



**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 the 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:

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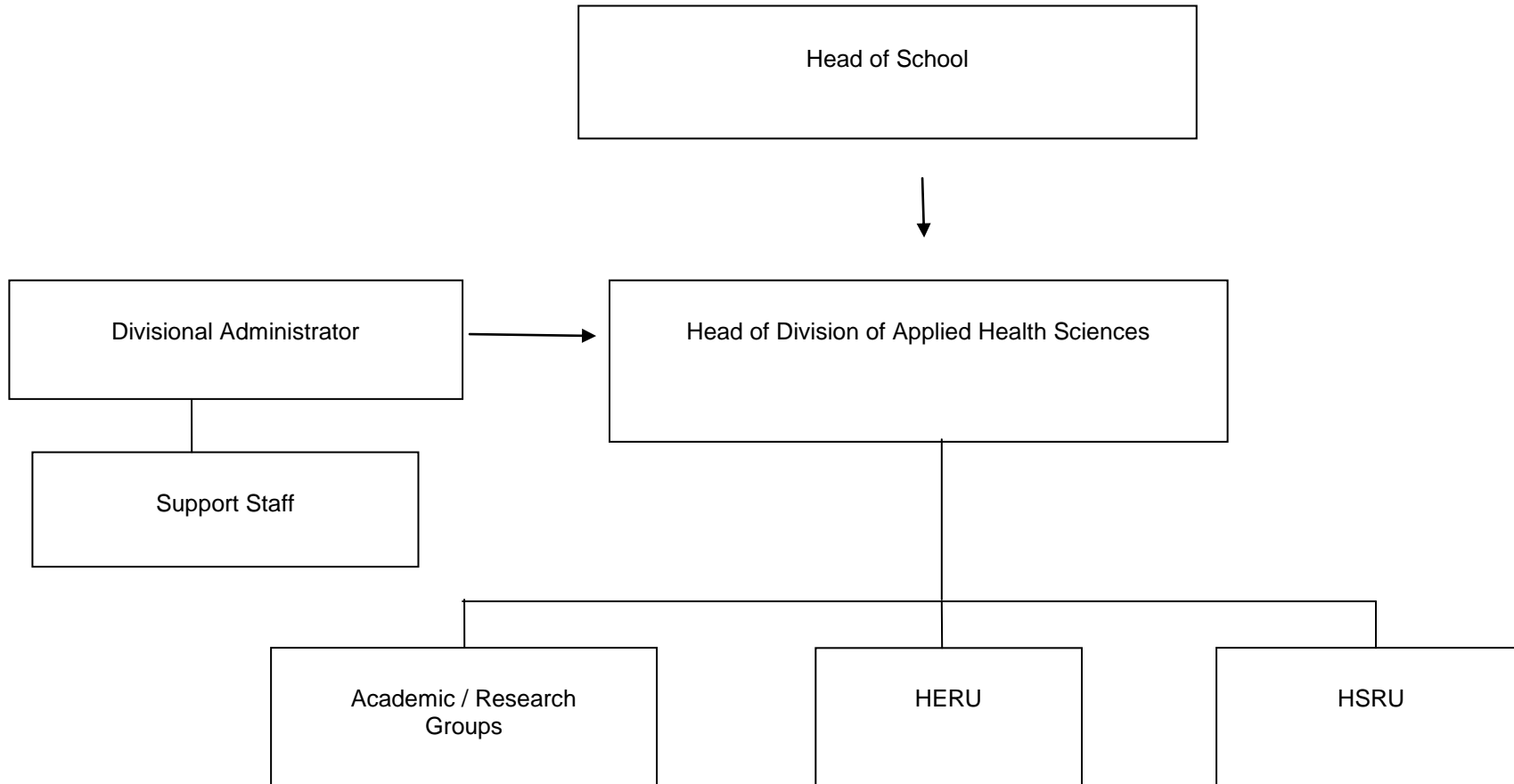
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The Divisional website can be viewed at <http://www.abdn.ac.uk/medicine-dentistry/health-sciences/>

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 Morag McConnell. Your day to day line manager/supervisor must then sign this form. The form will then be returned to Morag McConnell. Any queries regarding your annual leave should be directed to Morag 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 Morag McConnell, 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.

Archiving and Destruction Procedure - The Standard Operating Procedure for Archiving and Destruction of project data/material is currently being revised. In the meantime please follow the procedure that can be found on (<R:\School of Medicine and Dentistry\DAHS\DAHS Templates\Archive Approval form>).

