



Department of Cardiovascular Sciences

Induction Pack for Staff and Students

September 2017

www.le.ac.uk/cardiovascular-sciences

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1 Welcome letter from the Head of Department

Dear colleague

I am delighted to welcome you to the Department of Cardiovascular Sciences, and very much hope that you enjoy your time working in our (and now your) Department.

The overall mission of your Department is ***'to undertake bench-to-bedside research, education and training, and clinical practice that impacts on the health and well-being of patients and the public.'*** We have an international reputation for our basic science, translational and clinical research, with excellent facilities in which to conduct this research, and productive collaborations with our colleagues in the wider University and in the University Hospitals of Leicester NHS Trust. We are also fortunate in hosting the National Institute of Health Research Biomedical Research Unit in Cardiovascular Disease.

However, the Department's greatest asset is our staff. You are joining a group of talented and hard-working basic science, translational and clinical scientists, supported by an incredible professional services team. Every single person, whatever their role, is important in the success of our Department. It is very important that we value our staff, and accordingly, as a new member, you should expect the following:

(a) Induction.

This induction pack to help you navigate through your first few weeks here and in getting established, but it is not intended to cover everything and I would encourage you also to spend time talking with colleagues and getting to know our teams and ways of working. Our staff are friendly and approachable and we are all very happy to help you settle in, though we will also identify a 'buddy' to support you. In addition, you will receive an invitation to the next face-to-face termly induction meeting, and there is an expectation that you attend. You will also meet with your PI or line manager, who will arrange a timetable of specific inductions relevant to your role.

(b) Personal Development.

During your time with us, you will have an annual Performance and Development Discussion. This is your opportunity to celebrate your achievements and successes, but also to reflect on things that have not gone so well, and how this can be rectified. It is also an opportunity to develop objectives for your personal and career development over the coming months and years, and how the University and Department can help you achieve these. It is also important to timetable a mid-point review of your progress and development, but also to use every opportunity for informal discussion with colleagues and your mentor (where appropriate).

(c) Working Life.

The Department is very proud of its Athena SWAN Silver award, and we have an ambitious plan to build towards a Gold award in the coming years. I would strongly encourage you to engage with this agenda. In addition, we have a Working Lives Group with an overarching responsibility to drive a continuous improvement of the working culture, environment and

work/ life balance of the staff and students, so please engage with the Group, its members and its web-page to improve aspects of your and everyone's working life. Our Social Committee will also provide an opportunity to meet friends and colleagues in less formal settings! If you are new to the city of Leicester, many of our staff and students live locally and will be happy to tell you about the area and point you towards local amenities and services.

In return, we expect the following:

(a) Dignity At Work.

Our ethos is that every staff member and student will behave towards each other in a courteous and respectful manner, promoting harmony, co-operation and tolerance. We all need to consider our own behavior to ensure that we are treating each other in a courteous and respectful manner, and that our behavior does not cause offence or misunderstanding.

(b) Mandatory Training.

As an employee of the University of Leicester and as a member of the Department of Cardiovascular Sciences, you are required to undertake some mandatory training as part of your role. This will be made clear to you at your personal induction or by notices during your time with us. Please comply with this training and any requests.

(c) Engagement.

There are many opportunities to engage with the work of the Department, whether at regular department-wide meetings relevant to your role, in our twice-yearly All-Staff and Student meetings, through our annual Staff and Student surveys, via the Working Lives Group, or just by informal meetings with friends and colleagues – please do partake in these many opportunities. In addition, I have a weekly Head of Department – Open Door session, the HoD-OD, where I would encourage you to bring general and/ or specific issues. I do not promise to solve everything, but I will listen, especially if you bring solutions and not just problems!

The success and international recognition of the Department of Cardiovascular Sciences is entirely due to the achievements of our staff and students, and from now on this includes you. As you settle into the Department, I hope this stimulates you to achieve even more. I wish you every success in your work here, and very much look forward to meeting you.

With best wishes

Professor T G Robinson

**Head of Department of Cardiovascular Sciences
Professor of Stroke Medicine
NIHR Senior Investigator**

2 About the Department of Cardiovascular Sciences

The University of Leicester is organised into three Colleges: Medicine, Biological Sciences and Psychology (CMBSP); Social Sciences, Arts and Humanities; and Science and Engineering. The Department of Cardiovascular Sciences is part of the College of Medicine, Biological Sciences and Psychology.

Staffing and Students

The Department has around 120 staff, including over 30 academics, with large numbers of PhD, MD and other PG students. The academic members of staff cover the broad range of cardiovascular disciplines. The Department is purely postgraduate apart from intercalating medical students studying for a BSc in Medical Sciences. Departmental staff members contribute to teaching on the medical course as well as for degrees in the School of Biological Sciences.

The Department hosts a British Heart Foundation Chair in Cardiac Surgery and the Cardiovascular Theme of the Leicester National Institute for Health Research Biomedical Research Centre. The Department's research themes are Cardiovascular Precision and Stratified Medicine (sub-themes Biomarkers, Genomics, Imaging) and Cardiovascular Protection and Intervention (sub-themes Protection, Intervention).

Shared technical and administrative support is provided and a core Departmental team manages human resources, laboratory supervision, health and safety and finances.

