

Welcome as employee at the Department of Clinical Medicine



Dear new colleague

Welcome to the University of Bergen and the Department of Clinical Medicine (K1)

This brochure will provide you with practical information about your new employer, the Department of Clinical Medicine. Please read through, and keep it for later reference. Please let us know if any information is missing, so that we can include it in our next issue.

We hope you will get an exciting, stimulating and enjoyable time at K1!

Sincerely,
the K1 administration



Illustration: www.colourbox.no

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Strength—collaboration—pride



The Department of Clinical Medicine is aiming for medical research and education at a high international level. The Department's research emphasis are typically based on clinical topics combined with laboratory and imaging analysis or data from national health registries or medical quality registries. We aim to increase the scope and quality of our research and education through national and international recruitment and collaboration.

The department comprises eleven sections and includes all of Western Norway with centers in Bergen, Stavanger, Haugesund, Førde and Kristiansand. The Department is involved in several leading research centers, including the Centre for Cancer Biomarkers (CCBIO), Centre for Nutrition/Mohn Nutrition Research Lab and Mohn Medical Imaging and Visualization Centre, as well as several Norwegian competence and treatment centres within neurology, neurosurgery, ear-nose and throat, anaesthesia/plastic surgery, gastroenterology and orthopaedic surgery.

We aim to meet all staff and partners in a friendly and professional manner. The Departments hallmark should be enthusiastic and proud employees who all contribute to excellent results in research and education.

Best regards,
Kjell-Morten Myhr
Head of Department

Please remember to state your K1-affiliation when you publish

It is important to use the correct name of the department in academic publications and in any occasion where you represent the department.

Norwegian: Klinisk institutt 1, Universitetet i Bergen

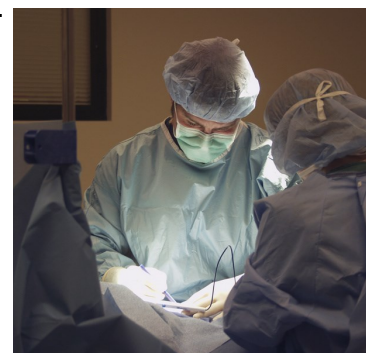
English: Department of Clinical Medicine, University of Bergen

Cooperation with hospitals

Research and education in medicine is closely linked to the hospitals. The department administration is located at Haukeland University Hospital, and much of our activities takes place here. Nevertheless, our activities are regional and national as well as international.

The hospitals in the west (Helse Bergen, Stavanger, Haugesund, Førde) are pillars of research, and K1 also has a formalized cooperation also with Sørlandet Hospital. Research and research cooperation takes place in all clinical disciplines. In the competition for regional funding, defined partnerships are important.

K1 has employees in all the collaborative hospitals, almost without exception in combined positions with employment both at the hospital and the university. Cooperation between K1 and the hospitals is crucial for K1 to reach our goal of excellent research and education.



Presentation of K1 Management Team

The department has a Management Team consisting of Head of Department Kjell-Morten Myhr, 11 Section Leaders and Head of Administration Jorunn Skei.

Section Leader		Sections
	Odd Helge Gilja (Leader for Research)	Section of Gastro and Nutrition
	Ingrid S. Haldorsen	Section of Radiology
	Trude Gundersen	Section of Surgery; Orthopedics and Plastic surgery
	Christian A. Vedeler	Section of Neurology
	Kathrine Skarstein	The Gade Laboratory of Pathology
	Ole Bernt Fasmer	Section of Psychiatry
	Hans Flaatten	Section of Anaesthesiology and Intensive Care Medicine
	Christian Andre Helland	Section of Neurosurgery and Ear, Nose and Throat
	Gunnar Høvding	Section of Ophthalmology and Dermatology
	Christian Beisland	Section of Nephrology and Urology
	Lars A. Akslen	Centre for Cancer Biomarkers (CCBIO)

The Department Council at K1

Head of Department Kjell-Morten Myhr is Council Chairman, Head of Administration Jorunn Skei is Secretary. Members elected per May 2017:

Group A: Kathrine Skarstein, Professor Jørgen Krohn, Professor Jutta Dierkes.

Group B: Research Fellow Øystein Eikrem.

Group C: Senior Engineer Hanne Puntervoll

Group D: medical student Sigrid Lima Anfinssen, student in nutrition

You can bring cases for discussion in the Council through your group representative.

