

A BCCHR Supervisor's Guide to Onboarding Summer Students

Tasks for the student to complete BEFORE their start date

- Complete a Criminal Record Check
Students may start before the results have been received
- Complete the BCCHR courses:
[A PHSA LearningHub account is required](#)
All Students:
 - > [Privacy and Cybersecurity 101](#)
 - > [PHSA-PC-HR- Respectful Workplace – Fostering a Culture of Respect \(PHSA\)](#) OR [Preventing and Addressing Bullying and Harassment](#) (UBC)**In-Person Students Only:**
 - > [Provincial Code Red – Fire Safety Training \(Acute & Long Term Care Facilities\)](#)
- Any additional safety training (advised by the supervisor). This may include:
 - > [Introduction to Lab Safety Training](#)
 - > [Chemical Safety Training](#)
 - > [Biosafety for Study Team Members](#)

Tasks for BCCHR admin to complete

This process takes up to 2 weeks to complete:

- Approve the [directory profile](#)
- Approve the ID badge. *An email will be sent to the supervisor regarding ID badge pickup, which should be forwarded to the student*
- If requested, create a BCCHR network account/email. *A temporary password will be sent to the supervisor to forward to the student*
- Send a welcome email outlining student resources

Tasks for the supervisor to complete AFTER the student end date

- Submit a [BCCHR Offboarding ticket](#).
Correctly Offboarding a student means:
 - > Access to their BCCHR research network is removed
 - > ID badge is collected and access to any research space is terminated
 - > The student no longer appears as part of the supervisor's research team in the [BCCHR directory](#)
- Complete any additional offboarding your university department may require

Details for the supervisor to verify with their university department's HR

- **Student Appointment:**
 - > **Funded Students** (*includes BCCHR Summer Studentship recipients*) – Finalize their payroll details
 - > **Students Without Funding** – Confirm the requirements with your department for registering students without funding
- **Criminal Record Check:** Confirm the steps for completing a Criminal Record Check (online vs. in-person, payment process, storing results, etc.)
- **Department Onboarding:** Confirm additional requirements your university department may have for onboarding
 - > [UBC-required health and safety training for all new workers](#)

Tasks for the supervisor to complete

- Verify the BCCHR courses were completed
- Verify the Criminal Record Check has been completed
- Submit the [BCCHR Onboarding request](#), which includes requesting a BCCHR ID badge and a BCCHR email/network account | [Required information](#)
- If needed, submit requests for any additional [BCCHR user accounts](#) or for access to [PHSA clinical infostructure](#)

Tasks for the student to complete AFTER their start date

In-Person Students:

- Pick-up the ID badge –
Room A1-141 (BCCHR), Facilities
Tuesdays, 9:00 – 11:30 am
Thursdays, 1:30 – 3:00 pm

*Access to clinical space required? Submit a request to [PHSA Protection Services](#).
Questions? LMCPID@fraserhealth.ca*

Virtual Students:

- Request remote access to the BCCHR network – [BCCHR Support Portal](#):
Select IT Support >
Access and Connectivity >
Request remote network access

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Accessing the BCCHR Systems

hub.bcchr.ca | support.bcchr.ca | directory.bcchr.ca

Onsite: Connect to the 'BCCHR' wifi with your corresponding username and password

Offsite: Connect to the BCCHR or PHSA VPN with your corresponding username and password. *Two-factor authentication required.* BCCHR VPN | support@bcchr.ca

ONBOARDING FAQ

What information is needed to submit the [BCCHR Onboarding](#) request for a Summer Student?

- Position Category > Undergraduate or Medical Student
- First & Last Name > Legal and/or preferred name
- Position Title > "Summer Student"
- Academic Email > *Or request a BCCHR email*
- Work Phone > *Do not list a personal cell number*
- Location > On or offsite. *Do not list a home address*
- Employment Status & Full Time Equivalent
- Appointment End Date
- Primary Organization/University > *Not a UBC or SFU student? Select 'Other' to enter the university name*

How does a student create a PHSA LearningHub account?

Anyone affiliated with BCCHR can create a LearningHub account, regardless of their employer or university.

- [Sign up for an account](#)
- Select 'I am new to LearningHub'
- Select the BC Health Organization as 'Provincial Health Services Authority'
- Select 'Student'
- Enter the personal details to create the account

Where can I request additional user/network accounts?

BCCHR Networks

- BCCHR Network Drives: [BCCHR Support Portal](#). Select IT Support > Access and Connectivity
- BCCHR REDCap: [Request New User Account](#)

UBC Networks

- [UBC RISE](#)
- [UBC CWL](#). A CWL is required to access safety courses. For non-UBC students, submit a request to [sponsor a Guest Account](#) or students can sign up for a [Basic Account](#)
- Zoom – [Faculty of Medicine](#) | Other – helpdesk@ubc.ca

PHSA Clinical Infrastructure

You can request sponsored access for clinical systems via the [PHSA IMITS Self-Service Portal](#)

- [PHSA Network](#) | [Citrix Remote Access](#)
- [CST Cerner](#) | [CW Legacy Systems](#)

Is [UBC's optional Student Accident Insurance](#) required for summer students conducting research at BCCHR?

No, additional insurance is not required. For questions, contact tjacques@bcchr.ca.

ONBOARDING QUESTIONS?

BCCHR Contacts

- BCCHR Human Resources: hr@bcchr.ca
- BCCHR Research IT: support@bcchr.ca
- BCCHR Lab Safety: kayla.shayne@bcchr.ca
- BCCHR ID Badge: emily.goodman@bcchr.ca
- PHSA IMITS: servicedesk@phsa.ca

UBC Department Contacts

[UBC HR](#) | hr.info@ubc.ca

- Pediatrics: anna.hanson@cw.bc.ca
- Surgery: karen.larsen@ubc.ca
- Pathology & Laboratory Medicine: lorra.ward@pathology.ubc.ca
- Medical Genetics: rmrzljak@cw.bc.ca
- School of Population & Public Health: taryn.lowther@ubc.ca

SUMMER STUDENT MATERIALS

- **Program:** www.bcchr.ca/summerprogram
- [Trainee Resource Guide](#)
- [Getting Started Onsite](#)
- [Introduction to BCCHR](#) (Recordings)
- [UBC Faculty of Medicine – Research 101](#)

QUICK LINKS

BCCHR Resources

- hub.bcchr.ca: BCCHR intranet
- support.bcchr.ca: Request BCCHR support
- my.bcchr.ca: Manage your BCCHR account
- share.bcchr.ca: File transfer service
- remote.bcchr.ca: Connect to a VPN
- directory.bcchr.ca: Find contacts
- rc.bcchr.ca: REDCap
- [Accessing SPSS](#): SPSS Terminal Server

PHSA/UBC Resources

- [PHSA IMITS Service Desk](#)
- [C&W Library Knowledge Service](#)
- [UBC IT](#) | UBC Students – [Free Software](#)

EMERGENCY NUMBERS

Campus Security / First Aid

C&W Emergency: 604-875-2000 x899

C&W Non-Emergency: 604-875-2999

BCCHR Facilities

Todd Jacques: 604-788-8806

Kayla Shayne: 604-314-0445

BCCHR Research IT

604-875-3882 (8:00 am to 5:00 pm)

COUNSELLING SERVICES

- [UBC Undergraduate Students](#): 604-822-3811
- [SFU Students](#): 778-782-4615
- PHSA Students: 1-800-663-1142
- [Here2Talk](#)
- [Crisis Centre BC](#)
- [First Nations & Inuit Hope for Wellness](#)