

School of Clinical Medicine

HR Speedy Update- May 2023

TEAM UPDATES

1. Clinical School HR Team

We are delighted to welcome Michelle Jones and Christian Brown to the team. Michelle started on 14th March as Head of HR for the School of Clinical Medicine and Christian joined the team on 29th March as our new Recruitment & HR Staff Hub Coordinator. Rebecca Luck has successfully been appointed into a new HR Advisor role, effective from 1 June 2023 and we will shortly be recruiting for Rebecca's previous role of HR & EDI Coordinator.

Please join us in wishing Michelle, Christian and Rebecca well in their new roles.

2. Business Partnering Team

Following changes to the Business Partnering Team, the following new department split will be effective from 24th May 2023:

Clinical Neurosciences	Lisa Clare
Public Health & Primary Care	Vickie Grenville
Haematology/Stem Cell Institute	Vickie Grenville
MRC Biostatistics Unit (BSU)	Tracy Kerr
CSCS	Tracy Kerr
Medicine	Tracy Kerr
School Office	Tracy Kerr
MRC Epidemiology	Catherine Upton
Cancer Research UK Cambridge Institute	Catherine Upton
MRC Mitochondrial Biology Unit (MBU)	Catherine Upton
Psychiatry	Catherine Upton
CUMEG	Catherine Upton
Oncology	Catherine Upton
MRC Cognition and Brain Sciences Unit (CBU)	Sian Miller
Clinical Biochemistry	Sian Miller
CIMR DDI	Sian Miller
Cluster Departments (Medical Genetics, Obstetrics & Gynaecology, Paediatrics, Radiology, Surgery)	Sian Miller

3. Resourcing Team

I wanted to take this opportunity to thank you all for your ongoing patience as we induct new staff. We are continuing to process checklists in date order as they come in, with offer letters always taking priority as previously agreed. Please see below the new department split for the HR Staff Hub Team, effective from 24th May 2023:

Medicine	Jo Hinson
MRC Epidemiology	Jo Hinson
Public Health & Primary Care	Karin Jonkers
Cancer Research UK Cambridge Institute	Karin Jonkers
Haematology/Stem Cell Institute	Katie Knott
MRC Biostatistics Unit (BSU)	Katie Knott
CSCS	Katie Knott
Cluster Departments (Medical Genetics, Obstetrics & Gynaecology, Paediatrics, Radiology, Surgery)	Sarah Lecky
School Office	Sarah Lecky
MRC Mitochondrial Biology Unit	Sarah Lecky
CIMR DDI	Sarah Lecky
Clinical Neurosciences	Christian Brown
Psychiatry	Christian Brown
MRC Cognition and Brain Sciences Unit (CBU)	Christian Brown
Oncology	Monika Wisniewska
Clinical Biochemistry	Monika Wisniewska

Please ensure hiring managers are taking certified Right To Work evidence in advance of their first date of employment and sending to the Staff Hub to ensure that new employees are paid in the earliest possible pay run after starting employment. Although there are some occasions where it is only possible to take the right to work immediately prior to starting, it can also cause significant delays with the setup of IT accounts.

To aid the team processing checklists can I please ask that you refrain from re-sending checklists or sending chasers as this adds to the volume that the team are currently managing. Please ensure you email the cshrstaffhub@admin.cam.ac.uk inbox only.

KEY UPDATES

4. Maternity Leave Start Dates

Please can all departments ensure that when an individual goes on maternity leave, confirmation of their actual maternity leave start date is received from them as soon as possible. Should their actual maternity start date be different to the start date provided on their maternity leave application, details of the new start date must be sent to cshrstaffhub@admin.cam.ac.uk to enable us to make this change on CHRIS, update the payroll team and send the individual a maternity amendment letter. Whilst we appreciate that circumstances change and that in reality, the maternity leave start date might not be as expected, if we are not informed of the change at an early stage, this may affect their pay and could cause an overpayment to be made. We are updating our maternity leave and chaser letters to also reference this to ensure that individuals understand what information is required.

5. Compassionate Leave Letters

Further to our last update, compassionate leave letters are now being sent out by Departmental HR Teams to allow for condolences to be communicated as the department feels most appropriate. If

there are any concerns or feedback, please share these with Rebecca and Becky on cshradmin@admin.cam.ac.uk.

6. Employee Self Service

The HR Division requests that all staff [log in to Employee Self Service](#) to ensure that the personal information the University holds for them is up to date. It is important that the University can contact staff in an emergency and that staff information is accurate. The University must also provide information about staff to the [Higher Education Statistics Agency](#) (HESA, which now forms part of Jisc) every year. To ensure that this return is as accurate as possible, staff should check that their details are up to date **by 31st August**.