	Field/name	e-mail	Phone
Head of Administration			
	Jorunn Skei	Jorunn.Skei@uib.no	55972762
Education			
	Tore Lillebø (coordinator)	Tore.Lillebo@uib.no	55973063
	Lise Amble (MED6, pharmacology and psychiatry)	Lise.Amble@uib.no	55970853
	Anne Berit Kollmannskog (OSKE, K1-nytt, web)	Anne.Kolmannskog@uib.no	55972764
	Eli Lundal Grøhn (Ear, Nose, Throat, Ophthalmology, Surge- ry)	Eli.Grohn@uib.no	55972764
	Siri Sagen Trosvik (Nutrition)	Siri.Trosvik@uib.no	55974370
Finances			
	Liv Rebecca Arnedatter Aae (coordinator, + annum and projects)	Liv.Aae@uib.no	55585420
	Elisabeth Bjerke (annuum, projects, Animal Facility)	Elisabeth.Bjerke@uib.no	55977978
	Mildrid Bønes Høgås (Annuum, projects, CCBIO)	Mildrid.Hogas@uib.no	55585440
Research- and PhD education			
	Solveig Lund Witsø (PhD- coordinator, web, K1-nytt)	Solveig.Witso@uib.no	55585445
Personnel / HR			
	Eli Selback	Eli.Selback@uib.no	55589022
Center for Cancer Biomarkers (CCBIO)			
	Geir Olav Løken (Administrative Leader CCBIO)	Geir.Loken@uib.no	55585436

Research laboratories at K1

Laboratorium	Location	Contact person
Nephro	7th floor lab building	Dagny Ann Sandnes
Surgical research lab	7th floor lab building	Gry Hilde Nilsen
Bio materials	7th floor lab building	Paul Johan Høl
MedViz	7th floor lab building	Odd Helge Gilja
Opthal lab	Eye building	Unni Larsen
Neurological research lab	Old main building	Hanne Linda Nakkestad
Pathology	2nd floor Sentralblokken	May Britt Kalvenes

Our core facility is the Lab Animal Facility

The Lab Animal Facility consists of three units: Vivarium, a unit at the BB-building and one small unit at PET. Most users are from UiB, and some from partners. The lab animal facility also arranges courses in lab animal science. The courses are mandatory for all who are to work with lab animal projects, including supervisors/managers planning the projects. Read more at:

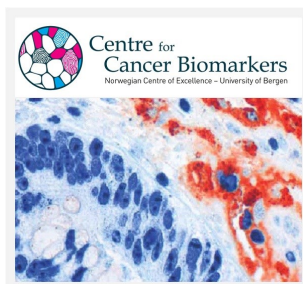
<http://www.uib.no/en/rg/animalfacility>



Center for Cancer Biomarkers (CCBIO)

Centre for Cancer Biomarkers (CCBIO) is a Norwegian Centre of Excellence. The center is working on new cancer biomarkers and targeted therapy. Centre Director is Professor Lars A. Akslen and Administrative manager is Geir Olav Løken. Location is 2nd floor of the hospital, Sentralblokken.

Read more at: www.ccbio.no



Center for Nutrition

The Center for Nutrition has interdisciplinary research as their main task. The Center also supports education and dissemination. The center leader is Professor Gülen Arslan Lied. The center is located in the Children hospital, 5th floor (BUS1). Read more at: <http://www.uib.no/en/nutrition>



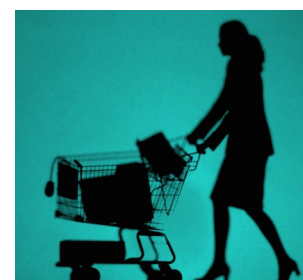
Salaries and personnel system (HR portal)

All employees with monthly salary are to be using PAGA, regardless of employment percentage. You must have a UiB user account to access the system. Log in to check your personal details, paychecks, to record travel expenses and sick leaves, and to apply for vacation and leaves of absence.



Need to buy something?

The University of Bergen is governed by the Public Procurement Act. To make a purchase that is to be charged UiB, please contact your *Bestiller* (a person in your unit who knows how to use UiB's purchase system Basware PM). Your administration should have records of who this is. There should be at least one Bestiller in each unit/lab. You must notify the Bestiller when the item is received. Goods to be charged UiB should not be traded outside of the University's purchase system.



