Dementias Platform UK

Oxford Handbook

Everything you need to know about working in our DPUK team at the University of Oxford

UNIVERSITY OF OXFORD

Department of Psychiatry

Medical Sciences Division

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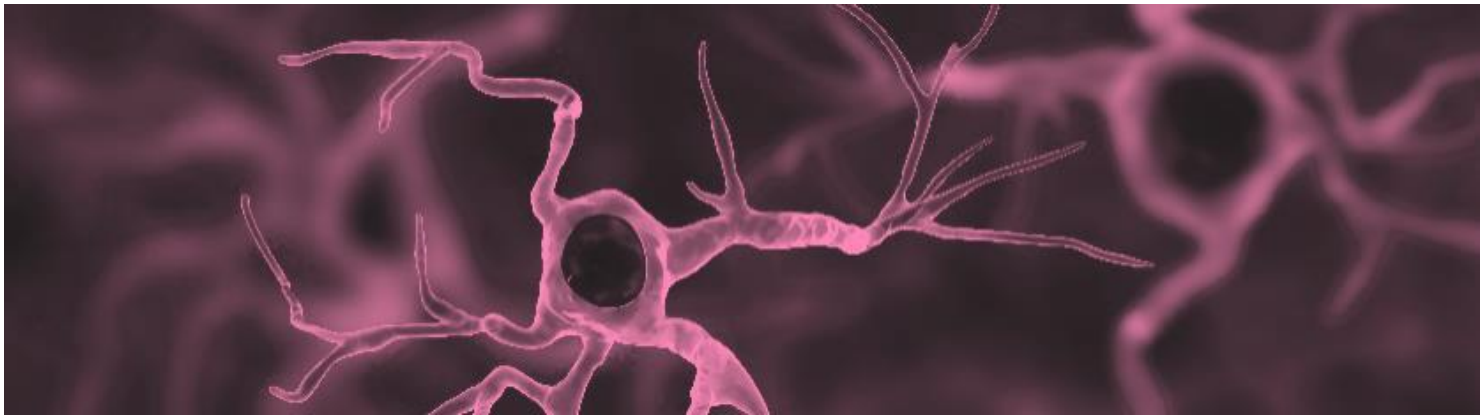

Dementias Platform UK

Department of Psychiatry
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Welcome to Dementias Platform UK (DPUK)

Hello and welcome to Dementias Platform UK (DPUK)!

The following is a collection of information about the University of Oxford, the Department of Psychiatry and DPUK which we hope you will find useful.

The contents of this lab handbook are not exhaustive, but we hope that it will provide you with enough of a base to be confident in your working environment.

If you have any questions, feel free to ask for clarification!

Professor John Gallacher (Director, DPUK)

What is DPUK?

DPUK is a public-private partnership of universities, charities, and pharmaceutical and technology companies. We bring together the best scientific minds and global leaders in academia and the pharmaceutical industry to find new ways of detecting, treating and preventing dementia. DPUK's data-driven platform gives scientists fast access to findings, technology and volunteers – powering research to stop dementia in its tracks.

Our VISION is a world free from dementia.
Our MISSION is to transform our ability to carry out research and make vital breakthroughs.

Dementias Platform UK's values

- **Generous**: We share data, best practice, technology and equipment.
- **Innovative**: We embrace new ideas, technologies and ways of working.
- **Collaborative**: We bring together universities, charities and private companies, and welcome contact from all those who can benefit from or enhance our resources.
- **Enabling**: We facilitate and leverage resources for dementia research.

