



Employee Onboarding Guide

Welcome to the Department of Family Practice!

We are glad that you are joining us. Below is some useful information as you orient yourself to UBC and the Department of Family Practice.

The Department of Family Practice educates students, physicians, and midwives to be effective providers of patient-centered care in the context of family and community. To learn about the Department of Family Practice, find contacts or read recent news, please visit our website.

We acknowledge that UBC's campuses are situated on the traditional, ancestral and unceded territory of the Musqueam, Squamish and Tsleil-Waututh, and on the territory of the Syilx Okanagan Nation. We recognize that our members will be working and living on different lands across the province and encourage our members to reflect on and acknowledge the history of these lands.

A letter from Dr. Robert Petrella, Department Head

Welcome to the Department of Family Practice

We have over 4,000 academic and clinical faculty members working in 20 sites across the province to ensure more people have access to medical care that has continuity, is comprehensive, and serves community needs. Academic and clinical faculty members mentor and supervise medical students in family practice offices and midwifery clinics. They train doctors to become family physicians through residency programs. Furthermore, they help family physicians become better teachers through continuing professional development.

Our faculty are also developing new knowledge to improve primary care. Family physicians who undertake clinical research are supported by scholarships, awards, and training opportunities. We want UBC's network of family physicians, midwives, teachers, and researchers who work with patients to create a world class centre for community-based primary care research.

Robert J. Petrella
MD, PhD, FCFP (SEM, COE), FACSM



The Faculty of Medicine: Transform Health for Everyone

Ranked among the world's top medical schools with the fifth-largest MD enrollment in North America, the UBC Faculty of Medicine is a leader in both the science and the practice of medicine.

Across British Columbia, more than 11,000 faculty and staff are training the next generation of doctors and health care professionals, making remarkable discoveries, and helping to create the pathways to better health for our communities at home and around the world.

As one of the world's leading medical schools, UBC's Faculty of Medicine has a bold vision: to transform health for everyone. When we say "for everyone" we mean it – regardless of age, ethnicity, gender or socioeconomic status. This is our contract with society in action: placing patients, their families and communities at the centre of everything we do. Transforming health for everyone is a deliberately ambitious vision, but one that we're delivering on thanks to an incredible, inspirational community of more than 16,000 faculty, staff and students spread out over a vast, rugged and richly diverse province.

Watch our film to learn more about the many people at the Faculty of Medicine who exemplify this vision by being transformative, inclusive, passionate, authentic and driven by a collective desire for a more equitable, healthier world for all people.

Film: [Transform Health for Everyone.](#)

To learn more, please visit the Faculty of Medicine's [website.](#)



Pre onboarding: What you need to get started!



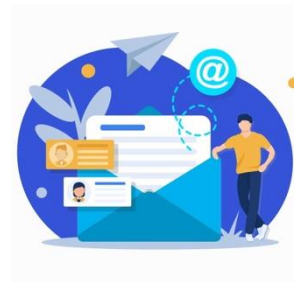
CWL Login and UBC email:

You will receive an email from your manager with instructions on setting up your CWL and UBC email



General UBC Workday Training:

Your manager will notify you of your required general UBC [Workday](#) training courses



Email signature:

Create an on-brand [email signature](#)



Workday Onboarding Tasks:

Ensure that you've updated the following on Workday:

- Contact information
- Direct deposit forms
- Provincial and federal tax forms
- Benefits enrolment if eligible
- Compliance training requirements



UBC Staff Card:

This is required for staff identification and for department access. Visit [UBCCard Online Services](#)



What you can expect in your first week



Office/ Building tour:

Your manager will lead a tour of the building including the location of the lunchroom, washroom, first aid kit etc.



Setting up your workstation:

You will be given time to set up your workstation (ie. Desk)



One-on-one meeting with your manager:

Prepare to discuss your working style, what motivates you, personal goals and any questions you might have. They are here to support you!



Meet the team:

You will get the chance to meet your new team and receive relevant contact information



Role-specific Workday Training:

Your manager will notify you of your role specific [Workday](#) trainings and provide time for you to complete this



Initiatives to read about:

- [Equity, Diversity & Inclusion](#)
- [Vision and Values](#)
- [Indigenous Strategic Plan](#)
- [Focus on People approach](#)



University policies and procedures to read about:

- [UBC Statement on Respectful Environment](#)
- Policy GA4 – [Records Management](#)
- Policy SC1 – [Health and Safety](#)
- Policy SC5 – [Snow](#)
- Policy SC7 – [Discrimination](#)
- Policy SC13 – [At-Risk Behaviour](#)
- Policy SC14 – [Information System Policy & Information Security Standards](#)

PHO Declaration Requirement:

Any positions located within a healthcare facility are required to be vaccinated against COVID-19 prior to your start date. Please verify at this [link](#)

Department of Family Practice HR Administrative Contacts

Marni Fraser

Director of Administration
marni.fraser@ubc.ca

Adrian Whitehead

HR Assistant
adrian.whitehead@familymed.ubc.ca

Maria Jurado

Human Resources Manager
Maria.jurado@ubc.ca

Annie Lai

Assistant Human Resources Manager
annie.lai@ubc.ca

Jordan Christmas

Administrative Coordinator
jordan.christmas@ubc.ca

Ara Silva

Clinical Faculty Coordinator
clin-fac@familymed.ubc.ca

Additional Resources

[Integrated Service Centre \(ISC\)](#): Help centre for issues surrounding Workday

[MedIT](#): Help service surrounding technological issues such as software and email etc.

[To book meetings or equipment](#): Contact the administrative Coordinator

Questions or Feedback? Please reach out to Annie Lai, Assistant Human Resources Manager, at annie.lai@ubc.ca