



MANCHESTER
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The University of Manchester

SCHOOL OF HEALTH SCIENCES

INFORMATION FOR NEW STAFF

Academic Year 2020/21

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WELCOME FROM THE HEAD OF SCHOOL!!



Welcome to the School of Health Sciences (SHS), the largest School within the University of Manchester. I tend to prefix SHS with 'best' and it goes without saying, I mean the best School in the Faculty and beyond, as why confine our aims and ambitions to one Faculty! The justification for this is based on people - our people - us.

Our School is part of the Faculty of Biology, Medicine and Health and is organised into six Divisions: Human Communication and Developmental Hearing; Informatics, Imaging and Data Sciences; Nursing, Midwifery and Social Work; Pharmacy and Optometry; Population Health, Health Services Research and Primary Care and Psychology and Mental Health. It has the breadth of expertise needed to tackle issues of global importance in the field of health science. Our job is to harness and coordinate people's efforts to produce a step-change in generating new knowledge through cutting edge research and translate that knowledge to improve health and reduce inequalities. Our research also leads our teaching to help ensure our students gain an excellent education.

Whilst there is much to be done if we are to achieve our ambitious objectives, the School has developed a clear sense of direction and momentum since it was formed in August 2016. We are triumphing on many fronts and our sense of doing the right thing is evidenced by our tremendous contributions to social responsibility as recognised by our successes in the last few years at the 'Making a Difference' awards.

This has been highlighted further through the 'COVID-19 Crisis' and collectively the School has achieved a tremendous amount above and beyond 'business as usual'. Our research community have adapted existing large programmes of work to help understand more about COVID-19, as well as making new applications to tackle so many of the different facets of the pandemic. Our shift in teaching delivery has been phenomenal. Much has been learned and mastered so quickly and it has been a delight to read the many positive comments from our students. All of this continues to strengthen my conviction that Health Sciences is the best School!

As we are all too aware, there have been significant changes to the way that we work as a result of coronavirus and the wellbeing of staff colleagues and students is something I am particularly mindful of. Achieving a work-life balance at the moment is challenging, especially as home has become the new workplace for many of us, but I encourage you to focus on this. Please take time to look at the wellbeing resources available on the [University web pages](#). Finally, I sincerely hope that you enjoy your time based within SHS and I wish you the best possible success in your new position.

A handwritten signature in blue ink, appearing to read 'Katy'.

Important Update – COVID-19

This guidance has been amended to reflect important information for new staff starting work during this period where a number of colleagues are working remotely. Whether you are based on campus, working from home or a mixture of both, it is important that you keep yourself up-to-date by regularly checking the University latest coronavirus information updates here:

<https://www.staffnet.manchester.ac.uk/coronavirus/>

These resources provide key information on how to report a case along with staff FAQs and sections on:

- campus reopening
- working from home
- teaching and learning
- research

Your wellbeing during the coronavirus pandemic

The University understands that this is a difficult time for everyone and has a number of resources to support you, including Togetherall (a confidential, free online mental health and wellbeing resource).

If you would like information on the wellbeing services available to you, visit:

<https://www.staffnet.manchester.ac.uk/wellbeing/>

Alternatively you may choose to contact a Staff Wellbeing Champion who will be able to signpost you in confidence to all of the University's wellbeing services.

In addition, the Faculty has also created its own catalogue of additional wellbeing resources and documents here. These are a mixture of NHS and Psychology related perspectives and tools on how to create and maintain a sense of wellbeing during the coronavirus crisis.

The purpose of this handbook

The aim of this booklet is to provide new staff with a brief introduction to the School of Health Sciences, including key contacts and useful information on how the School operates. It is intended to complement both the University induction leaflet, which provides information across the wider organisation, and also the local information that will have been passed on to you through your Divisional induction. If you have comments or suggestions after reading this information, please pass any feedback to karen.goodson@manchester.ac.uk.

Alongside written material, the University invites new members of staff to attend a brief, informal 'Welcome' session where you will find out more about what it's like to work here at The University of Manchester. You can register for this (TIC1) here.