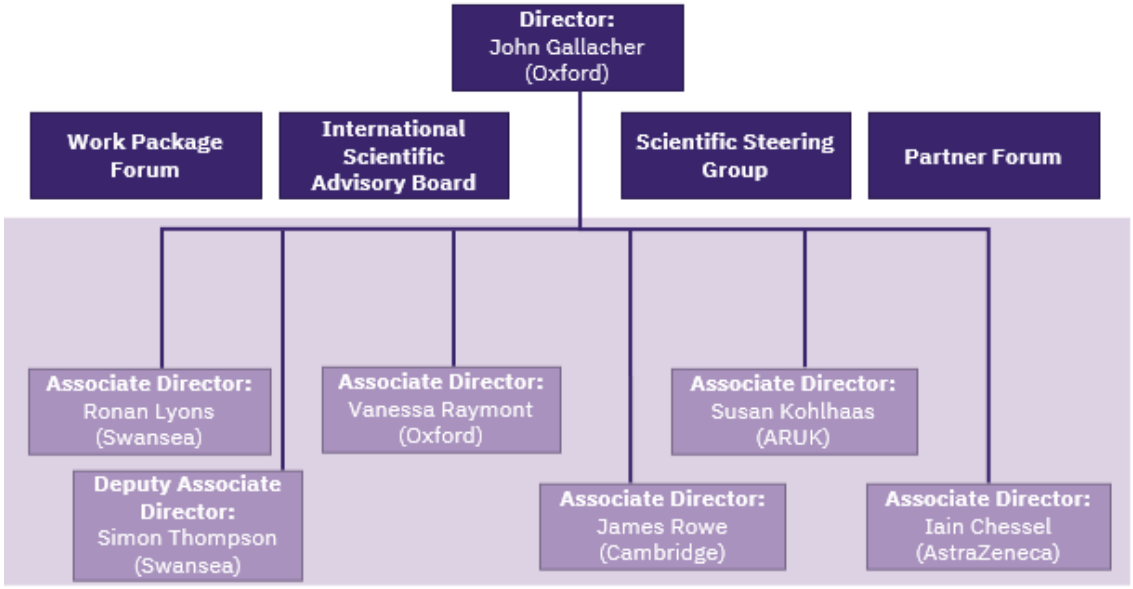
Three pillars

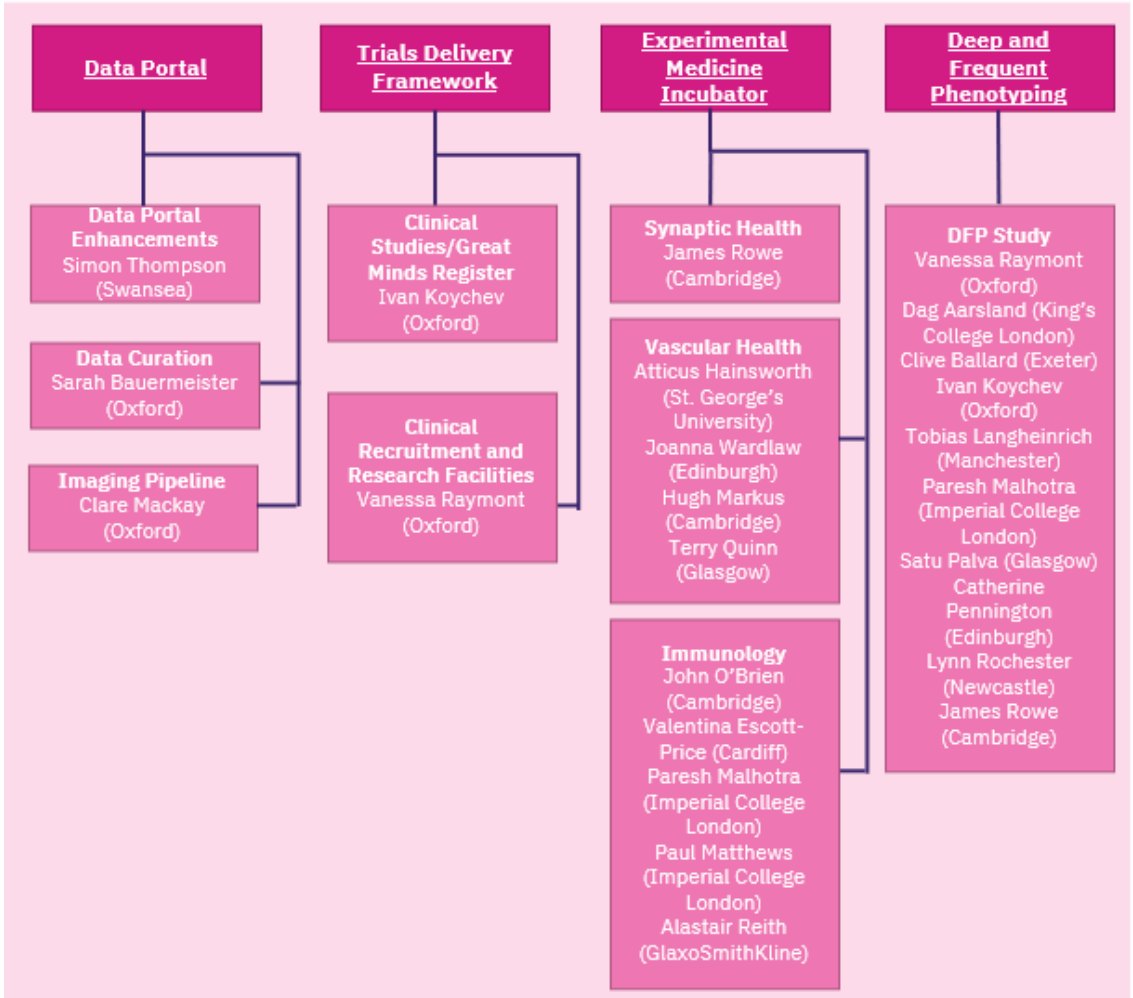
DPUK is made up of three pillars. Through our big data theme, we have built a world leading **Data Portal**; enabling end-to-end data management for cohorts, clinical studies and trials. Our research-ready data enable rapid discovery and access to more than 60 datasets totalling over 3.5 million people. Our **Trials Delivery Framework** enables precise recruitment to, and delivery of, mechanistically targeted multi-site studies for pre-clinical and early clinical disease. Finally, our **Experimental Medicine Incubator** is where academic and industry partners co-design studies to address specific mechanistic questions that inform drug development.

