

OCDEM BULLETIN



FOR UNIVERSITY STAFF

WEEK COMMENCING 5 NOVEMBER 2018

ISSUE NO 163

SEMINARS

There is no Wednesday Seminar this week.

Friday Seminar

This week's Friday seminar organised by the OCDEM Senior Academic Faculty will be a talk on "Partitioned genetic risk scores for type 2 diabetes reveal differential effects on mechanism, phenotype, and disease course" by Dr Anubha Mahajan.

MEDICAL GRAND ROUNDS



Thursday 9 November from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

Acute General Medicine Firm A: Dr Bahram Jafar-Mohammadi

WIMM: "Flicking the switch: developing potential new therapies for severe alpha-thalassaemia",

Chair: Prof Chris Conlon



APPRENTICE BUSINESS ADMINISTRATOR

Apprentice Grade 1: £17,079 p.a. (salary progression through successful completion of programme)

You will work as an Apprentice Business Administrator within the Oxford Centre for Diabetes Endocrinology and Metabolism (OCDEM) friendly and supportive team, providing clerical and administrative support to our Professors within the Department.

You will have an interest in, and aptitude for all aspects of office administration. You will learn to provide support to our Professors and their teams, in the areas of diary management, event organisation, communications, training courses, recruitment and more.

This is a unique opportunity for an enthusiastic and driven individual keen to gain practical administrative experience within a fast-paced and successful team. You will be allocated a primary set of duties (see below) and as your skills develop, there will be an opportunity to widen your skills, or focus on specific areas.

The role is an excellent opportunity for someone who is interested in performing a diverse set of activities, someone who is capable of working at an efficient and fast pace, and willing to learn all aspects of a this admin role.

Becoming an Apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. For more information visit: www.apprenticeships.ox.ac.uk

The position is full-time and fixed-term for 18 months in the first instance.

Please quote reference 137540 on all correspondence. You will be required to upload a CV and supporting statement as part of your online application.

Please apply via the [apprenticeship website](#)

Only applications received by 12.00 midday on 8 November 2018 can be considered.



PERSONAL ASSISTANT

Grade 4: £22,017 - £25,482 p.a.

A highly motivated and extremely well organised PA is required to provide administrative support in the Oxford Centre for Diabetes and Endocrinology (OCDEM) department based at the Churchill Hospital. The PA will support the Head of Department Professor Karpe and Professor Rorsman's research groups in OCDEM. The successful applicant will be an integral component of the internationally renowned teams and play an important role in the smooth running of day to day operations for the research groups. This post is an exciting opportunity for someone who is keen to work in a varied support role within a research environment.

The successful applicant will have experience of working with confidential matters. Candidates should demonstrate an ability to manage and prioritise a varied and busy workload. They should also have excellent knowledge and experience of Microsoft Office applications. It is essential that the postholder has a high standard of numeracy.

The post is full-time and funded for 3 years in the first instance. Please quote 137720 in all correspondence.

The closing date for this post is 12.00 midday on 14 November 2018.



Apprentice HR Administrator

Apprentice Grade 1: £17,079 p.a. (salary progression through successful completion of programme)

You will work as an Apprentice HR Administrator within the Oxford Centre for Diabetes Endocrinology and Metabolism (OCDEM) friendly and supportive team, providing HR support to the department.

You will have an interest in, and aptitude for all aspects of HR administration. You will learn to carry out the key aspects of the recruitment process and develop a practical understanding of the employee lifecycle.

This is a unique opportunity for an enthusiastic and driven individual keen to gain practical HR administrative experience within a fast-paced and successful team. You will be allocated a primary set of duties (see job description) and as your skills develop, there will be an opportunity to widen your skills, or focus on specific areas.

The role is an excellent opportunity for someone who is interested in performing a diverse set of activities, someone who is capable of working at an efficient and fast pace, and willing to learn all aspects of this role.

Becoming an Apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. For more information, visit:
www.apprenticeships.ox.ac.uk.

