



FOR UNIVERSITY STAFF

WEEK COMMENCING 30 JANUARY 2017

ISSUE NO 73

SEMINARS

WEDNESDAY SEMINAR

This week's Wednesday seminar will be hosted by Dr Katharine Owen and the speaker is Dr Julie Edge (Consultant In Paediatric Diabetes, Oxford University Hospitals)



The title of her talk is "**Children's Diabetes Services – Past, Present and Future**" The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre, and sandwiches for those attending will be available from 12:45pm.

The OCDEM Wednesday Seminar Series is sponsored by an unrestricted educational grant from the Boehringer-Ingelheim and Eli Lilly alliance

FRIDAY SEMINAR

This week's Friday seminar organised by the OCDEM Senior Academic Faculty a talk by Dr Agata Juszczyk on "**Assessment and translation of novel biomarkers for diagnosis of maturity onset diabetes of the young due to HNF1A variants**"

The talk will begin promptly at 1pm in the Robert Turner Lecture Theatre and sandwiches for those attending will be available from 12:45

MEDICAL GRAND ROUNDS

Thursday 2 February from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre 1



Horton Hospital: "A two year weight", Dr Jonathan Marshall –
Rheumatology: "Why can't we call it vasculitis?", Prof Raashid Luqmani
Chair: Prof Chris Conlon
Audience: Public

TRAINING



HAND PRESS PRINTING: LEARNING THE BASICS



There are still a few places on offer to University of Oxford academic staff to learn the basics of hand press printing and typesetting using the Bodleian's printing studio. No previous experience is necessary.

In the three-hour taster session, an instructor will introduce the materials and equipment in the Bibliographic Press.

The session will take place in the Bibliographic Press, Schola Musicae, Old Schools Quadrangle (Old Bodleian) on the dates below:

Session 1: Monday 13 February 17:15-20:15

Session 2: Thursday 2 March 17:15-20:15

Session 3: Saturday 4 March 10:00-13:00

If you would like to book a place, please contact the Bodleian Staff Development team at staff-dev@bodleian.ox.ac.uk.

PROJECT 2013 FOR UNIVERSITY ACTIVITIES

16/02/2017 09:15 - 16:15

This one-day course will provide an introduction to MS Project 2013. The course will cover how the package can be used to help plan, monitor and control a project. It will show how MS Project can be used to track project progress against a schedule and a budget.

Course topics

- Entering and linking tasks
- Creating and managing calendars
- Adding resources
- Printing and viewing project plans
- Tracking the project

This course is aimed at those who need to use a project management tool in support of their work.

Full Course description at:

<https://oxford.imparando.com/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=PJ001>

Date: 16 Feb

Venue: IT Services, 13 Banbury Rd

Cost: £60 staff/£30 students

Direct booking link:

<https://oxford.imparando.com/accessplan/LMSPortal/UI/Page/Basket.aspx?coursedateid=24803>

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.

NO NETWORK CONNECTION – 31 January 9.30 – 10.45



IT Services have scheduled an upgrade to the University network that will affect OCDEM for 31st Jan from 9.30 until 10.45am. There will be ****no network connection**** during this period. This includes both wired and wireless (Eduroam) internet connections. This is due to network upgrade work being carried out by IT Services as part of the Oxford Network Evolution (TONE) project.

Please ensure you save any work prior to this time and avoid planning critical work during this period. Although some local network services may be available during this period, it is best to assume this will not be the case.

OCDEMENSION



The next edition of OCDEMension will be out in February if you or your groups have anything which you would like included in the edition then please email Leanne.Hodson@ocdem.ox.a.uk by 6 February 2017. OCDEMension was introduced at the request of staff and has been very successful at keeping you all informed of what is going on in OCDEM however we really need your help providing us with articles.

ROAD CLOSURES - 6TH - 13TH FEB 7PM - 6AM



Night work on Roosevelt Drive, Warneford Lane, Gipsy Lane and Old Road

The surfacing to the junction will begin on 6th February for 6 nights (excluding Saturday and Sunday night) between the hours of 7pm and 6am. Diversions will be in place during the closures and information will be posted on the Oxfordshire County Council website –

www.oxfordshire.gov.uk/cms/content/access-headington in the next couple of days.

From a Churchill site point of view, please note that access and egress on 8th and 13th February will be via Churchill Drive only 7pm – 6am and that some buses will be re-routed and timetables will alter, please check the bus companies' websites for information.

The details are as follows:

Monday 6th February - Old Road will be closed in both directions. **Access to the hospital will continue to be via Churchill Drive or Roosevelt Drive.**

Tuesday 7th February - Warneford Lane eastbound and Gipsy Lane. **Access to the hospital will continue to be via Churchill Drive or Roosevelt Drive.**

Wednesday 8th February - Warneford Lane westbound and Roosevelt Drive in both directions (traffic can still travel along Old Road westbound and Gipsy Lane northbound). **Access to the hospital will be via Churchill Drive.**

Thursday 9th February - Old Road will be closed in both directions. **Access to the hospital will continue to be via Churchill Drive or Roosevelt Drive.**

Friday 10th February - Warneford Lane eastbound and Gipsy Lane. **Access to the hospital will continue to be via Churchill Drive or Roosevelt Drive**

Monday 13th February - Warneford Lane westbound and Roosevelt Drive. **Access to the hospital will be via Churchill Drive.**

Should the weather be inclement, these dates may change. However we will keep everyone informed with any changes to the programme.

