

**UNIVERSITY OF DUBLIN**

**TRINITY COLLEGE**



**SCHOOL OF PHARMACY & PHARMACEUTICAL SCIENCES**

**POSTGRADUATE - STUDENT INFORMATION**

## POSTGRADUATE STUDENT INFORMATION

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### *Correspondence Address:*

*School Office (postgraduate)*  
School of Pharmacy and Pharmaceutical Sciences  
Trinity College Dublin  
Dublin 2  
Ireland

Telephone: + 353 - 1 - 896 2803/2350  
Fax: + 353 - 1 - 896 2810  
e-mail: [cacoffey@tcd.ie](mailto:cacoffey@tcd.ie)  
[pharmtec@tcd.ie](mailto:pharmtec@tcd.ie)

## 1. Introduction

This document was written to clarify the issues relevant to research students undertaking their postgraduate studies in School of Pharmacy & Pharmaceutical Sciences (SPPS), in response to an initiative by the Dean of Graduate Studies to formalise procedures in relation to graduate students throughout College.

## 2. Postgraduate Research in Pharmacy and Pharmaceutical Sciences (PPS)

Most postgraduate degrees (MSc, PhD) obtained in PPS are awarded on the basis of research alone. However The SPPS also runs taught M.Sc. and Master/Diploma courses.

- Procedures for applying to carry out postgraduate studies

When considering the option of registering for a degree by research, you should consult with a member of staff. Their research interests are listed in the College Calendar and web site (<http://www.tcd.ie/pharmacy/research/>).

Attention should be addressed to the following points:

- Is the proposed project scientifically and technically sound, original and feasible with the resources available?
- Are sufficient funds available to ensure completion of the project?
- Are the necessary resources available (lab space, equipment etc) or can access to them be arranged?
- Do aspects of the research plan need to be approved by an Ethics Committee?
- Does the project have sufficient potential to be extendable to a PhD if desired later?
- Can the research start immediately or is there likely to be a lead-in period whilst resources or research skills are accumulated?
- How many people will be involved in the research?  
(Joint supervisors, clinical/laboratory research collaborators, industrial collaborators, sponsors with control of data or equipment, etc)

When details have been defined and agreed, an application form obtainable from the Graduate Admissions Office (Arts Building, College; or may be downloaded from [http://www.tcd.ie/Graduate\\_Studies/prospectivestudents/howtoapply/apply/index.php](http://www.tcd.ie/Graduate_Studies/prospectivestudents/howtoapply/apply/index.php)) should be completed and signed by the supervisor and Head of School. Further information concerning application fees, postgraduate student fees and commencement fees can be obtained from the current University of Dublin Calendar (Part 2) or on the College website.

The Director of Postgraduate Teaching and Learning (DPGTL) in the School of Pharmacy & Pharmaceutical Sciences is Dr. Andrew Harkin.

### 3. Location of SPPS Research Facilities

- School of Pharmacy, East End 4 Building,
  - 23-27 Westland Row, College.
  - AMNCH Tallaght Hospital
  - Trinity College Institute of Neuroscience
- College

#### *Library*

The Science library is situated on the 2nd floor of the Hamilton Building.

The Stearne Medical library is situated in the Trinity Centre for Health Sciences at St. James's Hospital, Dublin 8.

Some pharmacy journals are located in the School Library.

#### *TCD computer network facilities*

The School is connected to the main TCD computer network. A number of machines are equipped with network cards and software allowing access to TCD mainframe computer facilities by postgraduates with mainframe accounts and passwords. These facilities include electronic mail, and access to various servers within College.

### 4. SPPS Regulations

SPPS regulations supplement the "general regulations for Graduate Studies and Higher Degrees" which are contained in Part II of the University Calendar - as per College Regulations:

- Demonstrating, Tutoring, Invigilation, etc.

Graduate students may be required to demonstrate or otherwise assist in the work of the School, at the discretion of the Head of School and Subject Area. Such work will be paid for at agreed College rates and must not exceed six hours per week on average, except in circumstances agreed between the student, Head of School and Dean of Graduate Studies. Students who are in receipt of postgraduate studentships are required, under the terms of their studentship, to engage in teaching related activities, as designated by the Head of School/Subject Area, to a maximum of six hours per week. No additional payment is made for this teaching. SPPS reserves the right to alter these regulations, in which case a notice to that effect will be posted on the SPPS notice board.

