdeen Maternity Hospital
Cairngorm Coffee Shop
Dental School
Royal Aberdeen Children's Hospital

There are also vending machines selling a variety of foodstuffs on the second floor of the Polwarth Building.

Delivered Catering

The following procedure should be followed for staff located within the Polwarth Building:

Staff should contact either Helen Robertson (Rm 1.172) or Marie Walker-Greenwood (Rm 1.174) with the exact details of the catering requirements including the ledger code to be charged.

For other areas within the Division, please contact one of the members of the admin / support team in your area.

Computing Registration - You must register to use the computing facilities by completing form RF1. You will then be issued with a user name, password and a mail name for use with email. Registration forms are available from www.abdn.ac.uk/dit/documents/reg-forms/rf1.doc

Once you are registered, you should be able to see the information stored about you within the College Asset Register at <https://clsmiis.abdn.ac.uk/cart/login.aspx?ReturnUrl=%2fcart%2fDefault.aspx>. You should ensure these details are accurate, with inaccuracies reported. Please contact Ann Simpson, Division Administrator, if you have any problems or need to report any inaccuracies.

You can register visitors for access to Wi-Fi, to do so please go to: <http://www.abdn.ac.uk/local/guestaccounts/>.

Computing Services - The College has an Information Services Manager and Team who can be reached on Ext: 3636 or email: medit@abdn.ac.uk. They support all the College's computing needs on the Foresterhill campus and should be contacted when you have a computer query, a fault to report or wish to order more hardware or software (provided that this last request has been approved by your day to day line manager/supervisor).

Conference/Course Attendance - Attendance at conferences/courses is encouraged but should be in line with your personal development aims which will be discussed at your annual personal development interview. If you want to attend a course or conference then you should discuss this with your day to day line manager/supervisor. For research staff, conference fees are usually paid from relevant research grants so the main grant holder must also be consulted. If there are no available funds from a research grant then applications can be made to the Division for support. Until the Division's Staff Development Group has been established, this should be to the Head of Division or Designated Deputy by completing the relevant application form. Application forms can be obtained from the Divisional folder on the 'R' Drive. Other university sources of funding include the CLSM Staff Development Group – <http://www.abdn.ac.uk/clsm/staff/development.php> and the Principal's Excellence Fund - <http://www.abdn.ac.uk/staff/excellence-fund.php>. All requests must be made before any expenditure is incurred.

ADD LINK TO IAHS STAFF DEV FUNDINGFORM ON R DRIVE

Courier Services - If it is necessary to use a courier, contact a secretary covering your area to organise this.

Credit card – The Division has access to a corporate credit card. The card is only available for business use and is not for the purchase of equipment. It can also be used to pay for budget travel, conferences, books etc purchased over the internet. Every expense paid via a card must be supported by a valid receipt. **Under no circumstances should they be used for personal transactions.** To use the Division credit card, please ask one of the secretaries for advice.

Departmental Finance Person – DFPs for the Division are:

Flora Buthlay, DAHS, Ext. 52471
Shona Christie, HERU, Ext: 7180
Alison Horne, HERU, Ext: 7197
Marion Malcolm, HSRU, 54193
Marie Walker-Greenwood, DAHS, Ext. 7266

Deputy Finance Person

Helen Robertson, DAHS, Ext. 7254

Eating and Drinking - The kitchens will have been pointed out to you during your tour of the Division. Please supply your own tea/coffee. Please remember to wash your own cup or any other dishes utilised and keep the kitchen tidy. The cleaning staff is not responsible for clearing up after staff.

Electronic Outlook Calendar - It is expected that you use Outlook Calendar to record your work commitments. You should ensure that access to your calendar is given to the secretaries in your area or the Division Administrator as appropriate, to ensure that information on your availability can be accessed whenever necessary, eg in order to facilitate scheduling of business meetings. Note that personal appointments can be set as private which can only be viewed by the owner. If you are out of

the office for any period of time, the use of “Out of Office” messages is strongly encouraged including dates when returning to work as well as details of who can be contacted in your absence.

Estates

Emergency faults i.e. something which is an immediate safety hazard should be reported directly to the Estates Fault Desk ext. (76)3333.

Other building faults should be reported to the Estates Fault Desk but should be done by filling in the online fault reporting form at http://www.abdn.ac.uk/estates/supportservices/fault_report.shtml

In either case please forward a description of the fault and the event number to Bob Glennie, Technical Resources Manager, r.t.glennie@abdn.ac.uk for follow-up.

