### **Centre for Health Informatics: JMF/ Vaughan House Induction Guidance**

Centre for Health Informatics (CHI) Research Meetings

The CHI Research Meetings take place on Wednesdays bi-monthly at 11.00am and attendance is mandatory for all staff. Rooms and presentation slots are scheduled via the Centre Administrator and will be communicated via Outlook calendar invitations.

Journal Club Meetings

Journal Club Meetings take place on Wednesdays fortnightly at 11.00am are mandatory for PhD students, all staff are also invited to attend. Rooms and presentation slots are scheduled via the Centre’s Administrator and will be communicated via Outlook calendar invitations.

Annual Leave Allowance

Your contract will state your annual leave allowance and any leave must be agreed with your line manager and copied to CHI Staff Admin. The annual leave year runs from 1 October to 30 September.

#### Communications and Mailing Lists

CHI has an active communications strategy. All new starters are advised to speak to the Communications team to ensure that they are added to the correct mailing lists, and so that they can record their research interests, relevant social media activities etc.

#### Updating personal details

Please communicate any changes made through the university to your line manager who will ensure that the CHI systems are updated accordingly.

#### Communal Areas

The kitchens, dining areas and other communal areas are provided for the comfort and convenience of all staff and visitors. All staff must play their part in maintaining the cleanliness and utility of these areas by cleaning up after themselves and respecting other users. Staff members are encouraged to take responsibility for laundering the tea towels as the need arises

#### Tea/ coffee facilities

JMF/ Vaughan House have tea/ coffee making facilities and where relevant there is a named person responsible for the coffee/ milk kitty

If you notice any problems in the building you work in, such broken items or leaks, you will need to report it to the estates helpdesk on 0161 275 2424 or email [estates@manchester.ac.uk](mailto:estates@manchester.ac.uk). Once reported, you will receive an email with a reference number and details of the incident.

There is a food bank collection jar in the 1st floor kitchen in VH.

Note: Running half-empty dishwashers can be a waste of energy and water - please be mindful of this.

#### Catering

If you order catering in Vaughan House, it is your responsibility to ensure the caterers can access Vaughan House, you will need to let them in. You will also need to let them in to remove the catering. It is your responsibility to ensure that for waste is disposed of in the bin.

#### Meeting Rooms

Internal CHI meeting rooms can be booked online [CHI Rooms - Booking System](http://sites.mhs.manchester.ac.uk/secure/bookings/HeRC/)

JMF has the ‘Demo room’

Vaughan House has three bookable meeting rooms; the ‘Conclave’ the ‘Congregation’, and the ‘Lounge’. There are also several smaller areas which are not bookable but work on a first come first served basis

Videoconferencing facilities are available in various locations using Cisco Systems technology. A wiki has been created on this [VC Wiki](https://elab.herc.ac.uk/share/page/site/herc/wiki-page?title=Vaughan_House_Videoconferencing_Facilities&action=details&listViewLinkBack=true) to provide tips and hints on how to use this, and all users are encouraged to contribute (eLab access required).

#### HeRC and CHI eLab

#### Instances of the eLab software have been created for the management and sharing of documents. New Starters should speak to the HeRC Programme Manager and/or the relevant CHC Head of Operations to gain access and the necessary permissions for the HeRC, CHC and CHI eLabs.

Information Security Management System (ISMS)

Information Security procedures and policies related to the Trustworthy Research Environment are stored in [Q-Pulse](https://qpulse.herc.manchester.ac.uk/QPulseWeb/UI/Open/Login.aspx?ReturnUrl=%2fQPulseWeb%2fUI%2fCommon%2fConfirmLogout.aspx%3frwndrnd%3d0.7728379831123222), a software application that is used to manage the policies and procedures in line with regulatory requirements. You will be provided with a logon id and password for the system. Please contact the Q-Pulse administrator (xxxxxxx) if you have not received these details. You will then need to follow the referenced instructions for how to acknowledge and sign that you’ve read the mandatory documents for your role.

#### Environment and Sustainability

CHI has a Green Impact team. Green Impact helps us to reduce our environmental impacts and ensure our planet is sustainable for the future. The University urges all staff to support Green Impact as it complements the University’s [Environmental Sustainability Strategy](http://www.socialresponsibility.manchester.ac.uk/news/january-2017/new-environmental-sustainability-strategy-/). The University’s sustainability website [[Environmental Sustainability](http://www.manchester.ac.uk/sustainability)] sets out actions that staff can take to increase their positive impact.

#### Booking Travel

Please speak to your line manager to discuss if you will need to be able to book travel and then email xxxxxxxxxxxxxx) (who is the travel administrator for the group) to request access to Key Travel.

