

Information for new employees



A WARM WELCOME

We would like to welcome you as a new employee of the University Medical Centre Göttingen.

The University Medical Centre Göttingen (UMG) comprises the University Hospital and School of Medicine of the Georg-August-University Göttingen. Over the course of its history, the UMG has developed into one of the leading teaching establishments for the medical professions as well as one of the top centres of medical research in Germany.

In addition to the tasks specific to a university hospital, Göttingen University Hospital fulfils the role of general hospital for the region of South Lower Saxony with an extensive and diverse range of duties in healthcare. With a total of around 7,700 employees, the UMG is also the largest employer in the region of South Lower Saxony.

You have already had the opportunity to become a little acquainted with the UMG through the presentations and tours available as part of the Introductory Event. This guide containing useful information and important tips has been put together for you as an A – Z list, so that this information is not simply forgotten. We trust that this will ease your start to working here.

We look forward to working with you and take this opportunity to wish you all the success and joy in your work.

The Board of Directors, University Medical Centre Göttingen

UNIVERSITY MEDICAL CENTRE GÖTTINGEN (UMG) FROM A TO Z

Abfallentsorgung (Waste disposal) - questions concerning waste disposal may be answered by the team leader of the waste disposal management service, phone 22971. Additionally, you may contact a member of the executive team of the security/environmental protection service, phone 4127

Apotheke (Pharmacy) – designated as Division G2-1, the pharmacy supplies the clinics, outpatients' departments (OPDs), laboratories, and institutes of the UMG with medication, pharmaceuticals, and the like (in emergencies: phone 66844). You may also contact the emergency pharmacy service at the main entrance to the hospital outside of regular service hours (phone 66810). See also "Sales to employees".

Altbereich/Außenkliniken (Old sector / Off-site clinics) - includes psychiatric hospitals, schools, other divisions of the UMG as well as residential hostels for employees.

Arbeitskleidung (workwear) – Lab coats and gowns are issued in Ward Building 1 on Level 0 Room A1055. You will need the form "Application for the Issue of Protective Clothing for Personnel", phone 12952.

Archivierung von Patientenakten (Archiving of patients' records) – For questions on the archiving of medical records, please contact the central archives on phone 8228.

Arbeitssicherheit, Arbeitsschutz (Occupational safety and protection) - see Security.

AWT-Anlage (Automated goods transportation system) – a system used to transport hospital supplies throughout the building. Please call 63414 if there is a fault with the system.

Ausbildung (Teaching) – the following teaching facilities for the healthcare professions at the University Medical Centre Göttingen are available:

School of Nursing and Paediatric Nursing	Phone 66920
School of Midwifery	Phone 66593
School of Physiotherapy	Phone 66748
School of Speech Therapy	Phone 22819
Medical Technical Assistant School (Laboratory)	Phone 66103
Medical Technical Assistant School (Radiology)	Phone 5828
Medical Technical Assistant School (Functional Diagnostics)	Phone 5828
Surgical Technical Assistant School	Phone 66920

Furthermore, teaching is offered in the following medical support and chamber-certified professions: Plant mechanic in refrigeration technology, architectural draughtsmanship, biological laboratory technician, IT specialist, warehouse logistics specialist, system catering specialist, precision mechanic, healthcare equipment tradesperson, cook, industrial mechatronic technician, medical assistant, pharmaceuticals tradesperson, technical systems planner, animal carer in research and in clinical practice, dental assistant. Phone 66123

Bank - A branch of the "Sparkasse Göttingen" is located in the main hall at the entrance of the Hospital.

Bettenhaus 1 und 2 (Ward buildings 1 and 2) - These buildings house the inpatient wards and facilities.

Betriebsärztlicher Dienst (UMG Occupational Health Service) – the occupational health service advises employees on matters of occupational health protection (please arrange an appointment). Further tasks include workplace inspections and occupational health check-ups. Vaccinations may be conducted in accordance with the legal requirements, phone 60120.