The position is full-time and fixed-term for 18 months in the first instance.

Please quote reference 137740 on all correspondence. You will be required to upload a CV and supporting statement as part of your online application.

Please apply via the apprenticeship website [1](#)

Only applications received by 12.00 midday on 19 November 2018 can be considered.



TRAINING

Referencing: EndNote - Quick start

A first look at EndNote - a tool for storing and managing references and creating bibliographies. Learn to download references from online databases and organise them in a library. Discover how EndNote and Word work together to save you time: you can cite items from your library, then EndNote automatically manages the layout and appearance of your citations and bibliography.

For both PC and MAC users.

Friday 16 November 09:15-11:15 [Book and pay PC](#) / [Book and pay MAC](#)

Wednesday 21 November 14:00-16:00 [Book and pay PC](#)

Staff £20/Students £10

Referencing: EndNote - Designing citations and bibliographies

A strength of the EndNote app is the ability to devise your own output styles, and to control the behaviour of citations, footnotes and bibliographies. Learn how to adapt the output styles provided, so that your citations behave the way you require for your document. Appreciate the range of features that you can use to control the appearance of your documents. We want you to spend less time fighting with your bibliographies and more time thinking about your research!

Note: This course is designed to follow the Quick Start course, so it assumes that you are already familiar with collecting references in an EndNote library and inserting citations in a document.

For both PC and MAC users.

Wednesday 14 November - 14:00-16:00 [Book and pay PC](#) / [Book and pay MAC](#)

Staff £20/Students £10

Referencing: EndNote - Managing your research reading

If you need to get your research reading properly organised, collecting papers and references and citing them in your own work, then a reference management app is what you need. Once you have an EndNote library set up, learn how to keep it well organised. Before your PDFs and references get in a muddle, annotate them and arrange them into groups that support your research. Integrate EndNote desktop with a synced EndNote Online account, for work-anywhere flexibility.

Note: This course is designed to follow the Quick Start course, so it assumes that you are already familiar with collecting references in an EndNote library.

For both PC and MAC users.

Wednesday 7 November - 14:00-16:00 Book and pay [Book and pay PC](#) / [Book and pay MAC](#)

Staff £20/Students £10

OCDEM CHRISTMAS RAFFLE



Den has already been extremely busy organising raffle prizes for the annual OCDEM Christmas Raffle. As this will be his last year organising it he is determined it is going to be the best one yet.... He has already managed to acquire an **IPAD Pro 10.5" 256GB** as the star prize. Other prizes already include; **Amazon Echo Dot, Digital Camera Bundle, £25 Seven Stars Voucher, £20 Amazon Voucher, Voucher for doughnuts, Bottle of Prosecco, Bottle of Whiskey.** If you would like to donate a prize to the raffle then please contact Den as all donations would be much appreciated. **Tickets are on sale now from Karen Parish at 75p each or £3 for a strip of 5 tickets**

FAREWELL TO SAM PEARCE



Last Wednesday staff bid Sam Pearce a fond farewell as she has taken up the position of Executive Assistant to the Principal in Wykham Park Academy Banbury. Thanks to everyone who contributed to her collection.

NEW STAFF DISCOUNT FOR PICKMEUP BUS

The Environmental Sustainability team and Oxford Bus Company are re-launching the staff discount scheme for the PickMeUp minibus service – this will now give each user a limited number of free journeys rather than a small discount on many of them.

The current discount scheme, which gives staff £1 off each trip, will end on 8 November and be replaced by a new one starting on 9 November in which everyone gets £10 of credit. Each journey normally costs £2.50, so for most users this will buy four free trips.

To take advantage of the offer, download the [PickMeUp App](#) – available in iOS and Android versions – and enter the promo code **oxuni18x4**. Tell the app where you are and where you want to go, and it will tell you where to wait. You will also need to show your University staff ID card when boarding. The offer will be open for three months or until the funding the University has provided runs out, whichever is sooner.

