Division of Pulmonary, Critical Care and Sleep Medicine
https://pulmccsm.uw.edu/

Division of Gerontology and Geriatric Medicine
http://depts.washington.edu/geront/

Department of Medicine
https://medicine.uw.edu/

New Employee Orientation site: https://hr.uw.edu/pod/courses-and-workshops/new-employee-orientation/

This packet is intended to help establish professional and classified staff 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).

***Fellows and postdoctoral scholars should work with their respective program administrators and principal investigators to address training, badging and access topics.

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

Once you have established your UW netID and, in addition to onboarding activities initiated by the Workday system, please review:

Monica Fawthrop, Division Administrator – Monica manages Division administrative operations, finances and central support staff for both divisions.
Phone: 685-8435 Email: mfawthro@uw.edu
Box 356522

Administrative Staffing (as of January 2020):

Kelli Alderman, PCC/CCM Clinical Fellowship Program Administrator – Kelli manages the Pulmonary and Critical Care Fellowship programs.
Phone: 685-8378 Email: kalder@uw.edu
Box 356522
University of Washington Health Sciences

Leila Armas-Valencia, Program Operations Specialist and Sleep Medicine Fellowship Program Administrator – Leila is the main administrative contact at Harborview. Leila manages the majority of the Division’s educational conference schedule, and works with the Sleep Medicine fellowship program. She will help with keys and ID badges.
Phone: 744-3775 Email: lsarmas@uw.edu
Box 359762
Harborview Medical Center

Nikki Dodd, Program Operations Specialist – Nikki is a member of the grants management/fiscal team along with Meg Frazer and Tara Trowbridge. She is the primary point of
contact for Center for Lung Biology researchers. This individual will assist with SLU site ID and access issues.
Phone: 221-0523, Email: doddn@uw.edu
Box 358052
South Lake Union campus

James Fesalbon, Budget/Fiscal Analyst lead – James is one of the primary points of contact for purchasing, travel and reimbursements; and Division-wide equipment tagging/inventory. His focus is post grant award management and reporting support.
Phone: 685-8480, Email: jfesal@uw.edu
Box 356522
University of Washington Health Sciences

Megan Frazer, Grant and Contract Specialist – Meg leads coordination of purchasing, travel and reimbursements. She also works with investigators involved in clinical trials and provides pre/post grant award reporting support. Meg and James oversee award set up, signature delegations and subcontract management.
Phone: 685-0334, Email: frazem@uw.edu
Box 356522
University of Washington Health Sciences

Danny Lang-Perez, PCCSM Research Fellowship Program Administrator– This position manages the research aspects of the Pulmonary and Critical Care Fellowship program.
Phone: 685-8436 (UW) Email: danielperez@medicine.washington.edu
Box 356522 (UW)
University of Washington Health Sciences

Kelsey Nakano, Administrative Specialist –This position is responsible for academic HR - faculty appointment, promotion and credentialing processes. Also responsible for managing Robb Glenny’s calendar and fulfills the role of office manager at UWMC.
Phone: 221-1850, Email: pccmadmi@uw.edu
Box 356522
University of Washington Health Sciences

Crystal Nunez – Fiscal Specialist 2 – This position provides generalized fiscal support for both divisions.
Phone: 543-7527, Email: cnunez@uw.edu
Box 356522
University of Washington Health Sciences

Shinetra Pryor, GER and HPM Fellowship Program Administrator –Shinetra is responsible for the program administration of two clinical training programs (geriatrics and palliative care).
Phone: 206-744-9102 Email: snpryor@uw.edu
Box 359755
Harborview Campus – Pat Steel Building
**Diane Tomita, Administrative Specialist** – Diane provides support to the GER division and educational conference management at 50% FTE and purchasing/reimbursement support at 30% FTE.
Phone: 206-744-9100  Email: dtomita@uw.edu
Box 359755
Harborview Campus – Pat Steel Building