BGM – Betriebliches Gesundheitsmanagement (“Management of Health at Work” programme) – The BGM programme in the UMG combines measures on offer that preserve and promote the physical, psychological, and social wellbeing of UMG employees. Phone 66982

BEM – Betriebliches Eingliederungsmanagement (Management of employee reintegration and return to work) – This programme is on offer to the entire staff of the UMG. It is intended to help employees return to work and get back into the daily routine after a longer period of illness or frequent periods of similar illness. Phone 66982

Active break – the active break is an easily accessible team development measure comprising a short programme of relaxation, mobilization, and movement. The active break thus compensates the daily demands on employees arising from specific situations at work. No previous experience, special knowledge, skills, or abilities are required. Phone 66982

Betriebliches Vorschlagswesen (BVW (Employee suggestion scheme)). The aim of this service is to provide the staff a platform on which to make suggestions and proposals to improve working life. If you have an idea and are not sure as to whether you should submit them, please call the supervisor on 12615. Your ideas will be treated anonymously. Further information is available on the website of Division G 3-25 “Personnel Development”.

Betriebseinheit Physiotherapie (The UMG Physiotherapy Unit) – is a central facility supplying all the clinics of the University Hospital, providing prescription care to inpatients and outpatients alike, as well as individual health services aimed at prevention to both individuals and groups. Phone 22607.

Bistro im Klinikum ((University Hospital bistro) – The bistro is incorporated within the confines of the University Hospital restaurant. The menu is Mediterranean in character, comprising salads, freshly made pizzas, snacks, sandwiches, and hot and cold drinks.

Blutspenden (Blood Donation Service) – as a UMG employee, you are invited to donate blood regularly. The only requirement is that you are perfectly fit and healthy. There are **additional times available** for employees: Monday 11:00 to 12:30 and Friday 11:00 to 12:00. Plus points for employees participating: regular health checks, a tasty snack, and an expenses allowance. You will find the blood donation service in the main building of the hospital (UBFT), on Level 3, Elevator D1 and on their website: <http://www.blutspende-goettingen.de> or phone 66899.

Brandfall (In the case of fire) -- call the fire brigade on 112 immediately. You must then inform the Hotline on phone number 20000.

Coffee Shop in the East Hall – the meeting point for a snack, with sandwiches, baguettes, hot dogs, cakes, as well as hot and cold drinks available for purchase. Seating is provided.

Cafeteria im Klinikum (University Hospital cafeteria) – the cafeteria offers a wide range of meals including breakfast, hot dishes for lunch, snacks, hot and cold drinks, and coffee and pastries in the afternoon.

Computer – if you are experiencing difficulties with your office PC or require new equipment, please contact the IT Hotline on phone 8221.

Casino OP – the Casino OP (surgical theatre tract canteen) is specifically for employees working inside the central surgical theatre tract. The daily lunchtime menu comprises two or three hot dishes as well as a salad plate. Vending machines are also available, providing snacks and drinks.

Datenschutz (Data protection) – The UMG Data Protection Officer is available for information on data protection and the solution of problems concerning compliance with data protection law, phone 22762.

Datenmüll (Disposal of waste data) – Special grey containers are provided for the disposal of waste data and documents in paper form. Please contact the UMG Data Protection Officer if you have specific questions, phone 22762.

Defekte (Faults and failures) (e.g. power sockets, furniture, lighting) – Please contact the Fault Reporting Hotline on phone 20000.

Dienstreisen (Business travel) - The Personnel Division will be happy to assist you if you wish or need to travel on business and require information: phone 66809 or 66846.

Drittmittel (External third-party funding) - for questions relating to third-party funding, please contact Division G3-11 "Budgetary and Third-party Funding", phone 66814.

Drucker (Printer) – If you are in need of a printer or yours is broken, please call the IT Hotline, phone 8221.

Einführung neuer Mitarbeiter/innen (Introduction to new employees).

Regularly (at the beginning of each quarter), introductory seminars are held for all new employees of the University Medical Centre Göttingen, in which important information on orientation within the UMG is provided over the first few days of work. After an official welcome by the Board of Directors, new employees are eased into their new working environment through insight into essential organizational areas, information on important service divisions and contact persons, as well as to get acquainted with key areas of the buildings and premises during a first tour. Please contact the Personnel Development Department in the Personnel Division, telephone 64040.

