 **Induction Programme**

Welcome Note

Welcome to the School of Biodiversity, One Health & Veterinary Medicine (SBOHVM). This induction pack is designed to give you a brief outline of the school and to equip you with the information required to maximise your job satisfaction and progression.

1. A brief outline of the School

The School of Biodiversity, One Health & Veterinary Medicine is one of 8 Schools that form the College of Medical, Veterinary & Life Sciences (MVLS), the largest of 4 Colleges within the University of Glasgow. For further information about the College please visit <http://www.gla.ac.uk/colleges/mvls/>

SBOHVM brings together a wealth of internationally leading researchers, clinicians, educators and facilities to form an international powerhouse for One Health research and discovery science. We address important global challenges including animal health, welfare and disease, biodiversity loss, animal infectious disease and zoonosis, ecosystem deterioration, antimicrobial resistance and food security and how they impact health inequalities, human health and socioeconomics. We are dedicated to delivering educational programmes that foster the next successful generation of scientists and veterinary surgeons, through multidisciplinary clinical veterinary, educational and research body; We are unique in the UK linking research on animal health, production and welfare with ecological/evolutionary approaches.

The School is accredited by a number of bodies, please visit the [website](https://www.gla.ac.uk/schools/bohvm/about/accreditation/) for a list of accreditation bodies.

*1.1 School Governance and organisation structures*

The School Executive is the management decision-making body of the School of Biodiversity, One Health & Veterinary Medicine and meet monthly. More information is available here: <https://www.gla.ac.uk/schools/bohvm/about/schoolexecutivegroup/>

The School Executive is organised as follows:

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| Head of School  | Professor Christopher Loughrey |
| Deputy Head of School | Professor Catherine Stalin & Professor Jenny Hammond |
| Director of Research & Deputy Head of School  | Professor Roman Biek |
| Director of Education (Veterinary) | Professor Neil Evans |
| Director of Education (Life Sciences) | Dr Jan Lindstrom |
| Director of Innovation, Engagement & Enterprise | Professor Martin Llewellyn |
| Director of Equality, Diversity & Inclusion | Professor Lubna Nasir |
| Commercial Operations Director | Ray Girotti |
| Head of Professional Services  | Sarah Chiodetto |
| Deputy Head of Professional Services | Jennifer Crawford |
| Clinical Team Leads | (Patrick Pollock, Geroge King, Mark Dagleish & Catherine Stalin) |
| Clerk  | Caroline Hutchinson  |

There are three main academic functional teams with subsections set below:

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| **Clinical Teams** |
| Equine Clinical Sciences | Professor Patrick Pollok |
| Farm Animal Clinical Sciences | George King  |
| Pathology, Public Health & Disease Investigation  | Mark Dagleish |
| Small Animal Clinical Sciences | Professor Catherine Stalin |

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| **Research & Scholarship Team (Lead Professor Roman Biek)** |
| Comparative & Translational Health  | Professor Rodrigo Gutierrez Quintana |
| Ecology & Environmental Change | Professor Jason Matthiopoulos |
| Educational Research and Scholarship | Dr Anna McGregor |
| Evolution & Diversity | Professor James Cotton |
| Host Parasite Interactions & Pathogens | Dr Lisa Ranford-Cartwright |
| Infectious Disease Ecology | Dr Taya Forde |
| Physiology, Ageing & Welfare | Professor Tyler Stevenson |

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| **Undergraduate Teaching Teams** |
| Degree Group A  | Sofie Spatharis |
| Veterinary Teaching  | Zamantha Marshall  |

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| **Administration teams**  |
| **School Administration**- Accreditation Support - Cochno Farm Administration- Communications and website support- HR Support- Postgraduate Support- Research Support |
| **Undergraduate School (BVMS/BSc Biosciences)**- Student Experience team (BVMS/BSc Biosciences)- Student Recruitment, Marketing and Admissions (BVMS/BSc Biosciences)- Teaching support team  |
| The Life Sciences Undergraduate Support Team is located in the Sir James Black Building, Room 354 -please see [further information and contact details](https://www.gla.ac.uk/colleges/mvls/lifesciences/contactus/)  |