**Tara Trowbridge, Program Operations Specialist** – Tara works with training awards, is the division’s Workday expert and manages compliance programs (60% FTE).
Phone: 221-1436, Email: tbridge@uw.edu
Box 356522
University of Washington Health Sciences

**Janice Yu, Grant and Contract Specialist** – Janice works for the Division at 50% FTE (shared with the Department of Emergency Medicine). Her responsibilities are to work with investigators on grant submissions and the award process.
Phone: 744-2273, Email: janiceyu@medicine.washington.edu
Box 359762
Harborview Medical Center

Additional contacts for Human Resources questions, Personnel Management issues, or Safety Concerns:

Bryn Vaswig, Department of Medicine
Staff HR Director
206-616-7660
everb2@uw.edu
domstaffhr@medicine.washington.edu

JoAnn Wuitschick
Human Resources Consultant, Campus HR
206-685-7578
joannmw@uw.edu

UW Safe Campus
206-685-7233
http://www.washington.edu/safecampus/

Harborview Public Safety
206-744-5555

UW CareLink (available to all employees and their families)
https://hr.uw.edu/benefits/uw-carelink/

Call toll-free: 1-866-598-3978

Office of the Ombud
https://www.washington.edu/ombud/
New employees and Supervisors should address the following issues at time of hire:

- Desk or work space assignment
- IT support
- Daily schedule (start and end time, breaks, etc)
- Contact information (street address, campus mailbox, phone number, email)
- Systems access and authorization requirements
- Location of mailbox and means for obtaining office or miscellaneous supplies
- Local access codes (e.g., photocopying)
- Required trainings
- Confirmation of ‘essential position’ status in cases of suspended operations for the UW
- Assistance is available with security and data safeguarding through the Department of Medicine for all Department members: http://depts.washington.edu/domis/

Please refer to the Department of Medicine intranet for additional onboarding resources: https://intranet.medicine.uw.edu/staff-hr

Summaries of benefits based on job classification group are provided at the link below: http://www.washington.edu/admin/hr/benefits/benefits-summaries.html

VACATION/SICK Leave AND PERSONAL DAY USAGE

- Vacation and sick leave may not be used during the month in which it is accrued. Policy and accrual rates may be found at https://hr.uw.edu/ops/leaves/
- Sick leave information for temporary/hourly employees may be found at https://hr.uw.edu/ops/leaves/paid-sick-time-off/
- ACGME Fellows and Postdoctoral Scholars accrue leave according to the UWHA and UAW agreements that cover these job classes.
- Salaried employees are eligible for a personal holiday (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.
- Please notify the division administrator if you have or will be submitting an FMLA request or require information about parental leave.


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/submit the form ASAP: https://www.washington.edu/admin/hr/roles/mgr/leaveholiday/prior-service.html

Mail the form to:
Campus HR Operations
Roosevelt Commons West
Box 354963
4300 Roosevelt Way NE
Seattle, WA 98195-4963
Phone: 206-543-2354
Fax: 206-685-0636
BADGING

Obtain a Husky Card

- Bring your EID and state or federal photo ID (note: you need to wait until the third business day to be in the system/receive husky card).
- Locations: UWMC: BB120 across from the Plaza Café entrance | HMC: 1C-153 | Main campus: Odegaard Library, ground floor
- Once you have your Husky Card, you can obtain a UPASS (bus pass) and/or parking permit from the UW Transportation Services office

If you are an hourly employee, follow the instructions for TEMP Pass at the link below: http://www.washington.edu/facilities/transportation/commuterservices/u-pass

Site-based Identification Badges and Access Card Information

Harborview campus (Leila Armas for PCCSM, Diane Tomita for GER)
- You will need to obtain an ID badge from the office at 1CT-153.
- You will need to make sure your ID badge is programmed to allow access to the appropriate secured buildings. There is not a separate key card for this and you need to tell the office staff producing the ID card. An authorized individual will then need to submit a request for access to dpsacc@uw.edu.