- Guidelines for Demonstrators

1. Demonstrators are required to be adequately prepared for each practical. 5-10 minutes preparation just prior to the practical is not sufficient. This is particularly important when standing in for someone else on a practical with which you may not be particularly familiar.
2. You should arrive in time for the start of the practical, not a few minutes late, and attend the pre-practical session (when held) if you consider it likely to be helpful to your participation in the practical.

3. Where applicable demonstrators should correct practical book, paying particular attention (again where applicable) to labels and calculations. Corrections should be done as quickly and efficiently as possible, still with due care, particularly to the two items mentioned above.
  4. Demonstrators should be available to answer student queries. You should circulate among students and prompt them to ask questions. Ideally this should be done between corrections of books and not just towards the end of the practical. Be proactive in seeking out work at practicals. If you are unsure of the answer to a question you should consult with the staff member in charge of the practical.
  5. If you have to leave the lab during a practical for a prolonged period of time the staff member in charge of the practical must be informed.
  6. Do not depart on unscheduled holidays during term - your agreement to act as a demonstrator implies that you will be available for all practicals in that term.
  7. If for any reason you cannot attend a practical, it is your responsibility to arrange a replacement. Your replacement must be agreed well in advance with the staff member in charge of the practical, before being recruited by you.
  8. Mobile phones are not to be brought into the lab. As for the undergraduates, there should be no eating/drinking/chewing of gum in the lab and no sitting on desks.
  9. Reasonably clean lab coats should be worn.
  10. If you have modifications/corrections/improvements which you feel should be added to the practical manual, please bring them to the attention of the staff member in charge.
- Access to School Facilities

#### *Workspace*

A place to study will be provided by negotiation with the supervisor and the Head of the Subject Area.

Graduate students may be required to take additional course(s) relevant to their degree.

#### *Office equipment/stationery*

The photocopiers are located in the School and in the Science Faculty Office, Westland Row. Access is restricted to photocopier cardholders.

Telephones are not for personal use. Calls outside College can be made through the switch by dialling 0, personal calls will be charged.

### *Laboratory facilities*

Permission to use the required laboratory facilities within the subject area or elsewhere must be obtained from the appropriate authorities, with the help of the research supervisor. Equipment in these laboratories may be communally owned or may belong to a specific research team. Appropriate attention should be paid to laboratory safety at all times. (See below).

### *Computer facilities*

Users are reminded that departmental equipment is intended only for uses relating to academic work and must not be used for personal reasons (e.g. word processing for payment) or for entertainment (i.e. computer games).

- Security Issues

### *Building security*

Theft or suspicious activities should be reported to the Head/staff member in the first instance. Users who are authorised holders of suitable keys or codes can enter the building. Postgraduate students whose working space is located in the building may apply to the Head for permission to obtain keys.

Keys/codes must not be lent or given to other individuals, most particularly those who have not applied for permission from the Head to have access to the departmental facilities outside working hours. Entacards/keys remain College property and must be returned to the Head/research supervisor when the holder has completed their postgraduate studies in the subject area.

### *Personal Property*

Neither the College nor the School can accept responsibility for damage to or loss of personal property on the premises of the College.

### *Research Data*

#### *Record Keeping*

Research information pertaining to healthy volunteers or patients should be regarded as confidential and stored in a secure manner. Failure to observe confidentiality rights of individuals in the construction and storage of computer database files can be construed as an offence under the Data Protection Act.

- Safety Issues

The Safety Officers are

Chemical hazards	Dr. Helen Sheridan	hsheridn@tcd.ie
Bio-hazards	Dr. Carsten Ehrhardt	hrhardc@tcd.ie
Radiological hazards	Dr. Andrew Harkin	aharkin@tcd.ie

The reader is referred to the "Board Statement on Safety" and the SPPS Safety Statement. All accidents and incidents should be reported to the appropriate Safety Officer and recorded in the log book supplied in the first aid cabinet

### *Laboratory Safety*

Postgraduate students should be aware of the need to wear protective clothing; disposable gloves and goggles where appropriate. Appropriate measures must be taken when using solvents, acids, gases and radiochemicals or when working in situations when 'dust' is generated.

