

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

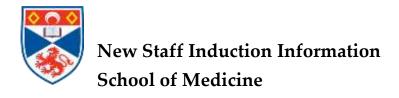
If you are off sick, please email medicinepa@st-andrews.ac.uk and your line manager. HoS PA can also advise you about taking special leave.

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-	Clive Masson, School Manager	
andrews.ac.uk	-	
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	



	Robert Allan	
medproc@st-andrews.ac.uk	Procurement – Graeme Russell	
medicaldot@st-andrews.ac.uk	Dr Rachel Davies, Director of Teaching	
medaddmiss@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-

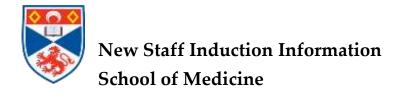
andrews.ac.uk/staff/wellbeing/community/support/tradeunions/)

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/)



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