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/

Car Parking for Visitors – To book a car parking space for visitors to the Foresterhill campus, contact Raymond Keenon, Sacrist either in person (Front Desk, Ground Floor, Polwarth) or by telephone (Ext: 7098) providing the following details:

- Name of the visitor
- Car make, model and registration number
- Date of the meeting and likely time or arrival/departure
- Name of person receiving the visitor

Visitors permits must be completed in full and clearly displayed in the front windscreen of the vehicle. Failure to do so may result in the issue of a PCN of £60.

Please note that visitors car parking spaces can only be used by visitors. Staff are not permitted to use the visitors car parking spaces and will be issued with a PCN of £60.

Visitors permits can also be sourced from one of the listed below:

Division of Applied Health Sciences	Michelle Duff	Ext. 7974
CLSM Graduate School	Fiona Insch	Ext. 7090
CLSM College Office	Liza Young	Ext: 7082

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 Morag McConnell (Rm 1.174) or Diane McCosh (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.

Please note that internal catering should be used at all times where the number of attendees present is around 10 or more. However it will be acceptable to use petty cash to purchase lunch when there are fewer than 10 attendees, but you would need to note on your petty cash book the number of attendees, who attended and the purpose. This is to avoid the issue being picked up again in future petty cash audits and to keep in line with the University's HMRC dispensation. Please also bear in mind that the standard limit of £40 will still apply when using petty cash. .

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 Michelle Duff, 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 (**R:\School of Medicine and Dentistry\DAHS\DAHS Templates\Staff Development Application for Funding Aug 11.doc**). 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.

Corporate Gifts & Hospitality

Many colleagues will be aware that the UK Bribery Act 2010 came into force on 1 July 2011. Universities fall within the scope of the Act and have to ensure that staff are aware of the Act's introduction and that there are adequate institutional procedures in place for preventing bribery.

To comply with the UK Bribery Act 2010 all staff is now required to record hospitality or gifts which could be interpreted as a bribe.

The key points of the legislation and the University's actions in response to it are described below.

Definition of Bribery

Bribery is generally defined as giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly, or to reward that person for having already done so.

While it may not seem obvious that higher education institutions could be vulnerable to bribery, there are areas where there might be risk. The Guidelines issued by the government to accompany the Act have made clear that *bona fide* hospitality or similar business expenditure that is *reasonable and proportionate* will not be caught by the Act. However, any facilitation payments to induce officials to perform functions which they are otherwise obligated to perform are always considered to be a bribe. An offence can occur outwith the UK, and could also occur through someone who is providing services for the University, such as an overseas agent or a contractor.

Offences under the Act

The Act creates four offences:

1. Promising or offering a bribe
2. Requesting, agreeing to receive or accepting a bribe
3. Bribing a foreign public official
4. A corporate offence of *failure to prevent bribery*

If a member of staff or agent of the University offered or accepted a bribe, they would be personally criminally liable. The University would deal with the matter through staff disciplinary proceedings. The University would be at risk of committing the strict liability offence if it could not demonstrate adequate procedures to prevent bribery.

Penalties

The maximum sentence for an individual is 10 years, and for organisations, a fine determined by reference to annual turnover. Any person or organisation convicted of a corruption offence faces an automatic ban for tendering for EU public contracts, which for universities, could impede their ability to apply for European funding.

What should you do?

The University has considered the areas where it could be perceived to be vulnerable, and how the potential risk of bribery can be reduced. A number of actions are being taken including revisions to policies and procedures, and strengthening provisions in tender and contractual documentation to include reference to the Bribery Act 2010, the University's Zero Tolerance of bribery, and expectation

that agents and contractors have adequate procedures in place to prevent offences under the Act. Future principal investigator and researcher induction training will also include reference to the Act.

The University's systems of checks on financial expenditure already operate to pick up and scrutinise any unusual financial transactions, and University Finance policies and procedures already direct staff to inform line managers if they are offered hospitality or gifts, and the need for gifts of value exceeding £50 to be recorded. The introduction of the Act has heightened the importance of such scrutiny and of ensuring consistency of practice across the University. The Act also increases the need for bribery risk assessment of activities and for due diligence in conducting checks on who we deal with. Staff are asked to remain vigilant to the possibility of bribery being inadvertently committed through the course of the University's wide-ranging, and international activities.

While the risk of bribery may be thought to be limited, it is important that staff is aware of the new Act and its implications, and if they have any related queries in the immediate, or longer term, they should not hesitate to seek guidance from the Director of Policy, Planning & Governance (jennifer.sewel@abdn.ac.uk).