Key People – The Senior Leadership Team



Kay Marshall

Head of School/Vice Dean

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Key People – Heads of Division



Anna Theakston

Human Communication and Developmental Hearing

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Informatics, Imaging and Data Sciences

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Psychology and Mental Health

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The Structure of the University, Faculty and School

The University of Manchester

The University is divided into three Faculties, each of which comprises a number of Schools with powerful reputations in both teaching and research:

- [Faculty of Biology, Medicine and Health](#)
- [Faculty of Science and Engineering](#)
- [Faculty of Humanities](#)

The Faculty of Biology, Medicine and Health

With a total annual income of over £300 million, 3,500 members of staff and 34 undergraduate and 90 postgraduate programmes hosting over 11000 students, the Faculty of Biology, Medicine and Health (FBMH) is comparable to a medium-sized UK university. It is made up of three Schools:

- [School of Biological Sciences](#)
- [School of Medical Sciences](#)
- [School of Health Sciences](#)

Alongside the Schools, the Faculty works together with the Doctoral Academy, the Academy for Education and Professional Development and also the Professional Service (PS) Functions. More information on the structure of the Faculty can be found [here](#).

The School of Health Sciences

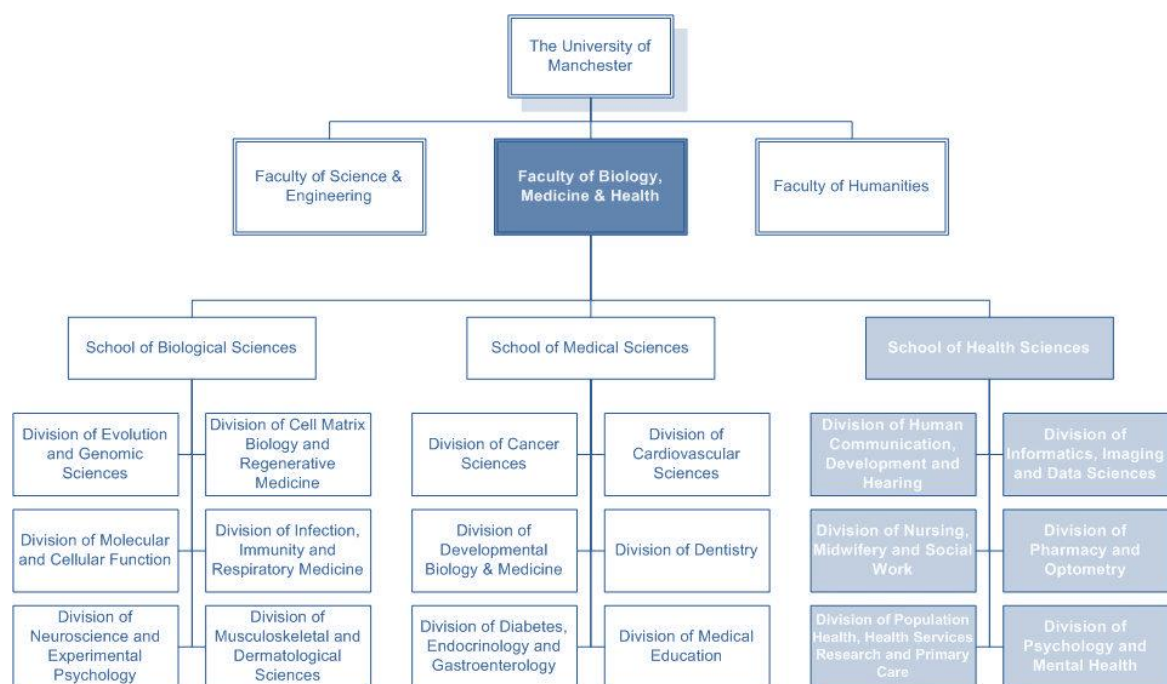
The School of Health Sciences is led by [Professor Kay Marshall](#) (Head of School and Vice Dean) and employs just over 1000 staff. The School's six Divisions cover a broad spectrum of research across health sciences and also deliver fully accredited teaching and learning.

