
MARCH 2020 NEWSLETTER

WELCOME TO NEW STAFF

Dr Melanie Etti, Clinical Research Fellow for Kirsty Le Doare
Dr Kathrin Goritzer, Postdoctoral Research Assistant for Julian Ma
Dr Elisabetta Gropelli, Lecturer in Global Health

BIOLOGICAL AGENTS/BLOOD NOTIFICATION FORMS

A reminder to complete your biological agents/blood notification forms by 8th March. To date, we have submitted twenty-four completed forms. Please ensure you complete this within the time frame. Those not involved in handling these agents, should send an e-mail confirmation stating a nil return.

Completed forms should be sent to Colin Sandiford or via BiologicalSafety@sgul.ac.uk but please copy me in to monitor compliance for the institute.

OTHER HEALTH & SAFETY MATTERS

Reporting Accidents and Near Misses

Records seem to indicate that staff are not reporting accidents and near misses. The online forms should be used to report accidents/incidents and near misses at work. The link can be found here: [Incident reporting](#)

UPDATE ON IG TOOLKIT/DATA AWARENESS TRAINING

To date we have achieved a 96% completion rate for the institute on the recent data training exercise. A big thank you for setting time aside to complete this training.

Ideally, we should have a 100% completion rate. Those of you who have not completed your training, please complete it as soon as possible. Institute funding is dependent on showing compliance towards this training.

INSTITUTE FOR INFECTION & IMMUNITY

MONTHLY DEADLINES

MARCH 8

Completion of Bioagents/toxin forms to Health & Safety

MARCH 11

Public Engagement Champions Programme submission deadline.

NEXT PAYROLL DEADLINE

Expenses claims via Payroll: **Tuesday, 31st March**. Bring your expense claim forms to the admin office in Rm 2.137, 2nd Floor, Jenner Wing.

SAFETY AT WORK

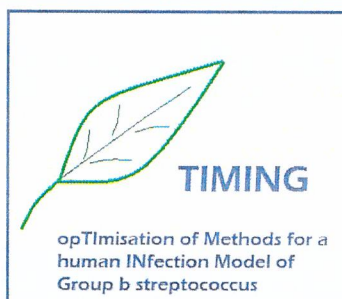
Report any safety hazards at work. Log the fault by contacting estates and facilities helpdesk Ext 1234. Option 2 or e-mail: estates@sgul.ac.uk

UPDATING YOUR WEB PROFILES

There are still a number of staff who have not completed their research profiles. Your research profile helps to enhance your presence externally. All staff are requested to activate their profiles and set it to external view. In addition, staff should also complete their profiles to include additional information on their research/collaborations and teaching where relevant.

Follow the guidance from this [link](#) to update your profile.

RECRUITMENT TO THE TIMING STUDY



On 4th November 2019 the TIMING study opened to recruitment at St George's Hospital. This is a prospective cohort study on the opTlmsation of Methods for a human INfection model for Group B streptococcus where we will be recruiting 250 healthy women aged 18-40 from the UK to participate in the study.

Dr Kirsty Le Dore is the Chief investigator on the study and Dr Catherine Cosgrove is the Principle Investigator for the UK site. If you are interested in finding out more information on the study or becoming a participant, please contact the study team at vaccine@sgul.ac.uk.

MEDICAL RESEARCH COUNCIL

This new film helps early career researchers take steps towards research independence

Check this [link](#)

PUBLIC ENGAGEMENT PROGRAMME 2020

Dear Colleagues,

I wanted to highlight the call for the 2020 Public Engagement Champions Programme to you and the members of your Institutes.

Here is a [link](#) to the newsletter article giving details about the Programme.

INCIDENT/NEAR-MISS/ACCIDENT REPORTING

The online forms should be used to report accidents/incidents and near misses at work. The link can be found here:

[Incident reporting](#)

YOUR WELLBEING AT WORK

Look after your team-mates.
Include wellbeing in your team talks.
Be active.
Connect with others.
Talk to someone.

TRAVELLING ON BUSINESS

Please ensure you record all business travel on [MyWorkplace](#) under 'other absence' to ensure you are covered on your business trip AND you must complete the [travel certificate](#) (Excel) for each travel occasion and [email the completed form](#) prior to the start date of the journey.
Further details via this [link](#)

To apply, please fill in the short application form [here](#). The deadline for applications is 11 March 2020 and submissions should be sent to pe@sgul.ac.uk.

If you have an idea for a project, need help with the application or just want to find out more, please contact either myself or Philippa Richardson, our Public Engagement Officer.

Carol Shiels | Associate Dean (Public and Civic Engagement)

INTERNAL EVENTS

RESEARCH UPDATE MEETING

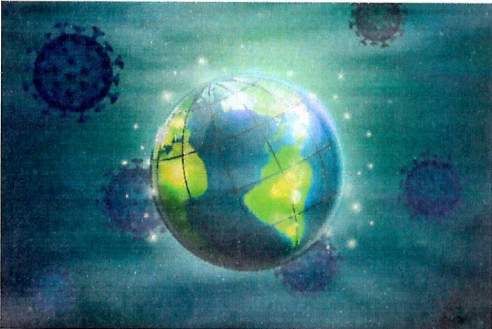
Date: Thursday 12 March

Time: 12noon- 1.00pm

Location: Lecture Theatre F

Professor Jon Friedland, Deputy Principal (Research and Enterprise) will be hosting a meeting to provide a research and enterprise update to all academic staff. At the meeting you will hear about the new and exciting innovations and advances at St George's, and have a chance to ask questions, make suggestions and contribute to the broader discussion on research directions.

Everyone welcome, no RSVP required.