Einkaufen (Shopping) - see "Material and Sales to Staff"

Elternzeit (Parental leave) – the Personnel Division (the phone number of your personal administration officer may be found at the top of your payslip) provides information on the regulations surrounding parental leave. In addition, the Equal Opportunities Officer (phone 69785) and the Staff Council (phone 66747) will gladly be at your disposal for further relevant information.

Essenskarte (Dining charge card) – this may be obtained from the Central Office for Employee Cards and Services, on the ground floor in the Main Hall behind the bank, Room 0 C1 214, phone 12000.

Fahrdienst (Dispatch service) – please contact the dispatch service directly on phone 66845.

Fortbildung (Further education and vocational training) – The Teaching Academy provides an up-to-date programme of courses on offer to everyone aiming to improve their professional education, phone 8956.

Führungskräfteentwicklungsprogramm (The leadership development programme) "Lead to Excellence" supports the further development of management staff through training, consulting, and coaching. For further information on the leadership development programme (newsletter, upcoming events, registration forms), please visit the website of the Personnel Development Department G 3-25 <http://www.med.uni-goettingen.de/de/content/service/21153.html> or phone 12815.

Fundbüro (Lost property office) - The lost property office may be found on the premises of the Key Service: Room 01 BF 018-026 (Elevator E1, Level 01, turn right directly after exiting the building). Phone 12940.

Gleichstellungsbeauftragte (Equal Opportunities Officer) – the Equal Opportunities Officer is responsible for all issues and topics relating to gender equality. Employees may seek advice, for example, in the event of problems at work or issues concerning the compatibility of family and career. Female scientists may also seek advice on specific funding grants and scholarships as well as other professional support and promotion options. The Equal Opportunities Office can be reached via elevator B3 on level 2, room 104, phone 9785.

Grüne Damen ("Green Ladies") – the "Green Ladies" are voluntary workers from the Ecumenical Hospital Help service. One of the many services they provide is to assist patients and visitors arriving at the main entrance in the morning and act as guides. A well-equipped nursery for visitors' children is also available in this area of the main hall. In the morning, a drinks service offers various hot and cold drinks to patients and visitors in waiting areas of the individual departments and clinics. In addition, the "Green Ladies" visit patients on many of the wards and offer conversations if so wished. If patients need to remain in hospital for a longer period of time, minor errands within the buildings (kiosk, banking, etc.) may also be run.

Handy (Mobile phone) – you can apply for a work mobile phone through the Central Office for Employee Cards and Services, phone 12000.

Hörsaal (Lecture theatre) – contact the lecture theatre administration service if you need to reserve a lecture theatre, phone 63388.

Job Ticket (Regional public transport seasonal ticket from VSN) –UMG employees may purchase monthly season tickets at reduced rates for the regional public transportation network of South Lower Saxony, VSN, on a yearly subscription basis (January to December). Please contact the Central Office for Employee Cards and Services for further information, phone 12000.

Kasse (Cash desk) – you will find the hospital cash desk in the entrance hall on level 0 opposite the cloakroom facilities.

Kinderbetreuung (Childcare) – if you require kindergarten/crèche or nursery facilities, please call the childcare centre, phone 66753. The childcare centre is an in-house facility, in which UMG employees' children are looked after. The childcare centre offers places in the nursery, kindergarten, as well as after-school care in the afternoons for primary school children.

Furthermore, there are spaces in the **ASC Kinderbewegungshaus, Waldweg 26 (KBH**, a sports-based kindergarten) available to UMG employees . This is primarily aimed at scientific research staff and their children.

