## Welcome to the Institute for Clinical Medicine (Klinmed)

Here, you will find practical information as you start in your new position.

The Institute for Clinical Medicine is part of The Medical Faculty at the University of Oslo (UoO). The Divisions of Oslo University Hospital (OUH) are organized in parallel as part of KlinMed. This means that the Head of Division of Cancer Medicine reports to both the CEO at OUS and to the Head of Institute at Klinmed.

The Division of Cancer Medicine is divided into 5 clinical departments and 2 research institutes, which are both part of the hospital and of the university. The Division aims at being a leading Cancer Center in Europe and OUS has accreditation as European Comprehensive Cancer Center (CCC). The Division has chosen Trust, Responsibility, Teamwork and Courage as the basic values for all we do.

**Introduction seminar at KlinMed**

The administration at KlinMed organizes welcome seminars. Invitations are sent to your UiO-mailadress. As UiO employee, you are expected to read your UiO-mail regularly.

**ID-card for UiO employees**

You have to go to Blindern Campus: Kristian Ottosens hus. Tel 2285 3200

Opening hours: Mon - fri 09.00-16.00; June and July: 09.00-15.00

Please bring ID card (Passport or bank ID)

**Email account and IT services**

You need a user name and pass word. The password is normally sent to your home address, or you can receive it on your mobile phone if the number is registered. You can also pick up the password personally at Rikshospitalet, B1.3098 (3rd floor). Ask for Joe Bush (mob 40553332). You can send a mail in advance to drift@klinmed.uio.no

**Person presentation on UiOs internet page**

All employees have their own page. This is normally established automatically with some basic information, but you have to complete it yourself.

Go to: <http://www.uio.no/english/> . Enter your name at «People» and search.

Down at the page, in the black bar to the right: Responsible for this page. Log in with your user name and pass word, and press “Manage document”. At the top of the white area, press “rediger”.

For help: <http://www.uio.no/english/for-employees/support/profile/web/pers-vit-engelsk.html>

You can download your business card from this page.

**Photographer**

Radiumhospitalet: Per Marius Didriksen, tel 2293 5660, pdidriks@ous-hf.no, F-bygg.

Rikshospitalet: Øystein Horgmo, tel 9529 6090, oystein.horgmo@medisin.uio.no, RH.D1.3039

**Employment conditions**

Here you find a lot of information about employee’s benefits, salary, working hours and holidays etc:

<https://www.uio.no/english/for-employees/employment/>

**Tram Ullevål- Rikshospitalet for free**

As UiO or OUS employee, you can travel for free between Rikshospitalet and Ullevål between mon-fri kl. 0700-1900. You need your Employees ID card.

**Internal bus between Rikshospitalet and Radiumhospitalet**

The internal bus takes 10 min and is free.

Leave Rad: 0845, 0925, 1000, 1040, 1115, 1230, 1310, 1350, 1430, 1505.

Leave RH: 0825, 0905, 0945, 1025, 1055, 1210, 1250, 1330, 1410, 1450.

**Publishing in Open Access**

All employees at UiO (employed after 4. juli 2013) have to make their publications open accessible, either by publishing in Open Access-journals or by using UiOs digital archive, DUO.

**Credit UiO in all publications**

As UiO employee, you have to credit UiO in all your publications:

Institute for Cancer Research, Institute for Clinical Medicine, University of Oslo, Norway.

**Procurement**

In order to purchase something through the UiO-system, you need access to money on an account at UiO. If you don’t have your own assets, take contact with your supervisor or group leader. All procurements have to be ordered through UiOs electronic purchasing system (this is very strict).

Always at first: send a mail with what you need to bestilling-kit-kre@klinmed.uio.no, or take contact with Nina Karlsrud: l.n.karlsrud@medisin.uio.no , or Shakoor Khan: abdushakoor.khan@medisin.uio.no. They will guide you through rules etc and order for you.

Reimbursements are also registered in the HR-portal.

**HMS (Health, Environment and Security)**

Contact person is “Verneombud”. For most matters, contact OUS-verneombud in your department. For psychosocial questions, UiOs verneombud is (Nina Karlsrud l.n.karlsrud@medisin.uio.no )

**International researchers at UiO**

<http://www.uio.no/english/for-employees/employment/international-researchers/index.html>

A couple of times a year, UiO invites international researchers for breakfast. A mail will be sent.

**Registration of holidays and sick leave**

All absence from work (holidays, payed leave and sick leave), you have to register in UiOs HR-portal: <https://hr-portalen.uio.no>. Leave is granted by the adm.koord.

Log in with your UiO user name and pass word. Click at “Register leave”.

In Norway, we have the right to take 25 working days as holidays every year. If we work for 1 year, the year after we will get payed holidays. When we quit a job, the holiday money we have earned for the year after, is payed out. This means that if you start working e.g. the 1.7., the year after you will have the right to take out 25 holidays, and half of them are payed.

**Contact persons for administrative questions**

The contact person for all administrative UiO questions in the Division for Cancer Medicine is adm.koord. Barbra Noodt: Barbra.noodt@medisin.uio.no mob 915 78 437. Don’t hesitate to take contact.

Help with procurements, accounts etc: Shakoor Khan abdushakoor.khan@medisin.uio.no

Nina Karlsrud l.n.karlsrud@medisin.uio.no



