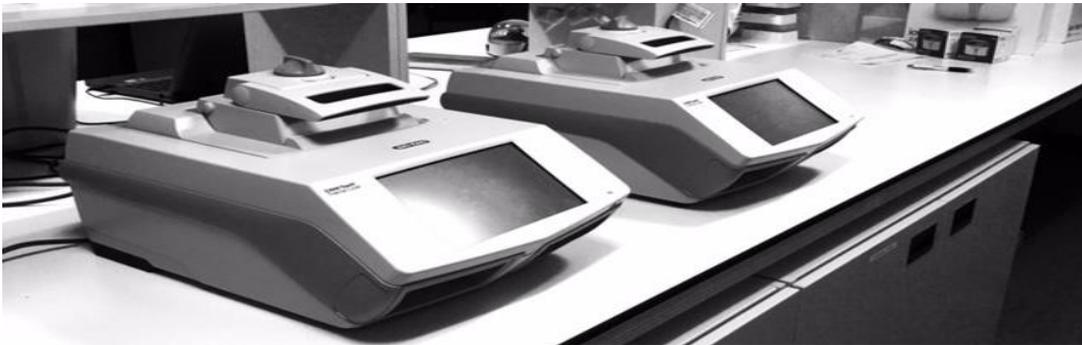


# Welcome to the Leicester Cancer Research Centre



**Information for New Staff and Students**

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Welcome to Leicester Cancer Research Centre. This document will guide you through some of the key processes important to help new starters settle in. Further information for new starters can be found on the Leicester Cancer Research Centre website: <http://www2.le.ac.uk/centres/cancer> and on the University website: <http://www2.le.ac.uk/staff/newstaff>

The Cancer Research Centre sits within the Department of Genetics and Genome Biology (GGB). We are recognised internationally for our competitive research in Cancer, and have a broad portfolio of studies in thoracic oncology and lymphoid malignancies with more focused interests in colorectal, pancreatic and breast cancers as well as melanoma. We also host the East Midlands Forensic Pathology Unit and the Children's Cancer and Leukaemia Group (CCLC), a professional association and research charity.

The Centre is split across different sites (shown in purple), with the majority of staff being situated in the Robert Kilpatrick Clinical Sciences Building (RKCSB) which is on the same site as Leicester Royal Infirmary.



RKCSB is situated a short walk away (approx. 15 mins) from the main University campus, where numerous facilities can be accessed, including the library, sports centre, Student's Union, prayer rooms, breast feeding rooms and an array of catering outlets. In addition, the interim chapel and prayer rooms are available on level 0, Balmoral Building, Leicester Royal Infirmary and are situated next to the lifts. Breast feeding facilities are also available at the main hospital site in the Balmoral Building on the 1<sup>st</sup> floor, just around the corner from the main Balmoral Reception.

An interactive map of the main University campus can be found at the following link:

<http://www.le.ac.uk/maps/>

Our Centre Head is Professor Catrin Pritchard, who is based in room 538 in RKCSB (Tel: 223 1857, Email [cap8@le.ac.uk](mailto:cap8@le.ac.uk)).

Your main point of contact to help you through the induction procedure will be your line manager. You should be informed of who your line manager is and how to contact them, on or before your first day at work.



Please insert the name and contact number for your line manager/supervisor here:

.....

Other key contacts who can provide useful information when you start include:

Mrs Steph Moutrey – Centre Manager. Steph is based in room 541 of RKCSB. Tel: 0116 223 1658; Email [sal8@le.ac.uk](mailto:sal8@le.ac.uk)

Mrs Jill Ashmore – Technical Services Manager. Jill is based in room 542 of RKCSB. Tel: 0116 252 5888; Email [ja29@le.ac.uk](mailto:ja29@le.ac.uk)

Mr Jon Naylor – IT Manager. Jon is based in room 502A of RKCSB. Tel: 0116 252 3226; Email [nay@le.ac.uk](mailto:nay@le.ac.uk)