DPUK is based at the University of Oxford. You will be working as a DPUK team member, in the Department of Psychiatry. However, DPUK has other important sites: at Swansea University (where our Data Portal is run) and the University of Cambridge (where our programme of experimental medicine is based). Other exciting DPUK projects are being undertaken at academic institutions across the UK.

For more information, please visit our website, or feel free to read our most recent Annual Report. Don't worry, there won't be a test...

How We're Structured





The Department of Psychiatry

The University of Oxford is a world leading academic and research institution, and has been consistently ranked as one of the best universities in the world by the Times Higher Education rankings.

The Department of Psychiatry sits within the University's Medical Sciences Division and has a commitment to conduct world-class research, teach psychiatry to medical students, develop future researchers in its graduate programme, teach doctors in training, promote excellence in clinical practice, and develop and provide innovative clinical services.

The Department has especially strong links within Oxford Neuroscience, for example with Experimental Psychology and the NIHR Oxford cognitive health Clinical Research Facility, with the Nuffield Department for Clinical Neuroscience, the Oxford Centre for Functional MRI of the Brain (FMRIB), the Oxford Centre for Human Brain Activity (OHBA), and the Centre for Evidence Based Medicine and Oxford Clinical Trials.

Research in the Psychiatry department

The Department contains 34 research groups led by principal investigators who have attained their primary funding from the Medical Research Council, the National Institute for Health and Care Research and/or the Wellcome Trust. The following includes some choice information about the department, but everything else, including sections to do with People and Culture, which contains information about equality and diversity, can be found within the Department's website.

Which buildings belong to the department?

The Department is based at the Warneford Hospital. This is where seminars, science talks, and monthly department meetings will take place. DPUK have our offices in the Warneford Hospital Cottage, behind the main building.

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Key people in the Psychiatry department

Here is a brief list of who's who in the Department. A full list of team members can be found at this link.

- Belinda Lennox is the Head of Department.
- Paul Harrison is the Associate Head of Department for Research.
- Catherine Harmer is the Associate Head of Department People and Culture.
- David Hyland is the Head of Finance and Administration.
- Katherine Shepherd is the executive assistant to the Head of Department and Head of Finance and Administration and is an excellent point of contact
- Geri Campbell is a helpful point of contact when you're getting set up and for other admin questions. She works at the main reception desk.
- Wayne Davies is the Department IT Manager. In addition to his support, you can consult files within SharePoint.
- Piotr Szkonter is the Building and Facilities Manager. If you need to report a problem within the cottage (or main building), you can use this Report Form.
- Harassment Advisors can be contacted confidentially.
- Human Resources. You will undoubtedly have been in contact with either Philly White (HR Manager) and/or Mandy Pipkin (HR Officer) about joining the department. They can be contacted for any and all HR matters while you are part of our team at this email: hrmanager@psych.ox.ac.uk. They will also be helpful regarding Staff Immigration and Student Immigration if necessary.

How do I find out what's going on in the department?

You will receive weekly and sometimes daily updates, as well as monthly newsletters to your inbox. These will come from Katherine Shepherd.

What activities happen in the department?

The department holds regular seminar series and talks. You will be kept up-to-date with events via regular department digest emails. Watch for social activities such as yoga, boardgames, nature walks and other events!

How can I get involved with the department?

First, please do! It is a great way to get to know people beyond DPUK. The Department has a range of working groups such as "diversity", "well-being", "sustainability", etc. Katherine ~~Shepherd~~ will be a great source of information.

Academics, staff and students are all encouraged to join and get involved!
There is an annual departmental 'Away Day'/conference in the summer which will give you an idea of the ways you can get involved too.