A risk assessment form available from the SOPPS Safety Officers must be completed in consultation with the project supervisor for all aspects of the work, which may involve significant hazard. A copy of the completed form should be lodged with the Safety Officer. Similar considerations apply to students working with radioisotopes.

Training in laboratory safety can be arranged if necessary (see Fire below). Food and drink must not be consumed in the laboratory environment, most especially in a laboratory where radiochemicals or biohazardous material is being used. Food and drink must not be stored in a laboratory refrigerator or freezer.

The School operates a **no –lone working** policy after normal working hours. A 'Late Book' is located at the entrance hall to the School of Pharmacy, Panoz Institute and anyone working after 5.00 pm must sign their names. No one is to carry out experimental work on their own; at least two people must be present in the building after hours.

All persons working with Visual Display Units (VDUs) are required to have their workstation assessed to ensure that any potential hazards related to poor ergonomics, unsatisfactory seating, poor lighting or glare, etc can be identified and rectified where possible. The VDU Assessor for SPPS is Catherine Coffey.

### *Fire*

Postgraduate students with workspace in SPPS are advised to be familiar with the fire regulations and the fire exits and assembly points nearest to their place of work. Attendance at a Fire Safety Training Course conducted by the College Safety Officer is compulsory for those engaged in demonstrating to undergraduate students.

### *Infectious Diseases*

Postgraduate students are reminded that they must wear suitable clothing in laboratories and on wards, to exercise care in handling potentially infectious tools (e.g. needles and other laboratory sharps) and samples (blood, urine, etc). All students who will be exposed to potentially infected patients, needles or samples should be immunised against Hepatitis B.

- Ethical Issues

#### *Ethics committee submissions*

Research involving human volunteers will generally involve submission to the appropriate Ethics Committee. Consult with your supervisor so as to ensure that the relevant submissions are made in time, thus avoiding undue delays in your research programme.

#### *Confidentiality*

Where issues of this nature arise they should be discussed with the project supervisor.

- Disciplinary Matters

See College Regulations and Student Charter.

## **5. Student Responsibilities**

Postgraduate studies provide an opportunity to extend knowledge beyond the level achieved in undergraduate degree courses; to learn research techniques, develop the skills needed to evaluate data critically and to present detailed information coherently. To gain the most from postgraduate research, it is important to keep up with the literature and evaluate progress at appropriate intervals and to ensure that progress is being made in the right direction at an adequate rate. The supervisor should be regarded as a guide in this exploratory foray into research. Ensure that you understand each other. Issues such as regular hours of work, holidays, time off, timing of regular progress reports, should be discussed with your supervisor.

- Communication with Supervisor

The student must keep in contact with the supervisor and advise the latter on the progress of the research. This may be achieved through regular scheduled meetings of the research team, or by individual appointments. When seeking meetings with the supervisor, the student must acknowledge that the latter is likely to have other commitments and may not be available at all times. It is particularly important to recognise this during the period of preparation of the research thesis. It is advisable that the student and supervisor should agree a timetable which both can adhere to. The Dean of Graduate Studies is of the view that once a month should be regarded as a minimum during the initial stages of a student's research.

- Contribution to internal research meetings

The student should submit written work or perform other academic exercises (e.g. contribute to seminars) when requested by the supervisor. The student is expected to attend postgraduate student research seminars in the School.

- Contribution to external research meetings

The student may be requested to prepare abstracts for presentation at national or international scientific meetings or to sponsoring bodies. It is essential that the content of the material to be presented is seen and agreed by the supervisor and, if applicable, any other collaborators in the work, prior to presentation if not before abstract submission.

- A timetable should be prepared for the production of the thesis.

- Intellectual Property:

Where this issue arises it should be considered with the supervisor in the light of College policy e.g. signing of confidential agreements with sponsoring companies.



- Progress reports:

All registered postgraduate students are required to fill out a progress report form at the end of each academic year i.e. the end of October for students who registered in October and the end of April for those who registered in April. This form is available to download at the following link:

[http://www.tcd.ie/Graduate\\_Studies/staff/academicstanding/progressreport/index.php](http://www.tcd.ie/Graduate_Studies/staff/academicstanding/progressreport/index.php).