Dr Don Jones – Postgraduate Tutor. Don is based in room 543 of RKCSB. Tel: 0116 252 3169; Email [djj1@le.ac.uk](mailto:djj1@le.ac.uk)

Mrs Jenny McNair - Centre Secretary. Jenny is based in room 539 of RKCSB. Tel: 0116 252 3170; Email [jm65@le.ac.uk](mailto:jm65@le.ac.uk)

Due to the wide variety of roles within the Centre, induction procedures are bespoke for each individual, but will incorporate the following:

### **What can I expect from my induction?**

#### Welcome from line manager

Your line manager/supervisor will be your first point of contact and will welcome you to the Centre and discuss your role with you. They will also pair you up with a 'Buddy'. Your Buddy will help you settle in by showing you around and introducing you to members of the team. They will also be on hand to give advice on how to go about Centre and wider Departmental procedures and point you in the right direction for any other queries you may have.

#### **My Buddy is:**

.....

Your line manager will also assign you an area that is suitable for your working needs.

#### Identity cards

**For new staff:** Upon acceptance of your post, you should have filled in payroll and IT information and returned this to the HR division at the University. If this has been correctly completed and returned, then your IT account should be available for use when you start. Via your IT account, you can log onto employee self-service (ESS – details available from the University homepage) and upload a photograph of yourself. Once this has been completed, then an ID card will automatically be created for you. You will be informed when your ID card is ready, and it can then be collected from the Security Office on main campus (see campus map).



**For new Postgraduate (PG) Research students:** in order to obtain your ID cards you will need to register. To do this, you will need to access the Graduate School Office webpages for full details on your registration. This can be found at

<https://www2.le.ac.uk/departments/gradschool/office/registration/new-registration>

A comprehensive step-by-step guide to registration is given here. If you have any difficulties, please liaise with your supervisor or postgraduate tutor to help you through the registration procedure.

**For guest workers:** the Departmental Guest Worker ID forms should be filled out by your supervisor and signed off by the Head of Centre. Photographs are taken by the Technical Services Manager (Jill Ashmore), the form completed and sent to the security office. In this instance, ID cards will be sent to Jill upon completion and she will inform you once she has received them.

If there are any problems during this process, please contact the Technical Services Manager or Centre Manager.

### Safety induction

All new starters are required to have a building safety induction and a Departmental/Centre safety induction as close to their start date as is feasible. Safety inductions for RKCSB and general safety inductions (including Display Screen Equipment (DSE) assessment) are undertaken by the Technical Services Manager, Jill Ashmore. Jill is also available if you need to discuss specific health and safety needs, thus ensuring that your work space is suitable.

Building safety inductions for the Henry Welcome Building are undertaken by Jon Tillotson-Roberts ([jar20@le.ac.uk](mailto:jar20@le.ac.uk) Tel: 229 7044).

Building safety inductions for the Hodgkin Building are undertaken by Cathy Houghton ([ceh5@le.ac.uk](mailto:ceh5@le.ac.uk); Tel: 225 5221)

Building safety inductions for the Hospital sites (Osborne/Sandringham Building) are undertaken by Linda Willis ([lw59@le.ac.uk](mailto:lw59@le.ac.uk) Tel: 258 7597) and Sarah Nicholson ([sarah.nicholson@uhl-tr.nhs.uk](mailto:sarah.nicholson@uhl-tr.nhs.uk) Tel: 258 5952) respectively.

Individual groups have their own Laboratory Safety Supervisors (LSS) assigned who will guide any laboratory workers through lab-specific safety procedures. Your Buddy will introduce you to your local LSS.

### IT

When you start you will be provided with a UoL ITS account, the username will be of the form abc1 formed from your initials and a sequential number. Your email address will be [abc1@leicester.ac.uk](mailto:abc1@leicester.ac.uk). That email address is provided for use in relation to your work/study at the University. While we allow some personal use, please do not use it as your main personal communications address. All of the regulations and policies governing your use of UOL IT Services are available through UOL web pages (see end of section). Your Buddy will introduce you to the Centre IT manager when you start, who will be able help and guide you through any IT issues.



