



# General Information

Last updated Jul-15

**Cardiovascular Medicine**

Factsheet 14

## **Local information**

When you first arrive for work, you will be invited to attend an Induction Interview with the Cardiovascular Administration Team, as well as a local induction with your Operations or Line/Lab Manager who will provide you with information about the following:

- Local access and security
- Local facilities
- Post
- Reprographics
- Local ordering procedures
- Other local procedures
- Social events

Finally, you will be inducted on Health and Safety matters by your Cardiovascular Medicine Safety Officer and if necessary, your local site Safety Officers about the following:

- Local safety and training
- Local fire information
- Lab safety procedures

## **Local Induction Contacts:**

### **Personnel Officers**

Sophia Bell/Sally Lacey, West Wing Level 6 Offices

[cvm\\_personnel@cardiov.ox.ac.uk](mailto:cvm_personnel@cardiov.ox.ac.uk)

### **Operations Managers**

Kathryn Chisholm, OCMR

[Kathryn.chisholm@cardiov.ox.ac.uk](mailto:Kathryn.chisholm@cardiov.ox.ac.uk)

Kate Groves, CCRF

[Kate.groves@cardiov.ox.ac.uk](mailto:Kate.groves@cardiov.ox.ac.uk)

### **Safety Officer & Laboratory Manager**

Phil Townsend, Level 6 West Wing

[Phil@well.ox.ac.uk](mailto:Phil@well.ox.ac.uk)

### **Deputy Safety Officer and Laboratory Manager**

James Brown, WTCHG

[James@well.ox.ac.uk](mailto:James@well.ox.ac.uk)

## **For more information contact**

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