Do you need IT- assistance? BRITA will help you

Contact BRITA (The IT-department's helpdesk) at phone 55 58 47 00 or submit a case at <https://bs.uib.no> Note that you also can find many useful tips at: <https://it.uib.no/Hovedside> The IT office at 2nd floor Armauer Hansens Hus (AHH) can also often help you with installation of IT equipment.



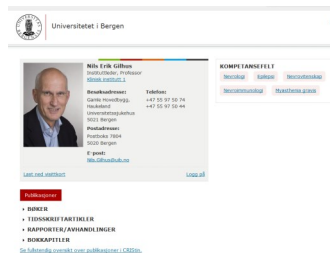
e-mail

You apply for a user account in Sebra yourself <https://sebra.uib.no/sebra/> When the application is approved and you have created an account, you will get an e-mail address and access to various server services at UiB and the personnel system PAGA. Please create a forwarding function from the UiB address, if you are using another account on a daily basis.



Personal page at uib.no

As a UiB employee, you have a personal page at UiB's web pages in both Norwegian and English which you can update yourself. Only the headlines you fill in, will show in your profile. UiB staff are required to use the profile actively. This will make it easier for both collaborative partners, colleagues, financing partners and the media to find you and your expertise. Remember to update on both languages. Find manual at: <https://w3docs.h.uib.no/redigere-personside> The Research Coordinator can also help you, send an e-mail to post@k1.uib.no



Access cards

UiB card

Jorunn Skei, Mildrid Bønes Høgås or Ingvild V. Wallacher can provide you with application form. This you bring to *Kortsenteret* ("The Card Centre") which is located at the Student Centre downtown. You will need the UiB card to be able to use the printers/copiers, and to get access to UiB buildings (such as the BB building).

Hospital card

You need the hospital card to get access to the hospital buildings and the Laboratory Building, among other. Jorunn Skei can help you with this.



Newsletter: K1-nytt

We have our own newsletter, called *K1-nytt*, with K1-news, calls of funding, meetings/conferences, administrative messages, etc. K1-nytt is mandatory to read and is issued on e-mail every other Friday. Please contact the administration at post@k1.uib.no if you have small or big news stories, arrangements, etc. Your K1 colleagues like to know whats up in our department! You can find an archive of all issues at our web pages, at: <http://www.uib.no/en/clin1/65265/archive-newsletters>



Working hours

Academic staff

Academic positions are «particular free and independent positions» and not required to log working hours. Still, working hours should preferably be in the period between 07.00 and 17.00, **through** 5 days per week.



Technical/administrative staff

On an annual average working hours are 37.5 hours per. week, including a 20-minute meal break. Core time is from 09.00 to 14.30. The daily working hours should normally be distributed between summer/winter time as follows:

15. May - 14. September: 08.00 to 15.00

15. September - 14. Mai: 08.00 to 15.45

External work (*Sidegjøremål*)

By *sidegjøremål* is meant work that is carried out and offices that are held in addition to the ordinary university position, irrespective of whether they are paid or not. Work carried out through an enterprise or company that is completely or partly owned by the employee is also regarded as external activity. External work is considered as positive for the individual and the UiB, [on certain conditions](#). It is mandatory to register external work electronically in PAGA (pagaweb.uib.no) by February each year.



Holiday

Register your summer vacation days in Pagaweb by 01.04. each year, and other vacations days in due time before the dates. If you were employed at UiB before September 30th the year before, you are entitled to 25 vacation days (5 weeks). If you are 60 years or above, you have 30 days (6 weeks). UiB encourages you to use at least 3 weeks in the period 01.06-30.09. You can see in Pagaweb how many vacation days you have spent, have used, and still have available. Before submitting in Pagaweb, plan use of vacation days with your unit/closest leader, so that there are necessary staffing, if applicable. Make a note in Pagaweb that your vacation is agreed with your unit/leader.



Short absence

Appointments such as with doctor, dentist, physiotherapy, chiropractor, zone therapy or acupuncture, take children to doctor/dentist, and meetings with school or kindergarten, can be done in working hours without wage deductions. Notify the absence up front to your unit/leader. Note that school/ kindergarten planning days do not entitle leave with salary.



Sick leaves

[Sick leave](#) must be reported to the employer as soon as possible.

An employee who has been employed for at least two months can self-certify for up to eight calendar days in a 16 day period. Self-certification can be used for up to 24 days in a 12-month period.

