WELCOME TO BIOMEDICAL ENGINEERING (GBIOM)

YOU ARE RESPONSIBLE TO ENSURE YOU READ THE INFORMATION CONTAINED ON THE HUMAN RESOURCES WEBSITE AND COMPLETE ALL REQUIRED FORMS AND TRAINING AS REQUIRED

ALL STAFF MUST VISIT THE HOME PAGE OF THE HUMAN RESOURCES WEBSITE IN ORDER TO COMPLETE THE UNSW ONLINE ORIENTATION PROGRAMME

NEW TO UNSW
http://www.hr.unsw.edu.au/employee/orientation/orientation_home.html

UNSW ORIENTATION PROGRAMME
The induction programme will help you to familiarise yourself quickly with your new role at UNSW.

ALL RESEARCH STAFF AT UNSW

ROS Research Output System
https://ros.unsw.edu.au/login.html
- ROS is a research information management system which is used to collect data, impact measurements, including H-indexes, citation counts and altmetrics and is managed through UNSW Library.
- The Associate Dean Research collates information captured through HERDC to assess research staff activities and research income. It is therefore important to ensure all your publications are captured in ROS or they will not be officially recognised by Central and Faculty, and therefore the School.

ACADEMIC RESEARCH STAFF AT UNSW

Research Gateway
http://research.unsw.edu.au/
- Visit the “Research” tab in Orientation.
- Create a Researcher Profile in “Research Gateway”.
- This needs to be done within 4 weeks of commencement.
GBIOM WEBSITE AND INTERNAL SYSTEM INFORMATION

The School Office is located in Room 521 on Level 5 of the Samuels Building.

The Office team includes:
- Emma Proud (School Manager) x53917 e.proud@unsw.edu.au
- Bronwyn Ward (Student Manager) x51148 bronwynward@unsw.edu.au
- Andreas Permadi (Admin Officer) x53911 apermadi@unsw.edu.au
- Lisa Harricks (Admin Officer) x50570 l.harricks@unsw.edu.au

Assistance and information can be provided on:
- Swipe Card Access and Keys
- Photocopier Access / Fax Machine
- Meeting Room Bookings
- UNSW Travel Policy, Procedures and Forms
- Staff and Student Reimbursement Claim Form ER1
- Maintenance Issues or Faults (including lift faults, office telephones, general office repairs and electrical or plumbing faults and repairs)

Deliveries to the School
- Any deliveries to the School should be sent to:
  - Level 5 Reception
  - Samuels Building
  - Building F25 UNSW Kensington Campus
  - Enter via Gate 11 Botany Street Randwick
Please visit the School website.
http://www.engineering.unsw.edu.au/biomedical-engineering/

Workplace Health & Safety (WHS)

Click on the tab “Research” then “Workplace Health and Safety (WHS)”
- WHS Committee
- Training (both UNSW and GSBmE, including Laboratory Inductions)
- Emergency Management and Contacts
- Forms and Templates
  - UNSW Forms including the HS017 Risk Management Form, HS026 Safe Work Procedure Form and the HS329 Risk Management Procedure.
  - GSBmE Forms including the Purchase Order Form, Equipment ID tags, Workstation ID Tags, Cold Room Box Labels and Chemical Labelling Guidelines and Template.
- WHS Database
- General WHS Links

Laboratory Manager and Technical Officer: Lynn Ferris (l.ferris@unsw.edu.au)
Laboratory Assistant: Jane Li (jing.j.li@unsw.edu.au)

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