To help in identifying the kinds of hospitality and gifts which need to be recorded we have provided some examples below. In general we urge staff to be cautious, and if uncertain as to whether a payment/item is a gift then to record it for their own assurance

Examples of hospitality / gifts that should be recorded include:

- *Payment (e.g. travel, accommodation, dinner) for attending a conference / event where no clear service (e.g. a presentation) was provided by the member of staff.*
- *Any payment/item (e.g. dinner, hotel) given to a relative of a staff member, even if a service was provided by the member of staff.*
- *Gifts from University-recognised suppliers (e.g. gift vouchers, iPads). These gifts are not the property of the individual making the purchase, or their respective group. All such gifts must now be recorded and given to Emily Swaine (Room 0:060, College Office), and will be raffled round all members of College staff annually.*
- *Gifts (e.g. an item given as a 'thank you' for a viva, supervision etc) with a value >£50 OR gifts less than this value but given on several occasions.*

The Register of Corporate Gifts & Hospitality template should be populated with the relevant information with immediate effect and forwarded to Michelle Duff, Division Administrator who will then forward to Mrs Fiona Ashby who is responsible for maintaining the gifts register for the School of Medicine and Dentistry. The template is available from the Divisional folder on the 'R' Drive (<R:\School of Medicine and Dentistry\DAHS\DAHS Templates\Registergiftshospitality.Jun12.doc>).

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. 8470
Shona Christie, HERU, Ext: 7180
Alison Horne, HERU, Ext: 7197
Marion Malcolm, HSRU, 8141
Morag McConnell, DAHS, Ext. 7266

Deputy Finance Person

Diane McCosh, DAHS, Ext. 7957

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 are 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.

Ethics

The College Ethics Review Board (CERB) has a website that provides general information on research ethics, details of the committee’s membership and remit and an electronic application form to apply for ethics approval. The website can be accessed via: <http://www.abdn.ac.uk/clsm/services/cerb.php>.

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 Diane McCosh, Rm 1.174, or Morag McConnell, Rm 1.174 in Diane’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/>.

Fire Safety Induction – All members of staff should receive basic fire awareness training. There is a new fire safety video available at www.abdn.ac.uk/fire and a fire safety leaflet which can be obtained from the University Fire Safety Adviser.

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>

Honorary Status Proposal Forms - Honorary Status proposal forms can be obtained from the Divisional folder on the ‘R’ Drive (**R:\CLSM\School of Medicine and Dentistry\DAHS\DAHS Templates\Honorary status proposal form NEW June2012.doc**). Completed forms should be sent with the relevant documentation to Michelle Duff who will obtain the Head of Division’s authorisation.

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/intranet/building.shtml>.

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.

IT Provision for Postgraduate Research Students – The College and Graduate School's expectation is that all PGR students should be provided with easy access to a desktop machine that is within its warranty period for the duration of their studies. If this is not available it is the **supervisor's** responsibility to fund the purchase of a PC and the research training support grant (RTSG) awarded either by the Research Funding body or the graduate School is an option. Supervisors may have access to other sources of funding, eg, from grants, but if there is none, the RTSG should be used.

The Graduate School will provide the Service Desk with details of 1st year postgraduate research students registering in each new academic year (in advance of their arrival) but it is the responsibility of the supervisor to request the purchase of the PC through the Service Desk if required.

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/facilities/services/interlibrary-loans/illcharges/>. 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 3:036).

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 “76 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.

Working lunches should not be paid via petty cash. However it will be acceptable to use petty cash when there are fewer than 10 attendees, but you would need to note on your petty cash book the number of attendees, who attended and the purpose. This is to avoid the issue being picked up again in future petty cash audits and to keep in line with the University’s HMRC dispensation. Please also bear in mind that the standard limit of £40 will still apply when using petty cash. Internal catering should be used at all times where the number of attendees present is around 10 or more.

To claim petty cash, please contact either:

- Caroline Burnett, Ext: 8140, HSRU, 3rd floor, HSB
- Flora Buthlay, Ext: 8470, 3rd Floor, Royal Aberdeen Children’s Hospital
- Alison Horne, Ext: 7197, HERU, Rm 1:063, Polwarth Building
- Morag McConnell, 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 Morag McConnell, Rm 1.174 or Diane McCosh, Rm 1.174 in Morag’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 Rebecca, Rm 1.164.

Publications

A copy of publications for all Divisional staff should be given to Pam Rebecca (Rm 1.164).

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 3:036), 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 Morag McConnell (Rm 1:174) 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 Morag for review.

