

# GENERAL INFORMATION

Last Updated : Sep 2016

OCDEM

Factsheet No.12

## Part 1 (A - M)

### Accommodation

The University has an accommodation office which may be able to help you to find accommodation in the area. Further details can be found at [www.admin.ox.ac.uk/accommodation](http://www.admin.ox.ac.uk/accommodation).

The Department has close links with the Oxford University Hospital NHS Trusts and it may be possible to find hospital accommodation via one of the following numbers:

Rooms at Arthur Sanctuary House: - Tel (2)21959

Ivy Lane Flats and the Churchill Hospital – Tel (2)25010.

### Annual Leave

An Annual leave form (available from HR) must be completed and approved by your line manager before going on leave. As much notice as possible should be given. The authorized form should then be sent onto HR, for your file.

Please contact your line manager if you require leave for any other reason. Such leave should be discussed with your line manager and the appropriate form completed <http://www.ocdem.ox.ac.uk/personnel-forms> prior to you taking leave or as soon as possible in the case of an emergency. If you are unable to contact your line manager please contact HR on 857214.

### Medical Appointments

If it is necessary for you to arrange an appointment during the normal working day, to visit a doctor, dentist or a hospital to receive treatment or screening, attempts should be made to arrange the visit in such a way as to disrupt the work of the department as little as possible.

Please contact your line manager as soon as possible should such a need arise.

### Sick Leave

If you are unable to come to work because of sickness please notify your line manager by 10am on the first day of your absence. If you are

unable to contact your line manager, please leave a message with HR in the first instance on 857214.

Sick leave forms must be filled in, even for half-day absences, and signed by the line manager upon your return to work. A return to work interview with your line manager must also take place on your first day back. These forms should then be sent to the HR office. If you are off work for more than 7 calendar days and you have not yet returned to work please ask your line manager to inform the HR Officer. Sick leave forms can be found at

<http://www.ocdem.ox.ac.uk/personnel-forms>

### Conflict of Interest

It is the duty of every member of staff or student to disclose any conflict of interest or any circumstances that might reasonably give rise to the perception of conflict of interest. The University's Policy on Conflict of Interest can be found at

[www.admin.ox.ac.uk/researchsupport/integrity/conflict/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/)

### Dress Code

Your line manager will be able to advise you as to the dress requirements for your particular area of work.

### Drinking and Drugs

It is not permitted to bring alcohol or illegal drugs or on to any of the Departmental premises. Drinking on the premises (unless for a recognised social function or authorised entertaining) or being intoxicated during working hours is considered gross misconduct and could lead to dismissal.

### Expense Claims

The expenses and benefits manual forms part of the Financial Procedures documentation of the University. As such, compliance by all staff is mandatory and non-compliance may lead to disciplinary action. Claims submitted by non-employees which do not conform to these instructions will not be paid. All staff and claimants should be fully aware of the contents of the Expenses & Benefits Guide, available on-line at [www.admin.ox.ac.uk/finance/expenses/guide/](http://www.admin.ox.ac.uk/finance/expenses/guide/). You are strongly advised to acquaint yourself with the manual. In the event of queries, please ask the admin team in advance of incurring the expenditure. Claims should be passed to the OCDEMM Finance Team for approval and sign off.

### Harassment

Harassment and bullying are unacceptable behaviours which are not tolerated by the University of Oxford and the Radcliffe Department of Medicine.

RDM takes any instance of harassment and/ or bullying very seriously. If you have been or think you are being harassed or bullied, confidential sources of support are available to you:

- RDM Harassment Officers: [www.rdm.ox.ac.uk/rdm-harassment-advisors](http://www.rdm.ox.ac.uk/rdm-harassment-advisors)

## Oxford Centre for Diabetes, Endocrinology and Metabolism

- University Harassment Advisor Network:  
[www.admin.ox.ac.uk/eop/harassmentadvice/advisor-network/](http://www.admin.ox.ac.uk/eop/harassmentadvice/advisor-network/)
- Confidential hotline tel. 01865 270 760
- University Counselling Service:  
[www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/](http://www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/)

Sources of advice and support within RDM include a booklet on 'Bullying and Harassment, some facts and how to help yourself' and two information leaflets entitled 'Common bullying questions answered' and 'Anti-bullying information for staff and students'.