Following your access request you will receive an email with instructions on how to access the system and create a login. There are some training videos available which show you how to create a profile and how to book travel: <http://www.finance.manchester.ac.uk/buyingexpenses/buyinggoodsandservices/bookingtravel/gettingstarted/>

When booking travel, you must ensure that you put in a justification and ensure it clearly explains the reason for the travel. Travel under £250 will be booked immediately so please make sure you check everything before you book as any changes to bookings may incur additional charges.

If you have any issues, you can contact the University’s travel team on xxxxxxxx or email [xxxxxxx](mailto:travel.helpdesk@manchester.ac.uk)

#### Purchasing Through iProcurement

You will need to complete all of the training before being granted access to the system. As for travel please speak to your line manager to discuss if you will need to be able to raise requisitions and then email contacting xxxxxxxxxxxxxx from our finance team.

Once all the training modules have been completed, you will receive an email with your login details.

Expenses

The process is defined here [Expenses](https://www.staffnet.manchester.ac.uk/finance/travel-expenses/expenses/)

Expenses will need to be signed by the budget holder first. If you are unsure who that is, you can speak to the Finance Helpdesk on xxxxxxx or email xxxxxxxx

Once the budget holder has signed the form, it then needs to be taken to xxxxx, who is the authorised signatory for our division. They are based in xxxx in the Zoochonis Building. When taking expenses to xxxxxxx, they need to be in a folder with your name and contact number on it so that they can email you when signed. When the form is ready, you need to collect it from the office and take it to HR for processing.

Please note that you need to add in the finance codes including task codes yourself at the bottom of PR20 and PR7 expense forms. You will also need to add in the appropriate I and E code. The link to the full list can be found here at the bottom of the page: <https://www.staffnet.manchester.ac.uk/bmh/ps-activities/money/account-codes-and-cost-codes/>

### **JMF**

#### Fire Safety

Assembly point – Outside of the Alan Turing Building (see link below)

[Main Campus - General - Fire Assembly Point and Fire Action Notice Signage](http://documents.manchester.ac.uk/display.aspx?DocID=21669)

Fire alarm test is Thursday morning at 9am. The JMF building has a voice alarm and has a ‘prepare to leave’ function. Please follow the instructions over the audio if this goes off.

Fire Evacuation Marshal information is available at reception for the ground floor

Details of which fire extinguishers can be used for different types of fire can be found on the fire extinguishers themselves

In the event of a fire please leave the building via the nearest exit – Do not attempt to use the lifts or collect your belongings

A first aid kit can be found in the kitchen area of the JMF building along with the contact details for the first aiders.

#### Disposal of Confidential Waste

A container is available in room G319 for the disposal of confidential waste. This can be passed over at the service window.

### **Vaughan House**

The Trustworthy Research Environment (TRE) is physically located within the recently modernised Vaughan House. For this reason the building is intended to be physically secure and access is controlled by authorised UoM ID card access. The main entrance door is through the black gate and up the access ramp.

Anyone requiring access to Vaughan House will need to request approval via their line manager by completing FORM-005 from Q-Pulse. In Vaughan House the UoM ID card should be visible at all times.

The building is divided into two access zones with the majority of staff only requiring access to Zone 1.

* Zone 1 – All maglock doors, except for the entrance to the N3 connection room (Zone 2)
* Zone 2 – The N3 connection room

Vaughan House is a 24 hour operational building with business opening hours of 08.00-18.00 Monday to Friday. Should a member of staff require access outside of these times it will be necessary to request a security code for the building alarm and main entrance gate. Requesting these is also managed via FORM-005. Once the CHI Operational Lead has processed the request, they will arrange to meet the requestor to demonstrate how the alarm system works.

Anyone using the building outside of business hours will need to sign the out-of-hours book which is kept in the entrance area. This book requires you to record ‘time in’ and ‘time out’. If you stay after 18.00 you must sign the book. Similarly, if you ‘sign in’ before 08.00 but leave before 18.00 the book should still record you as having ‘signed out’. When you sign out after 18:00 and are the last person to leave you will be expected to set the building alarm and lock the main entrance gate.

All the building exits and the entrance area are covered by CCTV and may be referred to in order to investigate any reported security events.

The code for the lock on the black gate, which can be used to access the garden at the side of the building from Portsmouth Street, is available from xxxxxxxx.

If you are responsible for managing visitors to Vaughan House there is a separate document which defines this process (SOP-06-12).

It is the responsibility of all staff/students to ensure that all windows are closed when leaving a room.

It is the responsibility of all staff/students to ensure they close and lock the terrace door (located on the first floor) when they are returning from outside. The key for the terrace door is stored in the cupboard above the microwave in the first floor kitchen.

#### Fire Safety

The fire exit is through two doors near the toilets on the ground floor which cannot be opened from the outside. These lead to a locked black door which leads to the rear car park, and must be manually opened from the inside.

Assembly point – opposite Vaughan house main entrance on Dover street car park side

Fire alarm test is on Friday at 11:40

In the event of a fire please leave the building via the nearest exit – Do not attempt to use the lifts or collect your belongings