Locations

The Department is located at a number of sites:

Glenfield General Hospital (GGH): Cardiovascular Research Centre (CRC) and Clinical Sciences Wing (CSW)

Leicester Royal Infirmary (LRI): Robert Kilpatrick Clinical Sciences Building (RKCSB)

University campus: Henry Wellcome Building (HWB)

Maps of the campus, hospital sites and the city centre can be downloaded [here](#).

Culture and Values

Cardiovascular Sciences is a high achieving Department and secures this through the development of all staff and students. The Department is committed to supporting and developing all students and members of staff, and to improving the working environment, culture and work/life balance for all. In November 2015 the Department was awarded an

Athena SWAN Silver Award, and there is a strong focus on implementing and reviewing an [action plan](#) developed as part of the award submission, in order to support the advancement of women in cardiovascular sciences research, but also as a mechanism for continuous improvement more widely.

Feedback from staff and students on their experience of working within the Department is welcomed and can be given personally or anonymously [online](#). The Department also undertakes an annual staff and student survey to inform its action plan for improvement, and has established a Working Lives Group which has a key role in the development and implementation of the Department's improvement strategy. Updates to staff and students on progress made in this area are provided regularly through the [Working Lives webpage](#) and Departmental communications.

The ethos of the Department is that every staff member and student will behave towards each other in a courteous and respectful manner, promoting harmony, cooperation and tolerance. [Departmental guidance](#) on the expected standards of behaviour and promoting dignity at work is available on the Working Lives webpages.

3 Key CVS Staff Contacts

Role	Name	Location	Email IT account username	Phone ext.*
Head of Department	Prof Tom Robinson	CRC 2.03 RKCSB 224	tgr2@le.ac.uk	(204) 4758
PA to HoD	Denise Ladkin	CRC 2.04	drl10@le.ac.uk	(204) 4758
Postgraduate Tutor (PhDs)	Dr Karl Herbert	CSW 058	keh8@le.ac.uk	(258) 3046
Postgraduate Tutor (MDs)	Dr William Toff	CSW 032	wdt2@le.ac.uk	(250) 2389
Operations Manager	Eleanor Jackson	CRC 2.12	ej86@le.ac.uk	(204) 4755
Business Administration Manager	Azeem Climie (from 18/09/17)	CRC 3.11	ac557@le.ac.uk	(204) 4786
Chief Technician	Dr Tim Barnes	CRC 0.01A	tab15@le.ac.uk	(204) 4740
PGR Administrator	Kim Mason	CRC 2.02	kmm21@le.ac.uk	(204) 4759
Departmental Administrator (HR)	Janette Moore	CRC 3.14	cvsrecruitment@le.ac.uk	(252) 5814
Sickness and annual leave records	Katie North	CRC 2.02	cvsenquiries@le.ac.uk	(204) 4746
Student attendance records	Angela Jalota	CRC 2.02	cvspgr@le.ac.uk	(204) 4766
Finance administration	Vibha Navinchandra	CRC 3.14	cvsprocurement@le.ac.uk	(204) 4764
Research grants finance	Sue Lewin Audrey Larrive	CRC 3.14	cvsgrant@le.ac.uk	(252) 5828
NIHR BRU Manager	Dr Martin Batty	CRC 3.09	mb543@le.ac.uk	(204) 4774
Departmental Safety Officer	Dr Tim Barnes	CRC 0.01A	tab15@le.ac.uk	(204) 4740
Departmental IT Officer	Janette Moore	CRC 3.14	jam48@le.ac.uk	(252) 5814
Departmental X Drive Coordinators	Kim Mason (for PGR access)	CRC 2.02	kmm21@le.ac.uk	(204) 4759
	Janette Moore	CRC 3.14	jam48@le.ac.uk	(2524) 5814
College Computer Officer	Jitin Liladhar	Maurice Shock Building, main site	jkl5@le.ac.uk	(252) 3057

*CRC and RKCSB are on the University telephone system and calls can be made between these two buildings in either direction using only the 4-digit extensions above. CSW is on the UHL telephone system. When calling from CSW (or other non-CRC GGH buildings, or from LRI buildings other than RKCSB) to CRC or RKCSB, or vice versa, full 7-digit numbers need to be dialled.

A [full list of staff](#) can be found on the CVS website.

4 Getting set up on arrival

Essential information for all members of staff new to the University of Leicester is available [here](#).

IT Services

All new members of staff will be registered with IT Services for an IT account and password, by the Department's IT Officer, Janette Moore. Staff should contact Janette in the first instance if they have not received account details. Visiting staff/non UoL students/UHL staff who work on projects within the Department can apply for an associate IT account. To request an associate account please contact Janette Moore.

University of Leicester students are automatically registered for an IT account by the Graduate Office when they register.

Please note that IT accounts are only active during your period of employment or study.

Access and ID Cards

Access to much of the Department's accommodation is by swipe identification card.

Staff: Please contact Janette Moore in the first instance to obtain an ID card. An electronic passport style photo is required which can either be emailed to Janette or a photo can be taken on site.

Students: You will be issued with an ID card when you register. This card is your ID card, Library card and access card. Permissions for access will be added automatically at registration however it may be necessary to amend the permissions. Please speak to Kim Mason about this.

PLEASE NOTE: IDENTIFICATION CARDS SHOULD BE WORN AT ALL TIMES WHEN IN THE BUILDINGS.

ID cards must be returned at the end of your employment or study with the University.