Expenses - Travel and subsistence claim forms can be downloaded at www.abdn.ac.uk/finance/qsp/qsptemps.hti. Your day to day line manager/supervisor must sign the form. You should photocopy your receipts and the form for your records. For staff located in the Polwarth Building the signed originals along with any receipts should be returned to Pam Moir, Rm 1.174, or Marie Walker Greenwood, Rm 1.174 in Pam’s absence, for processing. For other areas within the Division, please return to a member of the admin/support team in your area. The ledger code to be charged should also be provided. Expenses are processed weekly. **PLEASE NOTE THAT YOU MUST SUPPLY ORIGINAL RECEIPTS OTHERWISE THE EXPENSE CLAIM FOR THE INDIVIDUAL ITEM(S) MAY BE REJECTED.**

Finance Registration Forms – A ‘User Registration/Amendment’ form can be found at <https://www.abdn.ac.uk/finance/finance-systems/the-finance-system/forms/other/>. Completed forms should be sent to the Planning Accountant for sign off. This is so that they can confirm the forms are correct and ensure that any required budget authorisation is provided. Any forms that are received by Systems Administration in Old Aberdeen, that has not been signed off by the relevant Planning Accountant will be sent on to them which will delay the set up. Completed forms for the School of Medicine & Dentistry should be sent to Mr Paul Chisholm, College Office, Polwarth Building, Foresterhill.

Fire Drills and Alarm tests – Polwarth Building - Fire drills are held once a year to test the efficiency of our fire evacuation arrangements. The smoke alarms are tested on Wednesday morning at 11am. All fire exits are clearly marked. For complete guidelines regarding the fire exits and fire extinguishers please refer to the Health & Safety Policy Handbook which can be found at <https://www.abdn.ac.uk/iahs/intranet/>

First Aid - First aid should only be seen as the initial assistance given before the intervention of professionals. In normal circumstances first aid arrangements are co-ordinated by the first aiders named in the Health & Safety Policy. Lists of qualified first aiders and locations of first aid materials can also be found on notice boards across the Division. Please notify a nominated member of staff if you use an item from the First Aid Box, so that it can be replaced. All staff must consider their own and others safety first, and must protect against personal injury when dealing with a casualty. A list of trained first aiders can be found in the Health & Safety Policy available from - <https://www.abdn.ac.uk/iahs/intranet/>

Health and Safety – Please read the Health and Safety Policy handbook as it contains detailed information regarding important issues. The policy is available from - <http://www.abdn.ac.uk/iahs/intranet>

Hours of Work - Your hours of work are specified in your contract and are at the discretion of the Head of Division. All members of staff are required to advise their day to day line manager/supervisor of any absence from work (planned or unplanned) in advance of the period of absence. This includes getting advance approval of any plans to attend conferences and to work from home. The University does not currently have an official working from home policy, so all instances should be discussed and agreed on an individual basis. The University has a statement on flexible working procedures which can be viewed at <http://www.abdn.ac.uk/hr/policy/staffing/other/#f>. If you are interested in working on a flexible basis, either on a permanent or temporary basis, you should advise your Head of Division in writing in the first instance.

Identity Badge - ID cards are issued to all members of staff. Human Resources are based on the Ground Floor, Polwarth Building. Your identity badge allows you to move around the University without being challenged. Security continues to be an important issue. If HR has not contacted you, please get in touch with them directly (staffidcards@abdn.ac.uk). Your identity badge also acts as your Library Card for all University Libraries. Identity cards are processed on Mondays and Thursday. You will need to supply HR with a passport photograph along with a note of your name and area of work. An electronic version of your photograph is acceptable. Once the card has been processed, it will be sent to you via the internal mail. Your Identity Badge also acts as your swipe card for using the Multi Functional Devices (MFDs) and out of hours access to the Polwarth Building and IMS. A form can be completed and submitted online http://www.abdn.ac.uk/ims/building_access

Induction – As a new member of staff to the University of Aberdeen and/or the DAHS, you will receive an induction by a nominated member of staff. An induction checklist will be followed and upon completion signed by both parties as a record of the induction.

The University also provide induction events which are intended to supplement local induction. To book on an induction event please contact Gordon Robertson, Ext. 3692 or email: g.m.robertson@abdn.ac.uk.

