



**NUFFIELD
DEPARTMENT OF
SURGICAL SCIENCES**



**UNIVERSITY OF
OXFORD**

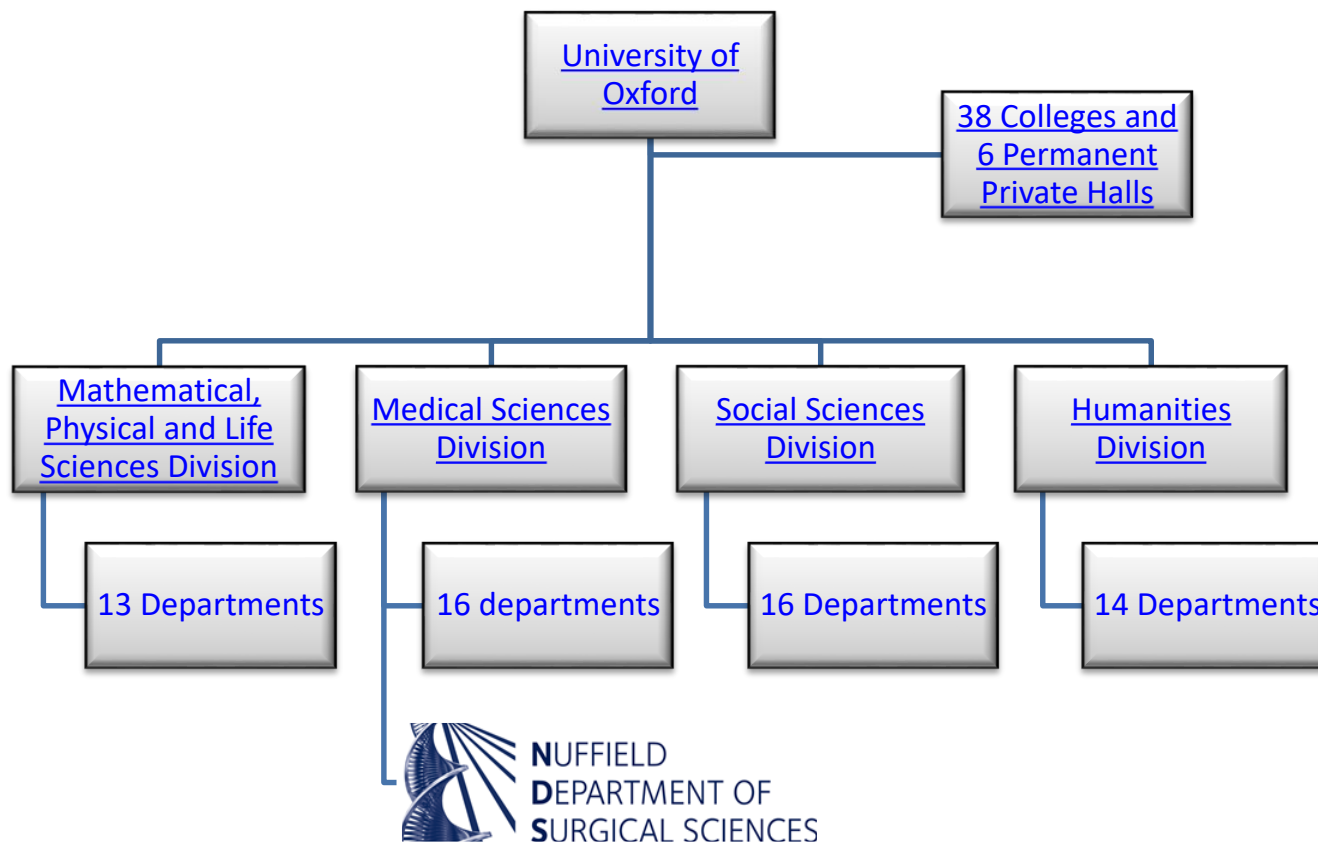
New Starter Induction

Welcome to NDS!





