



## FOR UNIVERSITY STAFF

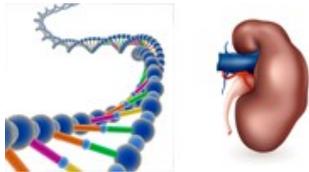
WEEK COMMENCING DECEMBER 2018

ISSUE NO 167

### SEMINARS

There is no Wednesday or Friday seminars this week

### MEDICAL GRAND ROUNDS



Thursday 7 December from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

**Renal:** "OUCAGS and clinical academic training in the UK", Prof Chris Pugh

Chair: Prof Freddie Hamdy

## ONCE UPON A TIME



Santa's Elves appear to have been in the building over the weekend and transformed the Info Café Area to "Once Upon A Time". We hope that you like it.

A big thank you to Rachel Mullins who is the brains behind the theme, Paul her husband who has now totally got into the spirit of "A Team" decorating, Karen Parish aka Peanut who is following in Rachels footsteps with her artistic touches even if she did manage to put the



wrong lights on the Christmas tree again this year!!!. Thanks to Charlotte Kelly who was the "sticky lady" doing all the doublesided tape on the gingerbread house and to Sandy Humphreys who came out of retirement on Saturday and joined in the spirit of things and was a great help sorting out the Giant. Thanks to Den who has had to put up with all the orders for things to be printed over the last few months.

If you have not already entered the OCDEM Best Decorated Office competition on Wednesday 12<sup>th</sup> December we hope that the Info Café area has given you some inspiration so last minute entries will be taken by Karen Parish today. Get those thinking caps on....

### **OCDEM RAFFLE**

If you have not bought your raffle tickets for the OCDEM raffle or would like to buy more then please see Karen Parish. Tickets 75p each or £3 for a strip. This years raffle is the biggest raffle we have ever had and we still cannot believe the prizes we have. Below are just some of the prizes:

iPad Pro 10.5" 256GB

Hotel Chocolat hamper (£500)

Amazon Echo Dot

£50 Amazon Voucher

£50 M&S Voucher

£20 Amazon Voucher

Digital Camera Bundle

£25 Voucher for The Seven Stars

Voucher for Doughnuts

There was great excitement when the Tom Clague arrived with the Hotel Chocolat Hamper.....

## LETTERS TO SANTA CLAUS



The OCDEM Christmas Postbox is now situated in the Info Café Area. Santa and his elves are very busy this time of the year and therefore letters to Santa must be received by Saturday 8<sup>th</sup> December to allow Santa time to reply.



## CHRISTMAS DEADLINES 2018 – THIS WEEKS DEADLINE - REMINDER

In order to meet the dates set by the University Finance Division the following are the internal OCDEM deadlines for Christmas.

### WEDNESDAY 5<sup>TH</sup> DECEMBER

Any **expense claims and payment requests** must be with Karen Parish by lunchtime on Wednesday 5<sup>th</sup> December in order to make the final payment run for 2018 which will be on Monday 17<sup>th</sup> December.



### TRAINING

#### Referencing: EndNote - Start to finish

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. “Start To Finish” is an immersive boot-camp, where you will discover how EndNote and Word work together to save you time. You will explore how to set up a workflow that suits you for collecting references, and how to keep your growing library helpfully organised. We want you to spend less time fighting with your papers and more time thinking about your research!

This workshop brings together the same topics covered in the separate Referencing courses from this series, in an immersive 1-day course. When you sign up for a Start to Finish, we expect you to attend for the full duration of the course.

12 December 09:15 - 16:15 [Book and pay](#)

Staff £60/Students £30



OCDEM Christmas Festivities  
Wednesday 12th December 2018

10.00-11.00 Judging 'Best Dressed Office'

12.00 'Bring a Plate' lunch

13.00 Quiz Hosted by Matt Neville and Katharine Owen

Food List available in the kitchen



## **Alcohol at Staff Events**

Last year there were a small number of incidents of inappropriate behaviour at staff social events where individuals had consumed alcohol. Such incidents are distressing for those involved, have a negative impact on working relationships, may give rise to claims of harassment (including sexual harassment), and risk damaging the department/faculty's and the University's reputation. In light of such potential consequences, this advice note is aimed at providing helpful guidance to departments/faculties when making arrangements for social events for staff. It should be read in conjunction with the Occupational Health [Misuse of Alcohol and Drugs in the Workplace](#) policy which has a section specifically covering the serving of alcohol at functions.

The Health and Safety at Work etc. Act 1974 states that:

- All employers have a general duty to ensure the health, safety and welfare of their employees.
- Employees are also required to take reasonable care of themselves and others who could be affected by what they do.

This applies to officially-organised work social events even if they are not held on work premises. The employer is likely to be liable for any discrimination or harassment committed by an employee at such an event, unless the employer can show that it took reasonable steps to prevent the employee from committing the discriminatory act or harassment.

Departments/faculties may, therefore, wish to draw the points below to the attention of those organising official social events, and also, depending on the nature of the event, to the attention of those attending.

- Such events are work-related and the same expectations of professional behaviour on the part of staff and visitors apply as in the workplace, even if the event is not held on University premises;
- Any complaints will be dealt with following the usual disciplinary and grievance procedures and in consultation with the department/faculty's HR Business Partner.
- Staff attending events where alcohol will be provided should:
  - ensure that they are not under the influence of alcohol when returning to the workplace after a lunchtime event or the following day;
  - drink in moderation;
  - avoid driving after drinking.
  - Senior colleagues should lead by example.
- At least one senior staff member who is not drinking (more than one for large events) should be in charge of the event and send home any staff member who has drunk too much or whose behaviour is otherwise inappropriate.
- Ensure that common-sense guidelines are followed:
  - do not have an open bar, limit the number of drinks provided per person and/or the length of time during which alcohol is served, and consider avoiding drinks with high alcohol content;
  - provide plenty of non-alcoholic drinks in addition to water;

- provide food whenever alcohol is served;
- ensure that alcohol consumption is not the focus of the event and that no one feels any pressure to consume alcohol, remembering that some staff may not drink at all for religious or cultural reasons or personal choice;
- ensure that the official event does not go on too long and has a definite end time, even if some staff may choose to continue socialising unofficially afterwards



## Could genome editing advance your research?

### Is your next step a genetically altered mouse line?

This is a call for nominations to the MRC-funded Genome Editing Mice for Medicine programme to introduce bespoke mutations to the mouse genome.

Novel mouse lines essential for both discovery and clinical research will be made for successful applicants. These are at no cost to the nominating scientist (apart from delivery) and all lines will be made freely available to the scientific community.

**Call closes 18th January**

For more information  
and to apply visit:  
[bit.ly/GEMMcall](https://bit.ly/GEMMcall)



Get in touch with us at [gemm@har.mrc.ac.uk](mailto:gemm@har.mrc.ac.uk)



MRC Harwell



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