School of Medicine

Information for new staff

2014
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1. **Welcome from Head of School, Professor Alan Jardine**

On behalf of my colleagues I am delighted to welcome you to the School of Medicine and University of Glasgow. The School of Medicine is based in the College of Medical, Veterinary and Life Sciences. The School is renowned for its pioneering teaching methods and superb teaching facilities for undergraduate and postgraduate study in Medicine, Dentistry and Nursing.

The School of Medicine is part of the College of Medical, Veterinary and Life Sciences. It contains the Dental School, Nursing School and Undergraduate Medical School. It also contains these research groups that are not located within Research Institutes, including Child Health, Anaesthetics, Obstetrics and Gynaecology, Human Nutrition and Surgery. The School is dispersed over University and Hospital sites. The main site for Dentistry is the Glasgow Dental Hospital and for Medicine, the Wolfson Medical School Building, the New Lister Building at Glasgow Royal Infirmary and from 2015, the Teaching & Learning Centre at the New South Glasgow Hospital.

Further information on the School can be found using the following link:

[http://www.gla.ac.uk/schools/medicine/](http://www.gla.ac.uk/schools/medicine/)

There are links to useful information and various forms on our website and in this document you will find various items of information that should help you settle in. I hope that you will enjoy your time working for the University of Glasgow. If there is any way in which I or my colleagues can help you, by answering questions or directing you to other services available within the University, please do not hesitate to ask.

Professor Alan Jardine

Head of School, School of Medicine
2. **General information for new staff members**

**Induction buddy**

You will be introduced to your induction buddy on your first day in the office. The main purpose of your buddy is to:

- Provide an informal point of reference and friendly face in the first few weeks/months of the job
- Help answer day-to-day questions and general queries that you may have about the team/unit and the role
- Help encourage communication, and prevent you feeling isolated
- Act as a link with other staff members
- Help with the orientation process

**Sickness notification & reporting procedures**

When absent from work due to sickness or accident, members of staff are required to comply with agreed notification and certification procedures, compliance with which is a requirement for entitlement to and payment of SSP and Occupational Sick Pay, if appropriate.

Full details on the sickness absence policy are available here:

[http://www.gla.ac.uk/services/humanresources/staff/all/health/sicknessabsence/](http://www.gla.ac.uk/services/humanresources/staff/all/health/sicknessabsence/)

**Annual leave procedures**

Requests for annual leave should be made via the HR/Payroll System.

[https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page](https://hrportal.mis.gla.ac.uk/pls/coreportal_live/cp_por_public_main_page.display_login_page)

Access with your GUID.

For all staff, except staff on the New Consultant Contract, the leave year runs from 1st January to 31st December each year. Annual leave entitlement can be viewed here:

[http://www.gla.ac.uk/services/humanresources/staff/all/worklife/leave/annual/](http://www.gla.ac.uk/services/humanresources/staff/all/worklife/leave/annual/)

The entitlement quoted is for full-time employees. Part-time employees will have a pro-rata allocation of leave. The amount of leave taken will be monitored within the HR/Payroll System. Support staff should obtain approval for leave from the appropriate parties in advance, in line with the timescales detailed below:
Up to 2 days before end of preceding week
3 – 5 days two weeks’ notice
Over 5 days four weeks’ notice

This allows for sufficient advance notice and for any workload adjustments that need to be made. Special consideration will be given to any emergency requests made out with these timescales.

Academic staff should also request leave via the HR/Payroll system.

**Public Holidays**

The leave year runs from 1 January to 31st December. Full details of public holidays can be found using the following link:

http://www.gla.ac.uk/services/humanresources/staff/all/worklife/holidays/public/

**Equality & Diversity e-induction**

The University of Glasgow is committed to promoting equality in all its activities and aims to provide a work, learning, research and teaching environment free from discrimination and unfair treatment. We all need to be aware of our individual and collective responsibility in relation to equality following the introduction of the Equality Act 2010.

All staff members are required to complete the online induction programme, full details can be found using the following link:

http://www.gla.ac.uk/services/equalitydiversity/equalityanddiversitytraining/

**Performance and Development Review (PDR)**

Performance and Development Review are beneficial to you, your line manager and the university. The review process facilitates:

- Translation of the school’s mission into specific achievable goals
- Management of performance
- Reduces overlap of job duties and ineffective, inefficient use of employee skills
- Provides written acknowledgment of completed work
- Gaining new information and ideas from staff
- Discussing skill and career development
Full details of the PDR process can be found using the following link:

http://www.gla.ac.uk/services/humanresources/staff/all/pay/p&dr/

**Additional Human Resources information**

Full details of HR policies and procedures can be found using the following link:

http://www.gla.ac.uk/services/humanresources/

Staff ID Cards:

You will need a University staff card to make use of many University facilities, e.g. Main Library, Sport and Recreation facilities. Once you have a staff number you should visit the Human Resources Department, Gilbert Scott Building and they will take your photograph and provide you with an ID card.

http://www.gla.ac.uk/services/humanresources/staff/new/staffcards/

**Key Internal Contacts and information**

The following link takes you to the staff A-Z finder:

http://www.gla.ac.uk/stafflist/

The following links will also be useful:

College of Medical, Veterinary and Life Sciences:  http://www.gla.ac.uk/colleges/mvls/

School of Medicine:  http://www.gla.ac.uk/schools/medicine/

Information for staff pages:  http://www.gla.ac.uk/staff/

Central Services:  http://www.gla.ac.uk/services/

Business Systems:  https://frontdoor.spa.gla.ac.uk/login/

Employee Self Service:  http://www.gla.ac.uk/staff/myglasgow/
**Vision, objectives and structure**

As an employee of the university it is extremely important to understand and help achieve the universities vision and objectives for the future. This will range from the School, College and the overall university strategies. The following links take you to each strategic vision:

- **School of Medicine:** [http://www.gla.ac.uk/schools/medicine/campus/](http://www.gla.ac.uk/schools/medicine/campus/)
- **College of Medical, Veterinary and Life Sciences:** [https://www.fom.gla.ac.uk/ccp/mvlsloginsecure.aspx](https://www.fom.gla.ac.uk/ccp/mvlsloginsecure.aspx)
- **University of Glasgow:** [http://www.gla.ac.uk/media/media_180610_en.pdf](http://www.gla.ac.uk/media/media_180610_en.pdf)

**Health and Safety**

The Health and Safety at Work Act 1974 along with other regulations and approved Codes of Practice secure the health, safety and wellbeing of not only employees of the School of Medicine and the wider University community, but also students and visitors. All new members of staff are asked to follow the e-Induction to Health and Safety, please use the following link:

[http://www.gla.ac.uk/services/health/e-inductionoverview/](http://www.gla.ac.uk/services/health/e-inductionoverview/)

In addition please also familiarise yourself with the School statement available using the following link:

[http://www.gla.ac.uk/schools/medicine/campus/](http://www.gla.ac.uk/schools/medicine/campus/)

**General Information**

- **Induction - Introduction to University of new members of staff:** [http://www.gla.ac.uk/services/humanresources/staffdevelopment/newstaffinductionevents/](http://www.gla.ac.uk/services/humanresources/staffdevelopment/newstaffinductionevents/)
- **IT Services:** [http://www.gla.ac.uk/services/it/](http://www.gla.ac.uk/services/it/)
- **Staff Development Services:** [http://www.gla.ac.uk/services/staffdevelopment/](http://www.gla.ac.uk/services/staffdevelopment/)
- **Campus Maps and travel:** [http://www.gla.ac.uk/about/maps/](http://www.gla.ac.uk/about/maps/)