Team DPUK soaking up the rays at the annual Psychiatry Away Day

Which mailing lists should I join?

This is up to you and depends on your interests. For example, early career researchers can subscribe to regular emails regarding social events, writing groups, etc. You may also be interested in University of Oxford clubs and/or sport teams.
Your subscriptions can be managed via the Oxford Mailing List website. You just need to sign in with your Single Sign On which has been provided to you by HR.

Where can I get lunch?

You are more than welcome to bring your own lunch and store it in one of the fridges in the cottage kitchen. Microwaves are available at both the Cottage and Main Building. If you would like to buy your lunch, there is a canteen in the main Warneford Hospital building that serves various options, as well as a Co-op at Oxford Brookes University, just across the park.

Getting to work

The University of Oxford has several travel schemes of which you may want to take advantage including bus passes, bike schemes, and car park permits. Additional information can be found here: Home | Travel (ox.ac.uk)

By Car

There are several staff parking lots available near the Warneford Hospital. Please make sure you have up-to-date permits. Parking space is limited, so please speak to HR about whether you qualify to use on-site parking.

Cycling

There are several places where you can park your bicycle. There is a sheltered cycle park in front of the main building. Please speak to Geri or other members of the reception team for the access code.

Buses

The number 15, ST2 and 700 buses will get you to the Warneford. Of course, depending on where you live, you may need to change. The bus stops most near the hospital are: Divinity Road, Warneford Hospital, and Warneford Hospital (Entrance). A full timetable, including information about coach services to other cities and various international airports can be found on the Oxford Bus Company and Thames Travel website.

You can, of course, just walk into work every day.

General information about the Psychiatry Cottage

How do I get access to the building and what are the opening hours?

You will need your key card to access the building. To get this set up, please see ~~Geri~~Wayne. Reception will also give you a lanyard.

Once inside, some office spaces will be code-protected, and one of your lab mates will be able to give you the code. Key card access for the cottage and for the main psychiatry building is valid 7 days a week between 6am and 10pm.

Facilities

There is a basic kitchen in the Cottage (2 fridges to store food) and two in the main building. The kitchens are stocked with tea bags, coffee, and coolers for cold water. The best place for a good coffee is the kitchen in the common room in the main building.

The Cottage has a men's toilet just off the kitchen, as well as a women's and disabled toilet near room 20. Additional toilets are located in the main building. Remember... toilet roll – down the loo; hand towels – in the bin! Blockages are unpleasant for everyone...

Who else works in the cottage and which rooms are used by DPUK?

DPUK is the largest group using the cottage, but we also share the space with Prof. Andrea Cipriani's Precision Psychiatry Lab, Prof. Kate Saunders' U-Flourish group, and

Prof Kam Bhui's CHiMES Collaborative. Information about these and other groups can be found on the Department of Psychiatry's research group page.

Printing

Instructions to set up Printers can be found on SharePoint. You will need to go to Google Chrome Administrator and input this address: http://iprint.imsu.ox.ac.uk/ipp

The printer names are:

PSYCH_COTT_Coppier_ Xerox_B8055 (the big machine in the kitchen, please set as default – black and white)

PSYCH_COGH_Cott_Rm5_HPCLJM552 (the smaller machine, when you need colour)

Remember, the printer is in a public space, so if you are printing sensitive material, be sure to collect it promptly.

You may need to do a little of it yourself, such as adding paper or turning the printers on. If you can't see any paper supplies, you can get them from reception.

Please don't hesitate to ask for help if the printer is driving you nuts!

Do you really need to print?

We all need to print at some time, but to help with our environmental impact, please consider if you really *need* to print – and how much of a document you need to print. For instance, if there are whole pages of images or front page cover, you can select to omit them from your printing. If practical, please consider printing double-sided.

Also, be aware that printing in colour is more expensive and costs DPUK directly, whereas the black and white Xerox printer is a departmental cost and it is cheaper.

Where can I have a meeting?

There are a variety of purpose-built meeting spaces in the main building. These range from small rooms to large conference and seminar rooms. They can be booked at reception, or ask DPUK's administrative team (Niall and Charlotte) for help.

How do I set up Wi-Fi for days when I am working from home?

The University of Oxford, and therefore we, connect to the Eduroam Wi-Fi network. Instructions to do this can be found on the Eduroam SharePoint. Essentially, you need to set up a Remote Access Password and download the CAT installer before you can connect.

In order to be able to work from home you will need to set up a remote desktop. This allows you to access your drives and software easily and securely. Full instructions are here.