How to check and update details:

1. [Log in to Employee Self Service](#)
2. Click on "View profile"
3. Check personal contact information and emergency contacts, and update as needed
4. Under the heading "Confidential information", click on "Sensitive information" and update as needed
5. Click on the "Employment" tab and under the "Additional employment information" heading click on "View or amend HESA details" and update as needed.

Full details, including why the University asks for this information and how it is used, can be found on the [HR Division's website](#).

7. Clinical School Lanyards

We still have plenty of lanyards available for Clinical School staff to collect from the School Office HR Team in the Clinical School Building. All Clinical School Staff, existing and new, are encouraged to wear one of these lanyards to help identify our staff. Departmental contacts should liaise with Charlotte Goodwin (charlotte.goodwin@admin.cam.ac.uk) regarding collection for all staff in your department.

CLINICAL SCHOOL WELLBEING

We would ask that you encourage staff to visit the Wellbeing webpages regularly to book on to upcoming events via the link, [here](#).

8. Yoga with Daisy

May – June

12pm - 1pm

Online and In Person Sessions

Yoga with Daisy Worzencraft is primarily about having fun, giving things a go, and trying - with a sense of humour and a smile on your face! It's a non-competitive practice, with modifications for different levels. All she asks is that you try, and that you practice with a sense of pleasure and enjoyment, rather than expectation, frustration and tension. For Daisy, Yoga has been a consistent friend in her life - especially in times of need - and had nothing to do with perfecting poses! Please visit [here](#) to choose a date and time to attend.

Further sessions, both online and in person, are in the process of being organised and new dates will be released shortly.

9. Calm Space

May – July at 2pm

Online Sessions

Are you feeling stressed, anxious and worried, or low in mood and energy....?

The University Staff Counselling Centre invites you to join Calm Space - an online support session which will use relaxation, mindfulness practice and other restorative techniques to help you manage the stresses and strains of daily life.



- 30 minute session on Teams
- Every Wednesday at 1pm
- Delivered by qualified counsellors
- Open to all staff

No need to sign up, you can just drop in by clicking on the Calm Space link found on the webpages, [here](#).

If you have any questions feel free to email Sarah.Hughes@admin.cam.ac.uk.

10. CBC Wellness Campaign: Early Evening Mindful Walks

June 2023 – February 2024

Join the CBC on their regular early evening Mindful Walks to turn to nature's invitation to unplug from the demands of modern living and trace the steps of our ancestors by walking in safe company, led by the CBC's resident mindful walk leader, David Lynch.

The first walk is scheduled on Thursday 15th June; sign up [here](#) to enjoy a 60-minute early evening mindful walk in nature celebrating the summer solstice.

11. Draw for Happiness with Elaine

May – June

Have you always wanted to draw but felt like you couldn't? Take 30 minutes for yourself, not thinking of anything but drawing with Elaine... Various dates between May and June are available to book and you can find further information and select your preferred date, [here](#).

12. Free Entry to Botanical Gardens

We are pleased to confirm that we have renewed our membership with the Botanical Gardens and have a number of passes for use by Clinical School staff which allow free entry to the gardens. The gardens remain open to the local community to enjoy walking and supporting your wellbeing. For information on how to get your passes please look at our website.

13. Suicide Prevention Training

Suicide can often be a taboo subject but it shouldn't be a topic we shy away from. To help give all staff the tools in supporting mental health, please share the below link with your departments on this helpful online training module by Zero Suicide Alliance on suicide prevention. This training only takes 30 minutes and has some useful information and pointers on spotting signs and starting a conversation with someone you may be worried about. This training will help staff to feel more confident in starting a conversation with someone who they may be worried about.

Link to the training: https://www.relias.co.uk/hubfs/ZSACourse4/story_html5.html.

CLINICAL SCHOOL EDI

We are currently in the process of planning EDI events for the next 12 months, so please keep an eye out and promote these within your departments. If there are any particular events you think would be good to run for the school, we would welcome suggestions to csedi@admin.cam.ac.uk.

14. Departmental Activity Sheet

The new departmental activity sheet has been launched for champions to start filling in. The new updated log can be found in the Equality Champions' teams space and access will be given to the HR teams. If there are additional people who require access, please confirm this to csedi@admin.cam.ac.uk for them to be added. The HR and EDI Coordinators will be attending monthly meetings in the New Year to discuss the departmental activity sheet in more detail.

15. British Sign Language Workshops

June 2023

In Person Sessions

Due to the popularity of previous sessions, Dr Zrinka Mendas is back with more Introductory and Follow-Up Workshops in British Sign Language. The aim of the introductory workshop is to introduce participants to the world of sign language and generate an interest in it. The follow-up workshop introduces the basics of everyday communication in the BSL. Individuals will learn to initiate a basic conversation, for example, how to greet and introduce yourself to others while using the BSL syntax and asking the questions.

