

OCDEM BULLETIN



FOR UNIVERSITY STAFF

WEEK COMMENCING 9 JANUARY 2017

ISSUE NO 70

SEMINARS

There is no Wednesday or Friday seminar this week. The Wednesday seminar series will start back on 25TH January with the Friday series starting on the 20th January

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 January course will be held on Wednesday 11th at 10:00 – 11:00 in the Lecture Theatre North End.

TRAINING



Are you using the smartest tools and strategies to get organised?

Sharpen up your research skills in the new year, with a free Research Skills Toolkit workshop. The teams from IT Services and the Bodleian Libraries bring you a hands-on encounter with a range of tools and techniques for your study and research.

Choose one of the 2-hour sessions in Week 1, January – book your place now! Separate workshops focus on the work of each Division:

Medical Science	18 th , 19 th , or 20 th	http://www.skillstoolkit.ox.ac.uk/resource/event/research-skills-toolkit-medical-sciences-division
Social Science	16 th , 19 th , or 20 th	http://www.skillstoolkit.ox.ac.uk/resource/event/research-skills-toolkit-social-sciences-division
MPLS	17 th , or 19 th	http://www.skillstoolkit.ox.ac.uk/resource/event/research-skills-toolkit-mpls-division
Humanities	16 th , 17 th , or 18 th	http://www.skillstoolkit.ox.ac.uk/resource/event/research-skills-toolkit-humanities-division

Visit the “workshops” page of the [Research Skills Toolkit](http://www.skillstoolkit.ox.ac.uk) website www.skillstoolkit.ox.ac.uk for more details.

Databases: Concepts of database design

11/01/2017 09:15-12:15

This course takes you through a good relational database design, from concept to implementation. Before even starting to build, it is essential to work out a design which properly models your project. The course includes plenty of worked examples and practice activities. The course does not use any particular software, so it will help you create a well-designed database structure which you can build later using the database software of your choice.

Full course description at:

<https://oxford.imparando.com/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=DM004>

Direct booking link:

<https://oxford.imparando.com/accessplan/LMSPortal/UI/Page/Basket.aspx?coursedataid=25196>

Programming: Concepts for project managers

13/01/2017 09:15 - 12:15

Do you need to employ or manage computer programmers but are not a programmer yourself and would like to understand the basics of programming and gain an appreciation of good programming practise? This session provides a non-technical introduction to the basic principles and mechanics underlying work in any computer language and gives general guidance in what to look for when evaluating project proposals and coding progress.

Full course description at:

<https://oxford.imparando.com/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=PG003>

Direct booking link:

<https://oxford.imparando.com/accessplan/LMSPortal/UI/Page/Basket.aspx?coursedateid=24776>

SharePoint: Introduction to its use at Oxford

11/01/2017 14:00 - 16:00

This course introduces the use of SharePoint 2013 for sharing information and working together in teams and communities. You will see how to create sub sites and navigation between them, create lists and libraries, and upload and download documents.

Full course description

<https://oxford.imparando.com/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=NX001>

Direct booking

<https://oxford.imparando.com/accessplan/LMSPortal/UI/Page/Basket.aspx?coursedateid=24811>

Remember to make use of our early-bird 20% discount by entering JAN2017 at the end of the checkout process.

See: <http://help.it.ox.ac.uk/courses/discountcode> for more information

The IT Learning Centre Team

CURRENT VACANCIES IN THE DEPARTMENT



QUALITY ASSURANCE MANAGER

Grade 8: Salary £39,324 - £46,924 p.a.

An exciting opportunity has arisen at Oxford Centre for Diabetes, Endocrinology and Metabolism for a Quality Assurance Manager to support the research activities of the Diabetes Trials Unit (DTU).

The DTU, a fully registered UKCRC Clinical Trials Unit, is one of only a handful of AROs worldwide that specialises in designing and performing heart disease and diabetes related global trials. Currently 4 such trials in 40 countries are being undertaken with a DTU managed, dedicated regional coordinating centre operating in Beijing, China. The DTU also has a rapidly expanding portfolio of early phase, academically lead, translational trials that are conducted to regulatory standards.

The postholder will play a vital role in developing, implementing and maintaining quality management systems appropriate for trials of all phases, will support our research teams to ensure compliance with evolving legal and regulatory frameworks, and will represent the Unit on relevant working groups in order to keep abreast of changes in local and national policies.