Emergency Contact Details

We are required to hold accurate emergency contact/next of kin details for all employees, for use in the event of an emergency at work, or in the event that an absent employee fails to make contact with the Department and there is cause for concern.

Please supply the following information to cvsenquiries@le.ac.uk:

Employee details: Name, address, telephone numbers

Emergency contact details: Name, relationship to employee, telephone numbers

Details are held securely, with access restricted to the Operations Manager, Business Administration Manager and Departmental HR administrators.

Keys (Laboratories, Offices and Lockers)

Keys for offices and laboratories can be obtained from Angela Jalota or Katie North in CRC 2.02.

A limited number of lockers are available; if you feel you need a locker please see Tim Barnes.

Please ensure that when you leave the Department you return all keys.

Information Assurance

Information assurance (IA) is the practice of assuring information and managing risks related to the use, processing, storage, and transmission of information or data and the systems and processes used for those purposes. The Department takes its responsibilities for information assurance very seriously. Compliance with the University policies and procedures is mandatory, and before you undertake any work as a member of staff or as a student, you must ensure that you are complying with the University's requirements. Please note that failure to comply and the loss of confidential data can have significant consequences for both the University and the individuals involved.

Please go to the University's [IA website](#) to familiarise yourself with these policies..

In particular, all staff and students must:

- Read the [guidance about sensitive data](#)
- Store data in the following areas:
 - your University Z:\My Documents folder, for personal documents such as your letter of appointment
 - the shared departmental X: drive, for departmental management and administrative documents
 - your group's area of the R: drive, for research data and research project related documents
- Only save data to portable devices (laptops, portable drives and memory sticks) when absolutely necessary and only if the device **has been [encrypted](#) and approved.**
- Complete the University's Information Security Awareness Training on [Blackboard](#). This is mandatory for all staff.

If you have any queries about the requirements, please contact Jitin Liladhar, College Computer Officer, or the Departmental Information Assurance Co-ordinator, Eleanor Jackson.

Use of personally-owned IT devices

Please note the [guidance on the use of personally-owned IT devices](#) and compliance with the University's Information Security Policy. The guidance provides advice on the security of University information held on personally-owned IT devices, including mobile devices such as laptops, iPads and other tablets, smartphones and storage devices including USBs and portable hard disk drives. The University's comprehensive Information Security Policy must be fully complied with at all times, in particular the Mobile Computing Policy and Cryptography Policy.

It is the responsibility of individual staff, students and collaborators to ensure that they comply with the requirements. If you ever access University information through anything other than a University owned and managed device, you must read and act on this guidance.

5 Health and Safety

The University has a legal duty to comply with the Health and Safety at Work Act 1974 (HAAWA) and safeguard the health and safety of its employees and those exposed to their activities.

HSE posters are located next to room CS007 and outside CS081 (lecture theatre) at GGH, and between rooms 227 and 228 at the RKCSB, please take time to read this. You will also be shown this during your Health and Safety induction.

Departmental and Laboratory Safety Handbooks

The University and Department have developed policies and procedures to ensure compliance. It is your responsibility to comply with University and Departmental health and safety policy and procedures.

The Departmental and Laboratory Safety Handbooks contain all the information that you need:

[Departmental Safety Handbook](#)

[Laboratory Safety Handbook](#)

Fire Safety and other Emergencies

Instructions on how to act in the event of a fire, bomb warning or other emergency are to be found in the [RKB Emergency Plan](#) or the [Glenfield Emergency Plan](#). These documents also provide a list of qualified first aiders and a brief outline of what to do in the event of an accident or injury. Some areas of the Department (Medical Physics, Ageing and Stroke) are covered by UHL procedures and staff should familiarise themselves with these.

Buildings Induction

All new staff and students will also be given a Healthy and Safety induction to the building(s) they are based in. You will be contacted by Tim Barnes (GGH), John McDonald (LRI), Jon Tillotson-Roberts, (HWB) to arrange this.

Display Screen Equipment (DSE) Assessment (Staff only)

All staff members must have a DSE assessment if they work at a computer for more than two hours a day within University laboratories and offices. This is a legal requirement and therefore mandatory. This is to prevent any occurrences of injuries due to bad posture or incorrect workstation set up.

On joining the Department all new staff members will be added to a database and contacted in due course by Martha Hardy, a trained DSE assessor.

Information about setting up a workstation correctly in the meantime can be found on the University [website](#).

NB: The University is not legally obliged to provide students with a DSE assessment. Students should follow the advice in the above link to avoid any injuries due to bad posture or incorrect workstation set-up. PhD students may be assessed where capacity allows.

Out-of-hours and Lone Working (Staff and Students)

It is important for safety that when working outside the hours of 8 a.m. to 6 p.m. Monday to Friday, individuals sign in and out when entering and leaving the building:

For staff working in the RKCSB, an out of hours book is provided on the porters' desk.

Staff at GGH should sign in/out on either the clipboard on the reception desk in the CRC or the white board outside the porter's office in the CSW, and also notify GGH security on 2999 from CSW or 250 2999 from CRC on arrival, giving your name, which building you are in and your expected time of departure.

Please see the [Departmental Safety Handbook](#) for further guidance on out-of-hours and lone working.

