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| September 2020 Newsletter |
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## **Welcome to new STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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| **Events**  October 14  Jenner Day  October 16  INTERTB  December 2  Research 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)   |  | | --- | |  | | **Incident/NEAR-mISS/Accident reporting**  The online forms should be used to report accidents/incidents and near misses at work. The link can be found here:  [Incident reporting](https://portal.sgul.ac.uk/she/Accident%20Reporting)  **Your WELLBEING AT WORK**  Look after your team-mates.  Include wellbeing in your team talks.  Be active.  Connect with others.  Talk to someone.  Staff counselling free service: [counselling@sgul.ac.uk](mailto:counselling@sgul.ac.uk) | | |  | |
| **Monthly Deadlines**  **Expenses Claims:**  7th March 2018 |

Dr Chisom Atuanya, Project Manager for PIDRG

Leanna Beckford, Project Officer for PIDRG

Anna Blundell, Research Assistant for Nidhi Sofat

Melanie Chockalingum, PIDRG Administrator

Dr Zsofia Danos, Clinical Research Fellow for Paul Heath

Kalynka Bellman, PIDRG Administrator

Dr Olivia Bird, Clinical Research Fellow for Paul Heath

Dr Lucia Carratala Castro, Clinical Research Fellow for Paul Heath

Dr Hazel Fofie, Clinical Research Fellow for Paul Heath

Sabrina Kapur, Project Officer for Paul Heath

Dr Natalina Sutton, Clinical Research Fellow for Paul Heath

**UPDATE YOUR MANDATORY TRAINING**

A reminder to bring your mandatory training up to date:

* Health & Safety modules can be accessed via Britsafe; Most of you have previously logged on to Britsafe and have an account. If you don’t have an account, follow up with [estates@sgul.ac.uk](mailto:estates@sgul.ac.uk)

1. For fire training, face to face training is valid for 2 years; online training for one year.
2. AV display self-assessment – annual requirement.

<https://sgul.britsafelearning.com/login/index.php>

* PREVENT training every 2 years; If you don’t have access, contact Elizabeth Okona-Mensah [eokona-m@sgul.ac.uk](mailto:eokona-m@sgul.ac.uk)

*Logging into Canvas:*

<https://canvas.sgul.ac.uk/>

* The Equality and Diversity and Unconscious Bias modules should be completed every 3 years. They can be accessed via the link <https://sgul.learnupon.com/>

Liz Grand will also be running the Unconscious Bias in the Workplace sessions on MS Teams. You don’t have to complete both the online module and the workshop, but at least one needs to be completed.

* To note that all new laboratory staff should attend waste disposal training which is available on online. Contact Colin Sandiford.

**Institute Staff Development Funds**

We have started a new financial year and a reminder to all staff and PhD students that the Institute Staff Development Fund (SDF) is available for attending conferences, courses, training, updating skills and other developmental activities. Up to £550 is available from SDF. Application form and guidance notes are on the new SGUL website in the section, Information for Staff.

Last year, the COVID situation had an impact on conferences staff usually attended which were cancelled or rearranged online. Here is a summary of how the institute supported staff last year:

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| **Staff Development Funds 2019** |
| 8th International meeting on antimicrobial peptides, Edinburgh |
| 4th EUPLAN conference - European Platelet Network, Belgium |
| Price Practitioner project management classroom course |
| Educational Course in Statistical Methods UCL |
| Modern Trends in Infectious Diseases and Immunology workshop in PID and Immunology |
| Metabolomics workshop |
| Network opportunity in cancer drug repurposing workshop |
| Fundamentals of Clinical Trials, Nottingham |
| Introduction to Meta-analysis and Critical Appraisal |
| Public speaking course |
| Anaphylaxis Training course |
| European Society of Clinical Microbiology and Infectious Diseases |
| ECCMID 2019 conference |
| British Society for Rheumatology |
| Drug Regulatory Affairs course, KCL |
| HPLC and an introduction to LC-MS provided by Phenomenex |
| STI & HIV 2019 World Congress |
| European Society for Rural Sociology Congress |
| Timberlake Consultants STATA summer school |
| International Cartilage Regeneration and Joint Preservation Society Meeting |
| Stats course UCL |
| Essentials of clinical trial monitoring |
| Wellcome Genome Campus Advance Course in Proteomics Bioinformatics |
| Univ of Oxford Hot Topics in Infection & Immunity in children course |
| Clinical Trial Monitoring course, Institute of Clinical Research |
| Physiological Society 2019 |
| Healthcare and Biomedical Education PG Cert |
| Introduction to Research Methods and Statistics, UCL |

**UPDATED COSTING TABLE**

Attached is the updated costing spreadsheet with the latest clinical rates which will be for consultants going through in September but backdated to April.  The clinical academics there is no change.

This now reflects all the current correct rates as there will be no increase in the SGUL and Prof & Sen scales this year.

Cara Wright|Payroll, Pensions and Financial Transactions Manager

**INTRODUCING Adeyemi Adebiyi (YEMI), RESEARCH FUNDING OFFICER**

I am Yemi Adebiyi and joined the JRES Funding Team on 29th June 2020. My background has been in the financial management of externally funded projects from cost estimation right through to financial reporting. Having worked for three NHS Hospitals and five London universities, the most recent of which was Imperial College, I am also experienced in the costing of new and existing teaching programmes in order to assist academic select committees in determining their financial viability. By joining St George’s, I hope to share the benefit of my lengthy experience in what is clearly a familiar territory, and engage positively with fellow team members in activities that are well aligned with my long-term career plans.

**INTERNAL EVENTS**

**STAFF DISABILITY NETWORK – TIME TO TALK**

The Staff Disability Network has moved online. Now more than ever it has been, and still is vital that we look after our Mental Health and wellbeing during these unpredictable and challenging times. Our last event when we were all on site, focussed on Time To Talk which was very successful and had a lot of positive feedback. So as most of us are still working from home and this seemed like the perfect subject we held a ‘Time to Talk Online’ event.

Time to Talk is a campaign run by Time to Change aiming to get people talking and break the silence around mental health problems. Time to Talk Online drop-in sessions take place fortnightly and started on Wednesday 23rd September at 1-2pm.

The drop-in sessions will be open to all staff as an informal opportunity for us to stay connected and support each other. If anyone would like to join the sessions or for more information please contact Nathalie Fayers [nfayers@sgul.ac.uk](mailto:nfayers@sgul.ac.uk) (Chair of the Staff Disability Network)

**GET SGUL MOVING**

Emma Mustafa, Assistant Head of BRF, is hosting a weekly online exercise session using pre-filmed personal trainer videos readily available on various platforms. Register your interest with emustafa@sgul.ac.uk

**CENTRAL SUPPORT UPDATES**

**New Starters**

New Head of Enterprise (TBC) appointed and starts in November.

Nike Alesbury, new Associate Director of Development and Alumni appointed.

**Leavers**

Derek Bannister, Director of Estates leaves in September

Sven Hoffman, Head of Enterprise leaves in October

## **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 – February | All Principal Investigators | RIM 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. | All Principal Investigators | RIM to circulate a request |
| 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 | RIM to circulate a request |
| Waste Training | RIM & H&S | Refreshed annually. Training available in March every year in the institute in addition to those provided centrally | All researchers | RIM 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 | RIM to circulate a request |
| Display Screen Equipment Self-Assessment Checklist | H&S with copies to line manager | Annually - May | 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 – November  Annual review within 12 months of review date | All staff | RIM 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 | 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**