Inter-Library Loans - Items not held by the library can be requested using inter-library loans. Each loan incurs a fee, currently £7 per voucher. More information is available online at <http://www.abdn.ac.uk/library/illcharges.shtml>. To purchase inter-library loans, please provide a secretary in your area with the details which must also include the ledger code to be charged.

Journal Club - A well attended journal club critiquing and discussing recent articles in the Institute is held each month. All members of the Division are invited to this meeting which is normally held on the first Thursday of each month at 10am. Please contact Dr Gareth Jones on extension 7137 / 7145 or email gareth.jones@abdn.ac.uk.

Library (Medical School) - The main Library is located on the first floor of the Polwarth Building. You should contact Mel Bickerton on ext 7876 or email m.bickerton@abdn.ac.uk for an introductory tour of the library and its services.

Library Card - See 'Identity Badge'.

Mail – For staff located in the Polwarth building, the post-‘box’ is located in Rm 1.146). Post is uplifted once a day at approximately 9.30 am. There are internal and external mail trays, all clearly labelled. All mail must be stamped on the back with the Divisional address for billing purposes. Personal stamped mail can go in the stamped tray. If you are sending mail for a research project the project grant will need to be charged and therefore you must advise Derek Turner (Rm 1.164).

You will be allocated a ‘pigeon-hole’ for your mail. These are located in Rm 1.146. Mail is not delivered to individuals so any mail for you, regardless of its importance, must be collected from your ‘pigeon-hole’.

For other areas within the Division, please contact one of the members of the admin / support team in your area.

Pre-Paid Envelopes

Please see Netta Clark (Rm 1.172) regarding the ordering of pre-paid envelopes and the methods generally used to identify returned questionnaires etc. The freepost bill will be charged to the grant code allocated to your project.

Meeting Rooms – There are various meeting rooms located within the Foresterhill campus. Meeting rooms in the Polwarth Building, HSB and Suttie Centre can be booked via the Outlook software.

Mentoring and Peer Review and Process - The CLSM has a formal policy that covers all grant applications, with a breakdown of these applications into different categories largely based on their value. The review process is outlined for all types of grant applications, and mentoring is a part of the whole formal peer review process. To view the policy please refer to - <http://www.abdn.ac.uk/medicine-dentistry/>.

Multi-Function Devices (MFDs) – MFDs are located throughout the Foresterhill campus and can be activated by using your ID badge. MFDs not only print but can be used for scanning documents. A member of the support team can give you details of the nearest MFD, as well as providing instruction on its use.

Multi-User Rooms

Room occupancy is now fully allocated. It is important to be considerate towards other users working in the room and be aware that people are likely to be at different stages of study or work, each working to deadlines.

Guidelines for multi-user rooms:

- Always be considerate towards other occupants of the room.
- Noise levels must be kept to a minimum.
- Telephone use is restricted for study purposes and conversations kept short to minimise disruption.
- Printing – please keep printing to the essential minimum – use double-sided printing where appropriate.
- Meetings should not be held in multi-user rooms - arrangements must be made to meet elsewhere.
- The rooms are for the exclusive use of named individuals only – other students, friends and family should not use the room.
- Mobile phones – please ensure mobile phones are switched off or to silent mode.
- Food – food must not be prepared in these rooms.
- Please ensure room is kept locked and all equipment is switched off when you leave.
- Confidential study material is being used in these rooms and access must be restricted. Such material must be kept under lock and key. Confidential electronic material must be kept in restricted access areas and password protected.

Open Access Publishing

Although a number of funders are increasingly expecting open access to research findings, the Division does not currently have a specific fund for any associated open access publishing costs. Researchers are encouraged to put these costs, when the funder allows, into their grant application. If external funding cannot be claimed, researchers should discuss their wish to publish in an open access journal, with the head of Division before submitting their paper for consideration of publication.

Paging system – this system is operated by NHS Grampian for clinical colleagues. Dial “30” and you will then be asked to enter the paging number you wish to contact and then your own number. After entering the numbers, dial # to complete the page request and replace the handset.

Pastoral care - If you have any concerns affecting your work (personal or work related) you should discuss this with your line manager in the first instance. If you feel unable to speak to your line manager or are not satisfied with the outcome, there are a range of people within the Section whom you can approach including the Head of Division, Deputy Head of Division, or another member of staff you feel comfortable approaching. Otherwise, Human Resources can be contacted should you wish to speak to someone outwith the Division.

