

Pulmonary & Critical Care Medicine
Department of Medicine
New Hire Employee Orientation

Welcome to the Division of Pulmonary & Critical Care in the Department of Medicine at the University of Washington. This packet is designed to help establish your employment with the University. Not all information applies to every employee – please use the information providing as a resource and apply as appropriate depending on your responsibilities and status (permanent, temporary, hourly).

The Division has clinical and research sites at several campuses in the Seattle area. This resource is designed primarily for employees located at the University of Washington, Harborview, and South Lake Union campuses.

Employees who will be based at the VA should contact their supervisor to determine training and access needs at that site.

Listed below are the primary administrative contacts in the Division with location noted – though most staff have responsibilities that span sites:

Monica Fawthrop, Division Administrator – Monica manages the Division’s administrative operations, finances and central support staff.

Phone: 685-8435 Email: mfawthro@u.washington.edu

Box 356522

University of Washington

Leila Armas, Administrative Assistant – Leila is the main administrative contact at Harborview. Leila manages the majority of the Division’s educational conference schedule, and performs limited purchasing duties for faculty and staff located at the Harborview campus. She will help with keys and ID badges.

Phone: 744-3356 Email: lsarmas@u.washington.edu

Box 359762

Harborview Medical Center

Rahimah Carpenter, Budget Fiscal Analyst – Rahimah is one of the primary points of contact for purchasing, travel and reimbursements as well as post-award grants management.

Phone: 685-8480, Email: carper2@u.washington.edu

Box 356522

University of Washington

Megan Frazer, Fiscal Specialist II – Meg is one of the primary points of contact for purchasing, travel and reimbursements; and Division-wide equipment tagging/inventory.

Phone:685-0334, Email: frazem@u.washington.edu

Box 356522

University of Washington

Nan Holcomb, Program Operations Specialist – Nan manages the Center for Lung Biology at South Lake Union and is the point of contact for all purchases, reimbursements, travel, budget management and general issues relating to the South Lake Union facility. She will assist with site ID and access issues.

Phone: 221-2814 thru 8/25/08, Email: nholcomb@u.washington.edu

Box 358050 (changing 8/25/08 to 358052)

South Lake Union

Donna Schier, Administrative Specialist – Donna is your primary administrative contact at the UW, she will help with keys, ID badges and answers general questions. Donna coordinates the faculty appointment and credentialing process.

Phone: 543-3166, Email: dschier@u.washington.edu

Box 356522

University of Washington

Norma Jean Schwab, Fellowship Program Coordinator – Norma Jean manages the Fellowship program and is the assistant to Dr. Hudson at HMC. Norma Jean maintains office space at both UW and Harborview.

Phone: 685-8387 (UW) or 731-3449 (HMC) Email: njschwab@u.washington.edu

Box 356522 (UW) or 359762 (HMC)

University of Washington Medical Center, Harborview Medical Center

Tara Trowbridge, Budget/Fiscal Unit Supervisor – Tara is the primary contact for HMC site-based purchasing and has division-wide fiscal management responsibilities working with faculty and staff at all sites. She receives and processes hourly and salaried timesheets (regardless of work location). Tara also coordinates HIPAA online training for new employees, establishes delegated purchasing authority, and updates leave balances for salaried employees.

Phone: 744-2273, Email: tbridge@u.washington.edu

Box 359762

Harborview Medical Center

To Do ASAP

- A **Private Access Code (PAC)** will be provided to you by Tara Trowbridge or Monica Fawthrop shortly after your employment. This code (along with your **Employee ID/EID**) are used to establish your **UW NetID**. Your NetID is what will give you access to MyUW where you can view all your benefit/payroll information. Your NetID will also be your email address (NetID@u.washington.edu)
- To obtain your NetID, go to <https://uwnetid.washington.edu/newid> Select the option that you already have an ID, but need a password. Choose your real UW NetID. **You must have your PAC and EID to do this.**
- Please let Tara Trowbridge/Monica Fawthrop know your new NetID as soon as it is established.
- Fill out the payroll and hire forms provided and return them to Monica Fawthrop (Box 356522).
- Enter home address, emergency contact information and campus address info into MyUW/Employee Self Service(ESS) at: <http://myuw.washington.edu/>
- Sign-up for Direct Deposit by going to the Earnings section of ESS to find the Direct Deposit link.
- Complete your W-4 Form by going to the Taxes section of ESS to find the W-4 link.
- Complete the **HIPAA** training online. Tara Trowbridge will distribute a UserID, password and instructions on your behalf. The course website is <http://hccs.amc.washington.edu>. Taking the course on a PC is preferable to a MAC.
- Contact Tara Trowbridge to establish your delegated purchasing authority and establish access and orientation to purchasing programs.
- Obtain a **Husky Card** after setting up your email and completing UW orientation.
- Orientation may be taken as an online option located here (approximately 45 minutes) <http://www.washington.edu/admin/hr/pod/newemp/>.
- Or as a live option – registration located here (approximately 3 hours) <http://www.washington.edu/admin/hr/roles/newee/orient/areas/seattle/staff.html>

