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| JUNE 2021 Newsletter |
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## **Welcome to new STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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| **Events**  June 30  JENNEROSITY  October 1  INTERTB  October 20  Jenner Day   |  | | --- | |  | | **SAFETY AT WORK**  Report any safety hazards at work. Log the fault by contacting estates and facilities helpdesk  Ext 1234 option 2 or e-mail: [estates@sgul.ac.uk](mailto:estates@sgul.ac.uk)   |  | | --- | |  | | **Travelling on Business**  Record all business travel in [MyWorkplace](https://myworkplace.sgul.ac.uk/) under ‘other absence’ to ensure you are covered on your business trip AND you must complete the  [travel certificate](https://www.sgul.ac.uk/about/our-professional-services/finance/documents/Travelcertificate-v3.xlsx)  for each travel occasion and [email the completed form](mailto:travcert@sgul.ac.uk) prior to the start date | | |  | |
| **Monthly Deadlines**  **Expenses Claims:**  7th March 2018 |

Welcome to the following staff who joined us recently:

Charlotte Coles, Project Officer for Catherine Cosgrove

Rebeca Gathercole, Global Health Operations Coordinator for Angela Loyse

Dr Lauren Hookham, Clinical Research Fellow for Kirsty Le Doare

Jonathan Lewis-Bridgeman, Project Officer for Catherine Cosgrove

Dr Keira Skolimowska, Wellcome Trust Clinical Research Fellow for Jon Friedland

Megan Wood, Research Data Analyst for Aislinn Cook

All new starters should read the Institute Induction for New Staff guidance via the following link:

<https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>

**JENNEROSITY 2021 supporting MENINGitis Research Foundation**



II&I have launched their annual Jennerosity charity event which this year is supporting Meningitis Research Foundation.

It is our community event that highlights some aspects of the research work carried out in the institute and helps to raise awareness of the work we do both internally and externally.

You can support this fundraising event by bidding in the auction (items to be announced), sponsoring a couple of members of the institute doing a London to Brighton bike ride (details to follow), carrying out your own fundraising activity, attending the seminar or donating via the JustGiving link.

<https://www.justgiving.com/fundraising/institute-for-infection-immunity-sgul1>

The Jennerosity Seminar takes place on Wednesday, 30th June, 1pm

You can join the event via [**this link**](https://teams.microsoft.com/l/meetup-join/19%3ab3f3232b02bd40be862ba7a8e7217b80%40thread.tacv2/1621506098202?context=%7b%22Tid%22%3a%22f66cbc6b-cdf7-4261-bd73-43db3b9ee2aa%22%2c%22Oid%22%3a%222ea3ffd8-eb6d-4a84-a5e5-e69054b9eaab%22%7d)

**Speakers:**     Linda Glennie, Meningitis Research Foundation

Professor Tom Harrison - Progress in treatment of cryptococcal meningitis

Dr Rachel Wake - Cryptococcal meningitis: global burden of disease and prevention

Professor Shamez Ladhani - The burden of childhood bacterial meningitis in England

Dr Hannah Davies - Neurodevelopmental outcomes of neonatal Group B *Streptococcus* and meningitis in the United Kingdom

**2pm onwards: Jennerosity Auction (via MS Teams)**

If you would like to donate items for the auction, contact [Melanie Monteiro](mailto:mmonteir@sgul.ac.uk)

**Thank you - PDRs**

A big thank you for the high take up of personal development reviews in the institute. We appreciate the time and effort that was required to complete your PDRs.

**Lateral Flow Device test kits on site**

All staff coming on site are required to undertake Covid testing twice a week. You can collect your lateral flow device test kits from main reception. There are also available on the government website.

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

Tests must be taken at home, not used on site. Once you have your result, please ensure you [record it via the report a Covid-19 result page of the government website](https://www.gov.uk/report-covid19-result), and link your test to [St. George’s Hospital Medical School](https://www.sgul.ac.uk/about/covid-19/get-tested)

**HSE Inspection**

Reminder

This is to let you know that Dr. John Bell, a Specialist Inspector of the Microbiology & Biotechnology Unit of the HSE will visiting SGUL on **29.6.2021** to undertake a routine inspection of the Containment Level 3 facilities and work involving HG3 organism and also undertake a Covid-19 workplace safety spot check. As with any inspection visit, the inspector may choose to examine the Containment Level 2 labs while he is walking around the building.

Please can you remind all the PI’s / lecturers in your institutes that the various risk assessments for their projects should be readily accessible to all the individuals who are working on the project. As there have been some changes in the SHE office this year, please can you also remind them that they should have signed copies of the student induction form.

Please can you also remind people to follow the waste disposal rules and that if they are unclear, they can contact me, and I will arrange a refresher session for them via teams.

I know that project risk assessments are completed by the PI’s and communicated to those on the project and that waste is well controlled, but I thought it would be useful to remind people of these points.

Thank you for your help.

Colin Sandiford, Safety Health and Environment Advisor

**ARe you interested in becoming a fair recruitment specialist?**

SGUL is looking for expressions of interest for a second cohort of staff who wish to be Fair Recruitment Specialists. More information can be obtained from the recent St George’s newsletter article:

[Are you interested in becoming a Fair Recruitment Specialist? (sgul.ac.uk)](http://georgesweekly.sgul.ac.uk/12v4y0m4hxo655bc05v1s3?email=true&lang=en&a=2&p=59446627&t=28568507)

**EXTERNAL EVENT**

**Antimicrobial research conference – The Royal Society and Academy of Medical Sciences**

**Advances in antimicrobial innovation**

**5 July 2021, Online**

[Register online to](https://www.eventbrite.co.uk/e/advances-in-antimicrobial-innovation-tickets-155634199079) attend this free Royal Society conference which will bring together scientists, medical practitioners, and funding bodies to raise awareness and interest for new antimicrobial advances.