For a full list of staff and contact details you can visit: <https://www.gla.ac.uk/schools/bohvm/staff/>

*1.2 Undergraduate Teaching*

There are four undergraduate courses run through the School of Biodiversity, One Health & Veterinary Medicine:

* [Marine & Freshwater Biology [BSc/MSci]](https://www.gla.ac.uk/undergraduate/degrees/marinefreshwaterbiology/)
* [Veterinary Biosciences [BSc/Msci]](https://www.gla.ac.uk/undergraduate/degrees/veterinarybiosciences/)
* [Veterinary Medicine & Surgery [BVMS]](https://www.gla.ac.uk/undergraduate/degrees/veterinarymedicine/)
* [Zoology [BSc/MSci]](https://www.gla.ac.uk/undergraduate/degrees/zoology/)

*1.3 Postgraduate Teaching*

* [Advanced Practice in Veterinary Nursing **[MSc/PgDip/PgCert: Online distance learning]**](https://www.gla.ac.uk/postgraduate/taught/vet-nurse/)
* [Animal Nutrition **[MSc/PgDip/PgCert/CPD: Online distance learning]**](https://www.gla.ac.uk/postgraduate/taught/animal-nutrition/)
* [Animal Welfare Science, Ethics & Law **[MSc]**](https://www.gla.ac.uk/postgraduate/taught/animal-welfare-science/)
* [Applied Conservation Science **[MSc]**](https://www.gla.ac.uk/postgraduate/taught/applied-conservation-science/)
* [Conservation Management of African Ecosystems **[MSc]**](https://www.gla.ac.uk/postgraduate/taught/conservationmanagementafricanecosystems/)
* [Ecology & Environmental Biology **[MRes]**](https://www.gla.ac.uk/postgraduate/taught/ecologyenvironmentalbiology/)
* [Epidemiology of Infectious Diseases & Antimicrobial Resistance **[MSc]**](https://www.gla.ac.uk/postgraduate/taught/infectiousdiseasesantimicrobialresistance/)
* [One Health & Infectious Disease **[MSc/PgDip/PgCert: Online distance learning]**](https://www.gla.ac.uk/postgraduate/taught/one-health-infectious-disease/)
* [Quantitative Methods in Biodiversity, Conservation & Epidemiology **[MSc]**](https://www.gla.ac.uk/postgraduate/taught/ecologyepidemiologyconservationbiology/)

*1.4 School Committees*

* **School Executive**

*(Convener - Prof Christopher Loughrey, Clerk - Caroline Hutchinson/Julie Norden)*

* **Research Management Group**

*(Convener – Prof Roman Biek, Clerk - Claire Malcolm (on mat leave) Helena Evans covering*

* **Learning & Teaching**

*(Convener – Neil Evans Clerk – Loli Cummings)*

* **PGR (PhD/MScR)**

*(Convener – Prof Kathryn Elmer, Deputy Conveners Dr Paul Johnson & Dr Davina Hill, Clerk Gillian Dyer)*

* **PGR (Clinical)**

*Convener Dr Michelle Bellingham, Deputy Convener Dr Katie Denholm, Clerk Marie Henderson)*

* **Health & Safety (Vet)**

 *(Convener – Arlene Macrae, Clerk- Gillian Ironside)*

* ***Health & Safety (Research)***

*(Convener Dr Lisa Ranford-Cartwright, Clerk - Claire Malcolm)*

* ***Health & Safety Governance Committee***

*(Convener – Sarah Chiodetto, Clerk – Gillian Ironside)*

* **Ethics & Welfare**

 *(Convener Prof Jo Morris, Clerk - Gillian Ironside)*

* **Staff/Student Liaison**

 *(Convener GUVMA Presidents, Clerk - GUVMA Clerk/Alison Halley)*

* **Diversity & Inclusion**

(*Convener - Prof Lubna Nasir, Clerk Gillian Ironside*)

* **Admissions, Marketing & Admissions**

*(Convener Gillian Gillespie, Clerk Catriona Lawson)*

If you have an interest in participating in any of the committees, please contact the appropriate clerk.

