



Who We Are

Last updated Jul-16

Cardiovascular Medicine

Factsheet 1

Welcome to the Division of Cardiovascular Medicine

The Division of Cardiovascular Medicine Administration Team is based on Level 6 West Wing, John Radcliffe Hospital, Headington, Oxford, OX3 9DU

Administration team

Departmental Administrator

Heidi Crook heidi.crook@cardiov.ox.ac.uk (2)34650

Research Grants— cvm_grants@cardiov.ox.ac.uk

Emma Burke-Smith

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Piotr Lewandowski

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Personnel Officers—cvm_personnel@cardiov.ox.ac.uk

Sally Lacey sally.lacey@cardiov.ox.ac.uk (2)34851

Sophia Bell sophia.bell@cardiov.ox.ac.uk (2)34668

Purchasing Assistant—cvm_orders@cardiov.ox.ac.uk

Lucy Lattimore (2)27505

Laboratory Management

Key people

**Head of the Division of
Cardiovascular Medicine**
Professor Stefan Neubauer
PA – Mrs Laura Bourne

Lead Administrator

Mrs Heidi J Crook

Principal Investigators

Professor Hugh Watkins
Professor Shoumo Bhattacharya
Professor Barbara Casadei
Professor Keith Channon
Professor Stefan Neubauer
Professor Martin Farrall
Professor Robin Choudhury
Professor Paul Leeson
Professor Charalambos Antoniades
Associate Professor Ellie Tzima
Dr Kazem Rahimi
Dr Charles Redwood
Dr Matthew Robson
Dr Matthew Daniels
Dr Oliver Rider
Dr Christopher Rodgers
Dr Craig Lygate
Dr Katja Gehmlich
Dr Saul Myerson
Professor Adrian Banning
Dr Rajesh Kharbanda
Dr Erica Dall'Armellina



Responsibilities

Accounts Payable	Lucy Lattimore (JR) cvm_orders@cardiov.ox.ac.uk Darren Lee (WTCHG) accounts@well.ox.ac.uk
Expense Claims	Lucy Lattimore cvm_orders@cardiov.ox.ac.uk
Funding Opportunities	Emma Burke-Smith cvm_grants@cardiov.ox.ac.uk
General Ledger Account Management	Heidi Crook
Grant Applications	Emma Burke-Smith cvm_grants@cardiov.ox.ac.uk
HR Management	Heidi Crook
Invoice Processing	Lucy Lattimore cvm_orders@cardiov.ox.ac.uk
IT (JR)	help@imsu.ox.ac.uk Tel: 01865 (2)21323, Lukasz Owsiak (OCMR) Vadim Belenov (OCMR & CCRF), Tim Bardsley (WTCHG)
Laboratory Management (JR)	Phil Townsend (JR), James Brown (WTCHG)
Personnel	Sophia Bell/Sally Lacey cvm_personnel@cardiov.ox.ac.uk
Petty Cash	Lucy Lattimore cvm_orders@cardiov.ox.ac.uk
Post Award Research Management	Emma Burke-Smith & Piotr Lewandowski cvm_grants@cardiov.ox.ac.uk
Purchase Orders (JR)	Lucy Lattimore (JR) cvm_orders@cardiov.ox.ac.uk Darren Lee (WTCHG) accounts@well.ox.ac.uk
Recharges	Emma Burke-Smith & Piotr Lewandowski cvm_grants@cardiov.ox.ac.uk
Recruitment	Sophia Bell/Sally Lacey cvm_personnel@cardiov.ox.ac.uk
Research Contracts	Heidi Crook & Emma Burke-Smith
Student Payments	Emma Burke-Smith
Supplier Queries	Lucy Lattimore cvm_orders@cardiov.ox.ac.uk
Travel Insurance Claims	Lucy Lattimore cvm_orders@cardiov.ox.ac.uk
Travel Insurance Claims	Lucy Lattimore cvm_orders@cardiov.ox.ac.uk

Directions to the administration office

Enter via the Main Hospital Entrance Level 2. Pass the Main Reception Desk and go straight on past the League of Friends café, then along the link corridor to the end, to a set of double doors with swipe-card only access. Press the bell on the intercom and await Level 6 reception to reply. Once through the doors, go past the service lifts and ahead into the main corridor, turn right and immediately right again into a lift lobby. Take the lift to Level 6 and press the bell on the intercom at the double doors to alert reception of your arrival.

For more information contact

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University of Oxford, Level 6, West Wing, John Radcliffe Hospital

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