Please note, attendance at an introductory workshop is mandatory to enable participants to attend a follow-up session.

Introductory Workshop - Thursday 15th June 2023 at 10am - book [here](#)

Follow-Up Workshop - Tuesday 27th June 2023 at 10am - book [here](#)

16. Autistic Pride Day Talk

Tuesday 20th June

Autistic Pride Day is an annual, international celebration (June 18th) of neurodiversity. In this talk Dr Weir will introduce autism, the role of language and word choice, neurodiversity, some the strengths and challenges of autistic people, and the intersectionality of autism with other identities (e.g., the LGBTQIA+ spectra). Dr Weir will also discuss the structural barriers that autistic adults still face today,

particularly regarding the healthcare and educational systems, as well as some practical recommendations from autistic people about improving healthcare interactions.

Find out more and book to attend, [here](#).

17. Autism Training

As mentioned previously, we now have access to an introduction to autism in the workplace training by the National Autistic Society. This training can be found here: <https://hr.medschl.cam.ac.uk/training/staff-online-training/understanding-autism-in-the-workplace/> and comes in three parts. Please note that at the end of the modules there is an exit button which unfortunately does not work, so please close the window as you would usually. Once you have completed the post-module assessment please send a screen shot of your results to csedi@admin.cam.ac.uk to receive a certificate. Please encourage staff to complete the training.

18. Introduction to LGBT+ Webinar

A webinar to give an introduction to LGBT+ is available on our webpages: <https://hr.medschl.cam.ac.uk/a-great-place-to-work/equality-diversity-inclusion/lgbt/>. Please share this with staff.

19. Menopause Webinar

A webinar on Menopause was run recently by the CBC Wellness Campaign which covered some useful information. This webinar can be found [here](#) along with other useful resources.

20. Case Studies

We are always looking to get more case studies to add to the webpages. If there are any suggestions for people who would be willing to write a case study or a short quote please let us know by contacting csedi@admin.cam.ac.uk or cswellbeing@admin.cam.ac.uk.

CLINICAL SCHOOL RESPECT AT WORK

21. Active Bystander Training

The Active Bystander training aims to empower staff across the School of Clinical Medicine to challenge poor behaviours which have become normalised and bring about change through the reinforcement of messages defining the boundaries of unacceptable behaviour. We hope that by working together we can create a safe and supportive working environment within our community and encourage you to attend. These sessions will be held online via Zoom. We have 2 sessions available to book on the dates and times shown below:

Thursday 15th June 2023 (2pm - 3pm) - book [here](#)

Wednesday 22nd November 2023 (1pm - 2pm) - book [here](#)

CAREER DEVELOPMENT

22. 360 Degree Feedback

The 360 Degree feedback session is currently continuing with the Regius' direct line reports. An external agency, Behaviourself Ltd is providing the questionnaires, reports and individual feedback sessions.

23. Coaching 1:1 Sessions with Paula Rosen

May – June

Due to the popularity of last year's sessions, Paula Rosen is back with more 1:1 coaching sessions for 2023. Focusing on clear communication and engagement in public speaking in a workplace setting, Paula's sessions will provide constructive feedback and tips on refining an individual's speaking style, increasing their personal impact and addressing any concerns they may have about their communication skills.



Paula Rosen is a professional communication coach who is passionate about helping people 'find their voice.' She is a licensed speech-language therapist with a background in theatre, music and writing. Paula has a compassionate ear and her skills are well-suited to helping you become a clearer, more effective and confident speaker.

To book a slot and find further information on the sessions, please visit our Eventbrite page, [here](#).

REGIUS WELCOME EVENT

24. Regius Welcome Event

The next Regius Welcome Event will be taking place in person on Thursday 6th July at 10am - 11:30am in Seminar Rooms 1, 2 and 3. A continental breakfast will be provided for all attendees and there will also be a selection of Clinical School goodies to take away from the event. Please encourage all new starters to attend this event where they will have an opportunity to hear from the Regius and Head of Organisational Affairs as well as from HR, and will also be able to meet other new starters within the Clinical School.

CLINICAL SCHOOL HR TWITTER

25. Twitter

Don't forget to follow our Clinical School HR Twitter. We will be regularly Tweeting about news, events, training and updates from the HR team – to include Equality & Diversity, Wellbeing, Recruitment and Employee Relations updates. Follow us by clicking on the link https://twitter.com/clinical_hr or search Clinical School HR on Twitter. Please share this with all staff

as it will be a great way of keeping updated. This won't replace other forms of communications but will be an additional communication channel for all staff.