*1.5 Strategic Goals*

***Education***

* Deliver a strong science-based and inquiry-led curriculum that is intellectually challenging and encourages self-directed, questioning and curiosity-driven learning
* Ensure students acquire a broad base of knowledge and skills to provide an excellent foundation for a full spectrum of veterinary and science careers
* Promote self-development and the acquisition of professional attributes of the highest standing as well as leadership, self-awareness, and reflection
* Encourage students to constantly challenge prevailing doctrine and knowledge to advance the practice of veterinary medicine
* Ensure there is diversity of experience and opportunity within and beyond the programme and support students from all national, ethnic, and social backgrounds through all stages of the programme

***Research***

* Conduct excellent internationally recognised research in one health and veterinary medicine to improve evidence-based policy and practice-Promote and facilitate collaboration and linkage between clinical and basic science research
* Further the development of multicentre networks and transdisciplinary approaches to advance research and enhance postgraduate training

***Clinical Care***

* Place the interests of the patient above all others
* Deliver the highest possible standards of patient care by maintaining a clinical centre of excellence and applying the most advanced clinical knowledge and practice
* Provide a supportive undergraduate and postgraduate training environment,

involving students in the highest standards of clinical teaching

* 1. *Communication channels*
* We recommend that you read the School Newsletter (SBOHVM Weekly Update) which is circulated each Friday afternoon, it contains any important announcements, notifications, news, events, publications, grant awards, seminars, and more.
* The School has various [Social Media platforms](https://www.gla.ac.uk/schools/bohvm/socialmedia/)
* Look out for internal communication emails – notifications/updates relative to all University staff.
* The Onelan screens which are located through building promote events, services and notifications.
* There are various school mailing lists – more information and a full list is available on the school [website.](https://www.gla.ac.uk/schools/bohvm/about/studentstaff/communications/emailmailinglistinfo/)
* The School [Google Calendar](https://www.gla.ac.uk/researchinstitutes/bahcm/about/events/institutegooglecalendar/) is also available to find details on management meetings, seminars, and social events.
	1. *Site information*
* Garscube Campus, including McCall Building, Henry Wellcome Complex (HWC comprising the Henry Wellcome Building, Jarrett Building, Urquhart Building), Small Animal Hospital, Weipers Centre (Equine Hospital) and SCPAHFS (Farm Animal)
* Gilmorehill Campus, staff are predominantly based in the Graham Kerr Building but with satellite labs in the Davidson, Sir Graeme Davies building and Joseph Black Buildings
* The Scottish Centre for Ecology and the Natural Environment (SCENE) at Rowardennan
* Cochno Farm, Clydebank G81 5QL

*1.**8 Facilities*

* Quiet/Prayer Room located in Room 105, Level 1 of the Jarrett building. accessible via the link bridge from Henry Wellcome/Sir Micheal Stoker and the central Jarrett stairwell.
* Baby nursing/changing room located in MS Tutorial Room A3, Mary Stewart Building. You can also find highchairs stored in this room for use in the Barn area.
* The Barn is the main eating facility at Garscube which is located in the Mary Stewart building, opening hours are Monday to Friday 8:00am - 3:30pm.

There are many more around Gilmorehill of which are listed on the [catering website](https://www.gla.ac.uk/myglasgow/cateringandevents/catering/eatingoncampus/).