Most trips within the [area the service covers](#) cost £2.50, but the price doubles if users book it to travel along a route that is already served by an Oxford Bus Company bus service. Trips between 9pm and midnight on Saturdays cost an extra £1.

PickMeUp has also recently extended its operating hours. The service runs 6am to 11pm during the week, 7am to midnight on Saturdays and 9am to 9pm on Sundays and Bank holidays.

For more information visit the [PickMeUp section](#) of the Oxford Bus Company website.

CHRISTMAS FAIR



This year's popular Christmas Fair at the Oxford Botanic Garden, takes place on Saturday 1 December (10am to 6pm) and Sunday 2 December (10am to 4pm).

Visit the warm and festive marquee laded with beautiful handcrafted gifts and stocking fillers, or stroll around the prettily lit garden and enjoy artisan street foods and warming drinks.

Enter the citrus-scented conservatory to refuel on mulled wine and mince pies or try something on offer from the Oxford Artisan Distillery (TOAD) including hot TOAD toddies and Physic Gin.

Looking for gifts? step into the splendour of the Herbarium Room, hung with botanical prints, and choose from a selection of books, Christmas cards and gifts for all ages – selected from the Ashmolean and Bodleian collections. Browse the Oxford Botanic Garden shop for a diverse range of goods including Botanic Garden Christmas wreaths – or make your own decorations at the Christmas-themed family craft activities.

There's live festive music on offer too. On Saturday, the fair is host to the *City of Oxford Silver Band* from 11am to 1pm and *Horns of Plenty* from 2pm to 4pm. Sunday's melodies are courtesy of *Cry Havoc* from 12 noon to 1.30pm.

Tickets are £5 each, children under 16 enter for free. Concessions are £3.50 each (University staff, students and Friends of the Oxford Garden and Arboretum) – don't forget to take your ID card.

More information is available [here](#)



Health Improvement Advice Centre

Issue 19—Autumn 2018

The Autumn edition of the [Here for Health](#) newsletter comes at a very exciting and busy time for us.

Firstly we would like to welcome Lucy McMichael (pictured) who will be joining us on 5th November. Lucy is joining us on a 6 month fixed term post as a Health Promotion Practitioner and will be based at the Horton General Hospital. We will be working hard to extend this duration and to establish our team as a valued health improvement service at the Horton. Lucy has an MSc in Health Psychology and her warmth and passion for health promotion really shone through at interview. Her addition to our team will enable us to extend our services to support OUH staff and patients in the north of the County thus enabling improved reach and accessibility of our service. See section at the end for more details.



Sugar Smart

The team was honored to be tasked with holding a promotional stand in celebration of OUH receiving a Golden Teaspoon Award for their efforts to help people become more sugar smart.

As part of the Government's childhood obesity plan, Public Health England launched a sugar reduction and wider reformulation programme. In response to this, OUH in partnership with [Good Food Oxford](#) worked with retailers across the Trust to reduce the availability of sugar-sweetened drinks. The Trust received the coveted award at a ceremony at Oxford Town Hall on 26th October.



On Thursday 27th September, The [Here for Health](#) Team in partnership with [Occupational Health and Wellbeing](#), [Community Dental Services](#) and [Good Food Oxford](#) held an all-day event involving interactive activities, posters and leaflets raising awareness about the role of sugar in our diets and encouraging people to think about their lifestyles and health more positively. The Trusts Public Health Lead, Ivor Byren and representatives from Oxfordshire County Council joined the event.



The event was featured on BBC Radio Oxford, in the Oxford Mail and on ITV Meridian News in relation to this event.

Training Opportunities

Enabled by our involvement in the Risky Behaviours CQUIN we are organising and delivering a variety of training and awareness sessions to build OUH staff knowledge, skills and confidence in having health and wellbeing conversations and in the effective use of brief advice for the risky behaviours of alcohol and tobacco usage. This includes updates on services that can be signposted or referred to for on-going support. Feedback from sessions so far has been extremely positive with comments such as;

"Really helpful training; simple but very effective."

