

OCDEM BULLETIN



FOR UNIVERSITY STAFF

WEEK COMMENCING 6th JANUARY 2020

ISSUE NO 219



Happy New Year we hope you have all had a lovely Christmas break and are ready for the challenges of 2020.

The OCDEM Bulletin was introduced back in August 2015 to help communication within the department and reduce the number of emails you receive each week. We hope that it has done this, however the bulletin relies on staff letting us know of any items they would like included e.g successes at conferences, events etc therefore can you please ensure that you email oracle@ocdem.ox.ac.uk for items which you would like included.

SEMINARS

WEDNESDAY SEMINAR

There is no Wednesday seminar this week.

FRIDAY SEMINAR

There is no Friday seminar this week.

MEDICAL GRAND ROUNDS

There is not Medical Grand Rounds this week.



Congratulations to Dr Senthil Vasan of the OxLip group who won The Lancets annual photography competition. The competition was looking for photographs which brought a fresh focus to a health story. Senthil's photo was in relation to pregnancy in the Gambia and has relevance to the grant MRC Primordial which Senthil is currently working on and Prof Fredrik Karpe is the PI.



DTU said goodbye to Irene Kennedy a Senior Project Manager within the group who has decided to retire.

Will Rayner of the McCarthy Group has taken up a position in Germany.



PART-TIME QUALITY ASSURANCE MANAGER

Grade 8: £41,526 - £49,553 with a discretionary range to £54,131 p.a. (pro rata)

The Diabetes Trials Unit (DTU) is offering an exciting opportunity for an experienced Quality Assurance (QA) Manager to support the unit's research activity by promoting quality and improving performance. The DTU is a UKCRC registered clinical trials unit, specialising in performing national and multinational clinical trials related to the treatment and management of cardiometabolic and related disorders.

Reporting to the DTU's Head of Clinical Research, the postholder will maintain quality systems, policies and standard operating procedures (SOP) to ensure compliance with the evolving legal and regulatory frameworks that govern the research environment. The incumbent is also responsible for conducting GCP compliance audits of investigator sites, vendors, clinical study reports and internal systems/processes, assisting in the inspection readiness program and GCP related process improvement. They will also perform the role of unit archivist, responsible for archiving of essential trial documents and maintenance of the archive database.

The ideal candidate will 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, Good Clinical Practice (GCP), data protection and research governance frameworks, as well as prior experience of regulatory authority inspections. Excellent communication, negotiation and interpersonal skills are essential for this role and the postholder would be expected to represent the unit on relevant working groups in order to keep abreast of changes in local and national policies.

This is a part-time (0.6FTE) appointment offered for 2 years in the first instance, with the possibility of further extension. Requests for an informal discussion should be sent to: joanne.milton@dtu.ox.ac.uk.

The department would consider candidates with less experience who are seeking an opportunity to develop, for which the appointment would be at Grade 7 (£32,817 - £40,322 p.a.) with the responsibilities adjusted accordingly.

Please quote vacancy number 144569 in all correspondence.

Only applications received before 12.00 midday on 13 January 2020 can be considered.

Interviews are scheduled for the morning of 4 February 2020.

AWARDS FOR EXCELLENCE SCHEME – REMINDER – DUE THIS FRIDAY



The Awards for Excellence Scheme was introduced in 2013.

The purpose of the Awards for Excellence Scheme is to recognise staff contributions to the work of the University and to reward exceptional individual contributions. All eligible staff should be **reviewed annually** in the gathered field exercise by a panel at departmental level. For the sake of parity, transparency and ease of monitoring, there is **no provision for making performance-related incremental payments to staff outside the annual exercise.**

The University's pay structure provides all staff in grades 1-10 with automatic incremental progression (up to the scale bar), over and above cost of living rises, to reward and recognise the acquisition of the skills, knowledge, and expertise that comes with experience in a post. The Awards for Excellence Scheme recognises contributions over and above this and rewards employees who:

- **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.

There are 2 types of awards:

Recurrent awards consist of pensionable advancement to the next point on the incremental scale

Non-Recurrent awards take the form of a non-pensionable lump sum to the value of 1 increment (typically 3% of salary)

It is expected that in the majority of cases non-recurrent awards will be made.

The 2019 gathered field exercise is now open and nominations must be submitted to the OCDEM Administrator (Lynne.whay@ocdem.ox.ac.uk) by Friday 10th January 2020.

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

<https://www.rdm.ox.ac.uk/intranet/personnel/forms/ocdem-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 **Lynne Whay or Charlotte Kelly.**