When completed the form should be submitted to the supervisor.

## **6. Supervisor Responsibilities**

A research project, which involves a postgraduate student and one or more supervisors, is a research collaboration. The quality of the research and the success of its outcome depend on good collaboration. This requires mutual understanding, mutual respect, mutual consideration and good communication.

- Accessibility to students

The supervisor must be reasonably accessible to the student for academic help and advice during the progress of the research and in particular during the preparation of the research thesis. The student and supervisor should discuss at the outset what can be considered "reasonable access".

- The financial cost of research

Funding of the project must be discussed at the earliest possible stage. It is also important that the postgraduate student is aware of the financial constraints within which the research must be done.

- Publications

There is an expectation that completion of a PhD project will lead to publications in internationally peer-reviewed journals. In this regard, there is a dual responsibility of supervisors and students to ensure that all publishable work within a project is prepared for publication.

## **7. Academic Progress in Postgraduate Research**

New research entrants with appropriate academic qualifications are normally admitted directly to year 1 on the Ph.D. register by the Dean of Graduate Studies on the recommendation of the applicant's prospective supervisor supported by the relevant DPGTL.

The first year of registration is probationary for all students. The DPGTL in consultation with the Supervisor and such other members of staff as may be appropriate will only recommend continuing registration as a research student if the candidate has clearly established to the staff concerned sufficient commitment and degree of promise that it seems reasonable to allow the candidate to proceed

- Transfer from the MSc to the PhD register
  1. All transfer procedures are subject to the entry 'Transfer from Masters to the PhD register' University Calendar part 2 2008/9.
  2. The student will be requested to produce a draft transfer report, by the supervisor, typically in the second year of registration.
  3. The transfer report (approx 4000 words) based on research work conducted by the student to date and including an outline plan of the prospective thesis will be presented to the supervisor. Preparation of the report will be approached by all parties in a constructive manner and viewed as part of the student's learning experience.
  4. The report format may include the following:
    - Abstract
    - Introduction and Background
    - Aims of project
    - Materials and methods
    - Results
    - Discussion
    - Future directions
    - Project plan
  5. A transfer panel will be convened by the DPGTL (to act as chair), in consultation with the supervisor and all interested parties, to adjudicate on the transfer report. The panel will comprise members of the academic staff eligible to supervise (section 2.9 calendar part 2) and appropriately expert in the project area of research. The final decision on the composition of the transfer panel lies with the DPGTL. The transfer report should be available to the panel at least 1 week in advance of the interview.
  6. The student shall be invited, within a month, to attend a transfer interview and make an oral presentation (20-30 minutes) on the transfer report and associated research work. The supervisor may attend the meeting.
  7. Criteria for acceptance include, clear understanding of project, evidence of research skills and competence, evidence of appropriate progress in the progress to date and a clear indication that there is a foundation for a PhD in the project.
  8. The panel may recommend
    - transfer forthwith
    - transfer after minor changes
    - transfer after new transfer report and interview (be held within a reasonable time)
    - continue on MSc register towards an MSc degree
    - not to continue as a research postgraduate student.
  9. A student will be informed of the outcome of the interview as soon as possible but not more than 48 hours after the meeting. A student may appeal the result of the transfer interview. In the first instance to the SPPS PGTL Committee and a final appeal may be made to the Dean of Graduate Studies.

- Confirmation of continuation on the Ph.D. register

A process of academic assessment for all Ph.D. students to confirm their continuation on the Ph.D. register shall normally be arranged within the first eighteen months of registration.

The Ph.D. confirmation process requires the student to prepare a Ph.D. confirmation report; the confirmation report should be written according to the guidelines issued by the appropriate DPGTL. The student must ensure that a draft of the confirmation report is made available to the Supervisor with sufficient time for the Supervisor to read it and provide comments.

The student shall be invited to attend a Ph.D. confirmation interview. The Ph.D. confirmation panel for each student is appointed by the DPGTL and shall consist of at least two members as follows: the DPGTL or his or her nominee, and a second member who should have acknowledged expertise in the subject area of the student's research (or in a cognate field). The Supervisor shall not be a member of the Ph.D. confirmation panel, but it is expected that the Supervisor (and Co-Supervisors) should be present at the interview.

