

# 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](mailto:onboarding@bcchr.ca).

<b>Step 1:</b>  Criminal Record Check (CRC)	PHSA & UBC require everyone onsite to complete a CRC every five years.  <b>Are you here as part of a course or degree requirement and/or receiving a salary?</b> For <b>Staff, Students &amp; Trainees</b> the CRC submission process varies by UBC/SFU Department. Check with your research team or HR Advisor for details.  <b>Are you donating your time without compensation?</b> For <b>Volunteers</b> the CRC submission can be done online with the details below - <a href="https://justice.gov.bc.ca/eCRC/">https://justice.gov.bc.ca/eCRC/</a>   Access Code: RCXE59X4YU
<b>Step 2:</b>  Training Courses	The online courses below are mandatory and will take approximately 2 hours to complete.  A. <b>Accessing the Courses:</b> To access the <a href="https://learninghub.phsa.ca">PHSA LearningHub</a> ( <a href="https://learninghub.phsa.ca">https://learninghub.phsa.ca</a> ) you will need to sign up for an account as an 'Affiliate' with the 'Provincial Health Services Authority'. No employee number is required.  B. <b>Selecting the Courses:</b> Login to the <a href="https://learninghub.phsa.ca">PHSA LearningHub</a> . <b>You must LOGIN to access the courses below.</b> Select 'Find a Course' and search the course names below. Click Register > Start Course to begin. <ul style="list-style-type: none"><li>• Privacy &amp; Confidentiality (All PHSA Agencies)</li><li>• Provincial Code Red - Fire Safety Training (Acute &amp; Residential Facilities)</li><li>• Respectful Workplace - Fostering a Culture of Respect. <i>If you have already taken the UBC Preventing and Addressing Bullying &amp; 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></li></ul> 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.'  C. <b>Accessing the Results:</b> 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.
<b>Step 3:</b>  Submission	Email your <b>Training Course Certificates</b> and your <b>CRC Clearance</b> (if applicable) to your new research team.

## What happens next?

The research team will submit a request on your behalf for the following -

- A profile in the Research Community Member Directory
- A BCCHR login and email address
- A security access card
- An office key or personal phone extension

Once approved, you will be sent an official welcome email with details on the support provided to make sure your time here will be a productive and enriching learning experience.