Structure of the University



We encourage you to complete the University online induction, which is run through the Oxford Learning institute and can be found [here](#).



NUFFIELD DEPARTMENT OF SURGICAL SCIENCES



UNIVERSITY OF
OXFORD

**FOR A FULL LIST OF
DEPARTMENTAL
PROFILES, CLICK
HERE**



[Jo Snoeck](#)
[Departmental Administrator](#)
[\(6\)17122](#)



[Louise King](#)
[Communications Officer](#)
[\(6\)12264](#)



[Lisa Bjork](#)
[HR Manager](#)
[\(6\)12268](#)



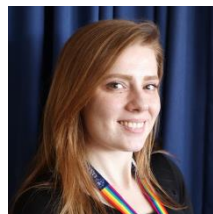
[Shelley Hammond](#)
[HR Officer](#)
[\(6\)12269](#)



[John Gilbert](#)
[Research Grants Manager](#)
[\(6\)12270](#)



[Joanna Lysakowska](#)
[Research Grants Officer](#)
[\(6\)12271](#)



[Emily Hotine](#)
[Athena Swan Coordinator](#)
[\(6\)12294](#)



[Peter Moles](#)
[IT Support Officer](#)
[\(6\)19006](#)



[Eleanor Wilson](#)
[Graduate Studies Administrator](#)
[\(6\)12272](#)



[Guy Westwood](#)
[Senior Finance Manager](#)



[Valerie Parke](#)
[Finance Officer](#)
[\(6\)12262](#)



[Timothy Eden](#)
[Finance Officer](#)
[\(6\)12261](#)



[Jessica Doondea](#)
[Lab and Facilities Manager](#)
[\(6\)12267](#)

Research Groups in NDS

- Asymptomatic Carotid Surgery Trial 2 (ACST-2)
- Biobanking
- Bone Oncology
- Cardiac Surgery Trials Group
- Centre for Evidence in Transplantation
- Cochrane ENT
- High Intensity Focused Ultrasound (HIFU)
- Oxford Abdominal Aortic Aneurysm Study (OxAAA)
- Oxford Academic Paediatric Surgery Unit (APSU)
- Oxford Computational Neuroscience
- Oxford Consortium for Islet Transplantation (OXCIT)
- Oxford Functional Neurosurgery
- Oxford Medical CE Marketing Forum (OxMCEF)
- Oxford Neural Interfacing
- Oxford Neurovascular and Neuroradiology Research Unit (ONNRU)
- Quality in Organ Donation (QUOD)
- Quality, Reliability, Safety and Teamwork Unit
- Surgical Intervention Trials Unit (SITU)
- Surgical Oncology
- The COPE Consortium
- The IDEAL Collaboration
- The Oxford Stone Group
- The ProtecT Trial
- Transplantation Research Immunology Group (TRIG)





The [Athena SWAN Awards](#) recognise success in developing employment practices to further and support the careers of women in academia. Within NDS, we feel that we have an established culture of equality and are using the Athena SWAN process to spur on-going improvement that benefits everyone in the Department.

The Nuffield Department of Surgical Sciences holds a departmental Athena SWAN Silver award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for **both** men and women.

To read more about the University's policy on Equality and Diversity, click [here](#).

What is the key to success for women who work in science? A new website was recently launched, which delves into the experiences of successful women in science at the University of Oxford, through a collection of video narratives.

Find out more: www.womeninscience.ox.ac.uk – An inspirational journey of women's experiences in science



Committees and Working Groups

Get involved and have your say by serving on one of the Departmental Committees or Working Groups!



RESEARCH COMMITTEE



EDI COMMITTEE



STAFFING COMMITTEE



COMMUNICATIONS AND
MARKETING COMMITTEE



EVENTS COMMITTEE



OUTREACH COMMITTEE



GREEN IMPACT COMMITTEE



EDUCATION COMMITTEE



HEALTH AND SAFETY
COMMITTEE



INFRASTRUCTURE AND
SPACE COMMITTEE



GRADUATE JOINT
CONSULTATIVE COMMITTEE

Members of NDS are expected to sign up to a committee or opt-out of serving. Both can be done on the same form [here](#).



