

# OCDEM BULLETIN



## FOR UNIVERSITY STAFF

WEEK COMMENCING 4<sup>th</sup> April 2016

Issue No 31

SEMINARS – There are No Seminars This Week

MEDICAL GRAND ROUNDS –No Grand Round This Week

### PERSONAL SAFETY ALARMS



Oxford University Security Services have provided the department with a supply of personal safety alarms which are available for issue, free of charge, to any member of OCDEM university staff, male or female, who would like one. If you would like to receive one of these alarms please come see Dennis Carter in admin with your University id card.

### OCDEM HEALTH AND SAFETY INDUCTION COURSE



All new visitors/staff in the department **MUST** attend a Health and Safety Induction course run by Mrs Sandy Humphreys.

The April course will be held on Wednesday 6<sup>th</sup> April at 10:00 – 11:00 in the Lecture Theatre North End.

## VACANCIES CURRENTLY ADVERTISED IN THE DEPARTMENT



### **Postdoctoral Research Assistant in Human Metabolism and Physiology**

**Grade 7 : £30,738-£37,768 per annum**

We are seeking an enthusiastic Postdoctoral Research Assistant in Human Metabolism and Physiology to work within a vibrant research team headed by Associate Professor Leanne Hodson and Professor Fredrik Karpe at the Oxford Centre for Diabetes Endocrinology and Metabolism (OCDEM) at the University of Oxford Churchill Hospital site.

The successful applicant will join an interdisciplinary team from the Hodson and Karpe laboratories trying to understand the effects of specific dietary components on whole-body and hepatic fat metabolism and risk markers for cardiovascular disease and Type 2 Diabetes. The post holder will have responsibility for conducting a human dietary intervention study investigating the effects of dietary fats and sugars on liver fat metabolism. They will be responsible for managing their own time and resources within the context of their role, and the requirements and objectives associated with their position, along with working with the principal investigator (Hodson) and the rest of the research team. A major component of this post will be to undertake a postprandial study day, using stable-isotope tracers to investigate hepatic postprandial metabolism. The post holder will have access to the experience and expertise of the Hodson and Karpe groups in the fields of whole-body and tissue-specific fatty acid metabolism.

Candidates should have a PhD, degree, or be close to obtaining one in a human nutrition or relevant subject as well as relevant laboratory experience, with extensive practical experience in human intervention studies. Previous experience of research related to human metabolism and ability to manage your own research are essential to this role.

Some flexibility with respect to working hours will be needed.

The position is fixed term for two years in the first instance and funded by The Biotechnology and Biological Sciences Research Council (*BBSRC*).

To apply for this role and for further details, including a job description and person specification, please click on the link below:

[https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erg\\_jobspec\\_version\\_4.jobspec?p\\_id=122863](https://www.recruit.ox.ac.uk/pls/hrsliverecruit/erg_jobspec_version_4.jobspec?p_id=122863)

Only applications received before **midday on Wednesday 4<sup>th</sup> May 2016** can be considered.

Please quote ref. **122863** on all correspondence. You will be required to upload a CV and supporting statement as part of your online application

## OCDEM PERSONNEL SUPPORT



Aleks Langos-Baker joined the department at the beginning of January as Human Resources/Administrative Officer. As she has now settled into her HR role queries on sick leave/annual leave/PDR's/probation forms/visitor forms /university card and NHS access cards should be passed to her. She is based in the general admin office and you can email her on [ocdem.personnel@ndm.ox.ac.uk](mailto:ocdem.personnel@ndm.ox.ac.uk). Charlotte Kelly is taking on more financial duties within the department but will still be involved in HR case work.

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**Oxford Learning Institute**  
**Public Seminar Series**  
**Trinity 2016**

The Learning Institute runs a regular seminar programme on weeks 1, 3, 5 and 7 of each term. Seminars take place on Thursdays from 4pm to 5pm on level 2 of Littlegate House on St Ebbe's Street. They are open to anyone interested in research into higher education, and no booking is required.

Week 1: 28 April 2016  
**Dr Jackle Tuck (Open University)**  
*'Working at the Textface: academic teachers engaging with student writing in the disciplines'*

Week 3: 12 May 2016  
**Gwen van der Velden (University of Warwick)**  
*'The student voice in the private sector: an exploration of non-traditional models of engaging students against a background of changing policy'*

Week 5: 26 May 2016  
**Professor Paul Ashwin (Lancaster University)**  
*'Why would going to university change anyone? The challenges of capturing the transformative power of higher education in comparisons of quality'*

Week 7: 9 June 2016  
**Dr Duna Sabri (Kings College, London)**  
*'Researching the causes of differential attainment'*

Everyone is welcome to join us for a drink after the seminars.

[www.learning.ox.ac.uk](http://www.learning.ox.ac.uk)

Supporting educational, professional and personal development

## CHILDREN IN OCDEM



During long school holidays there is often the odd occasion when parents bring their children into work. Can I bring your attention to the updated University policy on The Health and Safety of Young People and Children, which can be found at the following link:

<http://www.admin.ox.ac.uk/safety/policy-statements/upss113/#d.en.110476>

The relevant section is copied below with the paragraph that applies to bringing children to work highlighted in bold. Please note that this is only allowed in exceptional circumstances and only with the permission of the Head of Group. The child must be supervised by their parent at all times; this task cannot be delegated to another.