- Once you have your Husky Card, you can obtain a **UPASS** (bus pass) or parking permit from the parking office. If you are an hourly employee, you must obtain authorization to purchase the UPASS, signed by Monica Fawthrop.
- Obtain a site based ID card in addition to the Husky Card.
- Hourly staff are responsible for reporting their hours for payment via Employee Self Service (<http://myuw.washington.edu/>) on the 15th and last day of each month. Instructions regarding this process can be found at http://depts.washington.edu/pulmcc/AdminGuide/PCC_Hourly_Employees.pdf . Hours not turned in by the deadlines noted will be reported the FOLLOWING pay period.
- Salaried staff will be notified whether to complete monthly or weekly timesheets. Forms and instructions will be provided. Timesheets should be signed by your supervisor and submitted to Tara Trowbridge, Box 359762. You will receive a monthly email notification regarding your current leave balances.
- **PREVIOUS EMPLOYMENT WITH WA STATE OR THE UW:** If you have previously worked for WA state or the University of Washington in a salaried capacity, please apply for "Prior Service Credit" (to have your leave credit re-instated, if appropriate). Please review the following website and complete the form ASAP: <http://www.washington.edu/admin/hr/forms/crediting.request.doc>
Mail the form to:
Kris Ridout
Health Sciences Human Resources
Campus Mailbox 357250

Identification Badges and Access Cards

HMC & Pat Steele Building

- You will need to obtain an ID badge from the 8th floor parking area.
- If working in the Pat Steele or R & T buildings, you will need to make sure your ID badge is programmed to allow access. There is not a separate key card for this and you need to tell the people when they make you ID card.
- You will need to apply for an AMC/IRIS login.
- Forms for obtaining your ID badge and AMC/IRIS log should be obtained from Leila.

UW Health Sciences Building

- Email Donna Schier your name, EID, job title and whether you need just a photo ID or also an access card. She will fill out all necessary paperwork and let you know where to go to obtain it.

South Lake Union Campus

- Please see <http://slu.uwmedicine.org/admin.htm> regarding Building Access information, Photo ID badges and site-based orientation for the South Lake Union campus. Please note that Principal Investigators need to **approve** building and/or vivarium access via the *Access Card Request Form*. **Approval** of Photo ID Badge requests can be provided by Nan Holcomb, Monica Fawthrop, or Donna Schier directly on the *Health Sciences Photo ID Form* (both found at the link above).

Vacation/Sick Leave and Personal Day usage (salaried employees ONLY)

- Vacation and sick leave may not be used during the month in which it is accrued.
- Sick leave may not be used until one complete month of employment is completed.
- Classified staff may not use vacation time until the new hire probationary period has been completed (6 complete months of employment)
- Professional staff may use vacation time after one complete month of employment.
- Employees are eligible for a personal day (prorated for your percent effort) after four complete months of employment. This is not counted against your vacation accrual and is subsequently available at the start of each calendar year. Unused Personal Holidays will be forfeited at the end of the year.

Benefits (salaried employees ONLY):

- You must attend either an in-person benefits orientation or complete an online benefits orientation,. In-person orientation is recommended, but not required.
- To sign up for an in-person benefits orientation, go to <http://www.washington.edu/admin/hr/pod/newemp/benefits.html> and select either B0001 or B0002, whichever applies to you.
- To do the online benefits orientation, go to <http://www.washington.edu/admin/hr/benefits/>. Please review the left-hand column.