Family Friendly Benefits and Flexible Working Arrangements

NDS Promotes the provision of a family friendly working environment:

- NDS core hours are 10:00 to 15:30
- Options for [flexible working](#) arrangements available
- [Time off for dependants](#)
- [Family leave](#) - maternity, paternity, shared parental and adoption leave schemes
- [Keeping in Touch \(KIT\) Days](#)
- [Childcare](#) - the University offers a comprehensive range of childcare services at affordable prices and works closely with various professional bodies to continue to enhance its provision
- [Tax-free Childcare](#)
- [The Work+Family Space](#)
- [Returning Carer's Fund](#)
- [Time off for giving blood](#)



Pay, Salary Scales and Incremental Progression

- Salary or casual payments are made to individuals on the second to last working day of the month.
- Should your bank details change, please notify the HR Team.
- P60 statements are issued in May each year.
- The University salary structure consists of:
 - Support Grades (01S to 05S)
 - Academic and Academic-related Grades (06S to 39S & A10 to ALC6)
 - Clinical Academic Grades (A62 to E82).
- Annual increments are awarded annually until you reach the top of the scale for the grade of your post at the following times of the year (you need to have been in post for three full months before the increment due date to qualify):
 - 1st August for Support Staff
 - 1st October for Academic and Academic-related Staff
 - 1st April for Clinical Staff.



Probation Period

The purpose of a probationary period is to ensure that a postholder taking up a new appointment is, within a reasonable period of time, able to gain a full understanding of the requirements of the post and to achieve a satisfactory level of performance. Your probationary period is stated in your letter of appointment.

You will need to schedule a mid-probation and an end of probation meeting with your line manager. Please notify the HR Team of the dates you have agreed for these meetings. (Please note that once you have been successfully confirmed in post, your notice period will increase.)

Personal Development Reviews

NDS operates a 'Personal Development and Review Scheme' (PDR) for support and academic-related staff which applies to all staff on fixed-term, permanent or open-ended contracts, once they have successfully completed their probationary period.

Your first PDR meeting should be scheduled 12 months after your probationary period has ended, however if you wish to have one before then, please speak to your line manager.

The Personal Development Review (PDR) is an opportunity to meet with your line manager to **confidentially** review your achievements and performance; identify objectives and detail any training needs for the forthcoming year.



Career Progression, Development and Reward

- [Reward and Recognition Scheme](#)
 - Awards for Excellence
 - Recognition Scheme
- [Regrading](#)
- [Recognition of Distinction](#)
- [Mentoring Scheme](#)
- [Oxford Women's Development Programme](#)
- [People and Organisational Development](#)
- NDS Staff Training Fund
- [Personal Development Reviews](#)
- [Code of practice for Career Development of Research Staff](#)
- [Apprenticeships - Work Learn Develop](#)
- [Integrity and Ethics Training](#)
- [Research Data Management Induction](#)



Annual Leave Entitlement and Procedure

The normal leave year runs from **1st October to 30th September**, and a maximum of **five days** of any balance of the annual entitlement may be carried forward from one year to the next at your manager's discretion.

In NDS the procedure for booking annual leave is to complete an annual leave request form, which can be found on the [NDS Intranet](#) (you will need to use your single sign-on to log in).

Your manager will need to approve the leave and a copy of the leave form needs to be forwarded to the HR Team.

Additional annual leave for long service will start to accrue after five years.