Employees are entitled to up to 10 days of paid leave each calendar year in order to care for [sick children](#) below the age of 12 (15 days if the employee has the care of three or more children). Employees must register self-certified absences in the [HR Portal](#).



Welfare leaves

Up to 12 individual days can be granted as welfare leaves with pay per calendar year, for i.e. your child's adjustment to kindergarten, first day of school, your own wedding, attending funeral, moving, serious disease in close family etc). Submit application in Pagaweb (pagaweb.uib.no).



Maternity/paternity leave

You can choose between 100% salary for 47 weeks' leave, or 80% salary for 57 weeks. There is a quota both for the mother and for the father. Read more at <https://www.nav.no/Parental+benefit.353588.cms> The choice is binding and must be done in advance. You send an application for maternity/paternity leave to the department in Pagaweb. When you get a confirmation of birth date, you send this to the Personnel Officer Ingvild together with copy of Parental Benefit-approval from NAV.

Care for children

If you are responsible for small children, you can apply for unpaid leave. Parents are combined entitled to three years of parental leave without pay until the child is 12 years of age, in addition to parental leave with pay. Send application for unpaid parental leave through Pagaweb.



Leave of absence for nursing mothers

An employee who is in 100 % position and who breastfeeds her child after her return to work, is entitled to maximum 2 hours for nursing per day. If the child is more than 9 months old, you need to document the need with a confirmation from doctor/public health centre.



Leave of absence for examinations

Employees who are also studying and are to have an exam, are entitled to

1 day off for the day of exam or a day to study per two credits. You have to take this day off in direct connection with the exam, and you have to have this approved by your employer in advance. Read more [here](#) Apply in Pagaweb (pagaweb.uib.no).



Organizational courses/conferences/public office

You are entitled to leave of absence if you are obligated to attend public body meetings, public office meetings or organizational appointments, i.e. courses, conferences for union representatives. Apply in Pagaweb (pagaweb.uib.no).



Travels for employees

Journeys made on the University's behalf are to be cost effective. The journey should be made quick and reasonable. When making travel arrangements, consider duration, safety issues, any need to work on the way, and any need to be able to change the tickets. UiB has an agreement with the travel agent Berg Hansen, who can help you:

<https://www.berg-hansen.no/>

When you are back home, you fill in a form for travel expenses in Pagaweb (as soon as possible). Original receipts is to be delivered to the financial officers at K1, incl. a copy of the travel expense form you have submitted in Pagaweb.



Fire safety and HSE responsible person

Contact the administration to find out who is your Responsible Person for HSE and Fire Safety. UiB also has a HSE Section with a company health service. See website for more information: <http://www.uib.no/en/poa>



Safety Delegates

There are appointed Safety Delegates on every unit, a Chief Safety Delegate for the faculty, and one for UiB as a whole. You can find information about Safety Delegates here:

<http://www.uib.no/en/foremployees/50247/safety-delegates>

K1's Safety Delegate for 2015-16 is Lise Skålvik Amble, deputy is Hanne Linda Nakkestad. In addition there are other local safety areas, see overview in link above.



Campus bus

The campus bus has 6 departures each day between Nygårdshøyden via Haukeland to Kalfarveien 31. It stops at the Natural Science Building, Bergen High Technology Centre, the Dentistry Building and Kalfarveien 31 to pick up passengers. The bus may only be used for trips in the service of the University, not for private travel or in connection with travelling to or from home, etc. Campus bus contact telephone number: 55 58 15 81. See schedule here:

<http://www.uib.no/en/foremployees/50402/campus-bus>



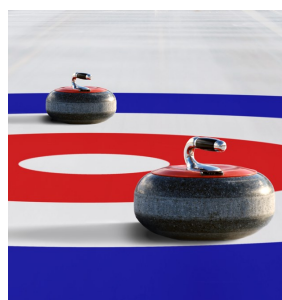
Introduction courses for new employees

Introduction courses are held twice a year, in both languages. The courses are announced at UiB's web site and in K1-nytt. For international colleagues, we also recommend: <http://www.uib.no/researchermobility>



Welfare offers

UiB has many staff offers, both kindergarten services, cabins you can hire by the sea or in the mountains, sports and more. In addition you can apply for favourable mortgage loans for government officials. Subscribe to "Welfare-info" to get information about welfare events such as sponsored concert tickets, new application deadlines for the UiB-cabins, discounted theatre tickets and information about new activities: <http://mailman.uib.no/listinfo/velferd-info>. The information is also communicated through K1-nytt.