General information about DPUK at Oxford

Who's who at DPUK

Here are some of the key people in Dementias Platform UK:

- John Gallacher is the Director of DPUK. He has his office on the second floor of the main psychiatry building.
- Vanessa Raymont is an Associate Director of DPUK and is head of the Trials Delivery Framework. Her office is in the main building, but she can be more easily reached via email.
- Sarah Bauermeister is an Associate Professor in the Department and also DPUK's Senior Scientist and Senior Data Manager. She leads various research projects including the Blossom and Modify research programs. Her office is in room 6 in the cottage.
- Ivan Koychev is a Senior Clinical Researcher who leads the Great Minds Register and Clinical Studies Register of research volunteers as part of the Trials Delivery Framework. He is also more readily reached via email, but has his office in room 9 in the cottage.
- Simon Young is the Senior Project Manager of DPUK and works across all of DPUK's workstreams. He is in room 7 in the cottage.
- Rod Macrae is DPUK's Communications Manager responsible for maintaining and updating our print publications and online presence. Rod is also in room 7 in the cottage.

For administrative assistance, you are very welcome to contact

- Niall Summers (niall.summers@psych.ox.ac.uk) who is John's Executive Assistant and provides general support to the lab;

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- Charlotte Chan (charlotte.chan@psych.ox.ac.uk) who supports the Brain Waves research group;
- Jiahui (Shirley) Huang (jiahui.huang@psych.ox.ac.uk) who is Sarah's assistant.

The team also includes several research assistants, project officers, graduate students and post-doctoral researchers who can be found in rooms throughout the cottage (Rooms 5, 9, 12, 19, 20 and 21).

A full list of DPUK's executive, research, administrative, and advisory team can be found on our teams and people page.

What projects are there within DPUK?

It's not possible to list all DPUK's projects and other research being undertaken by members of the team because they are always changing.

The DPUK website is the most reliable place to look, but it's worth attending catch-up meetings or asking your colleagues about their work.

Who can I turn to for what?

When you start, you will be told who your line manager or supervisor is. This is the key person with whom you can discuss your role, projects, and/or any problems you are having. As well, you can ask them about your role and career development. Your supervisor will also be able to help you with relevant academic milestones, and other departmental administrative procedures.

There is lots of expertise within DPUK, so please do also talk to others to find out information you need, ask for advice, or problem-solve. Please remember there are no stupid questions. Being curious comes with the territory!

Do we have lab meetings or any other meetings?

We do. There are weekly lab catch-ups for researchers with Sarah, followed by a DPUK team meeting for everyone with John. These will normally take place on Mondays at ~~9:45am and~~ 10:15am in the Gelder/Group Room. This is located in the main building. We usually go to these meetings as a group, so don't worry about getting lost. Sarah will also have semi-regular catch-ups, and you will likely have regular meetings with your direct supervisor(s).

These meeting invitations will be sent to your inbox and will appear in your calendar.

Am I expected to use my own laptop and phone for work?

Depending on your role, you will be provided a desktop computer and monitor(s) on your desk. This is not to say that you can't also bring in a laptop or tablet device to assist you. You can also have your email on your mobile phone.

You will likely need a personal computer to use when working from home when applicable.

How do I request holidays?

HR will have provided you access to the TeamSeer holiday booking system via email. This email will contain the link to access your account, your entitlement and how it was calculated, your sickness reporting procedures, and who approves your leave.

Any questions should be directed to your supervisor and/or the HR team (listed above).

The DPUK Data Portal: Our team at Swansea University

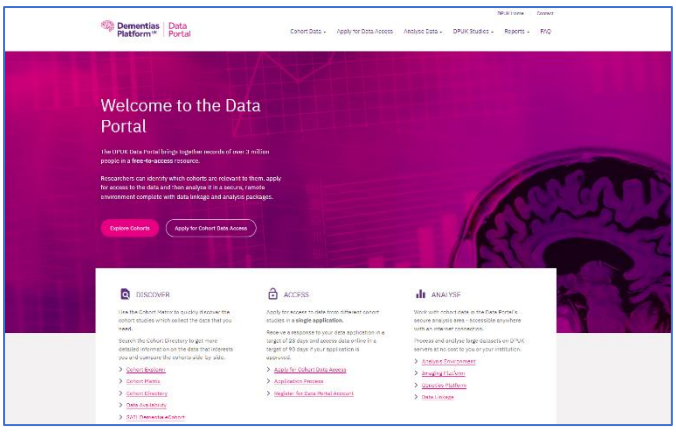
DPUK is a multi-site partnership with sites across the United Kingdom. Although you are based at the University of Oxford, DPUK is formally partnered with several academic institutions including the University of Cambridge and Swansea University. They too have their own DPUK teams.