Kinderbetreuung in Notfällen und Randzeiten (Childcare during emergencies and times outside usual office hours)

The UMG has entered into cooperation with the Day Care Exchange in Göttingen. The Day Care Exchange helps with the mediation and placement of child carers, provides skills training to carers, and advises on all matters related to childcare issues. For further information, please contact the staff of the Day Care Exchange on the telephone number 0551 3843850. The UMG and the Day Care Exchange for Children cooperate with each other within the framework of providing emergency care. After initial registration, members of the UMG may request the services of the Day Care Exchange for Children up to four times a year to provide for their children in so-called emergencies. The Day Care Exchange mediates a suitable carer and the UMG funds up to four instances. Further information is available on the website of the Equal Opportunities Office, phone 9785

Betreuung für Kinder von ambulanten Patient/innen und Besucher/innen (Care for the children of outpatients and visitors)

Childcare is offered as a free service to visitors and patients who need to bring their children along to hospital and require child supervision during their visit. This offer is also available to employees' and students' children, for example when there is a short-notice bottleneck in regular care or if the attendance on a course would otherwise prove impossible. Children between six months and ten years of age may be accepted for up to two hours. The childcare facility is located near the main entrance of the hospital (in the West Hall, in the direction of the cafeteria). Please note the opening times listed on the public notice boards throughout the hospital buildings.

Kleines Restaurant (Small restaurant) – Enjoy the calm and cosy atmosphere in the "Kleines Restaurant" in the supply building, the signposted entrance to which is on the right side of Gate 1. Two of the three dishes served are prepared by the household management and chef trainees. In addition, we serve an extensive range of breakfast items.

Klinikseelsorge (Hospital chaplaincy) – the Protestant and Catholic chaplains are available for conversations, whose content can be subject to pastoral confidentiality on request. The prayer room is available all day long for those in search of a room of silence, those wishing to take a breath of fresh air in their everyday work, or those just wishing to pray. The prayer room may be found in ward building 2 on level 0. The Catholic chaplaincy may be contacted on 19525 and the Protestant chaplaincy on 8610.

Muslimischer Gebetsraum (Muslim prayer room)

The UMG has created a special prayer room for Muslims. The prayer room is located on **level 01** and can be used immediately by employees, patients, and their relatives alike. It is open daily to people of all Faiths and visitors between 5 am and 10 pm. There are rules in place to regulate the use of the prayer room. Visitors of other faiths are also explicitly welcome. You can reach a contact person on the phone number **0163 / 1523051**.

Konferenzzimmer (Conference rooms) – Do you need a conference or meeting room?

Conference Room I (Red Salon): Please contact the Nursing Service, phone 22730.

Large and small meeting room, University Hospital Administration: please phone 12530.

Conference rooms in Robert-Koch-Straße 34: please phone 3333.

Kopierkarte (Photocopying card) - Questions regarding photocopy cards will be answered by the staff of the Central Office for Employee Cards and Services, phone 12000.

Krankenhaushygiene (Hospital hygiene) – The team in the Office for Hospital Hygiene and Infection

Control will help you with questions concerning hygiene: phone 4979.

Krankentransport (Patient transport services) – if you wish to organize the transport of a patient, you may contact the IKTD (internal patient transport service) on phone 8121.

Kultur im Klinikum (Culture in the University Hospital) – We aim to offer employees, patients, and visitors alike a welcome change through our cultural programme of regularly changing exhibitions, music, reading, cinema, and theatre. Entry to all events is free of charge. Further information may be found on the UMG's internet and intranet websites as well as on flyers available from all information desks in the building.

Mängel (Faults and technical problems) – The fault reporting hotline, phone number 20000, is available 24 hours a day to take your calls reporting faults and defects.

Marktplatz Osthalle (East Hall Market Square) - the market square in the East Hall is the ideal venue if you work in the eastern wing of the hospital. The selection of fresh juices and smoothies, freshly made soups, paninis, quiches and sandwiches, coffees, cold drinks and cooking out of a wood-fired oven will prepare you for the day.

Material (Materials and goods) - if you wish to order materials, an info-phone service provided by the strategic purchasing office is available, phone 67836.

Medizintechnischer Service (Medical Technical Service) – for questions regarding medical engineering and technical medical equipment, phone 6886 or 22497.

