

GENERAL LOCAL INFORMATION

Last Updated : Jul 2017

OCDEM

Factsheet No.14

Access

You require a NHS card to access the building. To arrange access or for any issues with your card please contact your local HR Assistant: ocdem.personnel@ndm.ox.ac.uk or (8) 57214.

Athena Swan

The Athena SWAN Charter recognises and celebrates good practice on recruiting, retaining and promoting women in science, technology, engineering, maths and medicine (STEMM) in higher education. The department has established a self-assessment group, with responsibility for creating an action plan for change. If you would like to provide any additional feedback, please do so by contacting the OCDEM Athena Swan Champion. Further information can be found at: <http://www.ocdem.ox.ac.uk/athena-swan>.

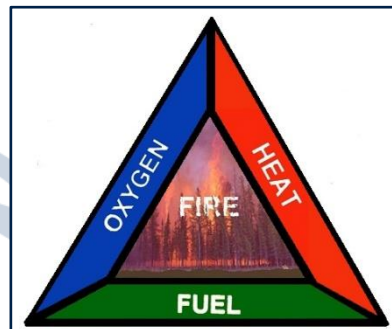


Engagement of Casual Staff and Recruitment to New Posts

Engagement of casual staff and recruitment to new posts (contact the local HR Assistant BEFORE entering into commitments). Recruitment order forms and relevant paperwork will need to be completed. Please visit <http://www.ocdem.ox.ac.uk/personnel-forms> for further information.

Fire Information

If the fire alarm sounds follow the fire exit signs and congregate in the gravel car park. You are required to attend a Health and Safety induction when you start and an annual NHS fire training session which details further fire and safety instructions. Please ensure that when you start in the department that you have been given a tour of the building by your designated Fire Marshall.



Food

Staff are encouraged to use the Info Café area for all eating. There is a fridge in the staff kitchen. Tea, coffee, milk and sugar is provided by the department. A sandwich van which comes to front door of OCDEM at around 12.30 each day. In the main part of the hospital there is a canteen and a small sandwich bar (League of Friends).

Lockers

There are a small number of lockers available for staff use. Please contact Dennis Carter (Facility Officer) ext: 57209 if you require one.

Maintenance Issues

If you discover a problem with the building e.g. light bulb requires replacing please report it to Dennis Carter ext: 57209. If it is urgent and you can't get hold of Dennis please contact NHS estates (2)20600 or University Estates 278750. If you do contact estates directly please do advise the admin team so they can log the fault.

Departmental Committees

- Athena Swan Assessment Team
- BRC Diabetes Theme Meeting
- Clinical Research Unit User Group
- Patient Participation Group
- Fellowship committee
- GM Committee
- Graduate Studies
- Islet Cell Isolation/Transplantation
- Lab Managers
- Patient Participation Forum
- Radiation Committee
- RDM Management Board
- Safety Committee
- Senior Academic Faculty
- Scientific Committee

Further information on the Departmental Committees terms of reference and membership can be found at: <http://www.ocdem.ox.ac.uk/departamental-committees>

Oxford Centre for Diabetes, Endocrinology and Metabolism Meeting Rooms

The following rooms are available to be booked for meetings, conferences and lectures,

- Large Seminar Room (Second Floor)
- Small Seminar Room (Second Floor)
- Robert Turner Lecture Theatre (Second Floor). Available as a whole or in 3 sections, North, Middle and South End Lecture Theatre
- Walkway

Tables can be used for meetings.

In order to book one of the above rooms, you will need to use the room booking system at <http://www.ocdem.ox.ac.uk/staff>. To gain access to the room booking system please contact Dennis Carter dennis.carter@ocdem.ox.ac.uk.

Newsletter

The department produces a quarterly newsletter called OCDEMENSION. Previous copies can be found at <http://www.ocdem.ox.ac.uk/athena-swan>.

Personal Development Reviews

Personal Development Reviews (PDR) are conducted on an annual basis.

The PDR discussion enables staff to, review the progress they have made over the last year; discuss additional support they might need to undertake their work over the coming year, discuss their career plans and what support the department or central university can do to help fulfil those plans.

The HR Officer will advise when your PDR is due. The forms can be found at <http://www.ocdem.ox.ac.uk/personnel-forms>.

Probation

You will be required to undertake a mid and final probation. The OCDEM HR Assistant will contact you re information. Forms can also be found at <http://www.ocdem.ox.ac.uk/personnel-forms>.

Post

Post is collected daily from the OCDEM reception. Your group will have a post tray. Please ask a member of your group where this post tray is placed. Alternatively place your post in the blue box by the receptionist on the ground floor.

If posting internal mail write 'University Messenger'. External work related post should be clearly marked with a '13'.

The departmental group pigeon holes are located opposite the photocopier in the info café area. DTU have a general group pigeon hole here and individual staff ones within the DTU office area.



Photocopier/Shredding

The departmental photocopier is located in the info café area. Each group has its own access code. Please ask a team member for your relevant code. When printing to the machine it will reference 'Woozle'. The photocopier can also scan documents. DTU have their own photocopier which is in the DTU Documentation Room.

A guillotine and laminator is available in the OCDEM Admin Office.

The departmental shredder is located in the info café area next to the photocopier. DTU have their own shredder located in the DTU Documentation Room.

Showers

Showers are available for staff use and are located in the Hospital Main corridor on the ground floor, room G40.

Oxford Centre for Diabetes, Endocrinology and Metabolism

Staff Events

the department holds staff events and family friendly events, further information can be found <http://www.ocdem.ox.ac.uk/staff-events>.

Staff Telephone Numbers

Staff telephone numbers can be found at <http://www.ocdem.ox.ac.uk/personnel>.

To dial an outside line, dial 9 followed by the number. All OCDEM numbers start with 857 if you are dialling within OCDEM you can drop the 9.

Stationery

Each Research Group are responsible for the purchase of their own stationery.

For group arrangements please contact the relevant Principal Investigators Personal Assistant.

Weekly bulletin

A weekly bulletin is sent to staff detailing what has happened in the previous week, what is happening in the coming week and any other items of note.

If you have items to be included in this bulletin please email oracle@ocdem.ox.ac.uk

For More Information Contact

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