



THE UNIVERSITY *of* EDINBURGH

## **DIVISION OF CLINICAL NEUROSCIENCES**

### **GUIDE TO DIVISIONAL, UNIVERSITY AND HOSPITAL FACILITIES**

**Head of Division - Professor Siddharthan Chandran**

**DIVISION OF CLINICAL NEUROSCIENCES**  
**INFORMATION GUIDE TO DIVISIONAL, UNIVERSITY AND HOSPITAL FACILITIES**

**Contents**

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**Contents**

1. Introduction
2. Management
3. Divisional Management
4. Induction of New Staff
5. Personal Records
6. Annual Leave, Sick Leave and Other Time Off
7. Appraisal Interviews
8. Assets Inventory
9. Cash-point Machine
10. Catering Facilities
11. Chancellors Building
12. Complaints and Disputes
13. Contracts
14. Conferences and Travel Matters
15. Curriculum Vitae
16. Data Protection, Confidentiality and Freedom of Information
17. Dress Code
18. Electrical Equipment
19. Fault Reporting
20. Financial Matters
21. Fire
22. First Aid
23. Health & Safety
24. Information Technology
25. Information Technology Fault Reporting
26. Inter-site Shuttle Bus
27. Insurance and Data protection of laptops and electronic devices
28. Keys
29. Library Facilities
30. Lone Working
31. Meeting Rooms
32. Mobile Telephones
33. Office Supplies and Equipment and General Procurement
34. Parking
35. Personal Records
36. Photocopying
37. Postage
38. Press and Media Relations
39. Registering with a Local Doctor and Dentist
40. Secretarial Support
41. Security
42. Shops and Bank
43. Shuttle Bus
44. Smoking
45. Staff Card
46. Staff Meetings
47. Telephones and Fax
48. Training, Development and Personal CV's
49. Websites
50. Welfare
51. Working at home or off site

