

OCDEM BULLETIN



FOR UNIVERSITY STAFF

WEEK COMMENCING 18 JUNE 2018

ISSUE NO 143



Congratulations to Fredrik Karpe who has received funding from the MRC for his project **Pregnancy Interventions In Mothers Relating to Diabetes In Asian India and Low-income countries (The PRIMORDIAL Study)**

SEMINARS

WEDNESDAY SEMINAR

There is no Wednesday Seminar this week

Friday Seminar

There is no Friday seminar this week

MEDICAL GRAND ROUNDS

Thursday 21 June from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

Surgery: "Kili or cure? High altitude hazards", Mr Richard Guy ,Dr Tim Betts and Dr David Holdsworth

Chair: Prof Chris Conlon

STANDBY GENERATOR TESTS



June'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	21 st June	10.00 – 12.00	OCDEM Server Room/Ward 7
Friday	22 nd June	08.00 – 10.00	OCDEM Main Building

Dates for the Standby Generator Tests for 2018 can be found on the OCDEM Staff Pages

<http://www.ocdem.ox.ac.uk/planned-maintenance>



Oxford Metabolic Health

~ *Inaugural Symposium* ~

**Monday 2 July 2018, Richard Doll
Building, Old Road Campus**

Don't miss a day of talks, posters
and networking, showcasing
Oxford's breadth and strengths
in metabolism and health
research

Topics covered include diabetes,
obesity, cohorts, digital health,
the interface between the
immune system and metabolism,
and much more

Speakers include: Cecilia Lindgren (BDI), James McCullagh
(Chemistry), Damian Tyler (DPAG) and Fiona
Powrie (Kennedy Institute)

Keynote address from Sir Steve O'Rahilly (Cambridge)

*Submit your abstract for poster presentation by 11 June
and a chance to be selected for an oral presentation*

Register at <https://www.medsci.ox.ac.uk/omh> by 15 June
For more information contact jane.itzhaki@medsci.ox.ac.uk



BENEFITS

STAFF DISCOUNT

New Theatre: £5 ticket offer

The New Theatre is offering staff and students a £5 ticket, including a drink* for Hairspray.

HOW TO BOOK

To book £5 ticket and drink* for either performance, visit the box office on George Street.

No fees apply when booking in person at the box office.

Tickets can also be booked via <http://www.atgtickets.com/venues/new-theatre-oxford/> or by calling 0844 871 3020 – but will be subject to a per ticket booking fee plus transaction fee (calls cost up to 7p per minute).

Quote the relevant promo code at time of booking, shown below:

- [Hairspray](#) on Monday, 18 June: quote **EDNA5** when booking. This offer is only valid for the 7.30pm performance.

*A glass of house wine (175ml), a house spirit and mixer or a soft drink

GENERAL DATA PROTECTION REGULATION (GDPR)

Individual Rights

Your rights under the General Data Protection Regulation

Under the General Data Protection Regulation (GDPR), which came into effect on 25 May 2018, you have the following rights in relation to the information that we hold about you (your 'personal data').

- **The right to request access to your data** (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **The right to request correction of your data.** This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- **The right to request erasure of your data.** This enables you to ask us to delete or remove your data in certain circumstances for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **The right to object to the processing** of your data, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
- **The right to request that the processing of your data is restricted.** This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer of your data to another party**

Further information on these rights is available from the [Information Commissioner's Office](#).



WORK TRAVEL INSURANCE

If you travel abroad for work you need to be aware of a new online process for applying for travel insurance and registering your travel details.

The new insurance application will be made available over June and July and will route all submitted applications with supporting documentation for departmental authorisation. It should also be used to register travel details.

This will enable travellers to be contacted and provided with support by the University in the event of any crisis.

The online application will be accessible from the University's travel insurance website.

Check www.admin.ox.ac.uk/finance/insurance/travel for updates.

Roadshows are scheduled to provide in-depth information for staff members responsible for processing and authorising travel insurance applications.

