

OCDEM BULLETIN



FOR UNIVERSITY STAFF

WEEK COMMENCING 8 April 2019

ISSUE NO 182

SEMINARS

WEDNESDAY – NO SEMINAR THIS WEEK

FRIDAY – NO SEMINAR THIS WEEK

MEDICAL GRAND ROUNDS – NO SEMINAR THIS WEEK



TO OUR NEW STAFF!

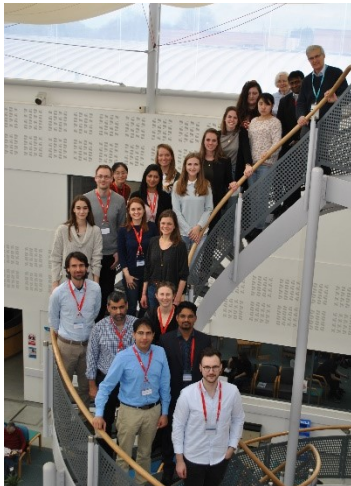


Robert Van Rensburg has joined the OCDEM Admin Team as Finance/Facilities Officer. He will be taking over Den's duties when Den retires in July.



Skirmante Tamelyte PA to Professor Anna Gloyn and Professor Mark McCarthy has taken up a position in the Hague.

EASD ROBERT TURNER COURSE



Last week the department hosted the annual EASD Robert Turner course. This course allows young physicians to become familiar with major theoretical and practical aspects of clinical research and consists of lectures as well as interactive sessions. A big thank you to Dr Anne Clark who is one the major organisers of this event along with Mara Hata of the EASD



HEALTH AND WELLBEING

YOGA IN THE WORK PLACE:

Dru Yoga with Louise: The aim of **Dru Yoga** is simple, to help relieve the enormous stresses and pressures of modern-day living. It is designed to be practised by people of all abilities, all fitness levels and all age groups, it is a style of yoga that can be quickly dipped into or learnt in more depth over a lifetime.

Core stability is an important part of yoga, a strong core will help to protect the back against injury, please watch this excellent 3D video (3 minutes) on core stability, it really helps you to understand where your core muscles are and how to activate them:

<https://www.youtube.com/watch?v=l0v2TYb2ZXY>

Please bring a mat to these classes as I will be introducing some postures where we will sit or lie on the floor.

13.00-14.00 Robert Turner Lecture Theatre

April: - Tuesdays 9th, 16th, 23rd & 30th



MISCELLANEOUS EXPENSES

All University expenses should be in line with the four principles:



Value for money is achieved.

- It is not possible and/or practical for the University to pay directly.
- The individual does not receive a personal benefit and costs incurred are for business purposes only.
- Only actual and evidenced costs are reclaimed.

The University may reimburse other expenses costs relevant to undertaking University business.

Important note

For expense claims to be processed quickly, it is important that sufficient evidence (receipts, or other proof of purchase) is attached AND properly recorded on the expense claim.



What is claimable

Below is a summary of other common expenses incurred by University personnel. Please speak to your departmental finance team for further advice before incurring any spend.

Training and Conferences



Where possible, training and conferences should be paid for in advance by the University. If this is not possible, costs can be claimed with departmental agreement. Training and conferences should be relevant to and support your role in the University.

Membership Fees



Fees for membership(s) relevant to your work can be claimed. Please note that if they are not on [HMRC's list of approved professional bodies](#), HMRC will consider this membership as a taxable benefit, therefore and tax and National Insurance may be charged.

Note: If departments take out organisation subscriptions, they must be in the name of the University i.e. a job title NOT a named individual.

Communication Costs

Business use of a personal device will only be refunded if an itemised bill is provided with the relevant costs identified. This includes overseas data bundles.

Note: All University devices must be paid for by the department and remain the property of the University. Phone hardware and associated costs should not be refunded via the expenses process.

Eyesight Costs



Arrangements have been made with certain opticians in Oxford who can provide eye tests for users of display screen equipment. Most will submit an invoice so a purchase order should be requested in advance. Otherwise relevant costs can be claimed in line with the [Health and Safety Policy](#) through approved University opticians.

Childcare Costs

Additional costs, surplus to existing childcare costs, may be claimed whilst undertaking training or attending a conference with departmental approval, but not whilst in the performance of regular duties.