 Supported by AstraZeneca, the meeting will form part of the Royal Society’s Transforming our future conferences in the life sciences, and the Academy of Medical Sciences’ FORUM programme.

 The event is being organised by Dr Felicity Gabbay FMedSci, tranScrip Partners, Professor Jeff Errington FMedSci FRS, Newcastle University, and Dr David Powell, Summit Therapeutics.

 The conference will open with keynotes from Professor Alison Holmes FMedSci to discuss preventing the impact of microbes on covid-19 mortality, and Dr John Rex, who will talk about the future of AMR reimbursements. Speakers will also showcase novel research and approaches, leading to a panel discussion on the challenges of diagnostics and antibiotic education, investment and building a business model for new antibiotics. The symposium will close with Dame Sally Davies reflecting on proceedings and sharing her long-term vision for tacking antimicrobial resistance.

 More information about the conference, including an evolving agenda, can be found [on our website](https://royalsociety.org/science-events-and-lectures/2021/07/tof-amr/).

**CENTRAL SUPPORT UPDATES**

Starters and Leavers

STARTERS:

* Senior Planning Officer, Finance, Adam Hussain
* Finance Business Partner (Research), Finance, Billy Zeqiri
* Internal Communications Manager, Michelle Okwudiafor

LEAVERS:

* Lawrence Jones, Content and Digital Infrastructure, Library and Learning Technology Services (Information Services)
* Henry Rummins, Head of Communications, ERCM,
* Jo Eggleton, Research Institute Manager, MCS
* Ian Connoley, Head of Laboratory Logistics
* Rob Bond, Head of BRF
* Emma Mustafa, Assistant Head of BRF
* Julie Norwood, Administrative Assistant, Res Ops

## **INSTITUTE STATUATORY REQUIREMENTS**

**Note: Individuals applying for institute funding will need to demonstrate they are compliant and up to date with requirements if they wish to apply for institute funding such as personal staff development funds.**

**Exceptions would be considered by the Director of the Institute.**

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| Service Area | Service Area Detail | Submit To | Time period for submission | Staff Category | Comments |
| Health & Safety | Completion of Biological Agents – Toxin - Blood Notification forms | RIM & H&S | Annually | All Principal Investigators | SHE Office to circulate a request |
| Completion of COSHH Assessment forms | RIM & H&S | Annually in September for Hazard 3 agents, Torch organisms (Torch - Toxoplasmosis, Paravirus, Syphilis, Rubella, CMV and Herpes Simples Viruses) and people working with *Neisseria meningitidis, Corynebacterium diphtheria, and Bordetella pertussis* or where the risk is higher.  2 years for others depending on risk. | All Principal Investigators | Researchers should observe the requirements |
| Fire Training | RIM & H&S | Every 18 – 24 months.  Training available twice a year in January/July in the institute in addition to those provided centrally | All staff and students | Should be updated in Britsafe |
| Waste Training | RIM & H&S | Refreshed annually. Training available in March every year in the institute in addition to those provided centrally | All researchers | SHE Office to circulate a request |
| COSHH Awareness and workshop training | RIM & H&S | Updated every 2 years for COSHH awareness. COSHH workshops can be arranged directly with Colin Sandiford. Training will be available in March every year in the institute in addition to those provided centrally | All researchers | SHE Office to circulate a request |
| Display Screen Equipment Self-Assessment Checklist | H&S with copies to line manager | Annually | All staff and students | Central request. RIM to send out a reminder |
| First Aid Boxes | H&S | Annual reminder - April  In addition, area uses to check regularly and submit requests to H&S | All staff and students | RIM to send out a reminder |
| Human Resources | Personal Reviews | Online submission | Annually – January to March  Annual review within 12 months of review date | All staff | HR to send out a request.  For new staff, PRs will be after 6 months following the completion of their probation. |
| Diversity in the Workplace  Link [here](https://sgul.learnupon.com/users/sign_in?next=%2Fdashboard) | Online module | Once in employment | All new staff | HR will inform |
| Unconscious Bias  Link [here](https://portal.sgul.ac.uk/org/cs/hr/staff-development/online-training-modules?searchterm=unconscious+bias) | Online | Every 2/3 years - June | Primarily for managers | Central request. RIM to send a reminder |
| Teaching | All staff undertaking teaching to complete the Teaching Diary | Online | Annually – To be completed by 31st July | All staff doing teaching | This information informs teaching income to the institute which forms a large element of our income |
| Information Governance | Data Awareness Training (IG Toolkit) | Online submission | Annually – January to February | All staff | Information Asset Owner to circulate request |
| IG Spot Checks | N/a | Everyday  Compliance audit carried out annually at various times of the year | All staff | Compliance audit will inform relevant people where improvements required |
| Time Allocation Survey (TAS) | Completion of TAS forms for research and teaching | Online submission | Annually - October | SGUL funded academic staff and research staff who contribute to teaching | Following instruction from finance, RIM to circulate a request |
| Research Fish | Submissions for research grant outcomes | Online submission | Annually – around mid-March | Research staff with grants from UKRI, NIHR and specific other funders | JRES to circulate request. |
| Depositing peer –reviewed accepted manuscripts | Depositing peer-reviewed accepted version in SORA/CRIS | Online submission | Regularly and within 3 months of acceptance | All researchers with research articles | RIM and library to circulate reminders |

If you have any item to add to the newsletter, please contact me, Melanie Monteiro.

Melanie Monteiro

Research Institute Manager

Institute for Infection & Immunity

[**https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff**](https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff)

**Institute Webpage**