Your username and associated password are provided to you personally for access to our systems. *There are **NO** circumstances in which you should provide them to others.* The computer systems we provide are customisable by the installation of software but it is not possible to allow users to choose and install this for themselves. There is an **absolute prohibition** on personal downloading and installation of software and web services. If you require something which you cannot find pre-installed then ask us and if possible it will be provided by an IT professional.

Help and assistance should normally be requested through the IT Services helpdesk. This is available 9-5.00 on (0116 252)2253 or by email at [ithelp@leicester.ac.uk](mailto:ithelp@leicester.ac.uk). The department's IT manager Jon Naylor is available to provide advice and basic 'how-to' instructions on University systems.

In order to help you understand the rules governing information handling, you will be required to complete an "Information Security Awareness Training" module supplied via the Blackboard teaching service. In addition, all members of the department staff and PGR students are required to complete the additional "Research Data and Confidentiality" training module delivered via the MRC at <http://byglearning.co.uk/mrcrsc-lms/course/category.php?id=1>

If you ever have any doubts or worries about information handling during your time at the University please ask for help/advice either from your line manager or from Jon Naylor.

#### Links

The main IT services web page is <http://www2.le.ac.uk/offices/itservices/ithelp>

<http://www2.le.ac.uk/offices/itservices/about/policies> is a page giving access to the policies and regulations governing IT within the University. The most important of these which you should read first are the Use of Computers Policy here:

<http://www2.le.ac.uk/offices/ias/resources/policies/ispolicy/strategic-policy/Use%20of%20Computers%20Policy%20-ISP-S9-%20V12.pdf>

and the Internet Access Policy here:

<http://www2.le.ac.uk/offices/itservices/about/policies/regulations/internet-code-of-practice>

#### Car Parking

There are several car parks available for University staff which require parking permits in order to be accessed. Parking is administered by Estates. In order to apply for a permit, please use the University's online system: <https://www2.le.ac.uk/offices/estates/services/day-to-day-services/transport/parking>

Parking is not guaranteed as it is on a first come, first served basis. However, it is prioritised for those who are required to do out of hours working/on-call, have unsociable working patterns or have caring responsibilities.

#### Bicycle Storage

Bike racks are available at the front entrance to RKCSB and at the side of the Hodgkin Building. Please ensure that your bikes are fully secured.



## Training requirements

Your training requirements will be made clear to you by your line manager. In addition to role-specific training requirements, there are mandatory courses that you will have to undertake when you join the Centre. This includes Information Governance Training, and if you are working with any human-derived samples, Human Tissue Act (HTA) training. Your line manager will provide you with further details regarding these courses. You are required to keep a training folder, where you can document all of the relevant training that you have undertaken during your time at the University.

All new starters are expected to undertake Equality and Diversity training. The Centre holds an Athena Swan Silver award and is committed to the equality agenda. Our local Diversities champion and Athena Swan lead is Prof Jacqui Shaw ([js39@le.ac.uk](mailto:js39@le.ac.uk)).

The University of Leicester also makes the following equalities statement:

*'The University of Leicester will positively promote equality of opportunity for all current and potential students, staff and its other stakeholders. It will not discriminate unfairly on the basis of sex, pregnancy and maternity, gender, gender reassignment, disability, race, ethnic or national origin, age, sexual orientation, socio economic background, religion and belief, political beliefs, family circumstances including marriage and civil partnership and trade union membership.'*

All staff and students within the Centre will be expected to abide by University equality policies at all times.

