



# General Information

Last updated May-17

RDM Strategic

Factsheet 14

## Local information

When you first arrive for work, you will be invited to attend an Induction Interview with the RDM Strategic Admin 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 the 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:

### Head of Administration and Finance

Lynn Clee, West Wing Level 6 Offices

[lynn.clee@rdm.ox.ac.uk](mailto:lynn.clee@rdm.ox.ac.uk)

### Trainee Administrator

Felicity Green

[felicity.green@rdm.ox.ac.uk](mailto:felicity.green@rdm.ox.ac.uk)

### Safety Officer & Laboratory Manager

Phil Townsend, Level 6 West Wing

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

## For more information contact

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