SPOTLIGHT ON SCIENCE

Coronavirus: What we know so far and what we can do

Speakers include: Professor Sanjeev Krishna, Dr Angela Houston and Dr Tim Planche.

Thursday 12th March

H2.5 – 2.8

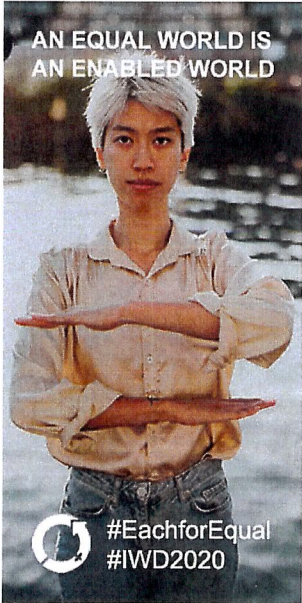
Hunter Wing, Level 2

Free public event.

The coronavirus (COVID-19) outbreak represents one of the most significant health challenges the world has faced in modern times.

Hear from St George's experts on the latest efforts to curb the disease and the actions we can take.

Refreshments from 5:40pm



INTERNATIONAL WOMEN'S DAY

Date: Thursday 12 March 2020

Time: 12:00 - 13:00

Location: H2.8, [View map](#)

International Women's Day takes place on 8 March every year. The worldwide theme for 2020 is [#EachforEqual](#), focusing on collective individualism; we are all part of progressing gender equality, for all genders. Our individual actions, conversations, behaviours and mindsets can have an impact on our larger society.

To recognise International Women's Day we will be hosting a world café centered around this theme, exploring what we would like to see change in the workplace and wider society, and how our staff community can work together to improve gender equality.

All staff of all genders are invited to attend this event.

Liz Grand
Diversity and Inclusion Adviser

CENTRAL SERVICES UPDATES

- Starters
 - Ria Fisher (Principal Animal Technician, BRF)
 - Susan McPheat (Interim Director of Finance)
 - Cerys Ledger (Interim Deputy Director of Finance)
- Leavers:
 - Helena Clay (Head of Communications, External Relations Communications & Marketing)
 - Chris Galvin (HR Systems & Information Office)

INSTITUTE STATUTORY REQUIREMENTS

Note: Individuals applying for institute funding will need to demonstrate they are compliant and up to date with requirements if they wish to apply for institute funding such as personal staff development funds.

Exceptions would be considered by the Director of the Institute.

Service Area	Service Area Detail	Submit To	Time period for submission	Staff Category	Comments

Health & Safety	Completion of Biological Agents – Toxin - Blood Notification forms	RIM & H&S	Annually – February	All Principal Investigators	RIM to circulate a request
	Completion of COSHH Assessment forms	RIM & H&S	Annually in September for Hazard 3 agents, Torch organisms (Torch - Toxoplasmosis, Paravirus, Syphilis, Rubella, CMV and Herpes Simples Viruses) and people working with <i>Neisseria meningitidis</i> , <i>Corynebacterium diphtheria</i> , and <i>Bordetella pertussis</i> or where the risk is higher. 2 years for others.	All Principal Investigators	RIM to circulate a request
	Fire Training	RIM & H&S	Every 18 – 24 months. Training available twice a year in January/July in the institute in addition to those provided centrally	All staff and students	RIM to circulate a request
	Waste Training	RIM & H&S	Refreshed annually. Training available in March every year in the institute in addition to those	All researchers	RIM to circulate a request

			provided centrally		
	COSHH Awareness and workshop training	RIM & H&S	Updated every 2 years for COSHH awareness. COSHH workshops can be arranged directly with Colin Sandiford. Training will be available in March every year in the institute in addition to those provided centrally	All researchers	RIM to circulate a request
	Display Screen Equipment Self-Assessment Checklist	H&S with copies to line manager	Annually - May	All staff and students	Central request. RIM to send out a reminder
	First Aid Boxes	H&S	Annual reminder - April In addition, area uses to check regularly and submit requests to H&S	All staff and students	RIM to send out a reminder
Human Resources	Personal Reviews	Online submission	Annually – November Annual review within 12 months of review date	All staff	RIM to send out a request. For new staff, PRs will be after 6 months following the completion of their probation.

	Diversity in the Workplace Link here	Online module	Once in employment	All new staff	HR will inform
	Unconscious Bias Link here	Online	Every 2/3 years - June	Primarily for managers	RIM to send a reminder
Teaching	All staff undertaking teaching to complete the Teaching Diary	Online	Annually – To be completed by 31 st July	All staff doing teaching	This information informs teaching income to the institute which forms a large element of our income
Information Governance	Data Awareness Training (IG Toolkit)	Online submission	Annually – January to February	All staff	Information Asset Owner to circulate request
	IG Spot Checks	N/a	Everyday Compliance audit carried out annually at various times of the year	All staff	Compliance audit will inform relevant people where improvements required
Time Allocation Survey (TAS)	Completion of TAS forms for research and teaching	Online submission	Annually - October	SGUL funded academic staff and research staff who contribute to teaching	Following instruction from finance, RIM to circulate a request

Research Fish	Submissions for research grant outcomes	Online submission	Annually – around mid-March	Research staff with grants from UKRI, NIHR and specific other funders	JRES to circulate request.
Depositing peer – reviewed accepted manuscripts	Depositing peer-reviewed accepted version in SORA/CRIS	Online submission	Regularly and within 3 months of acceptance	All researchers with research articles	RIM and library to circulate reminders

If you have any item to add to the newsletter, please contact me, Melanie Monteiro.

Melanie Monteiro
Research Institute Manager
Institute for Infection & Immunity

<https://www.sgu.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>
Institute Webpage