Meinungs- und Beschwerdestelle der UMG (Opinion and Complaints Office of the UMG) – Employees may be confronted by complaints in many situations within the UMG every day. If clarification of the situation proves impossible locally, the staff of the Opinion and Complaints Office will be happy to assist. Praise and suggestions are also gladly accepted. The results are analysed on a regular basis in an anonymous form and contribute to the development of processes and structures within the UMG. The Opinion and Complaints Office is integral to quality and clinical risk management within the UMG: Phone 66996.

Mensa im Klinikum (University Hospital canteen) – the daily menu for lunch in the canteen comprises five dishes, one of which is of organic quality. There is also a salad and a dessert buffet, as well as fresh fruit and a selection of cold drinks.

Mentoring – is a measure of human resource development to improve the career opportunities for ambitious young scientists. The focus is on individual qualification and development within the framework of an overall programme comprising various formats: consulting, coaching, training and networking: Phone 12303

Mitarbeiterausweis (Employee's identity card) – you may collect your employee identity card in the Central Office for Employee Cards and Services, phone 12000.

Mutterschutz (Maternity leave) – do you have any questions regarding maternity leave? The Personnel Division (the phone number of your personal administration officer may be found at the top of your payslip) can provide further information. You may also receive information from the Equal Opportunities Office, phone 9785, the Staff Council, phone 66747, and from the UMG Occupational Health Service, phone 66836.

Nachts (night time) – do you need to walk to the car parks at night? Women may request to be accompanied by the security service to their parked vehicles. Please call the security service on 8624.

Nichtraucherschutz (Protection of non-smokers) - to protect the health of employees, patients, and visitors, smoking is only permitted in the designated smoking areas outside the buildings. The workgroup “Non-Smokers' Protection” meets regularly to seek measures to improve the protection of non-smokers in the UMG. Your suggestions and wishes are welcome. Moreover, the UMG places great importance on the exemplary role that employees play for our patients with regard to a healthy lifestyle. Phone 12615.

Notarzt (Emergency doctor) - if you are in need of emergency medical assistance, please page the emergency doctor on 919-4112 - see “Pieper (Pager).

Parkkarte (Car park card) – you can apply for a card to access the employees' car parks in the Central Office for Employee Cards and Services, phone 12000.

Personalverkauf (Sales to staff)

Apotheke (Pharmacy): You may purchase prescription-free and prescription medication. The catalogue and order form can be found on the UMG intranet under services, telephone 4889.

Klinik-Shop (Hospital shop): Here you may purchase a wide range of articles from office and business supplies, baby food, baby and personal care, data processing accessories, plasters and bandages, to technology goods. The hospital shop website may be found on the UMG intranet under services, as well as on telephone 12760.

Personalrat (Staff Council) – the Staff Council represents the interests of UMG employees. In addition to the offer of face-to-face or telephone consultation to seek advice or obtain information, the Staff Council provides material on various different topics for you. Contact: Phone 66747 or 12725.

Personalwohnheime (Temporary staff accommodation) – if you require temporary accommodation as an employee, contact the room management division, telephone 22755.

Pflegedienst (Nursing Service) – the secretary's office of the Nursing Service (GEPD) can be contacted on telephone 22728.

Pieper (Pager) – if required, you may apply for a pager in the Central Office for Employee Cards and Services, room 0, C1 214, in the Main Hall behind the bank, phone 12 000.

To phone a pager, you must dial the number and await the long tone after an initial shorter tone before hanging up. Only then will the pager be contacted. The person you paged will phone you back on the number you used to page him/her.

Pieper-Nummer (Pager number) – Do you need a particular pager number? The information service points at both of the entrances to the hospital will be able to help you: Phone main entrance: 66810; Phone east entrance: 66510.

Post - if the mail does not arrive sometimes, please call the building management service in the hospital post office, phone 66805.

Presse (Press) - If you would like to publish a press release or if you wish to draw attention to something important in your division, please call the Office of Corporate Communications, Press, and Public

Relations on phone 14243.

Raucherentwöhnungsambulanz (The smoking cessation clinic) "Smoke Free. I want to succeed!" in the Heart Centre at the UMG provides all smokers - employees, patients, and visitors alike - consultation and seminars. Phone 66322

Raumausstattung (Interior furnishing and outfitting) – the buildings management division is available to answer all your questions concerning the furnishing of rooms and buildings, telephone 14021.