The ideal candidate will be educated to degree level, have substantial previous experience of working in a Quality Management role in clinical trials and have an in-depth working knowledge of the applicable clinical trial regulations, ICH-GCP, and research governance standards as well as prior experience of regulatory authority and sponsor inspections. Previous experience of working on multi-national clinical trials, involving Europe and Asia, would be advantageous. Excellent organisation, interpersonal and communication skills, both verbal and written, are required.

This is a part time position at 60% FTE (22.5 hours a week, equivalent to 3 days a week) which is available for 1 year in the first instance with potential for extension.

Applications for this vacancy are to be made online. 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/erq_jobspec_version_4.jobspec?p_id=126866

Only applications received before 12 midday on Wednesday 8th February 2017 can be considered.

Interviews will be held on 14 March 2017.

PERSONNEL INFORMATION



AWARDS FOR EXCELLENCE SCHEME - REMINDER

The Awards for Excellence Scheme was introduced in 2013, it is an annual scheme that aims to recognise staff contributions to the work of the university and to re-ward exceptional individual contributions. All staff in grades 1-10 with more than six months service are eligible to be nominated. Staff must meet the following criteria:

Have performed well in all the key areas of their jobs

AND

have consistently demonstrated exceptional performance, significantly above that which might reasonably have been expected for their grade.

All eligible staff will be reviewed annually in the gathered field exercise. Awards for Excellence are limited to one increment in all cases. The 2016 gathered field exercise is now open and nominations must be submitted to the OCDEM Administrator (Lynne.scott@ocdem.xo.ac.uk) by **Friday 27th January 2017**.

Staff at the top discretionary point of any grade are eligible to be considered for the award of a non-pensionable lump sum to the value of one increment to reward exceptional performance only.

Nominations for the award will be made primarily by line managers. However individuals who believe they deserve an award can discuss with their line manager and if agreement cannot be made about a nomination the individual can nominate themselves using a self-nomination form. Note the self-referral form contains a mandatory field for manager's comments. Forms can be found on the OCDEM website <http://www.ocdem.ox.ac.uk/personnel-forms>

Nominations will be reviewed by a panel made up of members of the management board. If you have any queries regarding the scheme then please contact **Charlotte Kelly** or **Lynne Scott**.

OCDEM HEALTH CHAMPIONS



OCDEM Health Mile has restarted! Do come and join us for a 15-20 min walk to blow the cobwebs away and burn off some of the Christmas calories! Meet in OCDEM main reception leaving promptly at 12.30, look forward to seeing you there!

UNIVERSITY SPORTS CENTRE

All University staff may apply for membership of the [University Sports Centre](#) located on Iffley Road. Facilities include an athletics stadium, sports hall, martial arts hall, competition-standard swimming pool and cardiovascular and powerlifting gym.

Staff are also invited to get involved in any of the [University Sports Clubs](#). There are over 70 to choose from, everything from archery to rugby, surfing to yachting.

The [University Club](#) on Mansfield Road is free for staff to join (partners may join for £30) and offers annual gym membership for just £65, low-cost exercise classes and an all-weather sports pitch.

BONE DENSITY SCREENING DAY, 24 JANUARY – IFFLEY SPORTS CENTRE

The test is designed to assess whether an individual could be at risk from osteoporosis by measuring their bone density. Using a Quantative Ultrasound Scanner, the test measures the bone density in your heel - you simply put your foot in the scanner and painless ultrasound waves pass through it.

Although the test itself is not diagnostic, individuals with low scores are given a copy of their results to give to their GP. The test will help your GP decide whether further investigation is required.

Once the test is complete, your results will be printed and explained to you. You will also receive an information pack with advice about nutrition, exercise and lifestyle to help you safeguard yourself against osteoporosis.

The tests will be conducted by Tracey Hunt of Bone Matters. The test costs £30, and payment can be made at the end of the appointment by cash or cheque.

To book a 15-minute appointment, email [Tracey Hunt](#). It is recommended that people booking appointments visit the [Bone Matters website](#) before attending.

STAFF CAR PARKING



OUH NHS FT Travel and Transport Update: Launch of new Staff Parking Policy and Procedures

Oxford University Hospitals NHS Foundation Trust have recently launched their new Staff Parking Policy and Procedure. Further information can be found www.ouh.nhs.uk/working-for-us/employment/commuting-to-work.aspx and <https://www.medsci.ox.ac.uk/support-services/opportunities-and-updates/ouh-nhs-ft-travel-and-transport-update-launch-of-new-staff-parking-policy-and-procedures>

Please **send any queries to transport@ouh.nhs.uk**