Portable Appliance Testing

Any portable electrical appliances belonging to staff or students, such as own laptops, radios or coffee makers, must be PAT tested prior to use in any University building. If you wish to use a personal electrical appliance at work, please contact Hash Patel or Malcolm Oswin at GGH and Jonathan Barber or Sonja Khemiri at the LRI to arrange PAT testing of your appliance prior to use. Heaters, toasters and other cooking appliances are not allowed.

Pregnancy Risk Assessments

Members of staff or students who are pregnant are encouraged to inform the Operations Manager at an early stage, so that a pregnancy risk assessment (PRA) can be performed, to ensure you and your baby's safety. This will be conducted in the strictest confidence.

Insurance

Information regarding the University's Employer Liability insurance cover, and a link to the current certificate, is available [here](#).

All University employed staff members and registered students are automatically covered by the University's insurance policies. In order to ensure that visiting students and workers to the University are covered, additional registration with the Insurance Office is required. Staff arranging hosting, work placements or student visits should contact cvsenquiries@le.ac.uk for guidance.

6 Human Resources

The Departmental contact for all employment related issues is Janette Moore who is located in the CRC at GGH, in 3.14.

Reporting Sickness Absence

Staff and students are required to follow the procedure below for reporting sickness absences:

1. A sickness absence should be reported during the morning of the first day, giving a reason for the absence and should also include some indication of the potential duration. Staff and students must inform the Department personally if at all possible, or through a family member or friend if this is not feasible.
2. Where possible, staff should report a sickness absence by email to:
 - Eleanor Jackson, Operations Manager
 - CCed to cvsenquiries@le.ac.uk
 - CCed to their line manager/PI.
3. Staff who are unable to email should telephone Eleanor Jackson, Operations Manager, on 0116 204 4755.
4. Students should notify their supervisor, and cc cvsenquiries@le.ac.uk.

Staff should complete a self-certification form for absences of up to 7 calendar days and return forms to Katie North in CRC 2.02, or these may be sent directly to HR, in this case, please inform Katie. When the duration of absence exceeds 7 calendar days, the member of staff must obtain medical certificates from their GP. [Further guidance](#) is available.

Annual Leave

You will be issued with an annual leave form which should be used each time you request leave. Forms are kept in folders in CRC 2.02 for staff and students at GGH, and RKCSB 226 for staff and students at LRI and HWB. Annual leave needs to be authorised by your Line Manager/supervisor. Once authorised, your form should then be given to Katie North to record your cumulative total on Departmental records. Your form will then be returned to the folder for future use.

For full-time staff working continuously throughout the year, the entitlement is 24 days annual leave per year. Members of staff working part-time continuously throughout the year will receive a *pro rata* of the entitlement. Clinical staff on consultant contracts have different annual leave arrangements and should ask for advice on appointment.

For students, the entitlement is 24 (full-time) or 12 (part-time) leave days per year.

The annual leave year runs from 1 January to 31 December. In addition to the annual leave entitlement, there are a number of [public holidays and University closure days](#). Although there is no automatic right, staff may with their line manager's prior agreement carry up to 5 days annual leave entitlement (or pro-rata for staff who work part-time) over to the following leave year.

During the first year of service, full-time members of staff accrue leave in proportion to *completed* calendar months of service (i.e. no leave is awarded for any part months worked). In the event of staff leaving the University's employment, leave is calculated proportionately for each calendar month of service *completed* in the current leave year. Where a member of staff has taken leave in excess of the *pro rata* entitlement at the time of leaving, the University has the right to make an equivalent deduction from any salary, wages or other sums due to the member of staff.

Hours of Work

The standard hours of work for full-time members of staff are:

- Grades 1 to 5: 35 hours per work
- Grade 6 and above: [indeterminate hours](#).

As part of the Department's commitment to good practice in supporting a positive working culture, environment and work/life balance, our core hours are to 10am – 4pm. These are not office hours, but hours within which all key events within the Department such as committee meetings and seminars etc are held as far as possible, so that both male and female members of staff with caring responsibilities, or with other needs for flexibility, have the best opportunity to participate in these activities.

Other Absences

All other absences should be agreed in advance with your supervisor/line manager and notified by email to the Operations Manager. Unauthorised/un-notified absences during your official working hours may be considered a disciplinary matter.

University HR Policies

The University's policies on HR-related matters are available [here](#).

The CVS Department's [Working Lives webpages](#) also contain helpful links to various areas of the University's policies and guidance for staff, including HR, career development, and staff and students welfare.

Electronic Salary Statements

The University does not issue paper-based pay slips to monthly paid staff. Information confirming details of pay and associated deductions is available monthly via an electronic Salary Statement held within the [Employee Self Service \(ESS\) facility](#):

Step One: From the [University staff homepage](#) click on the 'Employee Self Service' link or enter the following url directly into your web browser:

<http://www2.le.ac.uk/offices/hr/policies/ess>

Step Two: Enter your University IT account username and password

Step Three: Click on salary statement below the Payments heading and your online salary statement will open automatically.

To exit ESS click on 'Log out' at the top right hand corner of the screen.

Pensions

[Pensions information](#) for staff is available on the Finance Office webpages.

Equalities

The University will shortly appoint new Equalities Champions within departments. The Departmental Gender Equality Lead is Glenn Rodrigo.

The Department is a proud holder of an Athena SWAN Silver award and is strongly committed to supporting women in science.

The University [Equalities Unit](#) provides specialist equalities advice for staff and students.