* The GK Social Room is located in Room 221 on the ground floor of the Graham Kerr Building and is open to all staff and PG students.  Milk and coffee/tea is available (and a price list is shown, so that supplies are paid for), a hot water urn, a fridge and microwave for general usage.
* Lockable bike stores available throughout Garscube and Gilmorehill

2. Induction – getting started

Upon acceptance of your new position, you will be allocated a Line Manager, whose initial responsibility it is to oversee the process of induction, and then subsequently to oversee career development and progression. The Line Manager is the person to whom you will report and to facilitate the transition to the new role, you may also be appointed an induction buddy, whose role will be a first point of contact for help with local procedures.

On your first day of employment, you will receive an email from the University IT and the University Onboarding team to confirm your University IT account (GUID), instructions on how to access your staff card and you will also have been asked to input your bank details and other personal information onto Core. Once you have completed all the onboarding tasks you will be given access to the [University Induction Hub](https://www.gla.ac.uk/myglasgow/pod/new/newstart/).

*2.1 Line manager/new employee checklist*

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| Welcome and introductions |
| Local amenities:  office space and equipment, rest facilities, car parking, bike shelters, canteen/café/kitchen areas.  |
| Check that new employee has received email for information from IT/onboarding and then complete University Induction including [mandatory training](https://www.gla.ac.uk/myglasgow/pod/all/mandatorytraining/). |
| Discuss key duties and responsibilities including expected performance standards, expectations regarding confidentiality / security as appropriate |
| Discuss Probationary process (including ECDP where applicable – an introductory email will be sent to Grade 7 and 8 Research and Teaching staff by the ECDP team and an [appropriate mentor should be assigned](https://www.gla.ac.uk/myglasgow/pod/all/pay/ecdp/mentoring/))  |
| Discuss any relevant local practices (taking leave, flexible working, etc) |
| Review any relevant [learning & development needs](http://www.gla.ac.uk/services/humanresources/staffdevelopment/) as appropriate |
| Discuss  [Performance & development review process](http://www.gla.ac.uk/services/humanresources/all/pay/pdr/pdrprocess/) as appropriate |
| Refer to [Code of Practice for the Management of Research Staff](http://www.gla.ac.uk/media/media_490311_en.pdf) (if appropriate) |
| Orient to [TRAC/TAS](http://www.gla.ac.uk/services/fulleconomiccosting/background/) (as appropriate). |
| **For Academic staff involved in BVMS teaching only**For the BVMS Programme our accreditors stipulate that “all educators who are involved with student teaching have successfully completed, or are working towards, a quality assured programme of teacher training, which effectively prepares educators for their roles”.  In most roles new staff will work towards a PGCert (either Postgraduate Certificate in Academic Practice or Postgraduate certificate in Health Professional Education).  New staff who have already completed a PGCert or equivalent in education should contact Duncan.Belk@Glasgow.ac.uk to advise that this has been completed.In addition, we have dedicated a one-day (7 hour) online core training specific to the BVMS Programme which must be completed by all staff  within the first 6 months of  their role.The training is online, self-directed via a Moodle course.  We have developed a range of general staff training resources focusing on key elements of the different roles, specifically:The civility saves lives course/module (45 mins) <https://moodle.gla.ac.uk/course/view.php?id=40983>The general ‘staff training’ resources marked as essential for new lecturer: <https://moodle.gla.ac.uk/course/view.php?id=18873>Elements can be completed over shorter periods as desired over the 6-month period.  A short quiz must be completed in order to confirm satisfactory completion of the training in each section.  A range of other resources have been made available on these sites which staff are welcome to use as needed. |
| **For academic staff involved in teaching Life Sciences programmes** Although there is no structured course in place for Life Sciences teaching, line managers will provide guidance on the degree structures and content and discuss their contribution and role. Broader context of the Life Sciences degrees is also discussed during Open Days. |

