



New Staff Induction Information School of Medicine

New staff are advised to familiarise themselves with the School website: <https://www.st-andrews.ac.uk/medicine/> and the School Handbook, 'Med Handbook': <http://medhandbook.st-andrews.ac.uk/>

The staff section of the university website contains useful information including links to IT Services and professional development sites: <https://www.st-andrews.ac.uk/staff/>

Self Service <https://www.st-andrews.ac.uk/selfservice/> is where your paylips are stored and where you can request annual leave. You should also update your personal details via self-service.

Medinternal2 is the School's SharePoint for storing documents.
<https://universityofstandrews907.sharepoint.com/sites/medicine/SitePages/ModernHomepage.aspx>

Medinternal2, Medhandbook, Galen (BSc teaching system), and Solas (ScotGEM teaching system) can all be accessed through the Medical School website at the bottom of the front page: <https://www.st-andrews.ac.uk/medicine/>

The list of school staff can also be found on the website: <https://www.st-andrews.ac.uk/medicine/people/>

Information on the management structure in the School can be found here: Structures - <https://medhandbook.st-andrews.ac.uk/2017/07/21/management-of-the-school/>

If you are off sick, please email medicinepa@st-andrews.ac.uk and your line manager. HoS PA can also advise you about taking special leave.

You can apply for a staff parking permit: <https://www.st-andrews.ac.uk/parking-permits/home.htm>

Information for researchers requiring a Honorary Research Contract or Letter of Access from the NHS can be found here: https://medhandbook.st-andrews.ac.uk/wp-content/uploads/sites/27/2019/06/research-and-pg_policy_Research-Passport.pdf

Key email addresses:

Email	For contacting:
Medical.dean@st-andrews.ac.uk	Prof David Crossman, Dean of Medicine. You can also email medicinepa@st-andrews.ac.uk
medschoolmanager@st-andrews.ac.uk	Clive Masson, School Manager
medicineops@st-andrews.ac.uk	Helen Clark, Operations and Facilities Support Manager
medfinanceACT@st-andrews.ac.uk	Gary Weir, Finance and ACT Officer
medhelpdesk@st-andrews.ac.uk	School IT Helpdesk – William Gudgeon Gary Barclay



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	Robert Allan
medproc@st-andrews.ac.uk	Procurement – Graeme Russell
medicaldot@st-andrews.ac.uk	Dr Rachel Davies, Director of Teaching
medadmiss@st-andrews.ac.uk	Admissions Team – Pamela Dobson
medicinepa@st-andrews.ac.uk	Head of School PA - Kara Kinnaird
medicinesafety@st-andrews.ac.uk	School safety team
medteaching@st-andrews.ac.uk	Linda Kirkcaldy and Teaching Support Team
medsupport@st-andrews.ac.uk	Deirdra Farmer and Student Support Team
Medfaultreport@st-andrews.ac.uk	For reporting of faults in the medical and biological sciences building

Required Training:

Induction for All New Staff (strongly encouraged) (https://www.st-andrews.ac.uk/osds/essentials/induction-events/)
New Staff Essentials (online module & in person training, strongly encouraged) (https://www.st-andrews.ac.uk/osds/essentials/induction-events/)
Data Protection (GDPR) Training (mandatory, unless directed otherwise) (https://www.st-andrews.ac.uk/terms/data-protection/training/)
Information Security Essentials (mandatory) (https://www.st-andrews.ac.uk/it-support/security/training/)
Diversity in the Workplace (strongly encouraged) (https://www.st-andrews.ac.uk/hr/edi/training/staffonline/)
Unconscious Bias Training (strongly encouraged) (https://www.st-andrews.ac.uk/hr/edi/training/unconsciousbias/)
Safeguarding and Prevent Duty (strongly encouraged for staff with line management responsibilities, staff who teach and with significant contact with students) (https://www.st-andrews.ac.uk/staff/safeguarding-and-prevent/)
Essential Skillz Training Programme for Health & Safety Essential Skillz Home Page

Other information:

Trade unions (https://www.st-andrews.ac.uk/staff/wellbeing/community/support/tradeunions/)
Sports Centre (https://www.st-andrews.ac.uk/sport/)
Music Centre (https://www.st-andrews.ac.uk/music/)
Environmental sustainability (https://www.st-andrews.ac.uk/sustainability/about/)
Transitions (http://www.transitionsta.org/)



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University events (https://events.st-andrews.ac.uk/)
New Staff Portal: New Staff Learning Portal University of St Andrews (st-andrews.ac.uk)
Current staff: https://www.st-andrews.ac.uk/staff/
About St Andrews: https://www.st-andrews.ac.uk/about/
Staff directory search: Contact - University of St Andrews (st-andrews.ac.uk)
Human Resources: https://www.st-andrews.ac.uk/hr/
University Brand Information: Brand - University of St Andrews (st-andrews.ac.uk)
Environmental Health and Safety Services: https://www.st-andrews.ac.uk/ehss/
Organisational and Staff Development Services (OSDS): https://www.st-andrews.ac.uk/osds/
Information Technology (IT) Services: https://www.st-andrews.ac.uk/it-support/
University Governance: https://www.st-andrews.ac.uk/about/governance/
University Strategy: https://www.st-andrews.ac.uk/about/governance/university-strategy/



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Consultees:	School Manager, Operations and Facilities Manager		
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
20/12/2021	Published version	
20/12/2021	Published Version	One piece of additional information added