7 Staff and Student Development

The Department is committed to the development of all staff and students, to enable individuals to fulfil their potential and make a significant contribution to the work of the Department.

Leicester Learning Institute

The [Leicester Learning Institute](#) (LLI) supports the development of research, teaching and learning across the University. The LLI works in partnership with students and staff in practical, research-informed ways to enhance current practice and support innovation, in relation to teaching, learning, research and leadership/management. The LLI offers:

- professional development opportunities, including workshops, events and formal accredited programmes
- discussion groups facilitated by experts, providing opportunities to share good practice on the key issues facing staff and students
- Colleges, Departments and Corporate Services contextualised advice - promoting a cohesive approach to learning, teaching and researcher support
- a range of resources and materials for inclusion in learning, teaching and research practice
- exemplars and case studies of good and innovative practice
- online tutorials and quick guides for staff and students.

Mentoring

The College of Medicine, Biological Sciences and Psychology operates a mentoring scheme. Academic and research staff are encouraged to participate, [details are available](#) on the College webpages.

Dr Veryan Codd (vc15@le.ac.uk) is Research Staff Advisor in the Department and arranges regular meetings for post-docs and early career researchers.

Information and Guidance for Postgraduate Students

Substantial information and guidance for postgraduate students, including topics such as skills and career development, supervisory meetings, internships and placements, and planning your final year, is available [here](#).

Departmental Seminar Programme

There is an active programme of seminars given by distinguished external speakers in all aspects of Cardiovascular Research that is held approximately monthly and is run through the Cardiovascular Theme. The Department/Theme also holds 3 Research half-days a year,

each linked to one of the three main sub-themes in the Department/Theme. There is also a programme of seminars given by the PG Research students (PhD and MD), which form part of their assessment. All research staff and students are expected to attend seminars when possible, and all members of the Department are welcome at these events.

Notification of these seminars is sent by email and is also available as posters and on the [Department website](#).

The Department also holds two annual named lectures aimed at a more general audience; the John Swales Lecture and the Very Reverend Derek Hole Cardiovascular Lecture that are open to all staff to attend.

Café Cardiologique

Café Cardiologique is a research seminar series aimed at and delivered by postgraduate students and research staff in the CVS Department to facilitate the sharing of clinical knowledge and technical skills throughout the Department. It takes place on the last Wednesday of every month, 3:00pm to 4:30pm with refreshments provided throughout. Each session is split into 2 parts, a clinical talk that gives basic scientists the opportunity to learn about different cardiovascular diseases from a medical perspective, and a research talk that introduces scientists and clinicians to the different techniques used in the Department. The majority of talks are given by postgraduate researchers, MD students and PhD students in their third year. All postgraduate students, including PhD and MD, and postgraduate and postdoctoral level researchers are encouraged to attend.

8 Facilities

Laboratories

For guidance on the range of laboratory equipment available in the Department and how to access it, academic, research and technical staff should contact a senior member of technical staff: Tim Barnes (Chief Technician), Julie Chamberlain (CRC), Paulene Quinn (CSW) or John McDonald (LRI).

Please refer to the [Laboratory Safety Handbook](#) before undertaking laboratory work.

Printers

Multi-function devices or 'smart printers' are available across the University. Smart printers are currently available in the Department:

CRC 0.01b	mono duplex A4
CRC 1.02	mono duplex A4
CRC 2 nd floor lobby	colour duplex A4 and A3
CRC 3.17	mono duplex A4
CSW 023	mono duplex A4 and A3
RKCSB 237	mono duplex A4 and A3
RKCSB 314b	colour duplex A4
RKCSB 538	mono duplex A4 and A3

The smart printers are fitted with swipe card readers. When you send an item to print from your University computer, you will be able to retrieve it by swiping your ID card on the printer. Note that colour printing cannot be retrieved (even in black and white) from black and white only machines. Staff and students can use smart printers across the University, not just those in CVS buildings.

[Guidance on the use of smart printers](#) is available.

CVS Intranet

The CVS intranet can be found [here](#).

University Library

Find out more about the [library](#). Our Library Liaison Officer is changing and will be confirmed shortly.

Prayer Rooms

Chapels and prayer rooms for use by people of any faith or none are available in the Leicester hospitals and can be used by CVS staff and students. Information about the chapels, prayer rooms, prayers and services is available [here](#).

University Campus Facilities

Information regarding campus facilities, including the bookshop, sports facilities and Embrace Arts, is available [here](#).

Information about sports centre membership is available [here](#).

Estates Information

The Estates Division provides a number of services which are used by all staff. Estates information for new staff is available [here](#).

9 Finance

University Financial Regulations

All staff should familiarise themselves with the University's [financial regulations](#). Compliance with these regulations is a requirement for all employees of the University and for all those not directly employed by the University who have responsibility for the management or administration of University funds.

Purchasing Laboratory and Stationery Supplies

The Department uses the University '[Smarter Purchasing](#)' system to purchase all goods and services. All University staff, honorary University staff and postgraduate students have access to place orders on the system. The Departmental Purchasing Expert, Vibha Navinchandra, will help you through the process once you are ready to place an order. [Training](#) courses are also available via [Leicester Learning Institute](#). Access to the system for most users is via [employee self-service](#), where you can also view your payslips and personal information by logging on with your usual IT account details.