Raum-Nummerierung (Room numbering scheme) - rooms are designated according to their floor number, lift shaft and respective room number on that floor: Using 3 C2 345 as an example, this may be decoded as follows:

1. Third floor
2. Lift shaft designator C 2
3. The respective room number 345 on the floor specified.

Reinigung und Versorgung (Cleaning and supply) – if you need to know when and how many rooms and areas are to be cleaned or when supplies (e.g. kitchen, storage) are delivered, please contact the respective facility management team member responsible in G3-61 housekeeping services.

Restaurant im Klinikum (University Hospital restaurant) – the kitchen prepares a selection comprising several main components and side dishes with which guests can create their own menus. Additionally on offer: wok and pasta dishes, salad and antipasti bar, soup, desserts, fresh juices, and soft drinks.

Rohrbruch (A burst pipe) – needs to be reported to the fault reporting hotline on telephone 20000.

Schlüssel (Keys) – The Key Service is responsible for providing you with the keys you need. They are to be found in Room 01 BF 018-026 (lift shaft E1, level 01, turn right directly after exiting the building). Phone 22482

Schwerbehindertenvertretung (Representative of Severely Disabled Persons) – the Representative of Severely Disabled Persons plays an advisory role for employees and represents their interests. You may visit the Representative by taking elevator B 1 to the fourth floor, (please follow the signs from the lift), phone 66099.

Shop im Klinikum (University Hospital Shop) – the University Hospital Shop covers a wide range of demands for various goods. You may choose from snacks, rolls, baguettes, pastries, beverages, confectionery and newspapers / magazines, books, lottery tickets, greetings cards and stationery products as well clothing, hygiene articles, decorations, and gifts. The shop can be found in the Main Hall behind the bank.

Sicherheit am Arbeitsplatz (Safety in the workplace) – your safety officer in charge will help you with issues relating to safety at work. Further contact persons are available in the Office for Safety and Environmental Protection, telephone 4127, as well as the Occupational Health Service, telephone 66836.

Sicherheitsdienst (Security Service) – if you need the security service, call them on 8624. You will

find appropriate instructions on or near all in-house telephones.

Snackmobile (Snack cart) – two snack carts are available to provide employees, patients, and visitors with sandwiches, cakes, coffee, cold drinks, and fruit, among other things around the outpatients' clinics and ward buildings.

Sports - The Central University Sports Facilities (ZHS) offer the perfect opportunity for all employees to participate in a wide range of sport disciplines. The current programme is available on the Internet at: <http://www.sport.uni-goettingen.de>. The programme is also printed in "Seitenwechsel", the journal of the ZHS, which is available in the ZHS main building, Sprangerweg 2, 37075 Göttingen, as well as in many other institutions and organizations. In addition to the sports programme, the University Sports Facilities operate their own fitness and health centre, a golf course, and an indoor climbing centre. For further information, visit their website at: <http://www.sport.uni-goettingen.de>.

Störmeldezentrale (Fault reporting hotline) – in case of malfunction, emergencies or breakdowns in the technical equipment available to the UMG, you may call fault reporting hotline on 20000, which is available 24 hours daily. Hotline employees immediately notify the appropriate specialists or ancillary services.

Strahlenschutz (Protection from radiation) – for information on protection from radiation at work see: "Safety in the workplace"

Sucht (Addiction) – help can be sought from the counselling office when psychoactive substances such as alcohol or drugs, or behavioural problems such as gambling or media dependency become a problem (whether at work or in the family), or in the special case of having to implement the UMG service agreement on addiction. The contacts and conversations will remain confidential and are subject to professional confidentiality. The counselling office for employees of the University of Göttingen may be contacted on 9763.

Technischer Notdienst (Technical emergency service) – even outside normal working hours, all automatically recorded and telephone messages are registered by the UMG fault reporting hotline. Technicians on call are then contacted and requested to respond. We ask you to request the call-out service only in emergencies. Phone 20000.