Additional Training for individuals working on research projects:

Registering for animal use training:

- Go to <http://depts.washington.edu/auts/>
- Click “Web Courses and Exams”
- Click “new user”
- Enter a username and password
- Click “I want to link my records to my institution”
- Click “My institution is not listed”
- Enter the “Institutional Access Code” as ‘univwash’
- Click “I have entered my institutional access code”
- Fill in each field completely, select ‘University’ as employer
- Click “Submit”

Animal Use training:

- Once you have registered, you can complete the specific animal use training that you need.
- Typically, these are “**Mouse Lab**”, “**SPF**” training and always “**Animal Use Laws and Regulations Training**”. However, your PI should direct you as to which specific training you need to take.
- To sign up, go to the main menu where the courses are listed
- Choose “Animal Use Training Information and Registration Instructions”
- Click on “Course”
- Select “Mouse Lab” chapter, choose dates, fill out the form and send to auts@u.washington.edu
- Select “SPF” chapter and do the same.
- Next, go to the main menu and choose “Web Course and Exams”
- Click the “Course” link on the “University of Washington: Animal Use Laws & Regulations Training” module.
- After reading the chapters (**only 1-13 and 25-27 are required**), return to the module screen and click “Exam”
- Print out the “Certificate of Completion” after passing the exam and attach it to the documentation (referenced below) that will be submitted to the IACUC for approval in adding you to protocol(s).

Adding yourself to an animal protocol

- Before you can work in the lab with the animals, you **MUST** be added to the lab’s animal protocol.
- Get all requested information from your lab or Principal Investigator and submit the paperwork, along with your copy of proof of animal use training to the IACUC at Box 357160.
- To do this, go to <http://depts.washington.edu/compmed/iacuc/iacucforms>
- Select the link “Request for Addition of New Personnel to Animal Use Protocol”.

Bloodborne Pathogen Training

- All students, staff, and faculty at risk for occupational exposure to blood-borne diseases and hazardous chemicals need to attend a bloodborne pathogen training.
- Go to <http://www.ehs.washington.edu/training/corsdesc.htm#InitialBloodborne> to register online or call 543-7201.

Clinical Research Training

Staff involved in clinical research involving human subjects have variable training requirements depending on roles and responsibilities relative to the research project. UW Medicine's training matrix is provided to you for review and discussion with your supervisor.

Basic requirements:

- HIPAA (addressed above)
- Training in the ethical conduct of research with humans located here:
<http://www.washington.edu/research/hsd/training.html>
- On the right hand side, click on "Web Based Sessions (CITI)" and follow instructions.
- You want to take the course for the learner group "Biomedical Research"
- Once you complete training, you should print out the "CITI Course Completion Record" for your records and for the records of your Principal Investigator.
- This training will likely take you 4-5 hours.
- Documenting, coding, and billing clinical research services located here:
<http://uwmedicine.washington.edu/Research/ResearchBudgetBilling/>
- This training will likely take you 2 hours.

Good Clinical Practices Training

- If you will be working on a clinical research project, you need to take the training for good clinical practices located here: <http://www.uwmedicine.org/Research/ClinicalResearch/gcp.htm>
- This training will likely take you several hours.
- It is also suggested that you contact restudy@u.washington.edu to be added to the mailing list for clinical research coordinators.

CRBB (Clinical Research Budget and Billing Office)

- Research Coordinators should become familiar with CRBB and its role in the central registration and oversight of clinical research conducted at UW Medicine sites. CRBB has a variety of training programs. Your level of participation will depend on your clinical research role.
<http://uwmedicine.washington.edu/Research/ResearchBudgetBilling/>
- Developed as a central office of support, CRBB provides support to clinical research investigators and their staff including budget development and contract negotiation. CRBB is also responsible for assisting UW Medicine with the compliance and implementation of uniform research policies at its sites of practice.

Consulting

Staff may engage in outside consulting work or part-time employment provided that such outside employment is not to the detriment of their University obligations and job performance, or in conflict with the proper discharge of the employee's official duties. This additional work should neither occur within the normal course of the employee's official University duties, nor under the employee's supervision and may not involve assisting others in transactions with the University in which the employee has participated or which has been under his or her official responsibility. It may not result in the unauthorized disclosure of confidential information or unapproved transfer of University intellectual property. Please use the "Request for Approval of Outside Professional Work for Compensation-Professional and Classified Staff" form for requesting such approval:

<http://www.washington.edu/admin/hr/forms/employment/outsidework-approv.doc>

Email and Computer Usage by Faculty and Staff

Email is made available to University faculty and staff solely for the purpose of facilitating effective business operations. Regulations promulgated by the Washington State Executive Ethics Board place

significant constraints on non-University related use. Under those regulations, employees may use University-provided email for personal communications in a manner comparable to what is allowed for personal local use of University telephones.