Before raising an order, you must check with the fund holder (usually your PI or line manager) what authorisation steps you need to take, if any, and the finance account codes you should be using. Have ready any COSHH assessments, quotes or waivers to attach if the item you are purchasing requires them. For guidance please contact the Departmental Purchasing Expert. Orders which do not have the appropriate attachments will be returned to you as queries, by either the safety or finance teams if they are not correctly completed.

The University has supplier agreements with specific companies; please see information on [purchasing and preferred suppliers](#). Most of the items in these agreements will be available as catalogue items in smarter purchasing

For non-catalogue orders, three written quotes are required for all purchases over £10,000 (but less than £25,000). The quotes need to be attached, [forms](#) are available for this. If you cannot obtain three quotes for the product or service you require, or it is impractical to do so, please seek advice from the relevant administrative officer (finance).

For non-catalogue orders, where the value of the goods and services exceeds £25,000, tenders must be invited from suitable suppliers using the University's standard tendering documentation. This must be done through the University's electronic tendering system. Please contact the Business Administration Manager for advice.

Purchasing Card

In exceptional circumstances or for travel and conference attendance it may be beneficial to use a Departmental credit card/[purchasing card](#); these are held by Janette Moore and Kim Mason.

University Property

Please be advised that everything purchased using University funds (Research Grants, MIF accounts and Bench fee accounts) belongs to the University and therefore you are not permitted to take these items (e.g. a laptop) with you when you leave the University at the end of your employment or your studies. For more information please speak to the Business Administration Manager.

Expense Claims

The University will reimburse employees the actual cost of expenses incurred wholly, exclusively and necessarily in the performance of the duties of their employment. Please see [guidance](#) on expense claim procedure and the University Financial Regulations.

You will need to complete [form EC1](#) for any expense claims. These forms should be submitted to Vicky Allsopp.

If you are not sure whether your expense is compliant with financial regulations please check with Vibha Navinchandra before incurring the expense. Failure to do this may result in you being out of pocket if the claim contravenes the regulations and is therefore not reimbursed.

10 Research

Information about the Department's research, including themes, projects and academic and research staff is available [here](#).

Research Funding

There is a lot of help and advice available in the Department and through the College to support you in developing applications for research grants, from early development, through peer review and towards final application. Please contact the Head of Department or Research Team Lead for guidance.

If you are considering applying for a grant for research funding, please read the [guidance](#) on the processes to be followed.

For help in costing a grant application, or for advice about the procedures to be followed, please contact the Research Grants Administrators, Audrey Larrive and Sue Lewin at cvsgrant@le.ac.uk.

Failure to follow the correct procedures may mean that your grant application is delayed or not approved for submission to the funding body.

Ethics (Research Staff)

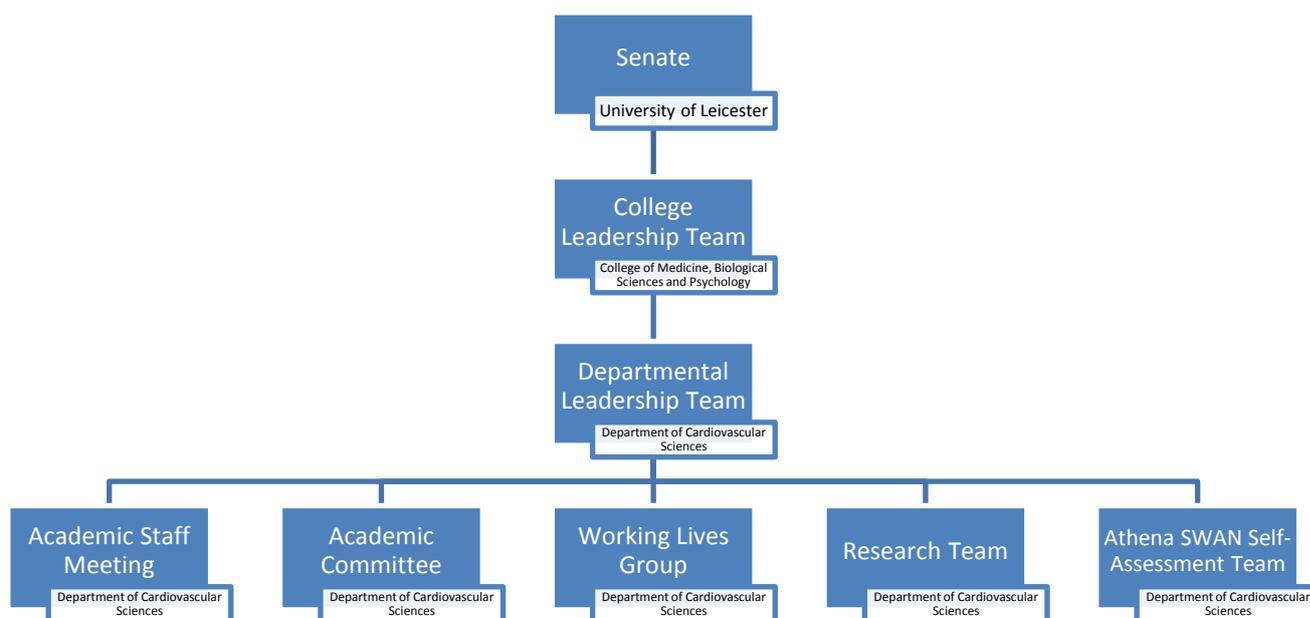
Ethical Approval must be obtained before the start of any projects that involve use of human tissue samples (including blood and other cellular fluids), including studies carried out on healthy volunteers.