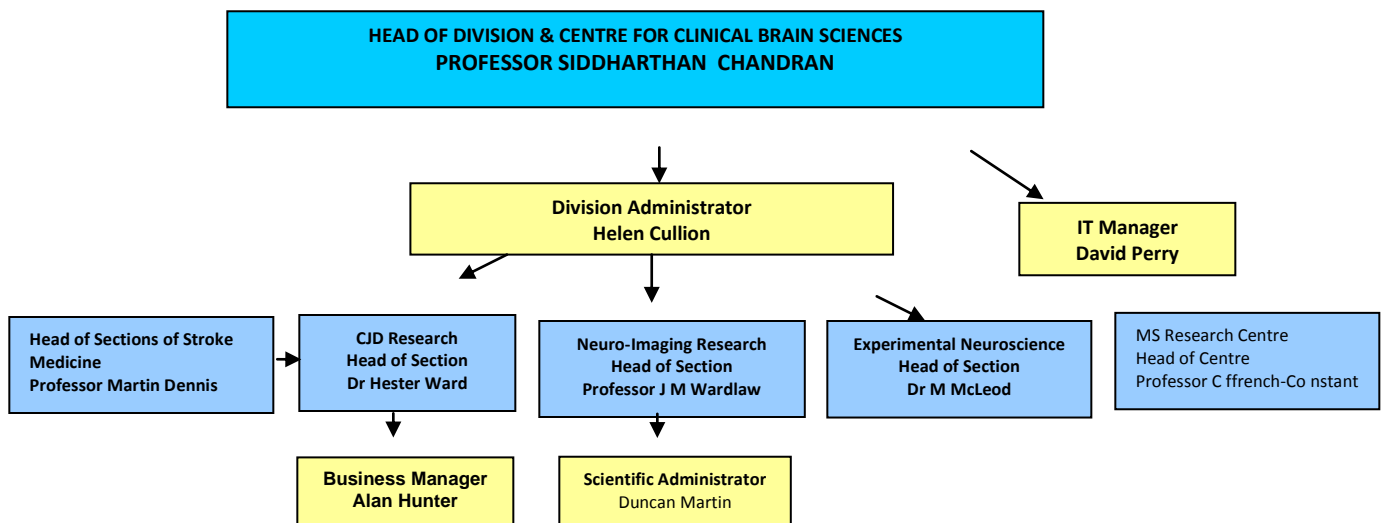
## 1. Introduction

**Welcome to the Division of Clinical Neurosciences.** This information pack is a reference guide for staff, students and visiting researchers attached to the University of Edinburgh, Division of Clinical Neurosciences. **Regardless of divisional affiliation, all staff based within the Division, and using divisional resources, are required to conform to Division of Clinical Neurosciences (DCN) policies and procedures on all management and administrative matters.** This document will deal with these issues in brief but if you have any questions or queries, please do not hesitate to ask your immediate supervisor or Helen Cullion, Division Administrator ([Helen.cullion@ed.ac.uk](mailto:Helen.cullion@ed.ac.uk)). Information relating to the various groups and policies and information for staff is available on the Divisional website - [www.dcn.ed.ac.uk](http://www.dcn.ed.ac.uk). Further information about the University of Edinburgh and Edinburgh in general can be found on the university website [www.ed.ac.uk](http://www.ed.ac.uk).

## 2. Management

Divisional personnel work as members of a collaborative group. Professor Siddharthan Chandran is Head of the Division and has overall management responsibility for all aspects of divisional related business. Helen Cullion, Division Administrator has been designated as the first point of contact and will deal with most queries.

The Division is divided into five sections:



## 3. Divisional Management

Helen Cullion is normally the first point of contact for staff, students and visitors for general enquiries. She is responsible for divisional internal administration, including personnel, finance, estates, project management, any welfare-related matters, and leads on the induction of new staff. Helen is based in the Bramwell Dott Building and can be contacted by calling her on WGH extension: 33087 or by email [Helen.cullion@ed.ac.uk](mailto:Helen.cullion@ed.ac.uk). The Divisional IT Manager, David Perry, will also meet with all new staff, students and visitors to ensure that full support is given on matters of IT use and policy. David can be contacted on WGH extension 32923 or by e-mail, [David.Perry@ed.ac.uk](mailto:David.Perry@ed.ac.uk).

## 4. Induction of New Staff

Within one working week of induction, all new members of staff will be asked to view the staff website and to familiarise themselves with the divisional regulations and policies. These include:

- Divisional Information leaflet
- Divisional Induction Booklet
- Division of Clinical Neurosciences Organisation Chart (Senior Staff)
- Core Staff List
- Division Health and Safety Policy \*
- Divisional leave guideline (including Sickness Absence - Staff guideline)
- Computing Regulations (issued by David Perry)
- Confidentiality Agreement and Intellectual Property Rights \*
- Data Protection Act 1998
- Freedom of Information Act (Scotland) 2002
- Storage and Use of Electronic Personal Data \*
- Working at Home or Off-Site: Dos and Don'ts
- Time in Lieu policy
- DCN Meeting Timetable
- Application form for University of Edinburgh Card
- Staff Telephone Directory
- Map of University Sites
- Map of Western General Site
- Copy of DCN login (to be provided by Helen Cullion)
- BRIC local guidance notes
- BRIC local data guidance notes.

Optional enclosures will include:

- CJD Information Booklet
- Bramwell Dott Alarm Instruction

**\* Staff, students and visitors will have to notarise their compliance with these policies via the Divisional Website before beginning to work in the Division. An individual password will be issued which should be held with confidentiality and responsibly. Any breach of this confidentiality will be dealt with as a disciplinary matter.**

This information should provide adequate instruction and guidance on arrival at the department and during the first few months. Staff, students and visitors are encouraged to visit the central University website which provides a broader range of information on policies and procedures covering a series of issues.

New members of staff and students will be given a guided tour of the division, highlighting the locations of the Bramwell Dott Building, the NTU Annexe, the Brain Research Imaging Centre Edinburgh (BRIC), CJD Unit, CJD Annexe, DCN Seminar Room. Other site facilities include the medical library, staff canteen and WRVS shops, and the Wellcome Trust Clinical Research Facility and the Medical Education Centre. New staff members will be invited to participate in the University's one-day Induction Course, an invitation is normally sent out within three months of employment. If required, staff will be given training on equipment and given specialised Health and Safety training procedures, especially related to equipment in the BRICs scanner and led through a MRI safety training session. All staff is expected to participate in a Fire Safety lecture that will be organised by Helen Cullion.



## 5. Personal Records

All new members of staff will be allocated a Personal page on the DCN website. Personal details should be provided including contact numbers and an *in case of emergency* contact person. This information is completely confidential and can only be accessed by the member of staff and the Divisional administrator (or authorised user).