### **Children visiting University premises**

Sections 1-5 dealt with young people who are on University premises for work or planned events, and where their activities are managed in accordance with requirements therein.

However, children may also be present on the premises for a number of other reasons not related to work. For example:

for access, along with other members of the public, to museums, gardens, parks, sports centres or other leisure facilities

- where the children (or their parents) are subjects of study, or are patients attending for medical examination or treatment (e.g. for clinical trials)
- where they are enrolled in nurseries or crèches
- during open days and other promotional events.
- *on rare occasions, where special events have been arranged for staff who may have infants or young children*

Although the University undertakes, as far as is reasonably practicable, to ensure that its premises are low risk to children, many University buildings, due to their age or the work being done within them, are simply not designed with the needs of children in mind. General risks regarded as trivial for mature visitors may be more significant for children and in general the University does not have the facilities to contain children safely, other than in those specific locations or circumstances where formal arrangements have been put in place to manage them. *It is therefore important that risk assessments cover those situations where young people are expected to be onsite, such as those highlighted above, and these assessments adequately address any additional risks this might pose.*

*Departments should also consider other relevant University policies as part of the risk assessment process, such as safeguarding or childcare standards. Specifically, where a department wishes to arrange temporary childcare provision (for example, a 'pop-up' crèche) to allow staff to attend a special event, it will be necessary to consult with the Head of Childcare Services, in advance. Appropriate advice will be given on approved, fully accredited and insured childcare providers, as well as on the suitability of the space, facilities and general*

arrangements in the proposed location. Final approval for setting up such an arrangement will be contingent on provision of a robust risk assessment and suitable plans for dealing with any emergency during the event.

**This can have safety implications for those unplanned occasions when children are brought into University departments, perhaps during brief social visits or, exceptionally, in emergency situations where staff, or students, have difficulties with their normal child-care provision. Children under the MSLA should only be allowed in departments with the permission of the head of department or his/her authorised deputy, for as short a time as possible and only as the last resort when all other options for childcare (such as taking emergency domestic leave or annual leave) have been exhausted.**

Sandy Humphreys

OCDEM Safety Officer

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## **FINANCE INFORMATION**

### **Changes to the State Pension and Personal Allowance**



The government is introducing two changes on Wednesday 6 April, and both will affect the amount that University employees are paid every month.

Firstly, personal allowances (the amount of income you don't have to pay tax on) and basic rate limits are increasing. You can find details of the new allowance and the new limits [here](#).

Secondly, changes to the State Pension will affect employees in one of the University's pension schemes. The new State Pension will replace the existing basic and additional State Pension and end contracting-out and the National Insurance rebate. The current State Pension is made up of two parts: the basic State Pension and the additional State Pension (the additional State Pension is sometimes called State Second Pension or SERPS). If you are in a University pension scheme, you are 'contracted-out' of the additional State Pension. This means that you have been paying National Insurance at a lower rate because you get a National Insurance rebate. 'Contracting out' will end in April, and everyone will pay the same level of National Insurance. You can find more information on this [HMRC factsheet](#).

The combination of the State Pension changes and the income tax changes means that all University employee's take home salary will change, but the level of change will depend on individual circumstances. From March, payslips will include messages to help staff understand the changes to their pay. USS scheme members will also be contacted with more information about changes to the scheme.

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### **New Preferred and Contracted supplier classification**

From Monday 4 April, the University is using a new classification system for its commonly used suppliers.

#### ***Preferred suppliers***

- Suppliers will be awarded preferred supplier status where they offer demonstrable value for money to the University under centrally agreed terms.
- Preferred suppliers will be actively managed by the University's Purchasing team and therefore you can be assured that preferred suppliers have been thoroughly vetted, have a positive trading history with the University and are regularly reviewed to ensure ongoing value for money.
- Departments are reminded that multiple quotes are not required for purchases under £25,000 (ex-VAT) with preferred suppliers.
- Preferred suppliers are promoted on the Finance Division's Purchasing webpages.

#### ***Contracted suppliers***

- Suppliers will be awarded contracted supplier status where the University trades with the supplier under centrally agreed terms, but the criteria for preferred status are not met.
- As central contract terms have been agreed, trading risk is managed. Value for money will need to be ascertained by departments on a case by case basis.
- The University's Purchasing team undertakes no checks or reviews on these suppliers and therefore a department will need to consider whether these are necessary given the value and risk of any proposed purchase.
- Contracted suppliers will be included in a list on the Finance Division's Purchasing webpages.

Departments are advised to use preferred suppliers wherever possible, but may choose to give preference to contracted suppliers (over other suppliers) where preferred suppliers do not meet their needs on the basis that contract terms are already in place.