*2.3 Health & Safety*

All University employees must complete the [on-line Health & Safety E- Induction training](https://www.gla.ac.uk/myglasgow/seps/training/) which outlines key information on [Safety and Environmental Protection Service (SEPS), Occupation Health and Radiation Protection. Once you have read the information you will be required to undertake a short Moodle quiz, which should be completed within the first month of employment.](http://www.gla.ac.uk/services/health/e-inductionoverview/safetyandenvironmentalprotectionserviceseps/)

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| **Health & Safety checklist (to be conducted by Local Safety Representative)** |
| Fire alarm, evacuation, and emergency procedures, including location of first aid kit & fire extinguishers |
| Identify first aider/s and how they can be contacted |
| [Accident/incident reporting procedures](https://www.gla.ac.uk/myglasgow/seps/reportanincident/) |
| [Safety & Environmental Protection Service (SEPS)](https://www.gla.ac.uk/myglasgow/seps/) |
| [Download the SafeZone](https://www.gla.ac.uk/myglasgow/securityandoperationalsupport/) - the SafeZone App is an app that is monitored 24 hours a day by the Campus Security team ensuring the safety and security of our staff and students and is an essential requirement when travelling with the University.  |
| Specialist health & safety procedures/training, including identification of Radiation Safety Officer |
| Discuss other health, safety & wellbeing matters as appropriate (e.g. [lone worker](https://www.gla.ac.uk/myglasgow/seps/az/loneandoutofhoursactivities/); [fieldwork](https://www.gla.ac.uk/myglasgow/seps/az/travelfieldworkandplacement/)) |

The School’s local H&S representatives are as follows:

* Equine (Weipers) - Steven Speirs and Katie Currie
* Farm Animal (Galloway) - Jayne Orr and Calum McColl
* Small Animal Hospital - Ray Girotti and Steven Speirs
* Pathology, Public Health and Disease Investigation – Dawn Dunbar, Michael McGuigan (PM room) Lynn Stevenson (labs)
* Undergraduate School (Clinical Skills) - Susan Glattbach
* Administration - Caroline Hutchinson
* Research at GKB and Garscube - Kate Griffiths

3. Equality & Diversity Overview

*The Athena Swan Charter*

**Athena Swan** is an equality charter mark framework and accreditation scheme established and managed by the UK Equality Challenge Unit (now part of [Advance HE](https://en.wikipedia.org/wiki/Advance_HE)) in 2005 that recognises and celebrates good practices in higher education and [research](https://en.wikipedia.org/wiki/Research) institutions towards the advancement of [gender equality](https://en.wikipedia.org/wiki/Gender_equality): representation, progression and success.

The University is fully committed to tackling gender inequality in its work, learning, teaching and research environments and holds an [Athena SWAN Bronze Award](http://www.gla.ac.uk/services/humanresources/equalitydiversity/athenaswan/) at institutional level.  SBOHVM is currently an Athena Swan Silver award holder which recognises our progress in gender equality. Our ambition is to attain Gold status in the near future.

*School EDI Activity*

Our Athena Swan and broader Equality, Diversity, and Inclusion) EDI activity is overseen by the School Diversity and Inclusion Committee led by Professor Lubna Nasir, Director for EDI SBOHVM. The committee includes staff and student representatives and people across the school are encouraged to get involved in various activities and initiatives to support our goal to advance equality of opportunity for all.

You can view more information on information on EDI and Athena Swan on the [School EDI webpage](https://www.gla.ac.uk/schools/bohvm/athenaswan/).