Feedback shall be given to the student as soon as possible after the Ph.D. confirmation interview. The recommendation of the panel shall be one of the following:

- continuation on the Ph.D. register,
- continuation on the Ph.D. register after some minor changes have been made to the Ph.D. confirmation report
- continuation on the Ph.D. not recommended at this time: a new report to be written and confirmation interview to be held again as soon as possible thereafter
- a recommendation to change to the general Masters register to submit a Masters thesis, or
- not to continue as a postgraduate research student.

A student may appeal the result of a Ph.D. confirmation interview. This appeal will be brought in the first instance, to the Postgraduate Teaching and Learning Committee in the School. A further appeal may be directed to the Dean of Graduate Studies.

**When the student transfers to the PhD register or is confirmed on the PhD register, they will be requested at this stage to give a research presentation in the postgraduate student seminar programme in the School.**

- Preparation of the Thesis

Writing the thesis is the culmination of research studies towards a postgraduate degree. It is a task which should not be underestimated and which always takes longer than expected. Not only is reviewing the literature, statistical analysis and data interpretation, and writing the text more laborious than many students expect, but many experience unforeseen difficulties in word-processing, production of graphics and printing the document. Guidance from the supervisor is of utmost importance at this stage.

## Plagiarism

Plagiarism is interpreted by the University as the act of presenting the work of others as one's own work, without acknowledgement. Plagiarism is considered as academically fraudulent, and an offence against University discipline. The University considers plagiarism to be a major offence, and subject to the disciplinary procedures of the University.

Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences. Plagiarism can arise from actions such as:

- i. copying another student's work;
- ii. enlisting another person or persons to complete an assignment on the student's behalf;
- iii. quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format;
- iv. paraphrasing, without acknowledgement, the writings of other authors.

Examples (c) and (d) in particular can arise through careless thinking and/or methodology where students:

- i. fail to distinguish between their own ideas and those of others;
- ii. fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
- iii. fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
- iv. come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

Students should submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, work submitted which is the product of collusion with other students may be considered to be plagiarism.

It is clearly understood that all members of the academic community use and build on the work of others. It is commonly accepted also, however, that we build on the work of others in an open and explicit manner, and with due acknowledgement. Many cases of plagiarism that arise could be avoided by following some simple guidelines:

- i. Any material used in a piece of work, of any form, that is not the original thought of the author should be fully referenced in the work and attributed to its source. The material should either be quoted directly or paraphrased. Either way, an explicit citation of the work referred to should be provided, in the text, in a footnote, or both. Not to do so is to commit plagiarism.
- ii. When taking notes from any source it is very important to record the precise words or ideas that are being used and their precise sources.
- iii. While the Internet often offers a wider range of possibilities for researching particular themes, it also requires particular attention to be paid to the distinction between one's own work and the work of others. Particular care should be taken to keep track of the source of the electronic information obtained from the Internet or other electronic sources and ensure that it is explicitly and correctly acknowledged.

It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism. Students should ensure the integrity of their work by seeking advice from their lecturers, tutor, or supervisor on avoiding plagiarism.

- Examination of the Thesis

See procedures in College Calendar. (Part 2 P31-38)

- Procedures for PhD Vivas

For students undertaking a PhD at TCD it is normal practice to undergo a *viva voce* examination. The PhD viva committee comprises the DPGTL or his/her nominee (chairperson), the external examiner and the internal examiner. The chairperson is not involved in the scientific assessment process and is present to ensure that the examination takes place in accordance with College regulations. The examiners will evaluate the scientific merit of the thesis.

- Presentation

**The candidate will give a presentation, which will be open to any interested parties within or outside of the School of Pharmacy and Pharmaceutical Sciences.** The presentation provides the opportunity for members of the School to hear a presentation of the work that was generated in the thesis. The PhD viva committee will also attend this presentation but it is envisaged that most of their questioning of the candidate will occur in the *viva voce*.

## 8. Dealing with Problems

Problems are experienced in any research project from time to time. If these cannot be readily resolved by the student alone, the first port of call should be the student's supervisor. Where the student and the supervisor cannot solve the problem by discussion together, the matter should be brought to the attention of the School's DPGTL in the first instance. The problem should only be brought to the Dean of Graduate Studies when efforts to resolve it at local level have failed.

