

FOR UNIVERSITY STAFF

ISSUE NO 115 WEEK COMMENCING 20 November 2017

IN THE SPOTLIGHT



Prof Fredrik Karpe and Dr Ioannis Spiliotis were interviewed by BBC Oxford as part of World Diabetes Day 2017.

Prof Fredrik Karpe discussed risk factors for type 2 diabetes and the need for volunteers to take part in research to help us find better ways of treating diabetes. For more information see <https://www.rdm.ox.ac.uk/news/celebrating-achievements-and-highlighting-challenges-in-diabetes-research> or listen into the interview [here from 1:08:35](#).

Dr Ioannis Spiliotis highlighted the multi-disciplinary research taking place in OCDEM and raised awareness of the different forms of diabetes – and their causes. For more information see <https://www.rdm.ox.ac.uk/news/celebrating-achievements-and-highlighting-challenges-in-diabetes-research> or listen into the [interview](#) from 1:08:00

SEMINARS

WEDNESDAY SEMINAR

This week's Wednesday seminar will be hosted by Dr Angie Bethel and the speaker is Professor Adam Timmis of The University of London.



The title of his talk is **“Recording Routine Clinical Data In The Electronic Health Record For Audit And Research.”** 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.

FRIDAY SEMINAR

This week's Friday seminar organised by the OCDEM Senior Academic Faculty will be a talk on **“New Insights From Excel”** by Dr Angelyn Bethel. 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 23rd November from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

Medical Directors Office: **“Rx: a Large Dose of Humble Pie”** - , Dr Tony Berendt and Dr Katie Jeffery

Radiology: **“Quality control in Medicine/Radiology. Why don't we measure it?”** - Prof Fergus Gleeson

Chair: Prof Chris Conlon

PERSONNEL INFORMATION



ANNUAL LEAVE:

All staff/students should have been issued their 2018 annual leave cards, if you haven't please contact Karla Taylor at ocdem.personnel@ndm.ox.ac.uk and she can arrange for an annual leave card to be processed. Can we remind staff as per university policy, staff/students can carry up to five days of their annual entitlement from one year to the next in exceptional circumstances with the agreement of the **line manager and the Head of Department**.

The **Annual Leave Carry Forward Request** can be found on the OCDEM website:

<https://www.rdm.ox.ac.uk/intranet/personnel/forms/ocdem-personnel-forms>

If you would like to carry any of your leave over please **complete an 'annual leave carry forward request form' and return the completed/signed form to Karla by 31st December 2016**. Karla can then re issue your annual leave form.

Can we please reminder all staff and students to use the leave entitlement for your own health and wellbeing.

RECRUITMENT – JOB DESCRIPTION TEMPLATES

If you are planning to advertise a post the job description template has recently been updated. The new template can be found at

<https://www.rdm.ox.ac.uk/intranet/personnel/forms/ocdem-personnel-forms>

SCIENCE SHUTTLE LAUNCHES NEW ROUTE



You can now travel between the JR Hospital and town on the new Science Shuttle route, ST3. Routes ST1 and ST2 still run frequently between Harwell and Science area, and Old Road Campus and Science area respectively. Hop on board today!

For More Info <http://sciencetransitshuttle.co.uk/>



CHRISTMAS DEADLINES 2017

In order to meet the dates set by the University Finance Division the following are the internal OCDEM deadlines for Christmas

Thursday 30th November

Any **expense claims and payment requests** must be with Karen Parish by lunchtime on Thursday 30th November in order to make the final payment run for 2017 which will be on Monday 11th December.

Wednesday 6th December

Any **suppliers invoiced received** must be with Den Carter by close of business on Wednesday 6th December in order to make the final payment run for 2017 which will be on Monday 11th December.

Wednesday 12th December

All **Barclaycard statements, spreadsheets and supporting documents** must be with Karen Parish by close of business on Wednesday 12th December.

Friday 15th December

Purchasing will shut down from Friday 15th December until Tuesday 2nd January so please make sure you place orders in advance to ensure you have everything you need to cover this close down period.

Please remember to sign and date (in ink!!) delivery/goods received notes on receipt of goods and get them to the Finance Section as soon as possible – preferably on the same day the goods are received.

DIESEL GENERATOR TEST



Just to remind you that November's standby generator tests will take place on Thursday and Friday this week.

Please note that in ALL cases there will be unavoidable power cuts at the start (about 20 seconds) and at the end (about 15 seconds) of the test.

Areas affected:

Thursday 23rd November 10.00 – 12.00 OCDEM Server Room/Ward 7

Friday 24th November 08.00 – 10.00 OCDEM Main Building

Dates for the Standby Generator Tests for 2017 can be found on the website

<https://www.rdm.ox.ac.uk/intranet/facilities-and-health-safety/facilities/ocdem-planned-maintenance-work>

BEST DECORATED OFFICE – WEDNESDAY 13th DECEMBER



Get your thinking caps on and enter for the best decorated office 2017. Last year the standard of entry was extremely high and we are looking forward to another bumper year this year. Entries should be notified to Karen Parish know by Friday 1st of December.

OCDEM Christmas Festivities
Wednesday 13th December 2017

10.00-11.00 Judging 'Best Dressed Office'

12.00 'Bring a Plate' lunch

13.00 Quiz Hosted by Matt Neville and Katharine Owen

Food List available in the kitchen soon. Please give generously

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TRAINING



FEEDBACK CONVERSATIONS

Sharon Neal, Oxford Learning Institute
Learning and Development Programme
Wednesday, 29 November 2017, 2pm to 4pm

This workshop enables individuals to practise the necessary skills to give and receive feedback in a clear, positive and constructive manner. This course forms part of the 'Communications' strand of the RDM Learning and Development Programme and is open to all RDM staff and students. Registration for this course is now open to all staff and students in RDM. Places are limited to 24.

SIGN UP

VOLUNTEERS WANTED



We are running a clinical study to trial a new medication to block the unwanted side effects of steroid medication. If you are a healthy man aged between 18-60 and interested in taking part-please contact:

Dr Nadia Othonos: 01865 857359: Nantia.Othonos@ocdem.ox.ac.uk

We will reimburse any travel costs and offer compensation for your time and inconvenience.

OXFORD BOTANIC GARDEN - CHRISTMAS FAIR



This year's Oxford Botanic Garden Christmas Fair takes place on Saturday 2 December and Sunday 3 December. Staff qualify for the discounted ticket price of £3.50, while children under 16 go free.

RDM Learning and Development



Learn more and register
online at [www.rdm.ox.ac.uk/
learning-and-development](http://www.rdm.ox.ac.uk/learning-and-development)

**Upcoming Learning and Development Programme
courses include:**

29 November Feedback Conversations

6 December Managing working relationships:
difficult conversations

12 December Introduction to Public Engagement

15 January Fellowships and other funding
opportunities

Register today at www.rdm.ox.ac.uk/learning-and-development

Please contact the Career Development Committee

(cdc@rdm.ox.ac.uk) for more information.