If you or anyone else has any questions then please feel free to direct them to me.

On the Energy Link work, this is also in delay owing to a number of factors and a revised timetable is available on the website <http://www.ouh.nhs.uk/about/developments/energy/churchill.aspx>

Jo Lennon

Community & Stakeholder Liaison

Tel: 07342 086843

RDM SPONSORED NURSERY PLACES



The University has a scheme that enables colleges and departments to nominate staff or students for a priority place on the nursery waiting list (called a “sponsored place”). In 2015, RDM was allocated four sponsored places, which were allocated via a gathered field exercise in October 2015. One sponsored place has become available for allocation, and as there is a waiting list a further gathered field will be held to assess applications and allocate the one available space.

Please see <http://www.admin.ox.ac.uk/childcare/nurseryinformation/> for further information.

Please note a sponsored place does not guarantee a nursery place, and recipients of sponsored places will be liable to pay all nursery fees.

The departmental policy for allocation of sponsored places, together with an application form is available at <http://www.rdm.ox.ac.uk/family-friendly-benefits>.

If you are on the University’s nursery waiting list at the moment and you wish to be considered for a sponsored space please complete the application form and return to me by **noon on Friday 24 February 2017**. Late applications will not be accepted. We expect demand for the place to be over-subscribed.

Please note, in order to be eligible, you must be a University employee within RDM and you should already be on the University waiting list for a place.

If after reading the policy and application form you have any further questions, please get in touch.

A further communication will follow to those who are currently on RDM’s waiting list for a sponsored nursery place.

Lynn Clee
Head of Administration and Finance
Radcliffe Department of Medicine



EMAIL ETIQUETTE

1. **Take another look before sending the email** - don't send anything you personally wouldn't want to receive, and think how the end user will perceive that email. **If you wouldn't say it to the contacts face don't send it in an email**
2. **Respond to group emails appropriately**– only “reply to all” if it is really appropriate, do all the contacts really need to know your reply. There is a “reply” and “reply to all” button for a reason
3. **Utilize CC and BCC properly**– do you really need to carbon copy (cc) particular contacts into an email. Are you intimidating the receiver of the email by cc in all those people, how would you feel if all those contacts were cc into an email you received – think carefully
4. **Keep emails short** – too much information and the reader will switch off
5. **Use CAPITALS carefully** – Think before you use CAPITALS. Capitals can appear as SHOUTING!
6. **Respect laws and regulations** – review the University policy on computer use and email etiquette <http://help.it.ox.ac.uk/email/netiquette/index>
7. **Delete unnecessary content** – when forwarding on an email it never hurts to delete irrelevant content
8. **Be careful what you say** - every single email ever sent has been saved somewhere in cyberspace. This means being very careful about what you say is more important than you may think. Think about the possible repercussions of your words or if it were to fall into the wrong hands
9. **Professionalism** – remember you are representing the University of Oxford in all email communication
10. **Subject** – The subject field is the window into your email and can many times determine whether your email is even opened



ELECTRONIC LAB NOTEBOOKS



The Research IT Board has highlighted electronic lab notebooks (ELN) as a potential area of interest this coming academic year. Broadly speaking, an ELN is an alternative to a paper notebook that provides secure collaboration with fellow researchers in the collection and management of research data. Potential benefits of ELNs include:

Ability to create, store, organise, search and download research records
Secure access to research records via a web browser
Ability to link experimental procedures to research data

Currently, there are a small number of Oxford research groups that subscribe to commercial ELN solutions. To assess whether a centrally supported solution would be beneficial, we are conducting a scoping and analysis study that includes the following steps:

- . A survey to assess the level of interest in utilising ELNs (within the Medical Sciences and MPLS divisions)
- . Individual interviews and focus group discussions
- . A benchmarking study with peer institutions (Russell Group and Ivy League)
- . A comparative evaluation of the top three or four ELN platforms

All Oxford researchers, lab managers and research support staff are invited to [complete the ELN survey](#), which should take no more than five minutes.

If you have any questions about the survey, or would like to discuss ELNs, please contact Howard Noble, Research Support Services – Academic IT, at researchsupport@it.ox.ac.uk.

THANK YOU FROM RACHEL MULLINS

To everyone in Ocdem,

Thank you all so much for the lovely retirement party and the amazing gifts which I know will be very useful and fun to use. It was good to see so many friends there and talk about old times. I will keep in touch and hopefully come back for the Christmas party.

Love Rachel /mummy mullins xxx