## 6. Annual Leave, Sick Leave and Other Time Off

**The division records all staff leave.** A divisional policy on the various staff leave is available on the DCN website. **All** leave must be recorded on the Staff Leave Form and submitted to Helen Cullion for recording on the DCN website. Guidance notes for all leave are available on the reverse side of their leave form or from the Staff website. Staff should be aware that all sick leave is recorded with the University of Edinburgh Human Resources department via their central system. For information, all staff reporting sick should telephone Helen Cullion or their direct supervisor early on the **first day** of absence explaining the specific reason for non-attendance. It is unacceptable to state that you are “unwell or feeling poorly”. However, all reasons for sick leave are recorded with complete confidentiality. On return to work, a leave form should be completed and passed to Helen Cullion for recording on the DCN/University of Edinburgh reporting systems. It is the individual’s responsibility to report back to work after a sickness absence. Failure to do so could have repercussions and impact on your salary. If the absence persists for more than seven days (inclusive of Saturday and Sunday), a Doctor’s Certificate should be submitted.

Annual Leave and Other Time Off: Each person's annual entitlement is specified in his or her contract of employment, but is typically 40 days *per* year. It is expected that staff reserve sufficient days from their annual entitlement to cover the period of a departmental shutdown between Christmas and New Year (normally four days). The University leave-year runs from 1 January to 31 December, however Trust employees leave year is different and staff will be informed accordingly. With the express permission of Professor Chandran, or the relevant Section Head, up to five days annual leave can be carried over from one year to the next, but these *must* be taken with the first month of the new leave year (January).

There is a specific *Time in Lieu* policy available for staff that may have to work weekends and public holidays, and wish to reclaim that time at a later date. Further information is available on the DCN web site.

Leave for professional development or training is recorded via the personnel system. Additionally, staff are able to access their individual training records via their personnel page on the DCN website. Staff can also upload their personal CV to this site.

Guidance Notes for all other types of leave including maternity leave, family leave, personal professional commitment, and special University or Departmental leave are available at <http://www.dcn.ed.ac.uk/local/> or the University of Edinburgh Human Resources website at <http://www.humanresources.ed.ac.uk>.

## 7. Appraisal Interviews

The Department operates a bi-annual appraisal interview programme whereby all members of staff meet at least once with their supervisor and an additional member of staff or Division Administrator in order to review aspects of performance, particularly related to personal development. You will be notified some time in advance of the proposed date for your interview and invited to complete a *pro forma* listing your own thoughts on your performance during the time indicating how you feel your performance might be improved through an additional investment in training and personal development.

## 8. Assets Inventory

The Divisional holds a central asset register. All equipment is added to a list at point of purchase. Any queries relating to your specific equipment should be referred to Mr David Perry in the first instance. **Staff should note that if they have a university owed laptop for use at home or off-site, this should be included within your personal home contents insurance policy**

## 9. Cash-point Machine

There is a Bank of Scotland Cash-point machine next to the WRVS shop in the Alexander Donald building. Staff should note, in the event of a breakdown, the cash machine is not the responsibility of the WRVS staff.

## **10. Catering Facilities**

The central canteen is open serving a variety of hot and cold meals (including breakfast and lunch) and snacks for a reasonable cost. Sandwiches and light hot and cold snacks are also available from 3 WRVS shops and cafes around the hospital (Alexander Donald Building, Anne Ferguson building and ground floor of main OPD building).

## **11. Chancellors Building - Edinburgh Royal Infirmary**

The Division is geographically fragmented with staff based in several building at Western General Hospital. There is also space allocated in the Chancellors Building where some staff are based. Staff who are based at the Chancellors building must adhere to local DCN policies but also must comply with the local health and safety regulations and general housekeeping rules for the site. Training and guidance will be provided to anyone based in this area. There is a free shuttle bus available to staff and students that runs frequently during the day between the sites (see *shuttle bus*).

## **12. Complaints and Disputes**

Staff who wish to air a work-related grievance may do so entirely confidentially with Helen Cullion who will explore possible avenues of remediation and reconciliation. Disputes involving several members of staff may require to be dealt with on a more structured basis, but all such matters will be dealt with confidentially and sensitively. All matters of complaint should in the first instance be directed to Helen Cullion who will co-ordinate any appropriate action required. Staff should note that a *File Note* may be held on an individual personnel file as a record of the incident.

