

Administrative First Points of Contact

Staff in School of Nursing and Human Sciences provide a range of administrative support. The workload is divided among the staff to achieve the best results, although staff can cover for each other and teamwork is the norm. The First Points of Contact list is a useful starting point to indicate to whom any enquiry should be addressed. This contact list should be viewed alongside the contact list for the Faculty Administrative Team, who provide a wide range of administrative support on areas such as examinations, timetabling, school teaching meetings, academic structures, modular information, PAC, professional development modules, allocations, marketing, advertising, publications, postgraduate students funding, expense claims and HR.

Area	Description	Contact
Allocations	Support to Allocations to include IT support, updating & filing of student placement records & attendance. Annual set up & communications re Garda & Health clearances, Hospital preferences, etc	Dawn Clark
Catering Bookings	All lunch and tea/coffee arrangements	snhsenquiries@dcu.ie
Finance	Purchase Ordering, including Procurement and Tenders, Approval of Invoices for Payment. New Account set up, Journal transfers, support for research accounts Receipt of Core Expense Claims, bank transfers.	Anne Burke
General School	Management of Administrative Function and liaison with Faculty	Anne Burke
General School	Course Handbooks	Sylvie Byrne/Rachel McCullagh
General School	School e-mail administration/Updating telephone list	Sylvie Byrne/Rachel McCullagh
General School	General School Telephone Queries and Information	Sylvie Byrne/Rachel McCullagh
General School	Attendance Records for staff	Dawn Clark
General School	Photocopier maintenance	Siobhan Doherty
General School	Stationery maintenance	Siobhan Doherty
General School	Receipt of Assignments	Sylvie Byrne/Rachel McCullagh
General School	Events Organisation Cochrane Conference Qualitative Research Summer School	Team Nicola/Dawn Siobhan Doherty
General School	Diary, correspondence, and associated activities for Head of School	Nicola Cooke/ Dawn Clark
General School	Equipment Loans to Staff and Research Students	Sylvie Byrne/Rachel McCullagh
General School	School website updating (news, general information and events)	Elaine Kitson
General School	Management of Script Room	ALL

Administration Team Support	Professional Advisory Group (PAG)	Anne Burke
	School Meetings	Siobhan Doherty
	School Teaching & Learning Committee	Anne Burke
	BSc Health & Society	Elaine Kitson
	BSc Course Team Meetings	Siobhan Doherty
	BNS Course Team Meetings	Elaine Kitson
	Postgraduate Team Meetings	Nicola/Dawn
	MSc/Doctorate in Psychotherapy Team Meetings	Elaine Kitson
	Higher Diploma in Children's Nursing	Dawn Clark
	Provision of support for School Management Team	Nicola Cooke/Dawn Clarke
	BSc Psychology	Dawn Clark
Nurse Prescribing	Nicola Cooke/Dawn Clarke	