

# General Information

Last updated November 17

Nuffield Division of Clinical  
Laboratory Sciences

Factsheet 14

## Local information

### Access to NDCLS and security

You should wear your ID badge(s) at all times. For all sites, you will need a hospital ID badge. Official documents such as visitor undertaking forms or contracts will be required to obtain a hospital ID badge. A security letter may be necessary to obtain access to specific laboratories. Please contact the HR team if you require such letter.

Security is important on the hospital site and we would require that you behave in a responsible manner, ensuring that doors to the laboratories and NDCLS facilities are locked appropriately, should you be the last person to leave. May we also advise you to take great care to ensure your personal belongings are safe and that offices are locked when not in use.

### E-mail lists

NDCLS maintains a number of e-mail listings for circulating information to various groups or to every member of the Department. Information received from other University departments, or central administration, which might be of use is circulated via [ndcls\\_members](mailto:ndcls_members).

You will automatically be registered on the NDCLS members list. There is a separate list for graduate students. If you are not on a list and think you should be, please contact us by email ([admin@ndcls.ox.ac.uk](mailto:admin@ndcls.ox.ac.uk).)

## Post

Each group has a dedicated pigeonhole located in the main corridor, NDCLS, Level 4, Academic Block, JR2. Upon your arrival in the Department, your supervisor will be able to clarify which pigeonhole you should use. For arrangements regarding post collection and delivery, please contact [admin@ndcls.ox.ac.uk](mailto:admin@ndcls.ox.ac.uk). University Messenger service is used for all university related post. We have also available courier service (usually R.M. Courier), which can be arranged with Denise East as and when needed.

## Banking facilities

There are Link cash machines on Level 2 of the main JR Hospital and Level LG2 of the West Wing. Paying-in and other facilities are available at the various branches in Headington.

## Where to eat

Places to eat on site include canteens on level 3, JR2 and level 2, Children's Hospital, the Postgraduate Centre on level 3, JR2, Pret a Manger West Wing and M&S Cafeteria on level 2, JR main entrance.



## Key people

### Head of NDCLS

Professor Alison Banham  
PA: Jo Lavender

### Lead Administrator

Dr Mark Evans

### NDCLS PIs

Prof Alison Banham  
Prof Jacqueline Boulwood  
Prof Deborah Gill  
Associate Prof Steve Hyde  
Dr Xu Yu Jin  
Prof David Kerr  
Prof Francesco Pezzella  
Prof Dave Roberts  
Prof Suzanne Watt

### Clinical Tutor

Dr Deborah Hay

### Academic Clinical Lecturers

Dr Andrew Brent  
Dr Jennifer Brown  
Dr Richard Colling  
Dr Hanif Esmail  
Dr Noemi Roy

### Head of Radcliffe

### Department of Medicine

Prof Hugh Watkins

### **Reprographic facilities in NDCLS**

The Medical Informatics Unit (MIU) provides a range of services to both members of the University and commercial and private customers.

Production services include poster production and printing, typesetting, image scanning (repro. quality), image retouching, illustration, printing (short run digital printing and larger run litho printing, high quality inkjet printing, perfect binding, saddle stitching and lamination (matt and gloss to 900 mm wide).

Research Services include digital photomicroscopy and analysis.

Main Contact: 01865 222746  
([miu@ndcls.ox.ac.uk](mailto:miu@ndcls.ox.ac.uk)).

### **Recruitment**

If you plan to recruit to a new post or to employ a new member of staff, then please discuss with the HR team at the earliest opportunity, and certainly before any commitments are entered into. A recruitment order form will need to be submitted to the [HR team](#).

All relevant documents are available [here](#).

For casual and agency arrangements, please liaise with HR prior to making any commitments.

### **Security Checks**

Due to the nature of NDCLS' site (within NHS premises), we are required to facilitate security checks such as Disclosure Scotland. This will usually be processed at the offer stage of your appointment. The [HR team](#) will assist you in this process.

### **Probation**

The purpose of the probationary period is to ensure that a postholder taking up a new appointment is, within a reasonable period of time, able to gain a full understanding of the requirements of the post and to achieve a satisfactory level of performance. Midway through your probation, HR will liaise with your supervisor to monitor progress and facilitate support if needed. Towards the end of probation, you will attend a formal review with your supervisor, following which HR will confirm your appointment on satisfactory completion of the probationary period.

### **Personal Development Review (PDR)**

In 2007, Personnel Committee agreed a set of principles for the introduction of personal

development review for university support and academic-related staff. PDR is an annual scheme supported by the Oxford Learning Institute. You will be prompted by your supervisor to complete a PDR form downloadable [here](#).

### **Useful links**

[Cancer Research UK](#) funds research, education and public campaigns.

[Leukaemia and Lymphoma Research Fund](#) funds projects and programme on blood cancers.

[NHSBT](#) funds research projects and programmes in stem cells and immunotherapy.

[Oxford Biomedical Research Centre](#) funds research topics promoting a partnership between the University of Oxford and Oxford University Hospitals, funded by the National Institute for Health Research.

The Oxford University Hospitals NHS Trust [R&D Department](#) supports and facilitates researchers to undertake high quality research, and to provide research governance

### **For more information contact**

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University of Oxford, John Radcliffe Hospital

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Tel: 01865 220 078 fax: 01865 228 980

Website: [www.rdm.ox.ac.uk/about/our-divisions/nuffield-division-of-clinical-laboratory-sciences](http://www.rdm.ox.ac.uk/about/our-divisions/nuffield-division-of-clinical-laboratory-sciences)