## 9. Relevant Reading

The material listed below can be consulted in the Secretary's Office.

- The University of Dublin Calendar.
- Board Statement on Safety.
- College Regulations for Students
- Rules for Submission of Theses.

## 10. Laboratory Notebooks Good Practice

- General considerations

- o It is essential to keep thorough records of experimental work as part of good practice in relation to undertaking research and also in terms of filing of patent applications. These records should be kept in a secure place at all times while the research is being carried out.

- o At a future date it may be necessary to return to notebooks to prove the date of an invention and its reduction to practice.
- o In some cases laboratory notebooks may be required to be presented as legal evidence.
- Guidelines to Recording information:
  - o Permanent bindings should be used on notebooks and loose-leaf books should be avoided to prevent possible removal or substitution of pages.
  - o The title, aim and purpose of the experiment should be included followed by a complete record of work undertaken.
  - o Any methods used must be clearly described, noting any unusual delays or occurrences.
  - o A consecutive record of the work undertaken should be provided and pages in notebooks should be numbered.
  - o Any additional drawings, charts or computer printouts should be permanently attached to the notebook, clearly identified and have reference made to them in the notebook and should be signed and dated.
  - o Other records that cannot be attached to the notebook should be retained in a separate ring binder and cross-referenced.
  - o Electronic data should be cross-referenced and a hard copy supplied where possible. Duplicate copies should be made and backed up regularly.
  - o Blank pages or parts of pages should be scored though.
  - o All projects related or other activities such as breaks in research due to secondments or holidays etc should be recorded, signed and dated.
  - o Record your thoughts, ideas and theories, they may prove invaluable at some future date.
- Review
  - o The notebooks should be reviewed regularly by someone who understands the work but who is unlikely to be an inventor on any patents that may arise.
  - o The information in the notebooks should be complete enough to enable any person knowledgeable in the area to understand and carry out the experimentation used to arrive at the result.

*When the notebook is completed return it to your supervisor for storage. At this time please make available on disc format any electronic records that may be available. Notebooks should be stored in fireproof cabinets for a period of 5 years.*

**From** – Implementation of the national code of practice - good practice procedural guidelines published by the Irish Council for Science Engineering and Innovation (Forfas).

See also: Good research practice:

[http://www.tcd.ie/research\\_innovation/research/internal/documents.php](http://www.tcd.ie/research_innovation/research/internal/documents.php)

## 11. Appendix

### SAFETY INFORMATION

#### SAFETY STATEMENT

The School wishes to establish and maintain a working environment in which the physical and mental well-being of staff and students is maintained at the highest levels practicable, and to provide a basis whereby problems of safety that arise in the working environment are solved in co-operation with staff and students and their representative organisations.

#### A. GENERAL INFORMATION:

1. The School Safety Officers are  
Chemical hazards                      Dr. Helen Sheridan                      [hsheridn@tcd.ie](mailto:hsheridn@tcd.ie)  
Bio-hazards                                Dr. Carlos Medina                      [carlos.medina@tcd.ie](mailto:carlos.medina@tcd.ie)  
Radiological hazards                    Dr. Andrew Harkin                      [aharkin@tcd.ie](mailto:aharkin@tcd.ie)
2. Staff are encouraged to bring any concerns re safety to the attention of the Safety Officer or Head.
3. All undergraduate students presenting in each year's practical classes are advised by the Staff Supervisor about general safety issues such as fire hazards, smoking, eating, protective clothing, etc. and first aid facilities.
4. The Faculty Safety Manual is available from the Safety Officer.
5. Postgraduate students and Research Assistants are advised by their supervisors about particular hazards in their project work.

#### B. STAFF AND STUDENTS ARE OBLIGED TO OPERATE THE 'NEIGHBOUR PRINCIPLE'. THIS INVOLVES:

1. Taking reasonable care for their own safety and health and that of others who may be affected by their acts or omissions while at work
2. Co-operating with the College to such an extent as will enable the College to comply with the provisions of legislation and to meet its general duties on safety, welfare and health
3. Not intentionally interfering with or misusing any means, appliance, equipment or other aid provided for securing the health, safety, or welfare of the College community
4. The use of any clothing, equipment or appliance required for the purpose of securing his/her health, safety and welfare at work
5. Reporting to the College management defects in plant, equipment, or procedures which are a danger to safety, health or welfare.