Telefon (Telephone) – you can apply for a telephone or a phone number at the Central Office for Employee Cards and Services, phone 12000.

Telefonbuch (Phone directory) – a printed phone directory specifically for the UMG can be ordered through the purchasing department. The item number is 400-4870.

Telefonnummer (Telephone number) – an online telephone directory can be found on the intranet under "university phone book".

Tierschutzbeauftragter (Animal Welfare Officer) – for questions regarding animal experiments and animal welfare, please contact the animal welfare office, telephone 7080.

Treppenhaus und Aufzugskerne (Staircase and lift shafts) – the central hospital building (UBFT) comprises five different areas of infrastructure, designated A to E, each one fulfilling a specific purpose. The lift shafts and stairways are named in compliance with this infrastructure scheme, guiding employees, students, patients, and visitors accordingly. Lift shafts A1 and A2 serve the ward buildings.

Lift shafts B1 to B4 provide access to outpatients' departments (forming a so-called "patients' road"). C1 to C4 provide access to the clinical departments' administrative offices and a number of department-based facilities, with D1 to D3 providing access to clinical research facilities, including a number of the hospital laboratory facilities. E1 and E2 provide access to a number of theoretical departments and services. Each lift shaft has a correspondingly named staircase next to it.

Übersetzerdienst – Laienübersetzerdienst - Bei fremdsprachigen Patienten/innen (Translation service – amateur translation service – for patients speaking a foreign language)

Again and again, certain patients find it impossible to communicate sufficiently with members of the clinical staff in German. The internal amateur translation service can assist patients speaking any one of up to nearly 30 foreign languages in such circumstances. Moreover, simple translations in sign language are also available to deaf patients. The translators are without exception amateurs and employees of the UMG, whose services are available within their regular working hours. Further information with respect to the procedure, amongst other things, is available online on the UMG intranet at <http://www.infoserver.intranet.klin/intranet/OE/dolmetscher/> or by phone: 8437.

UBFT - "examination, treatment, research, theory," an abbreviation for the main building of the University Hospital. The main building accommodates: the Emergency Department, the outpatients' clinics, the lecture theatres and teaching facilities, and the central operating theatre tract (ZOP, as in Zentral-OP).

Umweltschutz (Environmental protection) - For any questions regarding environmental protection, please contact the Office for Safety and Environmental Protection, telephone 4127.

Umzug (Moving) - Please contact the Building Management Service, if a move is pending and you require assistance, phone 9815.

VER – the abbreviation for "supply building". This building accommodates the kitchens, the laundry, the central warehouse, the central sterilization department, the works engineering and maintenance department, materials management, purchasing department, post office, the central pharmacy, and the paper store.

VER-Ost (VER East) - this area accommodates our in-house waste disposal service, medical gas storage facilities and the dispatch service.

Wohnung (Apartment) – If you wish to rent an apartment, you can seek advice from the housing assistance office of the University, phone 4297.

Zutrittsberechtigungen (Access authorization) – for locker rooms, central surgical theatre tract, etc., may be obtained from the Central Office for Employee Cards and Services, phone 12000.

IMPORTANT TELEPHONE NUMBERS

General enquiries / switchboard	111
Fault Reporting Hotline	20000
Hospital fire station	22425
Entrance for patients on stretchers / Emergency Department entrance	8601 / 8604
In-house emergency doctor on call	Pager: 919 4112
Day clinic / night admittance	8605 / 8813
AWT Centre (Automated good transportation system)	63414
Occupational Health Service	66836
Strategic Purchasing Dept. – Info Telephone	67836
Dispatch Service	66845
Nursing Service – Secretary's Office	22728
Equal Opportunities Officer	69785
Poisons Control Hotline	22032
Lecture theatre administration	63388
IT Hotline	8221
Patient Transport Service	8121
Office for Employee Cards and Services	12000
East Entrance	66510
Car parking control centre	8888
Staff Council	66747
Key Service / Lost Property Office	22482/12940
Representative of Severely Disabled Persons	66099
Telephone Service: for a new number, change of number, or correction	23989
Security Service	8624
West (Main) Entrance.	66810
Central Archives	22477