- [Division of Human Communication, Development and Hearing](#)
- [Division of Informatics, Imaging and Data Sciences](#)
- [Division of Nursing, Midwifery and Social Work](#)
- [Division of Pharmacy and Optometry](#)
- [Division of Population Health, Health Services Research and Primary Care](#)
- [Division of Psychology and Mental Health](#)

We have a vast geographical footprint stretching across the Greater Manchester area. As well as primary locations on the University's main Oxford Road campus, we also have activities off campus and links with various NHS sites:

- [Manchester University NHS Foundation Trust](#)
- [Christie NHS Foundation Trust](#)
- [Salford Royal NHS Foundation Trust](#)
- [Greater Manchester Mental Health](#)

The diagram below highlights where the School fits within the University and Faculty structure and also outlines its six Divisions.



Operationally and strategically, our School feeds into and across both the Faculty and Divisional levels. The table below outlines our main governance structure, with each Division having representation at all the Committees listed. In addition, there are also annual Committees associated with staff career development and reward that take place across all levels – Division, School and Faculty (e.g. promotions, probation, rewarding exceptional performance etc).

Name of Committee	Function	Frequency	Chair
School Leadership Team (SLT)	The senior body of SHS charged with providing overall leadership and management	Meets monthly	Prof Kay Marshall
School Operational and Executive Committee (SOEC)	Forum to discuss School finances/business cases for new posts and other costs	Meets monthly	Prof Kay Marshall
School Research Committee (SRC)	An operational committee that links into the Faculty's research strategy	Meets monthly	Prof Karina Lovell
School Health Safety Committee	All aspects of H&S across the School and its locations	Meets quarterly	Mr Brent Collins (FBMH)
School Social Responsibility Committee	Consider s all areas of social responsibility including Athena Swan, Green Impact and equality and diversity	Meets quarterly	Dr Sally Freeman
School Board	An open meeting for all staff within the School. Representation and updates from SHS staff members who are also elected onto Senate	Meets every 4 months	Dr Michael Harte

Teaching activity in the School of Health Sciences

Our School provides both undergraduate and postgraduate education across a spectrum of health-related professions and in the 2020/21 academic year, registered students in the School totalled nearly 5,000 (see table below). Throughout the coronavirus pandemic and in line with the [Faculty Online/Blended Delivery Strategy](#), colleagues within the School have worked hard to adapt our teaching delivery to ensure our educational programmes remain the highest quality. The [I3HS Hub \(Integrated Interdisciplinary Innovations in Healthcare Sciences\)](#) have provided excellent support and resources. We also worked with our local NHS, regulators and Health Education England in order to release our student registrants into service, enabling them to work on the frontline.

<u>Course Type (2020/21)</u>	No. Students
Undergraduate (across 8 programmes)	3065
Postgraduate Taught (over 30 programmes)	1485
Postgraduate Research	366
Total students within the School:	4916

Undergraduate activity

Undergraduate students within the School develop their practical skills by working alongside professional staff at nearly every hospital and primary care trust within Greater Manchester. We aim to ensure that our student body is as diverse as possible by involvement in various widening participation activities and practices. Undergraduate courses running across the School include:

<u>Undergraduate Programme (2020/21)</u>	No. Students
BNurs (Hons)	894
BSc (Hons) Psychology	789
MPharm	651
BSc (Hons) Optometry	288
BMidwif (Hons)	218
BSc (Hons) Speech & Language Therapy	130
BSc (Hons) Healthcare Science (Audiology)	71
UG CPD	24
Total undergraduate students within the School:	3065

Postgraduate activity

Supported by the [FBMH Doctoral Academy](#) and the [Centre for Academic and Researcher Development](#), the School hosts postgraduates involved in a diverse range of study, from short-term, professionally linked programmes through to research training in multidisciplinary areas:

- Taught Masters (MSc/MSc (Clin)/MA/MPH/MDPH) - includes distance learning options
- Research Masters (MRes/MClinRes)
- Research Training (PhD/MPhil/ClinPsyD/MD)
- Postgraduate Diploma Certificate (PGDip/PGCert) - includes distance learning options
- Professional Training (Masters modules/PG Credit/Certificate of Attendance)

SHS PG Taught Consortium (<u>2020/21</u>)	Number of Students
Community Based Medicine	552
Hearing, Psychology & Mental Health	217
Nursing, Midwifery & Social Work	291
Pharmacy & Vision Sciences	425
Total	1485

More information about all the study options offered within each Division can be found here:

[Human Communication and Developmental Hearing](#)

[Nursing, Midwifery and Social Work](#)

[Optometry](#) and [Pharmacy](#)

[Psychology and Mental Health](#)

Research activity in the School of Health Sciences

The University of Manchester is aiming to be placed among the top 5 UK universities in the Research Excellence Framework [2027](#). In support of this, the [Faculty's research and innovation strategy](#) outlines its vision “to undertake world-class discovery science, develop effective clinical translation, produce high impact health services research and facilitate implementation of advances in health and social care for the benefit of society in Manchester, the UK and across the globe.”

To enable this there is an integrated research support service available to researchers within FBMH delivered by the [Research, PGR and Business Support Services](#) (RBSS) and key research support contacts within the School can be found [here](#) and also in Appendix 2. More detailed information on all of the wider research services and initiatives available can be found on the [faculty research pages](#).

We are a highly research active School and this is reflected through our success in obtaining funding. Since its formation in August 2016, approx. £107 million has been awarded to the School in research awards* (*as at July 2020). During the coronavirus pandemic, colleagues within the School have continued with their research activity to work with partners from across society to try and understand more about COVID-19 and its impacts. Some examples of our current research and our efforts to reduce the impact of COVID-19 can be found [here](#).

The School also has its own Research Committee (SRC), chaired by Professor Karina Lovell, which meets monthly to focus on its operational remit to deliver practical solutions and actions to enhance research. For example, the committee has facilitated a variety of events such as: grant writing retreats, grant writing workshops for early career researchers, abstract writing workshops, workshops on 'what does a 3-4* paper look like?' Alongside this, it is also tackling other issues such as increasing the visibility of NIHR funding. All of these activities are advertised through the faculty announcements system and so keep a look out for planned events and updates.

The SRC also strives to ensure that the researcher voice feeds into the Faculty, School and Divisional decision making processes. It does this through both its committee structure (a research staff representative forms part of the SRC membership) and also through its Divisional researcher representatives (see [here](#) for the list of the current divisional reps). Each divisional representative is also part of a larger comprehensive network of over 30 research staff representatives ([faculty research staff forum](#)) that meets quarterly.

Social Responsibility activity within the School of Health Sciences

The Faculty has developed its [Social Responsibility Strategy](#) for the coming years and it outlines the key performance indicators (KPIs) that will be used to achieve the main aims of the policy. These include: engaging with local communities, enhancing the impact of research, encouraging socially responsible graduates, embedding equality, diversity and inclusion into our culture and committing to environmental sustainability.

Social responsibility - a contribution to the greater good - is important to the School and we contribute to the above strategy in many ways. The School's Equality, Diversity and Inclusion Group meets regularly to promote its vision to create a more inclusive working and learning environment for all. In addition, the SHS Environmental Sustainable group is aiming to develop an SHS ES Action Plan and ultimately make a difference to the University's carbon footprint. Members of the group have also produced the '[Easy Everyday Eco-actions for Everyone](#)' which includes information on recycling, waste reduction, green travel and much more.

The research carried out in SHS continues to make a positive difference to society as we strive to improve the lives of people not only across our region, but also nationally and internationally. Examples of the impact of our research can be seen in many areas including: [COVID-19](#), community care policy, cancer support, community pharmacy, child deafness, distribution of NHS resources, enhancing the patient experience and psychosis. More details can be seen on the [faculty showcase pages](#).