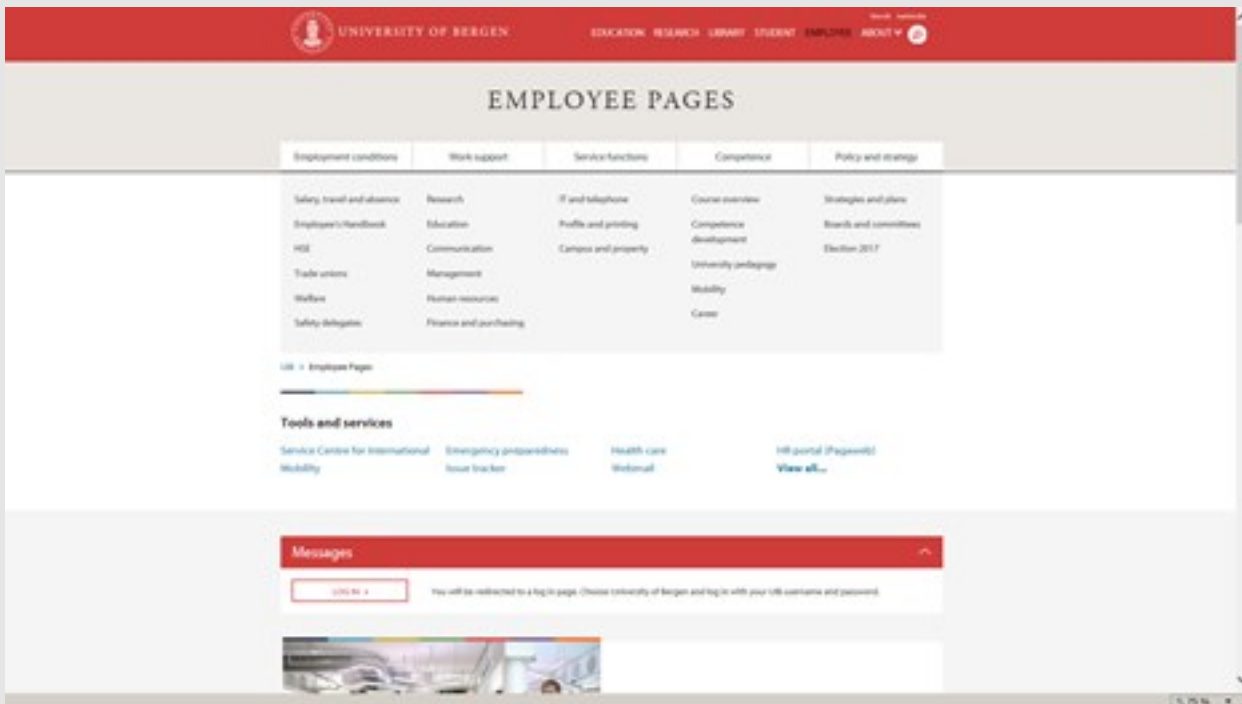
Web pages

You can find K1's web page at <http://www.uib.no/en/k1> Get to know our web. Also report if you see anything that is wrong, and submit news stories from your unit, to post@uib.no

Employee Pages

You can find much information on UiB's intranet for employees:

<http://www.uib.no/en/foremployees>



The following addresses can be used for our department

Postal address:

Universitetet i Bergen
(name of person and unit)
Klinisk institutt 1
Serviceboks 7800
5020 Bergen

(Postal address used for **letters**, registered letters and parcels ("Norgespakker" and Service Packages which are to be collected at Post-i-Butikk or post office). UIB has an agreement with Posten/Bring who delivers all Registered letters, Norgespakker or Service Packages addressed to mailbox 7800, to UIB's post section, and then it will be brought to UiB's departments from there.)

Delivery address goods:

Universitetet i Bergen
(name of person and unit)
Klinisk institutt 1
Jonas Lies vei 91 B
5021 Bergen

(The K1 delivery address in UiB's goods purchase system PM. Used for door-to-door delivery (which we usually use), like Bedriftspakke (Corporate packages) and Bedriftspakke express. The packages are then delivered to the above address, the laboratory building.)

Visiting address to the administration:

University of Bergen
Department of Clinical Medicine
Haukeland University Hospital
Laboratory Building, 7th floor

Internet:

www.uib.no/k1

e-mail adresse:

post@uib.no

Fax number: 55 97 27 61