We are in constant contact with our colleagues at Swansea University, and their support is crucial for helping DPUK run as smoothly as possible. The team at Swansea University is primarily responsible for the management of the DPUK Data Portal: a world-class repository and analysis environment for dementia-optimised cohort data. Free to use, it gives researchers anywhere in the world access to high-quality, multi-modal data from more than 60 population and clinical cohort studies, comprising records for over 3.5 million people. Available data includes lifestyle information, cognitive test results, brain imaging and genetics.

Researchers can identify which cohorts and data are relevant to their proposed research question or area of study, apply for access to the data, and then analyse it in a secure, remote environment complete with data linkage, analytical software packages and multi-cohort capability.

What is the Data Portal?

The Data Portal brings together records of over 3 million people in a free-to-access resource.



Researchers can identify relevant cohorts, apply for access to data, and analyse these data in a secure, remote environment which comes supplied with data linkage and analysis packages.

Applying for cohort data access is a straightforward process, and you can ask Sarah and/or consult the detailed application procedure online.

All information regarding the DPUK Data Portal can be found on our website.

Who's who in our team at Swansea University

Below you'll find some choice information regarding our partnership with Swansea.

Prof. Ronan Lyons is an Associate Director of DPUK based at Swansea University Medical School where he leads work on the Data Portal.

Prof. Simon Thompson is Chief Technology Officer at the Secure eResearch Platform (SeRP) and Professor of Health Informatics at Swansea University. He is Deputy Associate Director at DPUK, playing an instrumental role in the ongoing development of the DPUK Data Portal.

Emma Squires is the Data Project Manager for Dementias Platform UK. Based at Swansea University, she manages the development of all the functionality in the Data Portal, including integration of the imaging and genetics platforms.

Cat Morris is an Administrative Assistant for the Data Portal and assists with the Data Portal study applications processes, supporting both potential and existing Data Portal users and liaising with DPUK's collaborating cohorts.

All technical support enquiries about the Data Portal should be directed to helpdesk.ukserp.ac.uk in the first instance.

DPUK's Culture

DPUK is a constantly growing and evolving team, and we have a very vibrant workplace culture. It is an international group with representatives from all over the world, and we try to make the working environment as inclusive as possible.

Does DPUK have social events?

There are group social events fairly frequently. The most popular are ~~monthly~~ weekly pub nights (usually on ~~Thursday~~ Tuesday evenings) which can involve food~~a little food and, on occasion~~, bar games, and pub quizzes. John also often hosts lab events, and from time to time you will see invitations about charity challenges, team days out (e.g., Oxford Utd. Matches) and other fun events. Keep an eye out for email invitations for these social events!

What are the different ways of communicating within DPUK?

Everyone at the university has access to Microsoft Teams. At DPUK it is used by some people, but is not the universal platform for communication. Email is still the most frequent channel.

In terms of our team culture, there is an informal, relaxed style to our communications. Generally, everyone is on a first-name basis. If, however, you are more comfortable addressing someone by their title (i.e., Prof., Dr., etc.), please feel free to do so.

Sometimes the easiest way to ask a team member a question is to knock on their door. If a door is closed, the occupants are most likely in a meeting.

People often make it easy to judge whether they are available by leaving their doors open if they are happy to be approached.

If they are unavailable, then simply email. Do allow some time for people to respond, especially if you are emailing at the end of the day or on weekends.

If you are away on annual leave, please do not feel obligated to answer emails. Do, however, set an automatic reply so others know you are away.

Please let the relevant people know that you are away. You may also consider sharing your annual leave via an Outlook calendar invite.

What is the dress code in DPUK?

There is no formal dress code, but ~~business~~ smart casual is preferred. It is usually expected that your key card is displayed via your lanyard. This helps people who don't know every individual to be sure you have a legitimate purpose being in the department.

Am I expected to always work in the office or can I work from home?

The team generally work on-site from Monday to Thursday and work from home on Friday. Office hours vary, but generally most people work 8:30am or 9am until 5pm. Some people prefer to arrive and leave earlier.

Am I allowed to talk about personal problems?

Of course! The University of Oxford is also piloting a Staff Counselling Service, to which staff can self-refer via the staff counselling website. If you are a student, you can use the Student Counselling Service and further details are available at the students welfare website.

What should I do if I'm not well?