Personal and Professional Development - Annual Career and Staff Development meetings are conducted by Divisional staff who have undergone Appraiser training. The aim is to help you maximise your potential as well as identifying staff development needs and providing feedback on management issues. Information about University courses and training available is circulated regularly. Further information is available from <http://www.abdn.ac.uk/hr/training/>.

Petty cash – When a single item costs less than £40 it can be paid from petty cash. Such expenditure must be supported by receipts or vouchers. Staff should check with one of the Division’s DFP’s prior to making the purchase to ensure the expenditure falls within the University’s Financial Regulations and can be reclaimed. To claim petty cash, please contact either:

- Caroline Burnett, Ext: 53909, HSRU, 3rd floor, HSB
- Flora Buthlay, Ext: 52471, 3rd floor, Royal Aberdeen Children’s Hospital
- Alison Horne, Ext: 7197, HERU, Rm 1:063, Polwarth Building
- Kirsty Sykes, Ext: 57951, Royal Cornhill Hospital
- Marie Walker-Greenwood, Ext: 7266, Rm 1:174, Polwarth Building

Presentation Support - The Medical Illustration Department is based on the ground floor of the Polwarth Building. This Department should be contacted if you need posters printed or slides produced for conferences, or photographs taken. Within this Department, the areas of expertise include:

- Audio Visual, ext. 7157
- Graphics, ext. 7051
- Photography, ext 7029

Purchase Orders - The following procedure should be followed for staff located within the Polwarth Building:

Staff should check in the first instance with Marie Walker-Greenwood, Rm 1.174 or Helen Robertson, Rm 1.164 in Marie’s absence, to ensure the supplier is on the procurement list. Exact details of the item(s) required, including catalogue page and item code, as well as the ledger code to be charged should be provided. An indication of the priority level would also assist in determining when the goods or service will be ordered. On no account should staff contact the supplier directly to order the goods/service, as official University orders must be used for the purchase of all goods or services (except those made using petty cash or from the use of the Division credit card).

Suppliers will be instructed to submit invoices for goods or services to Accounts Payable quoting the University purchase order number. Invoices received without a purchase order number will be returned to the Supplier.

For other areas within the Division, please contact one of the members of the admin / support team in your area.

Pure - Pure is the University’s Research Information System. Pure stores information about research activities such as:

- Research outputs (including publications)
- Professional activities and awards, outreach and knowledge exchange
- Statements relating to the impact of research - for Research Councils and later for the Research Excellence Framework REF

Pure also displays data relating to research activity held in other University systems e.g. Research Grant information from the Research Grants database

All academic and research staff are expected to use **Pure** to store up-to-date information about research outputs (publications) and, in time, to update **Pure** with information about other research related activities and impact statements..

To access **Pure** please go to: <http://www.abdn.ac.uk/pure> and login using your existing University IT account and password. Staff accessing Pure off-campus should refer to the Pure support website for further information. The **Pure** support website provides more information, help documents and user guides. These will be updated and added to over time. See <http://www.abdn.ac.uk/staff/pure.php>.

Publications on PURE can be made available on your staff page by selecting the appropriate option. If you need help to do this, please contact Pam Moir, Rm 1.174.

Publications

A copy of publications for all Divisional staff should be given to either Netta Clark (Rm 1.172) or Pam Moir (Rm 1.174).

Records Management - The University is subject to the Freedom of Information (Scotland) Act 2002 and this necessitates the proper and effective management of institutional records. Guidance for staff on the management of information is included, as well as further information on the Freedom of Information (Scotland) Act, including the University Publication Scheme, is available at <http://www.abdn.ac.uk/ppg/index.php?id=7>.

Data Handling Procedures

The University has drawn up a set of Ten Golden Rules to help remind staff of the importance of information security in every aspect of our daily work. The University also has 42 Data Handling Advisers across the institution who have received specialist training on the subject. The Advisers can assist with any queries where potential data handling issues arise. Further information and the list of Data Handling Advisers can be found at: <http://www.abdn.ac.uk/ppg/index.php?id=7>.

Recycling - Any paper for recycling should be placed in one of the recycling consoles. Confidential material can also be placed in the consoles. The consoles are located throughout the Building and are emptied on a weekly basis. Check with one of the secretaries in your area to find the nearest console. Please be aware that the shred-it consoles are for day to day use and should not be used for office clearances. Should you require additional bags for undertaking office clearances for paper waste, or these bags are ready to be uplifted, please contact Raymond Keenon, the Medical School Sacrist on 7098. Receptacles for recycling aluminium cans and plastic bottles are also available across the Foresterhill site.

