



***WELCOME TO THE DEPARTMENT OF
FAMILY PRACTICE***





THE UNIVERSITY OF BRITISH COLUMBIA

Department of Family Practice
Faculty of Medicine

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

The Department of Family Practice exists to improve the health of the people of British Columbia. We have over 4000 faculty and staff working on 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](#).

UBC Onboarding

As a new employee, you will receive an email with instructions on setting up your Campus Wide Login (CWL) and how to complete your onboarding. Please ensure your [Enhanced CWL](#) (campus wide login) is created, as this gives you access to many UBC systems, including [Workday](#), our system for employees, finance and human resources. Once you sign in to Workday, the onboarding module enables new employees to complete their onboarding tasks from the inbox, including:

- Updating contact information
- Payment elections (direct deposit)
- Tax forms
- Benefits enrolments
- Compliance training requirements

New tasks may appear as you complete other tasks. Additionally, Workday is the system that you will be able to enter time, time off, leaves and overtime requests as applicable. *Each employee group may have different tasks and responsibilities in Workday. If you have any questions, please ask your Supervisor or contact a member of the Human Resources team.*

For training guides, support requests and Workday updates, please visit the [Integrated Service Centre](#).



Required Training:

- Privacy & Information Security Part 1
- Privacy & Information Security Part 2
- Workplace Violence Prevention Training
- New Worker Safety Orientation
- Preventing and Addressing Workplace Bullying and Harassment Training
- Additional training for managers: Safety Supervision

UBC Orientation

Please visit [Your First Days at UBC](#) to view orientation information for new employees and to enroll in the Orientation Hub. Statutory holidays are posted [here](#).

Please take time to review UBC's [Strategic Plan](#), [Wellbeing Strategic Framework](#), [Inclusion Action Plan](#), [Indigenous Strategic Plan](#) and [Focus on People](#).

Important University Policies and Information:

- Policy GA4 – [Records management](#)
- Policy SC1 – [Health and Safety](#)
- Policy SC5 – [Snow](#)
- Policy SC7 – [Discrimination](#)
- Policy SC13 – [At-Risk Behaviour](#)
- Policy SC14 – [Information Systems](#)
- [Information Security Standards and Policies](#)

Our Commitment to a Respectful Environment

UBC and the Department of Family Practice are committed to providing a collegial, safe and respectful working environment. Please familiarize yourself UBC's [Respectful Environment](#) website and Policy SC7 on [Discrimination](#). The [UBC Stewardship Statement](#) and the [Summary of UBC Policies & Expectations for UBC Faculty & Staff](#) outlines the University's expectation that all UBC persons will adhere to the highest ethical standards and to the University's core values in their professional and personal conduct.

Our Commitment to Equity, Diversity and Inclusion (EDI) and Anti-Racism

In addition to the mandatory training through Workday, the Department of Family Practice encourages all employees to review and stay up to date with the latest EDI and Anti-Racism resources at UBC. The Faculty of Medicine's Respectful Environments, Equity, Diversity and Inclusion [website](#) has many resources and events that are aligned with [Anti-Racism and Inclusive Excellence at UBC](#) and [UBC's Equity and Inclusion Office](#).



UBC Staff Card

To sign up for a UBC Staff card, please visit the [UBCCard Online Services](#).

Email and Systems Access

Once you set up your CWL, please contact [MedIT Service Desk](#) to set up your email address/alias and copy the HR Assistant to be added to the UBC Directory. Your supervisor or yourself can also request network and systems access through MedIT. MedIT's resources are located [here](#), including:

- [Internet and Wireless Access](#)
- [Faculty and Staff Email](#)
- [Equipment](#)

Phone, Keys and Alarm code access

If you require keys and an alarm code, your supervisor can order them through the Administrative Assistant. The Security Group will send you an email once they are ready, and you will need to bring photo ID and a form of payment for the key deposit. You will be asked to provide a 4 digit code for alarm access, if required.

Booking Meetings or Equipment:

To book meetings in the main board room, please contact the Executive Assistant; note: the board room is closed during the pandemic due to restricted access to campus. For further information and guidance on equipment rental equipment or difficulties, please contact [the Executive Assistant](#) for assistance.

Department of Family Practice Administrative Contacts

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