UW Medical Center (Kelsey Nakano)
- Email (pccmadmi@uw.edu) your name, EID, and job title if you are in need of a UWMC Badge to access clinical areas. Please indicate which areas in the medical center you will be working in to clarify access needs. A request will be submitted online to authorize the badge, and directions will be provided regarding how to obtain your ID.

Information needed for UW Medicine account to be established (Monica Fawthrop)
- Name, EID (or SSN)
- Email address
- DOB and Place of Birth
- UW Net ID
- Confirmation of which systems access is needed (ORCA, EPIC, MEDSCAPE)
- If a clinical researcher: IRB approval number
- Confirmation that privacy/access form has been completed

Employee Health Centers/Immunizations (if pertinent):

Located at UWMC:
http://www.washington.edu/admin/directory/Dispatch.cgi?DD_View,Edit&entryid=00100253

Located at HMC:
http://www.washington.edu/admin/directory/Dispatch.cgi?DD_View,Edit&entryid=00100100

Animal researchers/Research requiring biosafety reviews - review additional compliance requirements at: https://www.washington.edu/research/compliance/

Human Subjects researchers -
- CITI Human Subjects protections/Good clinical practices: https://www.citiprogram.org/Default.asp
- EPIC: https://intranet.uwmedicine.org/BU/ClinApps/Pages/Request.aspx
Computing Services at the UW

1) IT Connect is the University of Washington campus wide IT support service. 

   Compliant Email and Cloud Storage Resources

   All UW business must be conducted using an approved email service.

   All University employees have access to email, calendaring and cloud storage options via UW IT Connect: https://itconnect.uw.edu/connect/

2) Department of Medicine IT Services provides fee-based network support. PCCSM uses this some Division members. These accounts are often referred to as Outpost accounts and are authorized by the Division Administrator. Contact: ishelp@medicine.washington.edu

UW and State of Washington policies:

Email is made available to University faculty and staff solely for the purpose of facilitating effective business operations. Email management software may vary by site and designated IT support units. Information about UW email retention and management recommendations are found at:
http://f2.washington.edu/fm/recmt/retentionschedules/gs/general/uwgs5

As an employee of UW Medicine, all employees must adhere to the UW Medicine Data Stewardship policy. The policy addresses requirements for security of Protected Health Information (PHI) and research data. This policy applies to all devices (desktop, laptop, tablet, smartphone, etc) used to access systems or UW email accounts whether UW or personally owned.
https://www.uwmedicine.org/education/md-program/academic-policies-and-procedures/compliance/data-stewardship

   Assistance is available with security and data safeguarding through the Department of Medicine for all Department members: http://depts.washington.edu/domis/

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. "Information Technology Tools and Resources at the UW" can be found at: https://itconnect.uw.edu/work/appropriate-use/
The Washington Ethics in Public Service Act and the UW Conflict of Interest Policies impose additional responsibilities on University employees that affect hiring and supervision of household members and campaigning behavior among other things. Please review these policies at:

http://apps.leg.wa.gov/RCW/default.aspx?cite=42.52

http://www.washington.edu/admin/rules/policies/APS/47.02.html

UW Medicine Policy on Professional Conduct
http://www.uwmedicine.org/about/policies/professional-conduct
UW Medicine is committed to high standards of professionalism in patient care, research and education among our faculty, staff, residents, fellows, and students. Professionalism is integral to our mission of improving health, and includes demonstrating excellence, respect, integrity, compassion, altruism, and accountability in all endeavors and creating an environment supportive of diversity in ideas, perspectives and experiences. All individuals in our UW Medicine community are responsible for creating an inclusive environment where every person is valued and honored.

All members of the UW Medicine community are expected to conduct themselves in a professional and ethical manner with colleagues, patients, and the public. Leaders in our community are expected to model, promote, and advocate for a strong and visible culture of professionalism.

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 Meg Frazer at frazem@uw.edu.