These are displayed around RDM for you to help yourself to. Your Administrator and HR officer can also offer advice on where to get further support.

Further details on dealing with harassment and/ or bullying in the workplace can be found at:

[www.rdm.ox.ac.uk/harassment-and-bullying-3](http://www.rdm.ox.ac.uk/harassment-and-bullying-3) and [www.admin.ox.ac.uk/uohs/at-work/mental-health/bullying/](http://www.admin.ox.ac.uk/uohs/at-work/mental-health/bullying/)

### Local Harassment Officers

Chris Groves:  
[chris.groves@drl.ox.ac.uk](mailto:chris.groves@drl.ox.ac.uk)

Mark Stevenson:  
[mark.stevenson@ocdem.ox.ac.uk](mailto:mark.stevenson@ocdem.ox.ac.uk)

Ruth Coleman  
[Ruth.coleman@dtu.ox.ac.uk](mailto:Ruth.coleman@dtu.ox.ac.uk)

Alex Hamilton  
[alexander.hamilton@seh.ox.ac.uk](mailto:alexander.hamilton@seh.ox.ac.uk)

HR Team 857216 or  
[ocdem.personnel@ndm.ox.ac.uk](mailto:ocdem.personnel@ndm.ox.ac.uk)

University Counselling Service:  
[www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/](http://www.admin.ox.ac.uk/uohs/at-work/mental-health/counselling/)

### Honorary Contract

All medical, nursing and other staff working in premises under the

Oxford University Hospitals NHS Trust and having direct contact with patients, volunteers or access to patient notes must have Trust honorary or observer contracts to work in their premises. These contracts **must** be in place before work commences. Please contact your local HR team for further information and application forms. Further information at <http://orh.oxnet.nhs.uk/HumanResources/Pages/HonoraryObservercontracts.aspx>

### Oxford University Innovation

Oxford University Innovation, wholly owned by the University of Oxford, manages the University's intellectual property portfolio, working with University researchers on identifying, protecting and marketing technologies through licensing, spin-out company formation, consulting and material sales. ISIS works very closely with all Departments in the Medical Sciences Division and tailored information, including case studies and who to contact can be found here <http://innovation.ox.ac.uk/university-members/medical-sciences-innovation/>

### Library

Cairns Health Care Library is

located on level 3 of the John

## Overseas Staff

Staff joining the University from overseas may find the following websites useful as they provide details on general practical information about moving to, and life in, the UK. The key topics are the National Health Service, accommodation, childcare and schooling, Income tax etc.

[www.internationalstaff.ac.uk](http://www.internationalstaff.ac.uk)

Website users can select the University they are moving to from a drop-down list. For example, if you go to <http://www.internationalstaff.ac.uk/pre-arrival/accommodation/> and select 'University of Oxford' from the box that appears in the top right hand corner you will see guidance on finding accommodation in the UK, followed by some local links in the Oxford area.

available from the Cairns Library reception.

Further details of the Oxford University Libraries can be found at [www.lib.ox.ac.uk](http://www.lib.ox.ac.uk).

**If you are new to the University and require additional general information about the University visit the website:**

[www.ox.ac.uk/new\\_to\\_the\\_university](http://www.ox.ac.uk/new_to_the_university)

Radcliffe Hospital. Application forms to become a member are

## For More Information Contact

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Radcliffe Department of Medicine  
University of Oxford  
Churchill Hospital  
Oxford OX3 7LE  
Tel: 01865 857216

E-mail: [ocdem.personnel@ndm.ox.ac.uk](mailto:ocdem.personnel@ndm.ox.ac.uk)  
Website: [www.ocdem.ox.ac.uk](http://www.ocdem.ox.ac.uk)