"Great session. Very useful information that I suspect I will use on a regular basis. Very well presented. Thank you."

"Loved this course - brilliant - thank you. Looking forward to using my new found knowledge in my role."

We are now able to offer refresher training for smoking cessation advisers on the following dates:


- 12th November 2018 - 1100-1230 GPEC Seminar Room 2B
- 10th December 2018 - 1100-1230 GPEC Seminar Room 2A
- 21st January 2019 - 1100-1230 GPEC Seminar Room 2B

If you are interested in booking onto any of our sessions or in learning more about what we can offer please contact us at hereforhealth@ouh.nhs.uk or telephone 01865 221429.

Training in brief advice for alcohol and tobacco is also available on the OUH elms under alcohol and tobacco.

Recent Activities and Developments at Here for Health

The 'Here for Health' team has been very busy at various events in the last quarter.

- In August we supported Ma Hong and the *Dermatology Department* in a promotion stand highlighting the importance of protecting the skin from sun exposure and raising awareness about how to prevent skin cancer.
- In September, we ran a 'Do you know your heart age?' stand which proved to be very popular. Patients, staff and visitors attended the stand to measure their blood pressure, BMI and complete the online test to find out what they could do to reduce their risk of having a heart attack or stroke. 
- October was a very busy month with national campaigns including *Stoptober* and *Go Sober October*. In addition to supporting *SmokefreeLife Oxfordshire* in their pop-up stand at the JR, we also held stands in partnership with *Achieve – Weight Loss Oxfordshire* and *Community Dental Services* highlighting the impact of lifestyle behaviours on health outcomes. Our stands with The *Humming Bird Centre* and *Bosom friends* focused more on the therapeutic side of health promotion providing literature and information about services to support people living with cancer.
- **Here for Health** enjoyed having a presence at various external events promoting healthy living and building networks. Events have included a promotional stand at an *Age UK* event in Witney, a presentation at the *Men's Health Patient Forum* in Wallingford. And at the end of November, we will be delivering a workshop about healthy eating and hosting a promotion stand in support of the *Carers Oxfordshire 'Caring Matters'* Conference in Oxford.
- The **Here for Health** Team continues to have a bi-monthly slot on Radio Cherwell, sharing key messages from topical campaigns and new developments with listeners; Our weekly pop-up stands on Thursday mornings in the main corridor at the JR are always popular and provide opportunity for people to find out their blood pressure and engage in discussions about healthy lifestyles.
- We are now working in close partnership with the new OUH **Alcohol Care Team (ACT)**. This is a nurse led service for **inpatients** across all four OUH sites. Their aim is to reduce hospital admissions and prevent ill health related to alcohol use. Vikki Reeves and Michelle Layton can be contacted via email at alcoholcareteam@ouh.nhs.uk. **Here for Health** are still the team to refer to for all outpatients. We very much look forward to the development of a strong and effective partnership with the ACT for the benefit of future patients.

Here for Health at the Horton

Do you or a patient need support with...

- ◆ Losing Weight?
- ◆ Stopping Smoking?
- ◆ Modifying alcohol intake?
- ◆ Being more active?
- ◆ Eating more healthily?
- ◆ Accessing healthy living community services?

Refer them to Health for health at the Horton for one-to-one, tailored information and support, including referrals to FREE community services.

Based in the Outpatients department – Monday-Thursday 0930-1500

- ◆ Drop in
- ◆ Email: hereforhealth@ouh.nhs.uk
- ◆ Or refer in PowerChart to 'Health and Wellbeing'

It is essential that we continue to strengthen our relationships with hospital and community services. If you know of a service that would benefit from linking with us, or you would like to update **Here for Health** about changes to your service please contact us at:

hereforhealth@ouh.nhs.uk or telephone 01865 221429.

Emma, Kate, Natasha and Lucy appreciate your continued support.