## **13. Contracts**

If you have been recruited as a contracted employee of The University of Edinburgh's Division of Clinical Neurosciences, your contract should have been sent out before you took up your new position. If you have any problems, or require advice, please speak with Helen Cullion or the Administrator for your own department if it is not DCN.

## **14. Conferences and Travel Matters**

Many grants for specific projects include funds to cover the cost of attending courses and conferences. There are also numerous specific travel grants available either from event organisers, charities or other fairly widely publicised philanthropic sources. Finally, it may be possible, in some circumstances, for support to be given from divisional funds, though, will only be considered by Professor Chandran or another Senior member of staff. All requests should be submitted in writing. The University has arrangements with travel organisations to help reduce costs. Ann Hoskins, Purchasing Officer, will advise on travel and accommodation bookings.

## **15. Curriculum Vitae**

Staff can upload a standardised copy of their curriculum vitae (c.v.) onto their personal page on the DCN website.

## **16. Data Protection, Confidentiality and Freedom of Information**

All staff will be given information on the Divisional policies on Data Protection, Confidentiality and Freedom of Information. Staff are required to read and sign these documents where required acknowledging that they agree to conform to the regulations. Any breach of these regulations may result in disciplinary action from the Division, University or Hospital trust.

## **17. Dress Code**

There is no formal dress code within the Division except in clinical areas where a formal uniform will be issued, where required, by the Department. However, there is an expectation that individuals will respect the professional reputation of the division and the university and dress accordingly.

## **18. Electrical Equipment**

It is a legal requirement for all portable electrical equipment to be safety tested on a regular basis (annually). (PAT testing). The definition of portable is vague, so it is accepted best practice for *all* equipment to be tested.

Equipment that has been tested and found to be safe will have been labelled on the power cable (indicating also the date for retest). Equipment that has not been so labelled must be considered *not* to have been tested, and therefore cannot be guaranteed safe (and should not be used). The PAT testing is organised by the School of Molecular and Clinical Medicine (*School*) Office.

### 19. Fault reporting

Any equipment or services requiring attention should be reported to Helen Cullion, who will report it to the appropriate person for attention and/or repair. The Hospital Trust's Estates Department requires that *all* visiting contractors report to their office in the Western General Hospital to "log in" *before* commencing any works. This is necessary both to safeguard the health and safety of visiting contractors and to monitor possible effects on the Hospital infrastructure (electricity, water, steam *etc*). To report IT related faults the Fault Reporting system is available via the DCN website that enables staff to report the fault direct to the IT team.

### 20. Financial Matters

Professor Chandran, Head of Division is ultimately responsible for all financial matters relating to the Division. Queries and purchases should be, in the first instance, referred to the specific named Grant Holder. However there are purposely appointed staff that will be able to deal with financial problems direct:

<b>Helen Cullion:</b>	General enquiries
<b>David Perry:</b>	IT related matters
<b>Duncan Martin:</b>	All BRIC related financial matters
<b>Alan Hunter:</b>	All CJD related enquiries
<b>Ann Hoskins:</b>	Divisional Purchasing Officer (matters relating to procurement and travel)
<b>Morag Sawkins:</b>	Finance Officer (financial matters relating to Grants and salaries)

### 21. Fire

New members of staff will be shown the location of fire fighting equipment, escape routes and assembly points. Each area has nominated Fire Officers. Staff should refer to the notices within each area to identify their listed Fire Officer. In general, however, the following guidance applies:

- Raise the alarm (dial "2222" on any phone within the Division, use break-glass points, and shout to nearby colleagues);
- Prepare to evacuate the area (helping patients as necessary);
- Leave by the nearest available escape route in a safe and organised manner
- Proceed to the nearest Assembly Point

***Do not attempt to fight a fire, unless it is very manageable and within the capabilities of the equipment and people available. Safe evacuation of affected or threatened areas is the top priority.***

### 22. First Aid

There is a dedicated section for general first aid practices and procedures within the Health and safety guidelines. However each area should be equipped with a First Aid box. The nominated First Aid officials are Mr David Buchanan, Moira Henderson and Iona Gerrish. However in the event of serious accident or incident professional advice will be sought. There is a (walk-in) Minor Injuries Clinic based in the Out-patients department at the western. If you are involved in, or witness to an accident/incident detrimental to health, this must be reported to Helen Cullion to record with the University if Edinburgh Health and Safety record.

