

Norwich Medical School

Staff Handbook

There is a wealth of resources to support staff across Norwich Medical School. These range from the external webpages which contain University, course and School information for prospective applicants, staff and visitors, through to the University's Portal for staff and students, to our regularly updated intranet site which is supplemented by Blackboard and also the Norwich Medical School shared drive.



If you find any area which you would like updating in the next revision, please email Med.Reception@uea.ac.uk

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Welcome to Norwich Medical School

Head of School – Professor William Fraser



I am pleased to extend a very warm welcome to all members of staff joining the Department of Medicine at the University of East Anglia.

The Department is rightly proud of its achievements and you are joining a vibrant Medical School that is ranking high in the assessments of both teaching and research. We continually strive to improve the quality of teaching and research as well as the environment that exist for our staff and look forward to your contribution to the ongoing success of the Department.

We currently hold Athena Swan Silver Level in recognition of the role played by the SEESAW Committee which is an important part of the School's philosophy in assuring equality and diversity for all as well as a commitment to improving the conditions of employment for staff. Please do not hesitate to contact any senior members of staff or myself if there are any situations where you are concerned about your employment or any circumstances that may affect your ability to perform your work within the Department.

I wish you all success during your time in the Department of Medicine.

Professor William D Fraser
Head of Norwich Medical School

Norwich Medical School Local Support

The Local Support Office is made up of a School Manager, Head of School's PA, Team and Operations Coordinators and a number of administrative staff. The Faculty Manager oversees the work of the School Local Support Office. In Norwich Medical School the Local Support Office is split across Norwich Medical School Building and the Bob Champion Research and Education Building. Local Support Office Staff are responsible for all School-specific administration i.e. administrative and/or secretarial support to academic and senior administrative staff, School resources & financial matters, assistance with recruitment and staff management processes, management of producing exam papers and support for module information on Blackboard.

Please log in to Blackboard via the Portal using the link [here](#).

The main Portal link can be found [here](#).

Norwich Medical School Blackboard

[New Staff Information](#)

[BCRE](#)

[General Information](#)

[Med Promotions](#)

[Health and Safety](#) (Policies and Forms)

Local Support Organogram (link to Blackboard)

Norwich Medical School in Brief

Norwich Medical School – [Education](#)

Undergraduate

Study at a highly respected and innovative medical school with great student feedback from our students. Our graduates rated us in the Top 3 for all four aspects of preparedness for practice - the only UK Medical School to achieve this (General Medical Council National Training Survey 2017).

Postgraduate

The School also provides a Doctorate in Clinical Psychology programme, Doctor of Medicine and a number of Postgraduate Taught courses including a Clinical Research, Health Economics, Clinical Education and Physician Associate Studies.

Continuing Professional Development (CPD)

Our Continuing Professional Development portfolio, research and consultancy are designed to enhance the patient and carer experience, improve the evidence base to support health care delivery in the East of England and beyond, and to support leadership, service improvement, innovation and development.

Norwich Medical School – [Research](#)

With over 300 researchers and £60 million worth of ongoing research, Norwich Medical School, at the heart of Norwich Research Park (NRP), is dedicated to performing world leading fundamental and applied research.

In the 2014 REF, 83% of the School overall research profile including 81% of our publications were rated as either world leading or internationally excellent (4* and 3*).

Within our three themes, we focus on making scientific breakthroughs in mechanisms of disease, the identification of novel therapeutics and preventive strategies, and delivering health services innovation.

[Director of Research and Innovation: Prof Anne Marie Minihane](#)

[Director of Clinical Research: Prof Alastair Forbes](#)

Norwich Medical School – [Innovation and Engagement](#)

A world-class organisation

We have built an outstanding international reputation that has been recognised by 'The Times Higher Education', which in 2016, ranked us as one of the world's top 150 universities. At the Faculty of Medicine and Health Sciences, we enhance that reputation. In the most recent Research Excellence Framework, an impressive 85% of our output is officially described as 'world leading' or 'internationally excellent'. Our researchers and facilities focus on developing translational research themes that answer important health questions, from an understanding of the basic mechanisms and genetics of disease through to clinical trials and from there to incorporation into clinical guidelines and evaluation within the broader health care community. The research priorities of the Norwich Medical School are of international quality and contribute towards key themes across the NRP, including food and health, environmental sustainability and healthy ageing. The [Norwich Medical School's research strategy document](#) is available to view online.

Norwich Medical School – [Equality](#)

The Norwich Medical School is committed to supporting equality and diversity throughout our school community. The SEESAW committee, (Supporting Excellence Equality and Satisfaction for all at Work) is working to implement the ethos of **Athena SWAN**. The Athena SWAN charter embraces good employment practices for women working in Science, Technology, Engineering, Maths and Medicine (STEMM) in higher education and research. It aims to assist the recruitment, retention and promotion of women in STEMM

You can [download our most recent action plan](#) for the Silver renewal bid

Norwich Medical School – [People](#)

Norwich Medical School – [News and Events](#)

Useful Links – Norwich Medical School Intranet

[Norwich Medical School](#)

[New Staff](#)

[Settling in Guidance](#)

[Honorary Staff](#)

[People and Policies](#)

[Locations and Staff Structures](#)

[Roles in MED](#)

[SEESAW](#)

[Promotions](#)

[Time Off Work](#)

[Environmental Responsibilities](#)

[Policies and Forms](#)

[Teaching in MED](#)

[Teaching Overview](#)

[Assuring Teaching Quality](#)

[Careers and Employability](#)

[Plagiarism and Collusion](#)

[Research in MED](#)

[Innovation and Engagement](#)

[Finance](#)

[Important Dates and Social Events](#)