Redirecting your phone – To redirect your telephone dial *8 followed by the extension you are directing your phone to. To cancel call divert dial #8.

Research Grants and Contracts - Derek Turner, the Business Manager (Rm 1.164), looks after financial and contractual matters for divisional staff. Please seek his advice about any grant or contract applications and/or problems. He is covering a large number of academic staff, so please make contact as early as possible in the submission process, to enable him to help you. Derek will also be able to provide help with grant reconciliation if required.

Research Studies – Costings for questionnaires, reply-paid envelopes and associated stationery should be discussed with Netta Clark (Rm 1:172) re ordering stationery, questionnaires and reply-paid envelopes for your studies. Once your questionnaire has been designed, and before placing the order, a copy should be given to Netta for review.

Secretarial support – Ann Simpson, Division Administrator (Rm 3.046) is responsible for all queries relating to secretarial support. Unless other arrangements have been made with Ann, you are required to do your own typing and photocopying.

Seminars – Professor Charis Glazener co-ordinates the IAHS seminar series. Any suggestions for possible seminars should be directed to Charis (c.glazener@abdn.ac.uk) in the first instance. All IAHS seminars can also be found in the 'IAHS Seminars' shared calendar which can be accessed by all IAHS staff members. To access the calendar - In Outlook, make sure you are viewing as Folder List, then browse to Public Folders>All Public Folders>CLSM>IAHS Seminars.

Shops - The nearest shop on campus is located in the Aberdeen Royal Infirmary reception, off Foresterhill Road. Newspapers, magazines, stamps, toiletries and foodstuffs, can all be purchased there. In addition, there is also a cash point, a post box, a florist, clothes and coffee shop in the hospital reception area. The Maternity hospital and Royal Children's hospital also have small shops within or close to the reception areas, run by the WVS.

Space – Anyone that requires additional office space or if a new member of staff or postgraduate student joins the Division, they should discuss their requirements with either Bob Glennie, Ext: 7963, email – r.t.glennie@abdn.ac.uk or Derek Turner, Ext: 7253, email derek.turner@abdn.ac.uk.

Staff Development - Details of staff development and training courses offered by the University can be found following the web link: <http://www.abdn.ac.uk/tad/> Human Resources and the Directorate of Information Technology (DIT) regularly issue information by email about the university courses and training available.

Staff Photograph - You should have your photograph taken for any staff boards. This photo will also be used on the Web site. The Medical Illustration Department, on the ground Floor of the Polwarth Building (Ext. 7029) takes the photographs. Please phone to arrange an appointment as soon as possible. This photograph, together with biographical details (**Appendix 1**), should be given to Pam Moir (Room 1.174) for inclusion on the Division's website.

Stationery – For staff located in the Polwarth Building, please ask one of the secretaries in Rm 1.174 about your 'setup' stationery request. There is a stationery store that holds small amounts of basic items. Some items may require to be ordered, in which case the procedure below show be followed.

Stationery orders

The following procedure should be followed for staff located within the Polwarth Building:

Staff who require stationery to be ordered should complete the spreadsheet which is available in the Divisional folder on the 'S': Drive. Exact details of the item(s) required must be provided along with the ledger code to be charged and level of priority. If you do not know or have the ledger code, please ask either Helen or Marie for help. If requesting items from a stationery catalogue the page and item code numbers should also be provided. The spreadsheet will be checked on a weekly basis by Helen Robertson or Marie Walker-Greenwood in Helen's absence. Stationery orders will be placed depending on order value and/or level of priority. All items will be delivered to Helen or Marie for checking prior to the recipient being asked to collect the items.

For other areas within the Division, please contact one of the members of the support team in your area.

Survey Centre - The Institute of Applied Health Sciences (IAHS) Survey Centre, located within and run by the Epidemiology group, is designed to take advantage of, and build upon, the expertise, experience and facilities already within the IAHS, and to provide a central point for the coordination and conduct of all aspects of survey methodology.

Based upon – in the past few years alone – the management of surveys comprising >50,000 potential participants and >100,000 mailed questionnaires, we provide specialised hardware and centralised expertise in study conduct. We aim to streamline survey conduct, provide economies of scale, increase survey efficiency, and decrease survey cost (and time), for all researchers using the facility.