### 23. Health and Safety

Details of the Divisional Health and Safety Policy are available on the DCN Website. Staff working in specialised areas, Laboratories, BRIC and CJD will also receive a copy of the local rules relating to that area. A full copy of the Health and Safety policy is available on the DCN website. Further Health and Safety information can be found on the University of Edinburgh website under the Health and Safety Office. The Divisional Health and Safety policy covers all aspects of Health and Safety and gives details of the nominated Health and Safety

Officers within the Division. It also provides information of emergency action and telephone numbers. It is the responsibility of each individual to read and take note of these measures. All staff are obligated to attend a Fire Lecture provided by the University of Edinburgh Fire Officer. These are organised on a regular basis and are normally held within the Division. Records of attendance are kept and you will receive notification of when you should next attend from Helen Cullion. If you have any queries regarding attendance, please contact her. If you are involved in, or witness to an accident/incident detrimental to health, this must be reported to Helen Cullion to record with the University of Edinburgh Health and Safety record. Staff based at Chancellors Building should contact Mr Lindsay Murray who is the Health and Safety representative for the area. ([lindsay.murray@ed.ac.uk](mailto:lindsay.murray@ed.ac.uk)).

#### 24. Information Technology

The Centre's computers and associated equipment have been purchased with the express purpose of supporting research. They are the property of the University and are not for personal use. All new members of staff will be given a copy of the Computing Regulations to read and sign. This document clearly states the University's policy on use of computers and data management. Inappropriate use of information technology and *Internet* connections not only wastes time but also exposes the equipment to computer viruses and may affect the performance of the machines. Such use is *strictly prohibited and may lead to disciplinary action being taken*. Staff should be aware that *there is continuous and detailed monitoring of computer use*. Login names and passwords will be issued to new staff after the signed acknowledgement form has been returned to the David Perry, IT Manager. Staff members are encouraged to activate password protected screen savers on PCs to provide an additional level of security during the working day. Most new members of staff will not be familiar with electronic mail management packages such as Staffmail, the University of Edinburgh package but training will be given if necessary. Staff, students and visitors should note that, as with *Internet* activity, the Division and the University of Edinburgh frequently monitor electronic mail communications, and inappropriate use may lead to disciplinary action. Inappropriate use includes the sending of abusive or inflammatory material by electronic mail.

#### 25. Information Technology Fault Reporting

An on-line reporting system is available via the DCN website and should be used at all times to enable your query to be dealt with, [www.dcn.ed.ac.uk/report](http://www.dcn.ed.ac.uk/report). In the event that the reporting system is unavailable, PC-related problems should be reported to Mr. David Buchanan (ext 32908) who is based in the Neuroscience Trials Unit Annexe. Within BRIC, UNIX-related problems should be reported to Mr. Martin Connell who is based in the main work area of the Centre's extension (WGH extension 33283).

#### 26. Inter-site Shuttle Bus

A shuttle bus connects the Western General Hospital with the new Royal Infirmary of Edinburgh via request stops at the Napier College buildings on Crewe Road, Haymarket, Lauriston Place (convenient for George Square), and Royal Hospital for Sick Children and Cameron Toll. A timetable is displayed on staff notice boards throughout the division.

#### 27. Insurance and data protection of laptops and electronic devices

Staff who have been issued with a laptop must ensure this equipment is covered by their **own personal home contents insurance**. Any portable laptop **must be password protected and ensure any portable device is encrypted** to avoid the disclosure of sensitive information. **Failure to comply with these guideline may result in disciplinary action.**

#### 28. Keys

Where appropriate, staff will be given keys to their area/office. Individuals are responsible for the safety of these keys and must fund replacement keys if lost. On departure from the division, all keys must be returned to Helen Cullion.

#### 29. Library Facilities

There is a hospital library available to staff, patients and students, this is situated in the main hospital corridor. University staff and student cards regulate access to the University library. Both libraries hold a wide range of

journals. All new University employees will be issued with a staff card; this has several functions, including use as a library-borrowing card, and can be used both in the WGH Medical Library and University of Edinburgh libraries in the central campus. Photocopying may be done in the WGH Medical Library using a pre-payment card set up for use by nominated staff. There is a large medical library in the Chancellors Building.

