Welcome to the School of Medicine! We hope that you will enjoy your time working here. To help you get started, we have put together some links which you might find useful.

1. **Staff list.** Meet your colleague and put a name to faces. [http://medicine.st-andrews.ac.uk/about-us/staff/](http://medicine.st-andrews.ac.uk/about-us/staff/)

2. **Map of St Andrews.** [http://www.st-andrews.ac.uk/maps/](http://www.st-andrews.ac.uk/maps/)

3. **Community facilities:** [http://www.st-andrews.ac.uk/community/](http://www.st-andrews.ac.uk/community/)

4. **Travel:**
   b. **By bus.** From St Andrews there are direct buses to Edinburgh, Dundee and Glasgow. (There is a student discount on the ticket, and the possibility to buy a 4 week or 12 week ticket). More information can be found directly in the bus station (located near the School of Medicine). Stagecoach web site: [http://www.stagecoachbus.com](http://www.stagecoachbus.com)
   c. **By Train.** The closest Train station is Leuchars, which can be reached using the 99 bus to Dundee (about 15 minutes journey).

5. **Local services in St Andrews (shopping, restaurants, pubs etc):**
   a. [http://www.st-andrews.ac.uk/visiting/services/](http://www.st-andrews.ac.uk/visiting/services/) and

6. **The university.** See the university web pages

7. **University Induction.** Advice for staff is at: [http://www.st-andrews.ac.uk/staff/ppd/universitynewstaffinduction/](http://www.st-andrews.ac.uk/staff/ppd/universitynewstaffinduction/). Advice for PG students: [http://www.st-andrews.ac.uk/studenthandbook/](http://www.st-andrews.ac.uk/studenthandbook/) and [http://www.st-andrews.ac.uk/students/involve/](http://www.st-andrews.ac.uk/students/involve/)

8. **The Sports Centre** is very close to the School, and has good gym facilities, classes, clubs and activities: [http://www.st-andrews.ac.uk/sport/](http://www.st-andrews.ac.uk/sport/)

9. **CAPOD (Centre for Academic, Professional and Organisational Development):** [http://www.st-andrews.ac.uk/capod/](http://www.st-andrews.ac.uk/capod/). CAPOD offer training, classes and some opportunities (e.g. travel to conferences) for both staff and students.

10. **Early Career Mentoring Scheme:** In collaboration with the University of Dundee, the University of St Andrews runs an Early Career Mentoring Scheme. More details about how to become a mentee or mentor are available here - [https://www.st-andrews.ac.uk/staff/teaching/teacherstalk/mentoring/researchstaffmentoring/](https://www.st-andrews.ac.uk/staff/teaching/teacherstalk/mentoring/researchstaffmentoring/)


12. **National Insurance:** How to get a national insurance number when you are not from the UK - contact the Careers Centre: [http://www.st-andrews.ac.uk/careers/](http://www.st-andrews.ac.uk/careers/) or [http://www.st-andrews.ac.uk/careers/students/internshipsworkexperience/part-timework/nationalinsuranceincometax/](http://www.st-andrews.ac.uk/careers/students/internshipsworkexperience/part-timework/nationalinsuranceincometax/)
13. **Telephones.** To make a telephone call to another internal University extension, simply dial the 4 or 5 digit extension number. To place a call outside the University, dial 9 first to get an outside line. For personal calls dial 777 and then 9 to get outside line. A monthly report is sent to the HOS office detailing all business and private calls made.

14. **School events:**
   
   a. The weekly seminars every Tuesday between 1 and 2 pm present the work done by PhD and Postdoc of the school.
   
   b. The Friday talks are hosted in the BSRC every week between 1 and 2 pm were PI and postdoc present their work.
   
   c. The café in School of Med open at 8.30 am to 4 pm and you can bring packed lunches and sit there.
   
   d. Postgraduate student pizza meeting gives a change to present your work in front of a student audience, get useful feedback for future presentation and eat with all the school students.
   
   e. Yoga Class. Thursday 17.15 during term time. Clinical Skills area.

15. **School resources:**
   
   a. There are two Social areas with sofas for sitting and relaxing located at the 1 and second floor were you could have your lunches.
   
   
   c. There is the possibility to join SCALE (strategy for changing academic life environment) to help improving your working area.
   
   d. On the school website news and event can be found on the front page. News items include, prizes, awards, invited speakers, events. Send news for the web site using this email: mednews@st-andrews.ac.uk.
   
   e. Stationary can be obtained from the admin office.
   
   f. Pigeonholes for staff are located on the second and third floors. There is a space for internal and external business mail on the third floor pigeonholes, which the janitors collect daily.
   
   g. There is a kitchen available on the second and third floors, both with microwaves and fridges. The fridges are stocked with milk for use in tea and coffee.

16. **Transition University of Saint Andrews:** is creating growing space open to everybody to sow, grow and eat vegetable and fruit throughout the year. You are welcome to get more information or join using their website, email or facebook: transitionsta.org ; transition@st-andrews.ac.uk ; ediblecampus st andrews.

17. **Accommodation advice:** [https://www.st-andrews.ac.uk/accommodation/private/](https://www.st-andrews.ac.uk/accommodation/private/)

18. **Sickness Absence Policy.** In order to qualify for payment under the University’s sickness absence scheme, members of staff who are prevented by sickness from reporting for work should report the absence to the HoS Office as soon as possible after 8.15 on the first day of absence or
as soon as practicable thereafter. This should be reported by telephone – 01334 463502.
http://medhandbook.st-andrews.ac.uk/blog/sickness-absence/

19. Annual Leave Guidance.
http://www.standrews.ac.uk/staff/policy/hr/annualleaveguidance/appendixb-annualleaveentitlementtable/

20. Transition University of Saint-Andrews: is creating growing space open to everybody to sow, grow and eat fruit and vegetables throughout the year. You are welcome to get more information or join using their website, email or facebook : http://www.transitionsta.org ; transition@standrews.ac.uk ; ediblecampus st andrews.

21. Staff Videos: Staff are able to record a short video of themselves, describing their work/research interests. These videos are uploaded onto the School website. See http://medicine.standrews.ac.uk/blog/category/video for some current examples.

22. Simulated patients. Students may have the possibility of earning money by acting as simulated patients during practical classes (and OSCE exams) or invigilators for OSCE exams. Please contact christal.grierson@st-andrews.ac.uk for more information.

23. On arrival. In the first few days the new start should expect a welcome by a senior member of staff. The School induction checklist (http://medhandbook.st-andrews.ac.uk/blog/induction-2/) lists the items to be covered:
   a. Orientation to the building / shown to work place by line manager or nominated deputy.
   b. Overview of the school’s structure and purpose; include staff structure.
   c. A brief on the curriculum and teaching structure if required.
   d. Brief on security, safety and information management.
   e. Receive an ID card (this is also a pass card) and an ID number (also email address).
   f. IT hardware, configured for use and a brief on IT, LT and Info systems (medInternal, Hildegard and Galen).
   g. A role-specific lab safety brief.

24. Induction Resources:
   a. For staff: http://www.st-andrews.ac.uk/capod/staff/inductionresources/, http://www.standrews.ac.uk/media/capod/staff/onlineinductionresources/staff_handbook.pdf and http://www.st-andrews.ac.uk/staff/
   b. For students: http://www.st-andrews.ac.uk/studenthandbook/ and http://www.st-andrews.ac.uk/students/involve/