Stay home and let your immediate supervisor know you are unwell. Of course, we do not expect you to work while ill. There are some people in the department who have some compromised immune systems, and it is better for everyone if you stay away until you judge yourself to be well enough to return.

If you have mild symptoms or have come into close contact with someone who has or may have COVID, we also recommend that for the well-being of everyone in the office you work from home until they are resolved.

When is lunch?

We usually take a lunch break around 12:00~~30~~pm in the common room for an hour. There is usually a group who will eat lunch together. Someone will typically come around the offices to collect everyone for lunch.

Don't feel obliged to join in, but you are more than welcome. There are nice places to go to eat outside in better weather and nice places around the site to go for walks.

How should I approach a meeting in a shared office?

Most office spaces are shared. In the event of meetings in these shared spaces, be considerate of others around you and in your meeting. For example, mute your microphone unless you are speaking to avoid ambient noise, avoid disruptive noises, loud conversation, etc. when your colleagues are in meetings. Following these suggestions will generally be sufficient to ensure everyone is productive in meetings.

Questions about work at DPUK

What projects are currently going on at DPUK?

The work happening at DPUK is constantly changing. The best way to keep up with what everyone is doing is to attend weekly lab meetings, catch-ups, or to just ask others what they are working on. Being curious is encouraged!

How do I attend conferences?

We do not attend a set number of conferences or a specific conference series. The number and type of conferences we, as a group, attend is based on our work at the time.

If you are interested in going to a conference, they will have a webpage dedicated to the procedure for attending, including abstract submission deadlines. Every conference is different, so please check well in advance. These websites will sometimes have information about travel awards that you may want to apply to. Also check the University of Oxford and relevant college websites for additional conference support. Katherine's News Digest emails will also have a section on "Research & Funding" which you may find useful.

Please check with your supervisor regarding your attendance at any conference.

How do I publish a paper?

The University of Oxford and DPUK strive to produce ground-breaking research. Discuss your research topics with team members and your supervisor to create the most impactful research possible.

Once your data has been analysed and your paper written, you will be ready to submit to an academic journal. Usually, depending on the regulations of the journal, you can submit a pre-print of your work to a public research repository (e.g. PsyArXiv Preprints). It is your responsibility to confirm that your manuscript conforms to the journal's guidelines.

Some journals will have publishing agreements with the University of Oxford to cover the cost of publishing. Please confirm with the journal in question. In the event that this type of agreement is not in place, you can apply for an APC: Article Processing Charge request via the University of Oxford.

Once your manuscript has been accepted, please let us know! The communications team will be able to share your article. You will also need to add your article to the team's ResearchFish account. A member of the administrative team will make sure you are given access to the relevant grants.

How do I apply for external funding?

The Department of Psychiatry and the University of Oxford has extensive support to help you apply for additional funding. The first step is to consult your supervisor. If they feel it is appropriate to apply for additional funding, you will need to follow a few more steps. Wouldn't it be nice if that was all you had to do?

First, reach out to Valerie West. She is the Department of Psychiatry's Research Manager and she is your first point of contact for navigating the internal and external administrative processes.

You will then need to present your research idea to the Department. This is meant to provide you helpful feedback which can be incorporated into your proposal(s).

Once this is done, you will need to submit your proposal to research services for internal review at least one week prior to the funding body's deadline. Depending on the type of funding opportunity, this may be longer. Please check!

Every funder is different. Please consult their websites for information on deadlines and requirements.

Public engagement and outreach activities in DPUK

DPUK is active on social media including X (twitter) and LinkedIn. Be sure to follow and engage with the below.

- X (Twitter): @DementiasUK
- LinkedIn: Dementias Platform UK
- Facebook: Dementias Platform UK
- Data Portal X (Twitter): @DPUKDataPortal
- Data Portal LinkedIn: Dementias Platform UK Data Portal

How should I prepare before attending a meeting at DPUK?

Depending on the meeting, the level of preparation will vary. For example, in lab meetings, there is little preparation required, but be sure you always attend and are ready to listen and engage with the speaker(s). If you are presenting at any one meeting, more preparation is generally expected.

How do I communicate as a representative of DPUK?