Consistent with the newly amended rule on the use of state resources (WAC 292-110-010), faculty and staff can have limited personal use of computers, electronic mail and the Internet, so long as that use:

- Is of little or no cost to the state.
- Is brief in duration, occurs infrequently, and is the most effective use of time and resources.
- Does not interfere with the employee's official duties.
- Does not disrupt University business.
- Does not disrupt other employees or obligate them to make personal use of state resources.
- Does not compromise the security or integrity of state property, information or software.

State law continues to prohibit the use of University computers to access computer networks or other databases, including the Internet and electronic mail, for personal business-related, commercial, campaign or political purposes, or to promote an outside business or group or to conduct illegal activities.

It is important to recognize that while limited personal use of email may not result in an Ethics violation, all email messages -- unlike telephone calls -- are public records and are subject to public inspection under state public records laws. A complete copy of the UW Administrative policy Statement titled **“Personal Use of University Facilities, Computers, and Equipment by University Employees”** can be found at: <http://www.washington.edu/admin/rules/APS/47.02.html>

University-Owned Equipment

Purchased or transferred equipment for any University administrative, lab or research area must be reviewed for proper tagging upon receipt. Designated individuals in each department/division are to be authorized to check the condition of the equipment, sign for delivery and tag equipment as needed. Any disposal of equipment, materials, and supplies, whether inventorial or not, **MUST** be done through the established procedure facilitated by the Surplus Property Department. For questions regarding property disposal, please contact Jaime Frazer at jef2@u.washington.edu.

Just for Supervisors!

You have the opportunity to participate in the *Strategic Leadership Program (SLP)* Levels 1 and 2: a professional development program integral to the success of every supervisor at the University. There's no cost to you or your department. SLP will provide you with a comprehensive education in the essential elements of leadership, in general and specific to the University. You will develop core competencies in areas such as decision-making, managing conflict, and effective planning. More information may be found at: <http://www.washington.edu/admin/hr/pod/slp/index.html#hr>

Supervisors are responsible for becoming familiar with UW human resources policies including leave accrual and usage guidelines. Usage practices vary depending on the individual staff member's payroll classification. If you need assistance with interpretation or general orientation, please contact Monica. Additionally, you may want to attend the course described below.

- New! “Strategic Leadership Program, HR Basics” Course
This is a no-cost half-day session focused on Key Partnerships within HR, Key HR Policies at the University, Key UW Resources, and time to address some of the most common asked questions when it comes to HR. These questions will be addressed directly by an HR Consultant, who will be leading the course. More information may be found at:
<https://www.washington.edu/admin/hr/pod/catalog/gen/1/SLPHR.html>

UW SCHOOL OF MEDICINE RESEARCH STUDY COORDINATOR TRAINING REQUIREMENTS

Revised: 8/3/2008

	TRAINING TRACK	Track I	Track II				
	INTENDED AUDIENCE	<i>Study Coordinator, RN</i>	<i>Non-Study Coordinator (office assistant, secretary, budget manager, etc.)</i>				
MODULE	COURSE TITLE	REQUIREMENT	REQUIREMENT	NEW OR EXISTING CURRICULUM	APPROX LENGTH	PROVIDED BY	TRACKED BY
GCP2	Good Clinical Practices (GCP) <i>August - December 2008</i>	REQUIRED	RECOMMENDED**	New	120 min	SOM/RGE	CRBB
GCP1	Good Clinical Practices (GCP) Online	REQUIRED*	RECOMMENDED**	Existing	300 min	CITI	CITI & CRBB
CRB1	UW Medicine Clinical Research Overview	REQUIRED	REQUIRED	New	90 min	CRBB	CRBB
CRB2	Clinical Research Budgeting, Billing and Financial Management	REQUIRED	RECOMMENDED	New	120 min	CRBB	CRBB
CRB3	Documenting, Coding and Billing Clinical Research Services	REQUIRED*	REQUIRED	Both	120 min	CRBB	CRBB
HSD1	Human Subjects Online	REQUIRED	RECOMMENDED	Existing		CITI	HSD/CRBB(?)
HIP1	HIPAA Online	REQUIRED	REQUIRED	Existing		COMPLIANCE	COMPLIANCE
	Fundamentals of Conducting Clinical Trials I and II	RECOMMENDED	RECOMMENDED	Existing	120 min	SOM/RGE/ITHS	?
	Certificate Program in Clinical Trials	RECOMMENDED	RECOMMENDED	Existing	9 months	UW EXTENSION	UW EXTENSION

*Note: Prior completion fulfills requirement. Please contact "Tracked by" department for confirmation of prior attendance.

**Note: Either GCP1 or GCP2 is recommended.