We also encourage our students to embrace social responsibility in various ways. For example, the Divisions of HCDH, NSMW and Pharmacy and Optometry have all been successful in securing funding to develop social responsibility within their teaching curriculum. We also have examples of students focusing on social responsibility through their study. For example, the MPharm students who are helping the environment through a dissertation project focused on raising awareness of the environmental and financial cost of not disposing of medicines properly.

Everyone can contribute to the social responsibility agenda, no matter how big or small; this could be through the School, your Division, the Faculty, the wider University or be related to outside of the University. The University's [social responsibility](#) pages suggest various ways to get involved.

School communications and events - communicating with you

Alongside activities and communication from the Faculty, you will also receive notifications from the School. These communications and event notifications are circulated via the Faculty's announcement system and will appear as an email from "BMH Announcements". This system can be tailored to deliver the news items across the Faculty that you wish to receive, and more information on how to do this can be found [here](#). As well as receiving information, there may good news stories that you wish to share across the School/Faculty and the School's Communication contact Ian Speakman (ian.speakman@manchester.ac.uk), who is happy to receive them.

Some of our regular communications and events to look out for across the School include:

- SHS News - the Head of School monthly newsletter with updates on everything SHS!
- SHS research-related workshops e.g. grant writing; abstract writing etc aimed at research active members of staff within the School
- SHS Board Meeting – all SHS staff members are welcome to attend
- 'Connect over Croissants' – led by research staff (contact: claudia.lindner@manchester.ac.uk), this event is open to all SHS staff and encourages both cross divisional and School networking

The essential things in your first weeks

As with any new job, the initial few weeks are often filled with meeting people and being bombarded with lots of information. Hopefully, your local induction process will have helped to answer any questions, or at least offered further direction. In conjunction with the information you have been given, there are some actions required from you to ensure you have fully completed your induction. Key items include:

Completion of mandatory core induction training:

- **Attendance at a University Welcome session (currently being held online) - TIC1: University Welcome Event**
- **Health and Safety THS1E: Online Health & Safety Induction (Staff)**
- **Information Security and Data Protection online training hosted via Metacompliance: <https://cloud.metacompliance.com>**
- **Diversity in the workplace online training**
- **New Academics and Fellows Programme* for academic and research staff only (details of the faculty handbook [here](#))**
- **Research Integrity Training - this is a mandatory requirement for all staff involved in research. It is hosted by Epigeum and should be refreshed every three years**
- **Understanding Export Controls – this course is designed to help you understand the importance and processes involved with export controls and how they apply to you and your work at the University**

Alongside completion of the mandatory core training, you should ensure that you have completed the health and safety checklist around elements of the health and safety [induction training](#) (e.g. fire awareness, laboratory safety etc).

Check that you know your health and safety contact(s). A list of Safety Advisors, Technical Operations managers and first aid contacts based within each building can be found [here](#). Familiarise yourself with the health and safety policies, including how to report an accident or a 'near miss'.

Know how to handle your data. It is important that all staff members who work with personal data familiarise themselves with data protection principles and the University's obligations. The University's Information Governance Office has provided guidance on its [web pages](#) on a range of issues:

- privacy notices
- data protection by design and default
- record retention
- how to report a data protection incident
- GDPR – how to ensure you are compliant

It is also important that you know who to contact if you have any queries around data protection and information governance. Within the School, each division has an Information Governance Coordinator (IGC) who can offer first point advice. There are also five Information Governance Guardians (IGGs) across the School who cover specific areas. For a list of current IGCs and IGGs, please refer to Appendix 3.

Further readingthings you may want to look up later

The information that follows may offer some useful starting points depending on your specific role or staff group. It is by no means exhaustive, but may be useful to you as a reference in your first weeks or perhaps later down the line.