For more information contact TIRS.Project@admin.ox.ac.uk

TRAINING



Does your research paper or departmental web site/newsletter need eye-catching images or illustrations?

We have expert-led workshops to get you started and allow you to bring resources so you can work on your own projects during the session. We provide all computers and software, but if you have the correct software installed on your laptop you can bring this to the workshop.

Images: Effective workflows (Adobe Photoshop and Gimp)

Staff £30/Students £15

This workshop is for anyone wishing to learn how to manipulate and optimise images. It is taught using Adobe Photoshop and Gimp and is suitable for Windows and Mac users.

The workshop objectives are to:

- Correct and improve images
- Use the model workflow
- Select appropriate software
- Prepare images for documents and presentations
- Optimise images for the web

- Understand good working practices

21/06/2018 - 14:00-16:00

[Book and pay](#)

[Illustrations: Effective workflows \(Adobe Illustrator and Inkscape\)](#)

Staff £30/Students £15

This workshop is for anyone who need to produce logos and technical illustrations. It is taught using Adobe Illustrator and Inkscape and is suitable for Windows and Mac users.

The workshop objectives are to:

- Create a simple graphic or logo
- Image trace
- Create a page layout
- Experiment with data visualisation
- Work with text
- Understand good working practices

19/06/2018 - 14:00-17:00

[Book and pay](#)

Need to improve your spreadsheet skills? Sign up to one with our short, focused courses:

[Spreadsheets: Good practice with charts](#)

[Spreadsheets: Good practice with lookups](#)

[Spreadsheets: Good practice with pivot tables](#)

Interested? Details of each course are below.

Spreadsheets: Good practice with charts- *for those who would like to expand and improve their chart skills*

Do you need to include graphs in a report or a research paper and want to understand the principles of data visualisation as well as the mechanics of producing charts? This session provides guidance on which charts to use in both administrative and research situations and how to use them to convey messages clearly and effectively.

Course objectives

- Gain an understanding of the mechanics of creating charts in Excel
- Understand principles of data visualisation
- Discover which charts are appropriate for various types of data
- Become familiar with effective chart formats for research papers and printed reports

21/06/2018 - 09:15-11:15

Staff £20/Students £10

[Book and pay](#)

Spreadsheets: Good practice with lookups - *for those who would like to expand and improve their data analysis skills*

Do you need to perform calculations with, or select information from, a table of data in Excel? This session shows you how to specify criteria and use Excel's lookup functions to retrieve only the results that you need from spreadsheet tables of any size.

Use criteria to focus calculations only on the data in a table that you are interested in

- Become familiar with Excel's lookup functions (COUNTIF, VLOOKUP, MATCH and INDEX)
- Gain an understanding of how table layout can affect your choice and use of lookup functions
- Discover how to combine lookup functions for more powerful searches

21/06/2018 - 11:30-13:00

Staff £15 / Students £7.50

[Book and pay](#)

Spreadsheets: Good practice with pivot tables- *this is an advanced course and you should be a confident user of Excel*

PivotTables work with different types of large data sets to create summaries. This session will show you how to produce reports, slicers, calculated fields as well as grouped and sorted data.

- Create Pivot Tables from different lists of data
- Group data
- Create Pivot Reports
- Create Slicers to filter data
- Create calculated fields and calculated items

20/06/2018 - 09:15-11:15

Staff £20/Students £10

[Book and pay](#)

Parent/Carers Group
Next session
Tuesday 17 July 2018 at 10.00am

Do you have questions or want to share information/experiences with fellow parents/carers?

The parent/carers group is a useful way for staff to share tips and advice. All staff are welcome to attend.

10:00am
Large Seminar Room

To sign up contact
ocdem.personnel@ndm.ox.ac.uk



No parking of bikes in bottom floor corridor



Please use the designated back racks outside

I have agreed with NHS Estates this is not an adequate space for bike storage. Fredrik Karpe, Head of OCDEM