Faculty of Science, Health & Safety Regulations:

"In the interests of safety, any student who fails to obey regulations or instructions from academic or technical staff, including demonstrators, may be excluded from the laboratory or field trips as appropriate".

### **C. IMPORTANT SAFETY PRECAUTIONS - PLEASE READ CAREFULLY**

1. No smoking in corridors, laboratories, or other College buildings.
2. Hallways must be kept clear. NO BIKES.
3. Be aware of the location of all fire exits.
4. Be aware of the location of all fire extinguishers and be familiar with their use.
5. Be aware of the location of the first aid cabinet and spills kit in each laboratory.
6. Protective clothing (e.g. white coats and safety spectacles where appropriate) and masks must be worn when working in the laboratory.
7. In the event of an accident taking place in the laboratory involving injury, no matter how trivial it may seem, the proper procedure is to:
  - i. Apply first-aid if appropriate.
  - ii. Refer the victim to the College Health Service (Ext. 1556) for medical evaluation if he/she is ambulatory and not in distress or otherwise seriously injured. If the victim is known to be or likely to be seriously injured always call the ambulance service through Front Gate (1999) to transport the victim to hospital, never transport the victim to hospital in a private car or taxi.
  - iii. Report all accidents to the Safety Officer.
8. Laboratory work must be performed where at all possible only during normal working hours. No laboratory work of any kind should be undertaken after hours unless at least two persons are present in the laboratory. If working late please sign the "Late Book".
9. Eating and drinking in the lab is strictly forbidden.
10. Use solvent cabinets provided for the storage of solvents and dispose of waste solvent regularly using College procedures.

**Health and safety declaration forms A, B and C** are included with this manual.

- A. Health and Safety Guidance, Declaration form A
- B. Basic health assessment, Declaration form B
- C. Confidential health questionnaire – Declaration form C

Please complete these forms and return to your supervisor (Form A) and College Health Service (Forms B and C).



UNIVERSITY OF DUBLIN – TRINITY COLLEGE  
SCHOOL OF PHARMACY & PHARMACEUTICAL SCIENCES  
**DECLARATION FORM A**



2008 HEALTH AND SAFETY GUIDANCE

I, \_\_\_\_\_  
(first and family name here – BLOCK CAPITALS)

*as an incoming student (Junior Freshman, Post-graduate, Socrates or Visiting) or staff member (academic, technical, research fellow etc) have received and agree to do all in my power to understand and abide by the 2007 Health and Safety Guidance, issued by the Science Course Office.*

*I agree to follow whatever advice and instruction may be given to me by the head of department, staff member in charge of any class or activity, the College Safety Officer, local safety officer, etc., as appropriate. I accept that I have to conduct myself in a responsible way whilst working in laboratories or in the field.*

*I understand that the College's staff (Senior Dean) or student (Junior Dean) disciplinary procedures may be invoked to deal with problems in this area.*

SIGNED: \_\_\_\_\_

Student No: \_\_\_\_\_ Staff No: \_\_\_\_\_

Undergraduate Course: \_\_\_\_\_

Post-Graduate Status (Please tick as appropriate)

MSc:

PhD:

Socrates: \_\_\_\_\_ Home University: \_\_\_\_\_

Visiting: \_\_\_\_\_ Home University: \_\_\_\_\_

THIS DECLARATION FORM MUST BE SIGNED AND RETURNED TO THE SCHOOL OF PHARMACY & PHARMACEUTICAL SCIENCES (UNDERGRADUATES) or YOUR SUPERVISOR (POST-GRADUATE)

***Students who do not hand back these forms will be excluded from laboratory classes/research.***

**Health and Safety Declaration Forms B and C**

Please confirm that you have completed Health and Safety Forms B & C and returned them to: (Please tick as appropriate)

The School of Pharmacy & Pharmaceutics or your supervisor (If you answer <b>NO</b> to any question on form C)	Student Health Centre (If you answer <b>YES</b> to any question on form C)	
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UNIVERSITY OF DUBLIN • TRINITY COLLEGE  
SCHOOL OF PHARMACY & PHARMACEUTICAL SCIENCES  
**DECLARATION FORM B**



**BASIC HEALTH ASSESSMENT FOR FIELD/LABORATORY WORK**

In a very small number of cases, the ability of an individual to undertake field or laboratory work may be compromised by an existing medical condition. In such cases, specific control measures such as enhanced supervision may have to be introduced to allow the person to carry out the work safely. In order to assess these needs, and to ensure the College fulfils its legal Health and Safety obligations, it is necessary to ascertain any medical conditions that may seriously affect any individuals during field/laboratory work.