Handy Bookmarks:

[University web pages for new staff](#) – all the essential information required by new staff joining the University

[Staffnet](#) - Here you will find links to the most accessed University intranet pages. The resources tab provides information on a variety of 'how to' pages.

[International staff orientation guide](#) - if you are relocating to the University from overseas, then this handbook will be particularly useful.

[Information about 'Pure'](#) – The Pure system showcases an individual's research expertise and allows you to create a profile that will be displayed on the University's Research Explorer webpages.

[University Research Staff Handbook](#) – this University document covers information about employment, career development, roles and responsibilities and support available specifically for research staff

[Academy for Education and Professional Development](#) - supports and develops the teaching and learning performance delivered by the Faculty and our clinical partners in Manchester Academic Health Science Centre (MAHSC). They offer a pedagogic and staff development programme [here](#).

[4cite](#) - easy access to the latest papers published within the Faculty. Alternatively you can also explore the full archive of academic papers through the University's [Research Explorer portal](#)

The [Academic Clinical Lecturer \(ACL\) Handbook](#) will be a useful resource to any new ACL joining the University's Integrated Clinical Academic Training (ICAT) Programme.

The [Faculty Fellowship Academy](#) supports and develops current and potential externally funded fellows.

The Faculty's [Professional Services \(PS\) Network](#) provides a forum to help get PS staff from across the Faculty together to: share their expertise; meet new colleagues and widen their contacts and provide bite-sized training and development activities.

The [University library research services](#) provide advice and guidance on managing data, disseminating research and identifying impact. They have a quick 7 step guide to assist you to maximise the profile of your paper.

APPENDIX 1

School Operations - Contacts

PA to the Head of School

Sharon Farrell

Email: sharon.farrell@manchester.ac.uk

Administrative Assistant to the School

Katharine Wright

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Deputy Head of School Operations (and IGG for School Operations)

Karen Goodson

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Deputy Head of School Operations and Divisional Responsibility for

- Human Communication, Development and Hearing
- Psychology and Mental Health

Jayne Ward

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Divisional Operations Manager for

- Nursing, Midwifery and Social Work

Sarah Moxon

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Divisional Operations Manager for

- Informatics, Imaging and Data Sciences
- Population Health, Health Services Research and Primary Care

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Divisional Operations Manager for

- Pharmacy and Optometry

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Student Operations - Contacts

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Deputy Head of Student Operations

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Student Support Manager (NMSW)

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PGT Programmes Support Manager (Hearing, Psychology & Mental Health and NMSW)

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Postgraduate Programmes Manager - SHS

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APPENDIX 2: Key SHS contacts in Research and Business Services

SHS Research Support Services Operations Manager	Charlotte Jackson charlotte.jackson@manchester.ac.uk
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FBMH Research Policy & REF Manager	Rupa Lunan rupa.lunan@manchester.ac.uk
SHS Business Engagement Contact	Kate Williamson Kate.Williamson@manchester.ac.uk
Research Governance - Research Practice Manager	Lynne Macrae Lynne.Macrae@manchester.ac.uk

Appendix 3: Information Governance Guardians (IGGs) covering specific areas:

IGG for SHS School Operations	Karen Goodson karen.goodson@manchester.ac.uk
IGG for SHS Student Operations	Chris Bamford chris.bamford@manchester.ac.uk
IGG for Health Informatics (within IIDS)	Emily Griffiths emily.griffiths@manchester.ac.uk
IGG for CPPE (within Pharmacy and Optometry)	Gareth Cosens Gareth@cppe.ac.uk

Information Governance Coordinators (IGCs) within the Divisions:

HCDH and Psychology and Mental Health	Jayne Ward jayne.ward@manchester.ac.uk Grant Boyle grant.boyle@manchester.ac.uk
Divisions of IIDS and PHHSRPC	Raj Rana rajeshree.rana@manchester.ac.uk
Division of Nursing, Midwifery and Social Work	Sarah Moxon sarah.moxon@manchester.ac.uk Cacia Percival cacia.percival@manchester.ac.uk
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