## Conferences

Attendance at conferences as part of career development is encouraged, so please discuss with your line manager. The University has a Carer's Conference Fund available for those who have caring responsibilities. The fund is available to assist those unable to attend external training and conferences due to carer commitments which will require additional financial support. Further details can be found at: <https://www2.le.ac.uk/institution/womenatleicester/maternity-and-childcare/conference-carer-support-fund>

## HR

The Division of Human Resources (HR) at the University provide a wealth of information for new starters, which can be found at: <http://www2.le.ac.uk/offices/hr>  
Details of all staff ordinances can be found at this site, include pay and reward, holidays, absences, probation periods etc. If you have any queries, it is suggested that in the first instance you contact our Centre Manager who will work with you to try and answer them.

## Purchasing procedures

All purchasing is now via the University's online Smarter Purchasing system. Training on this system can be accessed through the Cancer Research Centre finance team who can be contacted via [csorders@le.ac.uk](mailto:csorders@le.ac.uk). Your Buddy will take you to meet the team when you start.

### Performance Development Discussions

The Performance Development Discussion (PDD) provides the opportunity for all members of staff to have a formal, structured, and productive conversation with a manager/appraiser about their performance and development needs. This conversation will be supported by more informal discussions during the year. Every member of staff should expect to have a PDD on an annual basis.

More information can be found at: <https://www2.le.ac.uk/offices/organisational-development/pdd>

### Postgraduate Research Students

As a new postgraduate research student studying for a PhD, you will be invited to three induction events so that you can meet your fellow students throughout the Graduate School of the University, the College of Life Sciences and the Department/Centre. The first event is the Graduate School induction. This will introduce you to Senior members of the University and Students Union and provide you with information about support given, at both the academic and pastoral level. There is a second induction run by the College team, who will introduce you to the college structure and to the specific offerings and support for postgraduate researchers found within the college. Finally a local, Departmental and Centre level induction is run which introduces specific information about Departmental/Centre staff, health and safety, social events and academic events. Whilst your first port of call will be your PhD supervisor, committees are set up to ensure that who have help and support throughout your studies – this will occur within the first 3 months of you starting. This is overseen by our postgraduate tutor Dr Don Jones. Enquiries can also be directed to [cancerpgt@le.ac.uk](mailto:cancerpgt@le.ac.uk)

For supervisors of postgraduate research students, further information on how to make sure new students have a successful start can be found at:

<https://www2.le.ac.uk/departments/gradschool/zone/staff>

An introduction to general University processes, policies and procedures will be undertaken as per the **HR induction checklist** (staff only), and will be undertaken by your line manager.

The following proforma is to ensure that expectations for Centre and role-specific procedures have been met.

**One copy of this form will be kept by the Technical Services Manager, and you should file one copy in your training folder.**



**Name and Start Date:**.....

**Line Manager:**.....

**Building/s based in:**.....

	Date	Initials
<b>Relevant to your role</b>		
HR induction checklist complete (to be signed and dated by line manager. FOR STAFF ONLY)		
Meeting with line manager		
Met with Buddy		
Introduction to PI and group		
Job/ project description		
Given key telephone numbers (eg. porters, line manager)		
Mandated training courses explained e.g. ICH-GCP, GCLP, HTA, Equality and Diversity, Data Protection, Information Governance		
Quality management induction		
Access to SOPS / relevant papers and articles		
Expected responsibilities explained		
Purchasing procedures explained		
Access to staff/student development explained		
Training folder		
Procedures for attending seminars, lectures, conferences		

	Date	Initials
<b>Health and Safety Information</b>		
Safety induction (building/ Department/ Centre)		
Introduction to local safety officers		
Area-specific (eg Lab) safety induction		
Immunisation & occupational health requirements		
Working outside normal working hours		
<b>Use of computers</b>		
IT account fully functional?		
Display Screen Equipment assessment		
<b>University ID card/ building access</b>		
Received access/ ID card?		
Provided with codes for doors		
Use of smart printers explained		
<b>University facilities</b>		
Library		
Gym/ sports centre/ student union		
Eating facilities/ canteen		
Prayer rooms		
Child care - University of Leicester nursery/ child care vouchers		
Breast feeding rooms		

**Please keep a copy of this proforma for your training folder, and return a copy to the Technical Services Manager, Mrs Jill Ashmore.**