Sundry Costs

Occasionally, it will be most expedient to purchase low value computer accessories and office supplies directly (e.g. a charging cable while travelling) and reclaim via expenses.

Gifts

From time to time it may be appropriate to give gifts. For example, it may be culturally expected that an official gift is given to non-staff members, or departments may consider it appropriate to give a small gift to staff. Please note that any gift may be considered taxable.



The costs of gifts can only be claimed if they are:

- not in return for service(s);
- not money or vouchers;
- in line with the Gifts and Hospitality Policy;
- trivial;
- not regularly occurring.

Note: *Members of the University must act, and be seen to act, at all times in a manner that is fair, impartial and without favouritism or bias. Reference should also be made to the [Anti-Bribery Policy](#) and the [Gifts and Hospitality Policy](#).*

So what is *not* claimable?

The following costs should not be claimed;



1. **Clothing** - where required, the University will issue appropriate uniforms or workwear including protective clothing.
2. **IT equipment** must be purchased by your department, including:
 - hardware (e.g. monitors, laptops, tablets); and
 - software including:
 - Smartphone apps
 - Cloud storage
 - Other (e.g. operating systems, analytical programmes).

Note: *All hardware or software is the property of the University.*

3. **Medical examinations** - where the University requires individuals to undergo health checks or screening, it will make all necessary arrangements directly with the medical practitioner and pay directly all costs incurred.

4. **Credit card costs** – penalty charges or late payment fees will not be refunded if you use your personal credit card.



CHANGES COMING TO UNIVERSITY PAYSLEIPS

New legislation will come into force on 6 April 2019 requiring all employers across the UK to provide payslips to all workers in their organisation, and to show hours and pay on payslips where the pay varies by the amount of time worked. These changes come as a result of the government's response to the Taylor Review of Modern Working Practices.

At the University, these changes will mainly affect variable hours staff and casual staff, but other groups, such as those in receipt of payments for overtime, may also be affected.

Salaried employees whose pay does not vary by the number of hours worked will not be affected by these changes, but they may see a cosmetic change to their payslip.

The changes will be implemented in the first full pay period after the legislation is introduced, i.e. May 2019, although some staff may see changes to their payslips sooner.

For further information about your payslip, please visit the 'Understanding your online payslip' guide, which can be downloaded from the [HR Self-Service website](#).

If you have questions, please get in touch with ocdem.personnel@ndm.ox.ac.uk

OXBRIDGE ACCESS EVENT - ASSISTANCE SOUGHT

My name is James Bedford and I am in charge of an Oxbridge Access event that we run here at Harrow School in collaboration with Twyford C of E Academies Trust. We are seeking the assistance of a **Postdoc or PhD student** to help with Medicine

The event in question – *Lumina* (<http://www.luminacourse.org.uk/>) is a free three-day summer school for potential Oxbridge applicants from the maintained sector at the end of Year 12. The programme includes talks from Oxbridge admissions tutors, masterclass tutorials, lectures, and amongst other activities. In 2019, *Lumina* will be held from Monday 1st July to Wednesday 3rd July and we expect about 200 pupils to attend overall.

Much of the programme on Tuesday 2nd July and Wednesday 3rd July is dedicated to pupils receiving tutorials and mock interviews in their subjects of interest, and it is here that we are seeking assistance as we are short of a Medicine tutor or two. **The time commitment** is not terribly onerous, comprising **just a few hours on Tuesday 2nd and/or Wednesday 3rd**. Those who have helped in previous years have found the opportunity to engage with motivated and enthusiastic students from different backgrounds very rewarding, but **there is also token remuneration** to thank tutors for their involvement.

With many thanks indeed for anything you are able to do.

Best wishes,

James



Study to help develop TB Vaccines in Healthy Adults

Are you aged 18-50, in good health, and have never received the BCG vaccine? If so, you may be eligible to take part in our BCG challenge study to help develop TB vaccines.

The trial involves 9 visits over approximately 6 months.

Participants are reimbursed for their time and travel from £685 to £725.

More details about the study can be found at:

Or scan this code for more information:

<https://www.jenner.ac.uk/tb043>

vaccinetrials@ndm.ox.ac.uk

01865 611424