### 30. Lone Working

There may, exceptionally, be occasions when a member of staff needs to work alone within the building. Health and safety considerations are paramount. There is a section with the main Health and Safety rules and each local policy that deals with specialised rules for Lone Working. ***Under no circumstances should staff undertake lone working without adhering to these rules.***

### 31. Meeting Rooms

There are various meeting rooms available within the Division. The DCN Seminar room which is fitted with a full complement of audio visual equipment, the two seminar rooms in NTUA and the *Ian Rose* meeting room in BRIC. The rooms must be booked prior to use and can be reserved via the *Room Booking Service* on the DCN website

### 32. Mobile Telephones

The use of mobile telephones is permitted within some areas of the Division but at no other location within the Hospital, as these may interfere with some medical equipment. Please check with the supervisory person responsible for the area before using a mobile telephone.

### 33. Office Supplies and Equipment and General Procurement

All office supplies and equipment must be charged to a specific grant. Ann Hoskins, Divisional Procurement Officer, will order equipment but is not responsible for sourcing or finding "value for money" - this is the responsibility of the person(s) requiring the goods. Order forms for equipment can be obtained from Ann Hoskins. The University has a professional procurement organisation that should be used to ensure that the best possible deals are obtained for grant holders. For orders over £5K, staff should discuss the purchase, in the first instance, with Helen Cullion for general goods. All IT purchases should be discussed with David Perry, IT Manager.

### 34. Parking

Parking spaces within the Western General site are very restricted. Parking Permits are issued by the Hospital Administration for an annual fee. However these are limited to essential users and do not guarantee a space. Additional paid parking is available although scarce. Street parking is available outside the vicinity of the hospital but is extremely limited.

### 35. Personnel Record

On the division website, there is a section where staff must record their personal details with home address and relevant contact number. Staff are asked to comply with the ***in case of emergency*** contact details and provide a contact should there be an accident at work. This is particularly significant if the individual is an overseas visitor or member of staff with no family contact in the UK. ***This information is completely confidential and can only be accessed by Division Administrator.***

### 36. Photocopying

Access to divisional facilities is available for divisional business only. Each photocopier is fitted with a coding system. Personal copying will be charged to the user. Please contact Ann Hoskins, Divisional Purchasing Officer for a code. Personal use can be arranged with Helen Cullion, Division Administrator for a small fee for each individual copy. Photocopying may be done in the WGH Medical Library using a pre-payment card set up for use by nominated staff.

**37. Postage** Postage is limited to divisional business and will be charged to individual grants. To ensure post that day, mail should be taken to the hospital post room no later than 3.30pm. There is also an internal delivery service operating within the various University sites and local hospitals.

### 38. Press and Media Relations

All enquiries from the press and news media should be filtered initially through Helen Cullion or Professor Chandran who will identify the most appropriate spokesperson from amongst members of staff. There are numerous potential pitfalls associated with well-meant but unguarded comments (even those made on the understanding that a conversation is "off the record"). The University employs several specialists who are available to assist in the event of serious media interest, and their assistance should always be sought when it seems likely that interest will be particularly intense.

### 39. Registering with a Local Doctor and Dentist

New members of staff arriving from outside Edinburgh who expect to live in the City on a regular basis are advised to register with a local GP and Dentist. There is scope in emergencies, however, to call upon the services of a locally based GP as a visitor to the area, and the Western General Hospital has an emergency dental service (19:00 to 21:00 daily, and two hours on weekend mornings) for people who are not already registered with a dentist in Edinburgh.

### 40. Secretarial Support

Secretarial support in the division is limited and individual requirements should be discussed with supervisors, senior colleagues or Helen Cullion.

### 41. Security

Staff and students working in the division will require a staff identity badge. Further information on obtaining a staff identity badge can be found at [www.card.ed.ac.uk](http://www.card.ed.ac.uk). The University staff badge allows access to various other University facilities, including libraries. Some areas of the Department are only accessible with security-coded doors. Helen Cullion will be able to advise you of the appropriate code. Please note the division, University of Edinburgh or Hospital cannot accept responsibility for individual personal items. There have been numerous thefts in the hospital and although every precaution is taken by the division to secure the workplace, individuals should be particularly vigilant for items of personal property (particularly bags, wallets and items of value). The last person leaving each room must ensure that equipment is safely shutdown, sensitive data and documentation secured, and the door and window shutters are *locked*. The last person to leave their area after close of business should ensure that the outer door(s) are closed and secured.