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**April 25<sup>th</sup> 13.00-14.00 Yoga class:**

**Robert Turner Lecture Theatre.**



No special equipment for this gentle yoga class which can be done seated or standing. Aiming to stretch and relive tension we gather in the neck, shoulder and back followed by a gentle relaxation. There will be a small charge for the instructor's time so please contact [louise.dennis@ocdem.ox.ac.uk](mailto:louise.dennis@ocdem.ox.ac.uk) or [diana.mantripp@ocdem.ox.ac.uk](mailto:diana.mantripp@ocdem.ox.ac.uk) to book a place by Friday 8<sup>th</sup> April, if there is enough interest we will confirm class with the instructor.

**Mad March Marathon'** we challenged OCDEM to walk an extra 26 miles during the month of March. Well done to all those who took and we know there were more than the Workplace Challenge leaders board is showing! Of those logging miles walked Team OCDEM are placed 3<sup>rd</sup> for Oxfordshire! Well done! Huge congratulations to Ruth: 87 miles, Karyna: 57 miles, Olga: 51 miles, Lynne: 27 miles: Louise: 26 miles. So not as many as Eddie Izzard but if we start training now?????

### **Next OCDEM Challenge: 'Tour D'OCDEM' from 4<sup>th</sup>-29<sup>th</sup> April.**

Venue: OCDEM Balcony.

At any time of the day we would encourage you to hop on the exercise bike and cycle a mile or more! In honour of the Queen's 90<sup>th</sup> Birthday the Tour D'Ocdem is 50 miles long and will start at OCDEM passing through Watlington, Christmas Common (feel free to increase the resistance for this 'King of the Hill section'), Maidenhead and finally finishing at Windsor Castle!

Please read the instructions before using the bike which will be on the table along with a route map. There will be stickers available to put on the map route (showing every 5 miles) 1 sticker = 1 mile! Don't forget to stick them on!! Would be fun to see how many times Team Ocdem can cycle to Windsor castle and back!

We will not be using the workplace challenge site to record mileage however if you want to keep a record of how many miles you have completed there will be a log for you to fill in with the map and instructions.

Happy Cycling!





**SOBELL**  
HOUSE

# TIMES

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April 2016



## **Sobell House Spring News**

We are very pleased to be able to give our readers an update on the new projects we are raising money for.

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The Sobell in the Hospital project has received approval from the relevant departments within the OUH Foundation Trust and recruitment for the new team will start in April. This project will commence in the John Radcliffe Hospital and will offer resources and support to departments managing emergency admissions seeking to recognise patients who are dying, or who are very likely to die. We will be working with their primary team to ensure good end of life care and communication along with any possible treatment to manage the patient's illness.

Resources and support will also be offered to critical care outreach teams seeking to recognise where the focus of treatment is palliative. In addition, the project will support step down from intensive care where the patient is recognised to be dying. Staff will receive priority for training from the Sobell House Study Centre and an educational programme will be offered to all staff in OUHFT to equip them with knowledge and skills in end of life care.

We hope to be able to share early designs of the new Sobell Clinic building in May. We intend to build a specially designed space for frailer patients, together with a new clinic with extra examination rooms to give outpatients essential care and allowing them to remain at home for longer.

The next newsletter will contain an update on fundraising against the £4 million target, so watch this space. Meanwhile, we urge our readers to continue to support the Sobell House 40th Campaign and help us to provide good end of life care to more people in Oxfordshire.

## Gala Evening

**Thursday 19th May**

Join us in the Hospice garden for an evening of cocktails and canapés to celebrate 40 years of Sobell House.

The evening will include talks on the importance of the hospice and our plans for the future, as well as an auction of exceptional prizes donated by our supporters. We will also be announcing the winners of the silent auction, which we will run online from April onwards.



[Find our more, and how to book your place by clicking here!](#)



## Oxford Moonlight Stroll

Saturday 16th July

Our annual night-walk returns for a tenth year and this time we're transporting you back to 1976. The year Sobell was born! To celebrate we're giving this year's Stroll a 70s theme.

This year's route will be a specially extended 10-mile route (to celebrate the tenth Stroll) through the city, taking in the oldest and most beautiful parts of Oxford.

Places are limited so please sign up soon to avoid disappointment.

[Find out more and sign up today by clicking here!](#)

## Charity Golf Day

Friday 3rd June

The 7th Sobell Charity Golf Day, returns this June, at Studley Wood Golf Club, Horton-cum-Studley.

We are looking for teams of four, and there will be prizes for the three top placed teams, plus smaller competitions throughout the day.

The golf will be followed by a two course meal and charity auction.

We are also looking for companies to sponsor the event, including the chance to sponsor a hole for £80.

[Click here to find out more and to register your team today!](#)



## Local Hospice Lottery

From as little as £1 a week!

We are very proud to be working with Local Hospice Lottery, a weekly draw set up to provide financial support to adult and children's hospices throughout Great Britain.



By joining the Local Hospice Lottery in support of Sobell House, you will be in with a great chance of winning a £1,500 prize, a £400 prize (which can roll over up to £10,000!), a £100 prize and 100 x £10 consolation prizes every week.

[Find all the information on our website by clicking here.](#)