Information about the University research code of conduct and ethics is available [here](#).

Our Ethics Officer is Dr Emma Chung (emlc1@le.ac.uk) who is able to provide advice.

11 University Governance and Committees

Governance of the Department of Cardiovascular Sciences is through an Executive Committee which sits within a wider governance structure for the Department, University and the College:



CVS Departmental Committees

The Department is managed by a **Departmental Leadership Team**, which meets monthly, and whose membership comprises:

Head of Department	Prof Tom Robinson
Chair, Academic Committee	Prof Iain Squire
Chair, Athena SWAN SAT	Prof Tim Coats
Chair, Research Committee	Prof Andre Ng
Chair, Working Lives Group	Dr Glenn Rodrigo
Chief Technician/ Safety Officer	Dr Tim Barnes
Operations Manager	Ms Eleanor Jackson
Business Administration Manager	Mr Azeem Climie
Early Career Researcher Representative	Dr Veryan Codd
Gender Equality Lead	Dr Glenn Rodrigo
PG Student Representative	Ahmed Kedre
PG Student Representative	Fady Magdy
Laboratory Science Professor	Prof Nick Brindle/Dave Lambert/Shu Ye

Its terms of reference are available [here](#).

Academic Staff Meetings are held six times a year. The Academic Staff Meeting is an important forum for Departmental business and strategy as well as an effective mechanism for all academic staff to both contribute to and be informed about Departmental, College and University progress. Members of academic staff and research fellows are asked to prioritise the meetings, and there is a minimum expectation of each member of staff attending at least two thirds of the meetings across a year.

The **Academic Committee** meets six times a year. Its primary responsibilities are: ensuring postgraduate research (PGR) students are progressing appropriately; encouraging PhD studentships; evaluating studentship proposals and recruitment of PhD students; ensuring PGR training is sufficient; receiving proposals for PhD studentships; ensuring appropriate teaching cover where required and developing new initiatives for teaching and training. Its terms of reference are available [here](#).

The current membership of the Academic Committee is:

Professor Iain Squire	Chair
Professor Matt Bown	
Dr Veryan Codd	Early-career researcher representative
Dr Karl Herbert	Postgraduate Tutor (PhDs)
Professor Dave Lambert	
Professor Leong Ng	
Dr Richard Rainbow	
Dr William Toff	Postgraduate Tutor (MDs)
Professor Toru Suzuki	
Dr Marcin Wozniak	
Ms Sadaf Afreen	Student representative
Dr Sameer Kurmani	Student representative (clinical)

The **Research Team** has recently been established to drive the Department's research and enterprise strategy and to take ownership of departmental research and enterprise targets.

The current membership of the Research Team is:

Professor Matt Bown
Professor Nick Brindle
Dr Veryan Codd
Professor Gerry McCann
Professor Gavin Murphy
Professor Andre Ng

Dr Rich Rainbow
Professor Tom Robinson
Dr Emma Stringer
Professor Toru Suzuki
Professor Shu Ye

The **Working Lives Group** meets six times a year, and works to improve the working culture, environment and work/life balance for all members of the Department. Its terms of reference are available [here](#). Its [membership](#) is drawn from all sections of the Department. Staff and students interested in joining the group are encouraged to contact the chair of the WLG, Prof Tom Robinson.

CVS Staff and PGR Meetings

All-staff and PGR student meetings are held twice a year, to update staff in all roles on Departmental developments and future plans. All members of staff and PGR students in the Department should make it a priority to attend the all-staff meetings, and where possible, academic staff meetings are scheduled to follow on from these, to reduce the impact on time and travel.

College of Medicine, Biological Sciences and Psychology

Contacts for key College roles are available [here](#).

Members of the Department (some in College roles, not always representing the Department) are on the following College committees and groups:

College Leadership Team	Profs Tom Robinson, Alison Goodall
College Research Committee	Profs Dave Lambert, Andre Ng
College Academic Committee	Prof Dave Lambert
Enterprise Committee	Prof Toru Suzuki
Impact Committee	Prof Gavin Murphy
College Gender Equality Committee	Dr Glenn Rodrigo
College Public Engagement Committee	Dr William Toff
Leicester Drug Discovery and Diagnostics Centre Steering Group	Profs Nick Brindle, Alison Goodall
CBS Joint Management Group	Dr Tom Webb
CMBS Imaging Steering Group	Dr Richard Rainbow
PRF Management Board	Dr Glenn Rodrigo
PRF Users Group	Dr Richard Rainbow

Research Degrees Committee	Profs Dave Lambert, Tom Robinson, Dr Karl Herbert
MD Degree Board of Studies	Profs Tom Robinson (Chair), Dave Lambert, Dr William Toff
Early Career Researcher Development Group	Dr Veryan Codd, Prof Dave Lambert
Research Ethics Committee	Dr Emma Chung, Dr John McDonald
College Intercalated BSc Committee	Prof Dave Lambert, Dr Glenn Rodrigo, Dr Karl Herbert, Dr Richard Rainbow
Intercalated BSc Board of Studies	Prof Dave Lambert, Dr Glenn Rodrigo, Dr Karl Herbert, Dr Richard Rainbow
HTA Committee	Dr Gavin Whyman
Clinical Trials Unit Steering Committee	Profs Tom Robinson, Nilesh Samani
UG Education Committee	Dr Adrian Stanley
Fitness to Practice Committee	Prof Tim Coats
Clinical Academic Training Operational Group	Profs Matt Bown, Iain Squire