### 42. Shops and Bank

There are three small newsagents on site, one in OPD building, one at entrance to Alexander Donald Building and one at entrance to Anne Ferguson building. All sell confectionery, sandwiches, stationery newspapers and magazines. A cash point machine is located next to the newsagents in the Alexander Donald Building.

### 43. Shuttle Bus

A shuttle bus runs regularly between the Western General sites to the Edinburgh Royal Infirmary. This service is available to students and visitors on production of university identity badge. Please note that on occasions when the bus is busy staff are giving priority access. A timetable for the bus is available on most division notice boards.

### 44. Smoking

The division, University of Edinburgh and Western General hospital all maintain a **strict No Smoking policy**. Smoking is not permitted in any of the buildings or hospital grounds. Further details on the *No Smoking* policy can be found on the DCN website at [www.dcn.ed.ac.uk](http://www.dcn.ed.ac.uk).

### 45. Staff Card

Staff and students working in the division will require a staff identity badge. Further information on obtaining a staff identity badge can be found at [www.card.ed.ac.uk](http://www.card.ed.ac.uk). The University staff badge allows access to various other University facilities, including libraries. Forms to apply for a university staff card can be obtained from Helen Cullion. This card has several functions, including use as a library-borrowing card, and can be used both in the WGH Medical Library and University of Edinburgh libraries in the central campus.

#### 46. Staff Meetings

All members of staff and whole-time attached students are encouraged to attend divisional meetings appropriate to their post. You will be informed of the meetings you are expected to attend by your supervisor. Departmental and external activities are displayed on the various notice boards throughout the Division.

#### 47. Telephones and Fax

Telephones and fax equipment are provided to support our primary function as a research establishment; they are not there for personal use. Outside line access has been extended to virtually all extensions within the Division, The NHS Trust and University reserves the right to monitor some proportion of calls made from their telephones. All telephone call charges are re-charged to particular research groups and these charges can be scrutinised. **Any misuse of telephones may result in staff being held responsible for the charges and/or disciplinary action.**

#### 48. Training, Development and Personal CV's

On the DCN website there is an opportunity for Staff to update their personal training records. Staff should submit a (*yellow*) leave form to Helen Cullion with proof of the training course or event and the record will be updated. Staff are encouraged to record details of a summarised version of their CV within the DCN database.

#### 49. Websites

**Division of Clinical Neuroscience:** [www.dcn.ed.ac.uk](http://www.dcn.ed.ac.uk)

The division website provides information about all the division, including the various groups, research groups, current trial and studies. The site gives a complete staff list and provides e-mail and telephone numbers for all members of the division, including associated members. The local site [www.dcn.ed.ac.uk/local](http://www.dcn.ed.ac.uk/local) provides information for staff only including access to the IT reporting system and the Staff Database including the leave recording system, personal training record and personal CV.

**University of Edinburgh:** [www.ed.ac.uk](http://www.ed.ac.uk)

**Lothian NHS Trust:** [www.nhsllothian.scot.nhs.uk](http://www.nhsllothian.scot.nhs.uk)

These two websites should provide useful information that may not be contained on the DCN website but are relevant to working within the environment of the division, hospital and university.

#### 50. Welfare

Helen Cullion deals with routine welfare-related matters, and may be approached as a first point of contact for discussion of any work-related or other personal concerns colleagues may have. The University has a well-established body of advisors and counsellors based in Occupational Health and Student Services to which colleagues can self-refer or be directed. If required, please refer to the University web site.

#### 51. Working at home or Off-Site

Either on an occasional or regular basis University administrative, research or teaching-related staff work from home or off-site away from the division. On these occasions it is essential that staff comply with the various regulations relating to confidentiality and security of personal data. **Under no circumstances should staff remove confidential, identifiable information from the working environment. This rule applies to anyone undertaking work at home.** The DCN website provides a specific list of do's and don'ts for occasions when work is undertaken away from the working base. The guidelines should be read in conjunction with the *Storage and Use of electronic Personal Data Guidance notes*. ***Failure to comply with the guidelines may result in disciplinary action.***

***This guidance pack has prepared to assist with your integration to the Department. However, it is not exhaustive and if you have specific questions relating to the daily routine of the Department, or suggestions relating to matters not covered within this guide or information pack please feel free to contact Helen Cullion.***

***Welcome to the Division, University of Edinburgh and Western General Hospital***