Here are some helpful Equality & Diversity Policies to view:

* [Equality and Diversity Policy](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/)
* [Disability policy](https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/policy/equalitypolicy/app-d/)
* [Support for staff with caring responsibilities](https://www.gla.ac.uk/myglasgow/humanresources/all/health/carerspolicy/supportforstaffwithcaringresponsibilities-policy/)
* [Menopause & hormonal change policy](https://www.gla.ac.uk/myglasgow/pod/all/health/menopause/menopauseandhormonalchanges-policy/)
* [Support for disabled and neurodivergent colleagues](https://www.gla.ac.uk/myglasgow/humanresources/all/health/disabilitysupport/)
* [Flexible working Policy](https://www.gla.ac.uk/myglasgow/pod/all/health/worklife/flexibleworking/)
* [Parental leave policy](https://www.gla.ac.uk/myglasgow/pod/all/health/worklife/leave/parental/)
* [School of Health and Wellbeing Older workers toolkit](https://www.gla.ac.uk/schools/healthwellbeing/athenaswan/ourinitiatives/olderworkerstoolkit/)

5. Recommended webpages

The following guide suggests the type of induction information / activity that you, as a new employee, will find helpful to view / act on during you first few months of employment.

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| View [the HR website](https://www.gla.ac.uk/myglasgow/humanresources/) (information about University, benefits, services, terms, and conditions of employment etc) |
| [Absence reporting policy](http://www.gla.ac.uk/services/humanresources/all/health/managingattendancepolicy/) |
| [A-Z of HR policies](https://www.gla.ac.uk/myglasgow/pod/a-z/)  |
| Read about the annual [Performance and Development Review (P&DR) process](https://www.gla.ac.uk/myglasgow/pod/all/pay/pdr/) |
| Information about [wellness and wellbeing and employee counselling services](http://www.gla.ac.uk/services/health/) |
| Information about [expense claims](https://www.gla.ac.uk/myglasgow/payandpensions/expenses/expensesprocedures/) |
| Interested in being a mentor/finding a mentor visit the [Mentoring portal](https://www.gla.ac.uk/myglasgow/pod/organisationaldevelopment/mentoringattheuniversityofglasgow/)   |
| [UofG Helpdesk](https://glasgow.saasiteu.com/Modules/SelfService/#home) (IT, HR Requests amongst others) |
| Refer to [IT usage policy](http://www.gla.ac.uk/services/it/regulationscommitteesandpolicies/) |
| Review Data Protection and Freedom of Information [guidance for staff,](https://www.gla.ac.uk/myglasgow/dpfoioffice/) good practice guides and [FAQs](http://www.gla.ac.uk/services/dpfoioffice/faqs/). |
| Refer to [University service complaints procedure](http://www.gla.ac.uk/services/senateoffice/studentcodes/) (Senate Office) |
| Check out how to register for University travel (conferences/cpd, etc) through the [Travel Hub](https://www.gla.ac.uk/myglasgow/procurementoffice/universitytravelhub/) |
| View the [MVLS Purchasing Hub](https://www.gla.ac.uk/colleges/mvls/informationforstaff/servicesforstaff/finance/) to find out how to order equipment/supplies |
| **For academic staff only:** |
| [Information on academic promotion](https://www.gla.ac.uk/myglasgow/pod/all/pay/promotion/acpromotion/) |
| For Research & Teaching staff Grade 7/8 please refer to [University’s  Early  Career  Development  Programme  (ECDP)](http://www.gla.ac.uk/services/humanresources/all/pay/ecdp/). Note that your HoD/Line Manager will help in identifying a mentor. |
| View how to gain [ethical approval for animal related research](https://www.gla.ac.uk/schools/bohvm/research/vetresearch/ethicsapprovalforanimalrelatedresearch/#d.en.1096147) |
| Create [academic profile](https://www.gla.ac.uk/myglasgow/staff/webpublishing/registrationandtraining/researchprofile/) for the University website and [Enlighten publications](https://eprints.gla.ac.uk/) |
| [An introduction to Moodle](https://www.slideshare.net/slideshow/what-is-moodle-explained-with-lego-presentation/627102) (upload information (lecture slides, tutorials etc.) for students  |

Please complete this [short form](https://forms.office.com/e/wBCZuh4PjF) to verify that you have read this induction programme and completed the mandatory training. We would also welcome any feedback on how we can improve the induction process.