What we offer:

We provide

- Consultation on survey methodology
We are able to help plan your survey and will provide advice on best practice, for example, in terms of method of approach; survey conduct and timelines; questionnaire design; strategies to optimise response rates; and quality control. Potential users of the Survey Centre must contact us as early as possible in the planning phase so that this information can be incorporated – and costed appropriately – into grant applications.
- Survey-specific hardware
We have dedicated facilities for the conduct of studies – and these are bookable for individual studies. Facilities include four workspaces, computer(s) with network and internet access, and a high throughput printer; and also an automated envelope inserter capable of packing approximately 600 questionnaires per hour.
- Database services
We have strong links, and provide a coordinated service, with College of Life Science and Medicine Data Management Team who can provide database design in Microsoft Access or SQL Server and / or web applications. In addition, subject to Director of Public Health approval, we can provide access to the NHS Grampian Community Health Index (CHI) or the Patient Administration System (PAS) allowing for population-based random sampling, patient matching for case-control studies. Record

linkage is also available, either through the CHI system to Scottish Morbidity Records (in collaboration with the Information Services Division, NHS National Services Scotland), or to other locally held research databases (e.g. the Aberdeen Maternity and Neonatal Database).

What we don't offer:

The Survey Centre does not offer any facilities, or staff, for data entry directly. However, depending on workload, this may be available – via the Survey Centre – from the Data Management Team, and we would be happy to coordinate this. Alternatively, there are a number of companies that provide this service and we can advise on these – based on our own experience – and, again, would be happy to coordinate this on behalf of any researchers.

We currently do not offer any formal statistical advice as part of the Survey Centre “package”. Researchers are advised to consult the Medical Statistics Team before planning any survey, to ensure sufficient attention has been paid to various statistical issues – sample size, power, etc.

To conduct the surveys of those who contact us late in the cycle of preparation and who need the survey conducted immediately!

Costs

Clearly the costs of any survey depend on many factors including: questionnaire length and design, complexity, database requirements, and sample size. As potential users of the Survey Centre you are asked to contact us to discuss your specific requirements.

Contact details - Informal enquiries about Survey Centre use may be made to surveycentre@abdn.ac.uk.

Research

We are keen to advance research into survey methodology. Therefore, we are keen, wherever possible, to incorporate into large-scale surveys sub-studies to test methodology. These might take the form of methodological trials of strategies to enhance survey response, or novel methods (in healthcare research) of participant identification – such as the use of commercial databases and / or mail-to-household approaches. Any additional costs of these sub-studies would be borne by the Survey Centre, although the study primary investigators would be offered the opportunity to be involved in the write-up (and therefore authorship) of any output.

Superannuation Scheme Information. For further information please contact the pension administrator on Ext: 2289.

Tea-break – A general tea break is held on Tuesdays and Thursdays at 10.30am. This is usually held in Room 1.146 if available. All welcome.

Telephone Extension - Most desks already have a telephone extension. The Information Services team can help with any special requests. To contact the university operator dial '0', for an outside line dial '9' followed by the number. Internal calls to old Aberdeen or the Suttie Centre precede the internal extension with '76'. You can also receive voice-mail messages and missed call notifications by e-mail, and to use a telephone to access your voicemail, e-mail and calendar with Outlook Voice Access (OVA). For more information about UM, including quick guides to using the Outlook Voice Access interface, see <http://www.abdn.ac.uk/outlook/um/>.

Trade Unions

The University and College Union (UCU)

The University and College Union (UCU) represents further and higher education lecturers, managers, researchers, teaching fellows, teaching postgraduates, and many academic-related staff such as librarians, administrators and computing professionals across the UK. Staff on fixed term contracts as well as those on permanent contracts are eligible to join. For further information see - <http://www.abdn.ac.uk/ucu/>.

UNISON

The University of Aberdeen has recognised UNISON as the appropriate Trades Union for consultation on collective issues affecting Secretarial and Support Staff. For further information on UNISON - www.aub-unison.org.uk.

University Insurance – The University has various insurance covers in place for work related activities:

- Liability
- Motor - anyone driving a University vehicle should complete a Driver Declaration Form
- Travel - Anyone travelling abroad on University business should advise the insurance section

Information for staff and students about these policies can be found at: <http://www.abdn.ac.uk/finance/insurance/>. Forms to allow staff and students to provide information to the University to obtain insurance cover/ clearance are also available at this site.

