

# U-CARE: Channels of information

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## Mail

See separate policy for communication

## Workplace meeting

At the work place meetings, typically the first Monday of each month, work place related issues are discussed. At these meetings we also get information about work place routines, policies and upcoming activities.

*Access: Everyone in U-CARE who works at BMC.*

Responsible: The programme coordinator chairs the meetings. Please contact her if you want to bring an issue to the table. When absent the research coordinator will chair the meeting.

## Medarbetarportalen

On Medarbetarportalen (MP), all U-CARE staff belongs to a group called “U-CARE aktiviteter”. In the Documents-tab information that needs to be documented and continuously updated is stored. Every month all co-workers will receive a form to update and send to Kata who then, on a monthly basis, updates the information on MP. The information found on MP includes e.g., manuscripts in process, publications, received external funding, educational assignments, and conferences.

*Access: Everyone in U-CARE*

Responsible: Kata Bordas

## U-CARE calendar in Outlook

To get an overview of upcoming activities we have a joint Outlook calendar. Here you will find meetings and seminars, for example meetings with the *Study coordination group* and *the Executive Committee* as well as the different research subgroup meetings.

Invitations to these meetings will be sent by mail as well. You can find meeting protocols on [www.u-care.uu.se](http://www.u-care.uu.se), additionally they will be sent by e-mail to you if you had an invitation to the meeting.

*Access: Anyone that we choose to invite.*

Responsible: Fredrika Norlund

## [www.u-care.uu.se](http://www.u-care.uu.se)

On the U-CARE homepage protocols, and notes from different work groups, the organization chart, as well as U-CARE guidelines are published. For some of this information log in is needed. If you do not have access, please contact Kata for more information.

Access: Some information is public. For limited access information U-CARE personnel with UU- address can get access.

Responsible: Kata Bordas

UPPSALA UNIVERSITET

Uppsala University Psychosocial Care Programme:  
U-CARE

Start Om U-CARE För patienter och anhöriga För sjukvården Forskning Utbildning Samverkan Kontakta oss

Om U-CARE

Regeringens strategiska satsningar

Organisation U-CARE

U-CARE i media

För anställda

Logga in

Minnesanteckningar

Riktlinjer

Arbetsgrupper

U-CARE Vård

Dokumentation

Anslagstavla

U-CARE önskar alla sina medarbetare en trevlig höst!

Deltagare i en stud

Om du är deltagare i nå  
CARE:s studier och vill  
CARE-portalen så finne

[www.u-care.se](http://www.u-care.se)

Kontaktperson

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Uppsala universitet  
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## The server

On the UU-server, documents that should be saved are stored.

There is a folder called "GroupFolders" (G:). All the data in G: is backed-up every night. This is a good but expensive process. Therefore only important things, that several people need access to, should be saved in G:. This applies in particular to bigger files like movie files and image files. Anything that is on your own computer under "My Documents" will also receive a backup, thus you do not need to store them on G to back them up.

There is another joint folder on the server named "Archive" (K:). This is also a good place to save data for common access. This folder is large and far from filled right now and it is cheaper since it does not get a back-up. However, this means that data stored here also needs to be stored somewhere else as well.

There are guidelines on how to keep the content on G: Up –to-date which will be sent to all users twice a year.

Access: Anyone that is part of the research group Psychosocial oncology and supportive care.

Responsible: Erik Olsson