BOARD OF MANAGEMENT GENERAL OVERVIEW

UNIVERSITY MEDICAL CENTRE GÖTTINGEN

BOARD OF DIRECTORS UNIVERSITY MEDICAL CENTRE GÖTTINGEN

DIVISION 1 RESEARCH AND EDUCATION MEMBER OF THE BOARD OF DIRECTORS AND SPOKESMAN OF THE BOARD DEAN OF THE FACULTY OF MEDICINE Prof. Dr. Wolfgang Brück Speaker	DIVISION 2 HEALTHCARE MEMBER OF THE BOARD OF DIRECTORS Prof. Dr. Lorenz Trümper Consultant	DIVISION 3 ECONOMIC GOVERNANCE AND ADMINISTRATION MEMBER OF THE BOARD OF DIRECTORS Jens Finke Consultant
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CENTRAL SECTION OF THE BOARD OF DIRECTORS

Data Management • Financial Controlling • Research Coordination • General Development Planning (construction) • IT Coordination
• • Corporate Project Management / Organizational Development

BOARD OF MANAGEMENT FACULTY <input type="checkbox"/> Deanery <input type="checkbox"/> Department Research <input type="checkbox"/> Dean of Studies <input type="checkbox"/> Office for international relationship ADMINISTRATIVE DEPARTMENT <input type="checkbox"/> Clinical studies COMMISSIONS <input type="checkbox"/> Ethics Committee	ADMINISTRATIVE DEPARTMENT SPEAKER OF THE CEO <input type="checkbox"/> Branch foundation with the fundraising area <input type="checkbox"/> Internal Revision <input type="checkbox"/> Company communication, Press and Public Relations REPRESENTATIVES <input type="checkbox"/> Equal Opportunity Officer <input type="checkbox"/> Animal Welfare Officer	<input type="checkbox"/> BUSINESS UNIT NURSING SERVICE CNTRAL DEPARTMENTS OF THE HEALTH CARE <input type="checkbox"/> Pharmacy <input type="checkbox"/> Academy of Education <input type="checkbox"/> Interdisciplinary short term oncology - Oncological Day Clinic (IKO) Interdisciplinary ER (INA) <input type="checkbox"/> Central Department Hospital Hygiene and Infectious Diseases <input type="checkbox"/> Clinical Cancer Registry <input type="checkbox"/> Surgery management <input type="checkbox"/> Pharmacologically - Toxicological Service Centre <input type="checkbox"/> Physiotherapy <input type="checkbox"/> Central department Transfusion Medicine <input type="checkbox"/> UMG laboratory	BOARD OF MANAGEMENT AREAS <input type="checkbox"/> Clinical operational organization <input type="checkbox"/> Medical business development <input type="checkbox"/> Quality and clinical risk management ADMINISTRATIVE DEPARTMENT <input type="checkbox"/> Haemotherapy <input type="checkbox"/> Transplantation Coordination REPRESENTATIVES <input type="checkbox"/> legally stipulated representative <input type="checkbox"/> Special representative COMMISSIONS <input type="checkbox"/> Clinical ethics committee	BUSINESS AREAS <input type="checkbox"/> G3-1 Finance <input type="checkbox"/> G3-2 HR <input type="checkbox"/> G3-3 Building management <input type="checkbox"/> G3-5 Materials management <input type="checkbox"/> G3-6 Hotel achievements <input type="checkbox"/> G3-7 IT	ADMINISTRATIVE DEPARTMENT <input type="checkbox"/> Medical service <input type="checkbox"/> IT-strategy <input type="checkbox"/> Legal <input type="checkbox"/> Safety and environmental protection REPRESENTATIVES <input type="checkbox"/> legally stipulated representative
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SUBSIDIARIES / INVESTMENTS

COMPARATIO HEALTH Ltd. | IFS Ltd. | MBM SCIENCEBRIDGE Ltd. | UMG FACILITIES Ltd. | UMG GASTRONOMIE Ltd. | IUMG KLINKISERVICE Ltd. | UNIVERSITÄTSENERGIE Ltd.