NUFFIELD DEPARTMENT OF SURGICAL SCIENCES

REQUEST FOR ANNUAL LEAVE

NAME:

GROUP:

NB: PLEASE CHECK WITH YOUR GROUP LEADER BEFORE SUBMITTING THIS REQUEST

I WISH TO TAKE: DAY/S AS ANNUAL LEAVE

AM OR PM (IF HALF DAY TAKEN):

FROM:

TO:

(DATES TO BE INCLUSIVE)

I UNDERSTAND THAT I HAVE SUFFICIENT ANNUAL LEAVE ENTITLEMENT IN THE CURRENT PERIOD TO COVER THIS REQUEST

SIGNED OFF BY MANAGER:

REQUEST FOR SPECIAL LEAVE OF ABSENCE

I WISH TO BE ABSENT ON:

FOR AN APPOINTMENT AT:

SIGNED:



Sickness Procedure and Reporting

- 1) If you are unwell, inform your line manager as soon as possible, but no later than **15 minutes** before you are due at work, on the first day of absence.
- 2) You can self-certify your absence for up to **seven** calendar days. Complete a sickness absence self-certification form on return to work, which can be found on the [NDS Intranet](#) (you will need to use your single sign-on to log in).
- 3) Your manager should discuss with you any agreed support requirements and forward the form to the HR Team.
- 4) If you are absent from work for **more** than seven calendar days, you should obtain a **doctor's certificate**, which should be sent to the department as soon as possible.

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STRICTLY CONFIDENTIAL
SICKNESS ABSENCE RECORD

All absences are to be recorded on this form*. For absences lasting up to / calendar days, this will act as a self-certification form. All forms must be signed and dated by the employee and the appropriate manager.
Sections 1, 2a and 3 to be completed in all cases.
Section 2b to be completed, where appropriate.

SECTION 1: KEY SICKNESS DETAILS (to be completed by employee, if possible and returned to manager[†], prior to discussion)

Employee's name: _____ Job title: _____
 Department: _____ Employee number: _____
 Absence reported to: _____ Date reported: _____
 Date absence began: _____ Date of return to work: _____ (tick here if not at work)
 Total absence: _____ working days, incl. ½ days (if full-time) _____ working hours (if part-time)
 Reason for absence: _____

If this sickness relates to a recurring or an underlying condition, please provide further details below:

Line manager name: _____

I confirm that I was unfit for work due to sickness in the period stated above and that this is an accurate account of my absence, which will be used for calculating my sick pay entitlement and for recording/monitoring my sickness absence. I understand that making a false statement may result in disciplinary action and sick pay being withheld.

Employee's signature: _____ Date: ____/____/____

SECTION 2: FURTHER INFORMATION (to be completed by the manager in preparation for return to work discussion)

2A. Absence reason code: _____ (See absence code list in the attached notes)

Is the employee fully recovered / returning to full duties? YES / NO
 If 'NO', is the return to work covered by a current 'Fit Note' requiring adjustment? YES / NO
 If 'YES', have alterations to working arrangements been agreed, and if so, for what period? (e.g. reduced hours etc):

Was this absence caused by an accident/incident at work? YES / NO
 If 'yes', please ensure the appropriate accident and incident report form has been filled in.

* Absence/medical records should be administered in accordance with the requirements of the Data Protection Act 1998 and the University's policy on Data Protection.
[†] Manager or equivalent individual with sickness monitoring responsibilities for this member of staff



Staff Wellbeing

Due to Covid-19 we have had to adopt to new ways of working and living. NDS have put a range of support and resources in place for our staff.

- [NDS Health and Wellbeing Webpage](#)
- [Mental Health First Aid](#)
- [Home-working and Wellbeing Resources](#)
- [University Mental Health Resources](#)
- [Free Counselling available to staff](#)
- [Occupational Health](#)
- [Slack](#)



[NDS Seminars and Events](#)

- **Departmental annual 'Away Day'** - Usually held at one of the colleges, it comprises of a series of talks from Principal Investigators and Researchers giving an overview of their research and the Head of Department also giving an outline of future plans for the development of the department.
- **Question and Answer session** - Twice a year the Head of Department holds an open Q&A session to which all staff are welcome.
- **Surgical Grand Rounds** - There are weekly seminars held during term time in Lecture Theatre One in the Academic Centre at the John Radcliffe Hospital. They start at 08.00 on Friday mornings for about an hour. The seminars include internal and external guest speakers from all over the world and cover a wide variety of research topics.





