

Local Information

WIMM

Updated
Nov-15

(Nuffield Division of Clinical Laboratory Sciences)

Factsheet 14

University card

Staff, students and invited academic visitors require a University card to gain access to libraries, computing services and some college and University buildings.

The card is used for security purposes and where access control or other automated systems are in use.

The HR team will send you an application form. If your card is due to expire and your contract of employment has been extended, please notify HR, including your details on wimm.hr@imm.ox.ac.uk before it expires. If you allow your card to expire IT access will be lost.

For students, the University Card application is processed through the relevant college.

University cards should be worn at all times. Please report any lost or stolen card to the HR team. The replacement of a lost card will incur a £10 fee payable to the University of Oxford at the online store www.admin.ox.ac.uk/card/online_store/

NHS Hospital Card Procedure

A NHS card will be issued once all the required paperwork has been completed with reception. The card is then programmed to allow access to areas of the WIMM and Hospital (at this point your card

becomes your WIMM access card). For security reasons, card holders should not allow others to tailgate through WIMM and hospital doors that require swipe access.

Post

Oxford University operates an internal messenger service. Post is collected twice a day at 9am and 2pm.

WIMM (NDCLS) groups have dedicated post boxes located behind reception. Outgoing work-related post should be left in the box situated by the post boxes.

Private mail cannot be processed via this system, instead should be sent via the Royal Mail post box located in the Hospital's main reception.

Computers

Email monitoring is carried out on email accounts on WIMM servers to remove email borne viruses and to reduce unsolicited bulk e-mail. All network usage is monitored to ensure security of WIMM systems and the University network. We reserve the right to monitor web traffic to ensure security and compliance with the University code of conduct for acceptable computer use (see ICTC Regulations for further information).

the canteen area through OWL. If you have had your computer set up for OWL then log on as usual, if not please see the WIMM IT team.

Phones

The Institute provides telephone facilities for purposes directly connected with the work of the Institute, and the normal academic activities of the labs. Individuals have no right to use Institute facilities for any other purpose. The Institute reserves the right to exercise control over all activities employing its facilities, including examining the call logging system and taking action in cases of improper use.

WIMM Phone list

The WIMM phonebook is updated by reception, and can be found at the following address:

<http://portal.imm.ox.ac.uk/phones/index.php>

Reception should be informed if any contact detail changes.

Website

The WIMM has its own website at www.imm.ox.ac.uk which gives information on the research taking place at the Institute.

Library

Cairns Health Care Library is located on level 3 of the John Radcliffe Hospital. Application forms to become a member are available from the Cairns Library reception.

Further details of the Oxford University Libraries can be found at <http://www.bodleian.ox.ac.uk/>

Where to eat

The WIMM has its own catering facility, which serves hot and cold food, snacks and hot drinks. It is open between 9.00am and 4.30pm every weekday. There are also 24 hour vending machines on site.

Other places to eat include canteens on level 3, JR2 and level 2, Children's Hospital, the Postgraduate Centre on level 3, JR2, Pret a Manger in the West Wing and M&S Cafeteria on level 2, JR main entrance.

Cash machines

Cash machines are located on Level 2 of the main JR Hospital and lower ground of the West Wing.

Seminars

All members of the WIMM are encouraged to attend seminars and training courses held in the WIMM, the wider University or external conferences and training courses. Details of conferences

and seminars can be found on the WIMM website and the notice boards. Upcoming seminars are also advertised on the digital signage display in reception.

<http://www.imm.ox.ac.uk/seminars>

Oxtalk: You can subscribe to e-mail update notifications for any list and get an iCal download on the OxTalks at the above link.

Fires and other emergencies

You will be issued with a WIMM Safety Manual; which you must read. Please report to the WIMM FIRE POLICY on page 4. The most important general points to note are: **CONTINUOUS ALARM – FIRE**; make safe any experiment, turn off any power source, evacuate the building and assemble across the street from the WIMM main entrance at a safe distance. **INTERMITTENT**

ALARM – indicates another major incident (e.g. a bomb scare); evacuate the building and assemble on the main field in front of the Maternity Centre.

Please read the WIMM Safety Manual for action to be taken on discovering a fire and dealing with other emergencies.

WIMM Stores

The WIMM provides a stock of basic laboratory items available to all researchers at cost. The store is currently located on level 2.

The store hold products from Appleton Woods, Helena Biosciences, Invitrogen, Qiagen and VWR.

Consignment Stock is held for fridge / freezer items from: Invitrogen, NEB, Qiagen and Roche PrimeSupply.

There is also a 24 hour vending machine for Fermentas products. Please ask the WIMM accounts team for detail of the Fermentas Smartcard.

In addition, the full catalogues of unstocked items from Invitrogen, NEB, Qiagen and Roche are available through WIMM Stores with next day delivery (except for Invitrogen with deliveries on Tuesdays and Fridays only).

Items to be issued are selected online. Your request should be printed, then obtain any necessary authorizing signatures and take your request in person to the Stores Manager (Jeni Tree).

Please refer to:

<http://stores.imm.ox.ac.uk/>

Store Opening times

Monday to Friday

9am to 11:30am

1:30pm to 3:30pm

For more information contact

WIMM, Radcliffe Department of Medicine, University of Oxford, John Radcliffe Hospital

Website: <http://www.imm.ox.ac.uk/home>