University of Leicester Governance

Information about the governance of the University of Leicester is available [here](#). Council, the governing body of the University, carries ultimate responsibility for the conduct of the University's affairs but it is supported in this work by a formal committee system. The University committee structure is available [here](#). Members of the Department are on the following committees and groups:

Senate	Prof Tom Robinson
University Executive Board	Prof Tom Robinson
Postgraduate Research Policy Committee	Prof Dave Lambert
Official Development Assistance (ODA) Steering Group	Prof Toru Suzuki
Staff Health and Wellbeing Steering Group	Dr Glenn Rodrigo

12 Transport and Car Parking

Car Parking (Staff only)

Staff parking at the University, GGH and LRI is by [permit](#). It is important to note that parking is limited at all sites with more staff wanting permits than are available. Permits are allocated once a year, in December at the University and LRI, and in February at GGH. Staff starting after this time are very unlikely to obtain a permit until the following renewal period unless they are considered high priority under the University parking scheme.

Driving on University Business

In accordance with the University of Leicester [Driving at Work Policy and Guidance](#) document, all staff opting to use their own vehicle for University business, even if they are only driving between facilities within Leicester must:

- Have business use included on their car insurance
- Have a valid MoT certificate (if applicable)
- Ensure their vehicle is in a road worthy condition
- Provide copies of their driving licence, certificate of insurance and MoT certificate (if applicable) to the Department to be recorded.

This includes UHL staff who travel on BRU business.

Driving for University business includes any journey you make that is not commuting from your home to your usual place of work. Driving for University business therefore includes:

- driving from your usual place of work to another part of the University (e.g. driving from Glenfield to the LRI or to main campus or vice versa)
- visits to third party premises and locations (e.g. for meetings, conferences)
- driving from your home to the railway station if it is for a work-related train journey.

All staff are therefore required to:

- either email cvsenquiries@le.ac.uk to confirm that you do not use your own vehicle for University business, even to drive between University of Leicester facilities within Leicester
- or email to cvsenquiries@le.ac.uk scanned copies of your driving licence, certificate of insurance and MoT certificate (if applicable).

All documents submitted will be recorded and all the data stored securely with access restricted to the Operations Manager and the administrators responsible.

Hospital Hopper (Staff and Students)

A free bus service is run between GGH, the LRI and LGH at 30 minute intervals during the working day. A valid staff/student ID card must be shown to the driver. If travelling to the main campus then it's a 5-10 minute walk from the LRI stop.

Other bus services run between GGH and Leicester city centre. Consult public timetables for guidance.

Cycling

[University cycling information](#)

University staff now have the opportunity to obtain tax-free bikes for work, using [Cyclescheme](#).

GGH: The hospital provides covered and secure cycle parking facilities (run by UHL). Applications to use this must be made to the Hospital security office. There is a waiting list. There is a shower for use by cyclists on the 1st floor of the CRC.

LRI: The hospital provides covered and secure cycle parking facilities (run by UHL). Applications to use this must be made to the Hospital security office, there is a waiting list. There is also a cycle rack outside the RKCSB, a substantial lock is recommended. There are showers for use by cyclists on level 6 RKCSB.

13 Childcare

University of Leicester Nursery

The University of Leicester Nursery, at main campus, caters for children aged from six weeks to five years and is open to all University of Leicester staff and students. The nursery is registered with, and inspected by, OFSTED and delivers the Early Years Foundation Stage curriculum framework. There are separate and shared facilities for babies (under two years) and children (over two years).

The nursery is located next door to - and accessed via - the University Sports Centre on Wyggeston Drive (Entrance 1). The nursery is open from 8.00am to 6.00pm, Monday to Friday for 51 weeks a year and is only closed between Christmas and New Year.

For more [information about the nursery and fees](#) contact the nursery at nursery@le.ac.uk.

Other Childcare Providers

The following websites will provide information about childcare provision in the city and the county:

<http://www.leics.gov.uk/index/education/childcare.htm>

<http://www.leicester.gov.uk/your-council-services/education-lifelong-learning/childcare/>
www.ofsted.gov.uk/

Childcare Vouchers

The University of Leicester offers childcare vouchers through an external provider, [Computershare Voucher Services](#). Childcare vouchers are an employee benefit available to all eligible working parents and can be used to pay for many types of registered childcare including out of school clubs and holiday schemes, for children up to 16 years old. Vouchers are eligible up to 1 September following the child's 15th birthday (or 1 September following the 16th birthday if the child is disabled).

Facilities for Nursing Mothers

For staff and students at the hospital sites, the NHS have agreed we can use the following:

- Breast feeding room off the Balmoral entrance, Leicester Royal Infirmary
- Breast feeding room in the out-patients area, Leicester General Hospital
- Breast feeding room in the out-patients area, Glenfield General Hospital

Fridge sites for storage: Advice to follow as to where expressed milk can be stored.

On the main University campus there is a [breastfeeding/milk expressing room](#) available to staff and students, room 103A located in the Attenborough seminar block.