Other policies held by the University are:

- Professional Indemnity
- Directors and Officers Liability
- Fidelity Guarantee
- Clinical Trials

For information on any of these, or for further information or help on any insurance matter, please contact the University's Insurance section on ext. 3816 or e-mail insurance@abdn.ac.uk.

Visitors – Staff expecting visitors should ensure that their visitors have exact details of where to go. In the event that visitors to the Polwarth Building are unsure or unable to find the location, they should be directed to Helen Robertson, Rm 1.164 or in Helen's absence to Marie Walker-Greenwood, Rm 1.174.

For other areas within the Division, please contact one of the members of the admin/support team in your area.

A map detailing the Foresterhill Campus can be downloaded and printed from - <http://www.abdn.ac.uk/maps/foresterhill-download.php>

There is also a very good map, especially for visitors who are not familiar with the Foresterhill campus which can be downloaded from <http://www.nhsgrampian.org/nhsgrampian/files/ARlmap.pdf>.

Web Site – can be found at <http://www.abdn.ac.uk/medicine-dentistry/>. If you have anything you would like to add to the website, please contact the Divisional Administrator on ext 7974 in the first instance. Updates can be sent to Pam Moir, Rm 1.174, Polwarth Building or by email p.moir@abdn.ac.uk.

Workstation Assessors – All staff will have their workstation assessed for compliance with Health and Safety requirements. Each area has trained workstation assessors who will carry out the assessments. A list of workstation assessors can be found in the Health & Safety Policy - <http://www.abdn.ac.uk/iahs/>.

Finally, if there is any aspect of your duties that you are unsure about or if you require more information, please ask your day to day line manager / supervisor or a senior staff member.

We hope that you will be happy and fulfilled in your work in the Division.

Contact Numbers and Email Addresses

Professor Phil Hannaford	Head of Division	p.hannaford@abdn.ac.uk	7975
Professor Gary Macfarlane	Deputy Head of Division	g.j.macfarlane@abdn.ac.uk	7137
Mrs Ann Simpson	Division Administrator and PA to Head of Division	a.simpson@abdn.ac.uk	7974
Mr Derek Turner	Division Business Manager	derek.turner@abdn.ac.uk	7253
Division support staff			
Mrs Flora Buthlay	Secretary, RACH	f.buthaly@abdn.ac.uk	52471
Mrs Ann Christie	Secretary, Polwarth	a.christie@abdn.ac.uk	7264
Mrs Netta Clark	Secretary, Polwarth	n.h.clark@abdn.ac.uk	7265
Mrs Margery Heath	Secretary, AMH	m.heath@abdn.ac.uk	50590
Ms Susan Kilpatrick	Secretary, Polwarth / HSB	susan.kilpatrick@abdn.ac.uk	7123
Ms Suzanne Macdonald	Secretary, HSB	s.macdonald@abdn.ac.uk	59065
Karen McIntosh	Secretary, HSB	karen.mcintosh@abdn.ac.uk	8133
Ms Pam Moir	Secretary, Polwarth	p.moir@abdn.ac.uk	7267
Ms Helen Robertson,	Secretary, Polwarth	h.d.robertson@abdn.ac.uk	7254
Ms Kirsty Sykes	Secretary, RCH	k.p.sykes@abdn.ac.uk	57951
Ms Marie Walker-Greenwood	Secretary, Polwarth	marie.walker-greenwood@abdn.ac.uk	7266
HERU			
Mrs Shona Christie	Unit Administrator	s.w.christie@abdn.ac.uk	7180
Ms Alison Horne	Asst Unit Administrator	alison.horne@abdn.ac.uk	7197
Ms Lesley Innes	Secretary	l.innes@abdn.ac.uk	7196
HSRU			
Ms Marion Malcolm	Unit Administrator	marion.malcolm@abdn.ac.uk	54193
Ms Caroline Burnett	Unit Secretary	c.burnett@abdn.ac.uk	53909

A directory of all University staff can be accessed at www.abdn.ac.uk/directory.



DIVISION OF APPLIED HEALTH SCIENCES

Name:

Qualifications:

Research Interests:

Teaching Interests:

Other Interests:

E-mail:

Division of Applied Health Sciences, School of Medicine and Dentistry, University of Aberdeen
Room 3.046, Polwarth Building, Foresterhill, Aberdeen AB25 2ZD