You are therefore asked to look at the attached Declaration Form C:

- If you answer **NO** to all of the questions on Form C, then please sign this Declaration Form B and return it to your School/Supervisor, as instructed. Do not return Form C.
- If, however, you respond with a **YES** to any of the medical conditions outlined on Form C, then please forward **BOTH** Declaration Forms B and C to

College Health Service, House No. 47, College (Tel: 896 1556)

The Health Service will advise you (by returning Declaration Form B to you) if any precautions are necessary for the type of work you are to undertake and whether you should inform your School/Supervisor of these precautions. You should then sign Declaration Form B, indicating any precautions that you are advised to declare, and return it to your Department/Science Course Office.

The Health Service providers are bound by a professional code of conduct that precludes them from divulging any personal details. Hence all information will be treated in strictest confidence.

I have read the attached Confidential Health Questionnaire (Declaration Form C) and confirm the following.

- 1) I am able to undertake all laboratory and fieldwork duties.
- 2) Any control measures specified by the College Health Service are listed below.

*Control Measures:*

NAME: ..... STUDENT NO: .....  
*BLOCK CAPITALS*

ADDRESS: .....  
.....

HOME TELEPHONE NO: ..... MOBILE NO: .....

SIGNED: ..... DATE: .....

Confidential Health Questionnaire, Declaration Form C

UNIVERSITY OF DUBLIN – TRINITY COLLEGE  
SCHOOL OF PHARMACY & PHARMACEUTICAL SCIENCES  
**DECLARATION FORM C**



CONFIDENTIAL HEALTH QUESTIONNAIRE

Declaration Form C is for the use of the individual student/staff member in consultation with the College Medical Practitioners only. Declaration Form C should be returned to the College Health Service, House 47 College.

Name: \_\_\_\_\_ Student No: \_\_\_\_\_  
*BLOCK CAPITALS* *Same as CAO No: (beginning 08)*

Address: \_\_\_\_\_  
*Address you reside at while attending College (e.g. Home, Rented, etc)*

Date of Birth: \_\_\_\_\_ Male/Female \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Do you have or have you ever had any of the following medical conditions:

Medical Condition	Yes/No	Medical Condition	Yes/No
Asthma		Other lung disease	
Epilepsy		Diabetes	
Contact dermatitis		Eczema	
Colour blindness		Heart disease	
Fits or fainting episodes		Rheumatic fever	
Rheumatism or arthritis		Stomach ulcers	
Liver disease		Kidney disease or urinary infections	
Back trouble		Recurrent headaches or migraine	
Allergies		Injury from past accidents	
Major surgical operations		Are you taking any medication? <i>(excluding oral contraception)</i>	
Do you smoke (if yes how many cigarettes do you smoke per day)		Are you taking any illegal substances or drugs?	
Do you drink more than 21 units per week (man) 14 units per week (woman)			
<b>DISABILITIES</b>			
Visual impairments (excluding glasses & contact lenses)		Mental health difficulties or depression	
Hearing impairments		Others – specify below	
Have you registered with the Disability Service in College?			
<b>WOMEN ONLY</b>			
Are you pregnant?		Any gynaecological problems	

If you have answered **YES** to any of the above please give details of past and present treatment in the box provided below:

If you answer **NO** to all of the above please sign Declaration Form B and destroy Declaration form C.  
If you answer **YES** to any of the above please forward Declaration Form C with the completed Declaration Form B to the College Health Service, House No 47. If you have any queries on Declaration Form C please contact the college Health Service on Ext 1556. **Do not return Declaration Form C to your School or Supervisor.**

If you have not had a Tetanus/Diphtheria booster in the past 10 years and two courses of MMR you should contact the College Health Service or your G.P.