

Welcome to the BC Children's Hospital Research Institute!

To ensure the safety and security of those affiliated with the research community you are required to complete the Onboarding process.

Follow the steps below, if you have any questions or concerns contact onboarding@bcchr.ca.

<p>Step 1:</p> <p>Criminal Record Check (CRC)</p>	<p>PHSA & UBC require everyone onsite to complete a CRC every five years.</p> <p>Are you here as part of a course or degree requirement and/or receiving a salary? For Trainees & Students the CRC submission process varies by UBC/SFU Department. Check with your supervisor, research manager or HR Advisor for details. <i>We do not require a copy of the results, only verification that the process has been completed within the last 5 years.</i></p> <p>Are you donating your time without compensation? For Volunteers the CRC submission can be done online with the details below - https://justice.gov.bc.ca/eCRC/ Access Code: RCXES9X4YU</p>
<p>Step 2:</p> <p>Training Courses</p>	<p>The following online courses are mandatory and will take approximately 2 hours to complete.</p> <p>A. Accessing the Courses: To access the PHSA LearningHub (https://learninghub.phsa.ca) you will need to sign up for an account as an 'Affiliate' with the 'Provincial Health Services Authority'. No employee number is required.</p> <p>B. Selecting the Courses: Login to the PHSA LearningHub. You must LOGIN to access the courses below. Select 'Find a Course' and search the course names below. Click Register > Start Course to begin.</p> <ul style="list-style-type: none"> • Privacy & Confidentiality (All PHSA Agencies) • Provincial Code Red - Fire Safety Training (Acute & Residential Facilities) • Respectful Workplace - Fostering a Culture of Respect. <i>If you have already taken the UBC Preventing and Addressing Bullying & Harassment, you are NOT REQUIRED to take this course You will need to download, save, print/scan or capture a screen-shot of the certificate from your UBC CWL.</i> <p>At the end of each module you will be required to take the 'End of Course Test.' A pass mark of 80% is required. You will also be required to accept the 'Confidentiality Acknowledgment.'</p> <p>C. Accessing the Results: From the navigation bar select 'My Learning History' to access the course certificate (it may take up to 45 minutes for the certificate to become viewable). You will need to download, save, print/scan or capture a screen-shot of the certificate.</p>
<p>Step 3:</p> <p>Submission</p>	<p>Copy the text in the box below into an email, and insert/attached the relevant information. A confirmation email will be sent once the information has been processed.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <p>To: onboarding@bcchr.ca CC: <Your Supervisor or Research Manager> Subject: Onboarding</p> <p>First & Last Name:<Enter Name> Primary Supervisor:<Enter Supervisor Name> Academic Status:<Enter Academic Status> <small>**High School Student, Undergraduate Student, Medical Student, Masters Student, Doctoral Student, Postdoctoral Fellow or Clinical Resident or Fellow**</small></p> <p>Work Phone Number: <Enter Work Phone Number> Work Email Address: <Enter Work Email Address> Primary Location (Building & Room Number): <Enter Your Location></p> <p>Employment Status: <Are you Full Time or Part Time> Term: <Are you (1) Permanent/Ongoing or (2) Temporary (end date required) or a (3) Volunteer></p> <p>Criminal Record Check Date Submitted: <Enter Date CRC Submitted> Submitted for which Department: <Enter Department Submitted></p> <p>I acknowledge the following training courses have been completed and have attached the necessary certificates.<Attach Certificates></p> <ul style="list-style-type: none"> • PHSA Privacy & Confidentiality • PHSA Fire Safety • UBC Preventing and Addressing Bullying & Harassment OR PHSA Respectful Workshop </div>