NDS Social Events

- Charity bake sale
- Christmas Ceilidh (Celtic Dance)
- Quiz nights
- Family activity days
- Table tennis tournament
- Walk in a nature reserve
- Garden party
- Barbeque
- Staff Yoga and Wellbeing Club (YWC)





University Staff Networks and Trade Unions

Disabled Staff Network



BME Staff Network



LGBT+ Staff Network



Oxford Research Staff Society



The University of Oxford Newcomers' Club



Unions





Public Engagement and Outreach

Would you like to participate in activities to bring science to a wider audience and inspire the next generation of scientists, surgeons and nurses?



The Outreach Working Group develops and monitors a structured outreach and engagement programme for the department.

The programme includes hands-on activities at science festivals, talks at schools, visits to the department, competitions and appearances on the radio and television.



It is a fantastic opportunity to showcase your research or your group's research. It is also rewarding, inspirational and lots of fun!



Travel to work

By Bike

- Bicycle Loans
- Mobile Bike Mechanic
- Cycle Training

By Bus

- Discounted Bus Pass Scheme
- Season Ticket Loan Scheme

By Car

- Car Parking
- Disabled Car Parking
- Car Sharing
- Park & Ride Permit

By Train

- Discounted Train Pass Scheme
- Season Ticket Loan Scheme





Health and Safety and Incident Reporting

- [Fire Alarm Procedure and Mandatory Training](#)
- [First Aid](#)
- [Incident Reporting](#)
- [Personal Protection Equipment](#)
- [Display Screen Equipment and Assessment](#)
- [Eye Test](#)
- [Occupational Health](#)
- [Training](#) (Lab training, manual handling, animal work etc.)
- [A-Z of Safety Policies](#)

Departmental Safety
Officer



[Adam Lambert](#)
[\(6\)12282](#)



Departmental Culture

The Nuffield Department of Surgical Sciences and The University of Oxford has a zero tolerance approach to harassment and bullying; and are fully committed to supporting individuals who feel they have been, or are being, harassed or bullied.

The department is dedicated to maintaining a working, learning and social environment in which the rights and dignity of all members of the University community are respected. This includes staff, students, and visitors.

Bullying and Harassment Helpline: 01865 (2)70760

Bullying and Harassment Email: harassment.line@admin.ox.ac.uk

Mandatory online training on Challenging Behaviour: Dealing with bullying and harassment in the workplace

Mandatory online training on: Implicit Bias in the Workplace

Online training on: Equality and Diversity



Any formal complaints will be taken seriously and may lead to disciplinary action of those involved. All NDS Bullying and Harassment Advisers are listed on our [website](#).

Staff Handbook and University Policies

- [Staff Handbook – Support Staff \(Grades 1 to 5\)](#)
- [Staff Handbook – Academic Related Staff \(Grades 6 to 10\)](#)
- [Academic Employment Guidance](#)
- [University Policy on Retirement](#)
- [University Property, Intellectual Property and Trust](#)
- [University Health and Safety Policy](#)
- [University Data Protection Policy](#)
- [IT Regulations](#)
- [Public Interest Disclosure](#)
- [Bribery and Fraud](#)
- [Guidelines for keeping Lab Notebooks](#)
- [Personal Safety \(Travel, Carrying cash, Personal Alarms, Domestic Violence, Armed Attack, Holding on to your Possessions\)](#)
- [Research Skills Toolkit](#)
- [No Smoking Policy \(including vaping\)](#)
- [Conflict of Interest](#)





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[Nuffield Department of Surgical Sciences](#)



[Nuffield Department of Surgical Sciences - University of Oxford](#)



[nuffieldsurgical](#)



[NDS Intranet](#)



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**Any Questions...
Just Ask!**