Room Bookings – Details of the various bookable rooms throughout the Foresterhill campus are listed below with relevant contact information:

- Suttie Centre and MacGillivray Centre – Carole Skinner, Ext. 7786 or email c.skinner@abdn.ac.uk.
- Dental School – Marie Walker-Greenwood, Ext. 54389 or email marie.walker-greenwod@abdn.ac.uk.
- Health Sciences Building - Rooms 115, 213, 315 – via Outlook Calendar or Morag McConnell Ext. 7266 or email m.m.mcconnell@abdn.ac.uk
- Polwarth Building - Room 1.044, 1.029, 3.052 Polwarth Building – via Outlook Calendar or contact Margaret Black, Ext. 7944 or email m.black@abdn.ac.uk
- IMS Level 5 and Level 7 Conference Room – Jackie Corbett, Ext: 7300 or email j.m.corbett@abdn.ac.uk
- The Aberdeen Medico-Chirurgical Society Hall and Council Chamber can be booked by completing the form available from (R:\School of Medicine and Dentistry\DAHS\DAHS Templates\Med Chi Room Hire Booking Form - TEMPLATEJun 11.doc. The completed form should be emailed to medchi.admin@abdn.ac.uk. Any queries should be directed to Gillian Earle on Ext. 7104.

Secretarial support – Michelle Duff, Division Administrator (Rm 3.046) is responsible for all queries relating to secretarial support. Unless other arrangements have been made with Michelle, 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 clothes shop 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 Amanda Lee, Ext: 7111, email – a.j.lee@abdn.ac.uk or Michelle Duff, Ext: 7974, email mduff@abdn.ac.uk in the first instance.

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 Rebecca (Room 1.164) 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 'R': 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 Morag or Diane 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 Diane McCosh or Morag McConnell in Diane's absence. Stationery orders will be placed depending on order value and/or level of priority. All items will be delivered to Diane or Morag 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 survey.centre@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/>.

Temporary Services - Temporary Services' refers to the appointment of individuals on a casual or hourly-paid basis to resource periods of pressure, unexpected absence or specialist expertise within Schools or Sections. Individuals appointed through the Temporary Services route are not employees but are nevertheless entitled to receive limited statutory and occupational benefits.

Individuals may be engaged on a temporary services basis if their services are required for less than 0.1 FTE in a complete academic year.

- For those engaged to perform Academic or Academic-Related duties (Grades 5-9) this equates to a maximum of 207 hours in a full academic year. This calculation is based on a notional working week of 40 hours.
- For those engaged to perform Support staff duties (Grades 1-4) this equates to a maximum of 189 hours in a full academic year. This calculation is based on the standard working week of 36.5 hours.

Payment to the individual for performing the temporary services role will be made following the submission of appropriately authorised temporary services timesheets. The full procedure and relevant forms can be accessed: <http://www.abdn.ac.uk/hr/uploads/files/temp%20services.pdf>.

Fully completed forms should be sent to Michelle Duff who will obtain the Head of Division's authorisation in advance of any work being undertaken as no retrospective payments will be made to temporary service appointments.

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 Morag McConnell, Rm 1.174 or in Morag's absence to Diane McCosh, 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 Rebecca, Rm 1.164, Polwarth Building or by email p.rebecca@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 Siladitya Bhattacharya	Head of Division	s.bhattacharya@abdn.ac.uk	7975
Professor Amanda Lee	Deputy Head of Division	a.j.lee@abdn.ac.uk	7111
Miss Michelle Duff	Division Administrator and PA to Head of Division	mduff@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.buthlay@abdn.ac.uk	8470
Mrs Ann Christie	Secretary, Polwarth	a.christie@abdn.ac.uk	7264
Mrs Margery Heath	Secretary, AMH	m.heath@abdn.ac.uk	8419
Mrs Diane McCosh	Secretary, Polwarth	d.mccosh@abdn.ac.uk	7957
Janice Forsyth	Secretary, HSB	janice.forsyth@abdn.ac.uk	8133
Mrs Pam Rebecca	Secretary, Polwarth	p.rebecca@abdn.ac.uk	7267
Mrs Morag Mcconnell	Secretary, Polwarth	m.m.mcconnell@abdn.ac.uk	7266
HERU			
Mrs Shona Christie	Business Manager	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	Business Manager	marion.malcolm@abdn.ac.uk	8141
Ms Caroline Burnett	Unit Secretary	c.burnett@abdn.ac.uk	8140

A directory of all University staff can be accessed at <http://www.abdn.ac.uk/staffnet/directory.php>



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