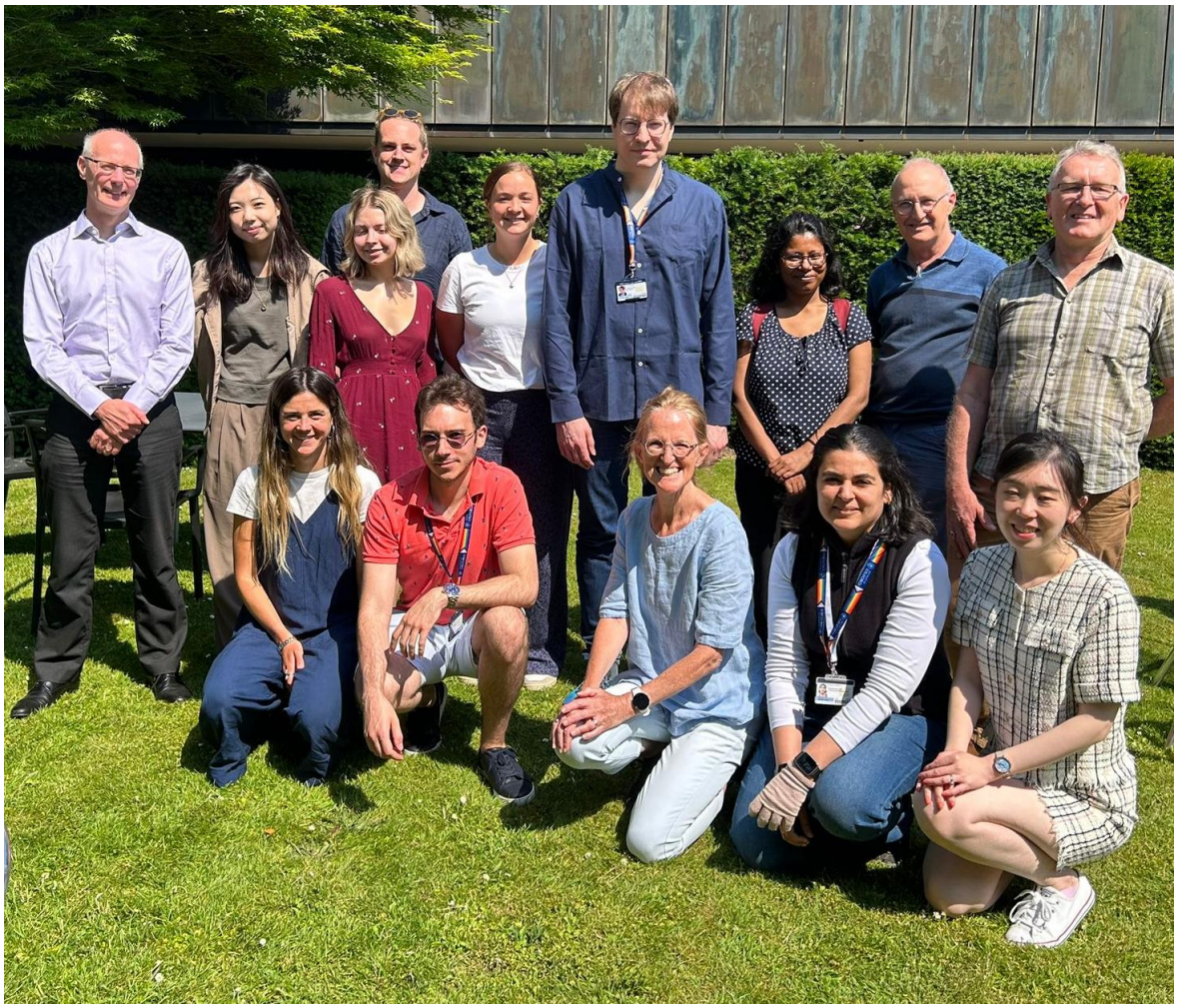
DPUK is a well-recognised global brand. As such, we have a dedicated branding toolkit that we are able to use for all our communication purposes.

Rod or any member of the communications team will be able to provide you with templates for letterheads, email signatures, and PowerPoint presentations. You can also ask them about tips for making presentations and facilitating meetings.

Email signatures are not standardised, but should look professional and should include the DPUK logo. You are also welcome to include the logos of the University of Oxford, the Department of Psychiatry and/or the working group you are part of. Multiple logos can start to look messy if they are loosely assembled, so please consider creating an 'all locked up together' image to include all your logos. It will look more professional. You can do this on Microsoft Publisher, Canva and many other apps.

Here are some examples:

Finally…



Some of the DPUK team in Summer 2023. But times change!

We hope that this handbook has given you at least some of the information you need to settle into work here and work effectively.

If there is anything we have missed, please don't hesitate to ask someone for help.

If you spot anything you feel should be added to this handbook, please let us know! You can email Niall Summers (niall.summers@psych.ox.ac.uk) and he will be sure to pass your suggestions along.

We wish you all the best for your time with us, and look forward to working with you!