



Health  
Canada

Santé  
Canada

# Natural and Non-prescription Health Products Directorate

# Canada

\*Click\* on the  
Text Box to go  
to the Page



## 1. COVID-19 Vaccination Policy

- All employees must be fully vaccinated unless an accommodation is made based on a certified medical contraindication, religion, or another prohibited ground for discrimination as defined under the *Canadian Human Rights Act*.

**Before  
You  
Begin**



## 2. Health Canada Introduction

- Here you will find some introductory information on Health Canada that you can read before you start on your first day. This will allow you to have a basic understanding of the work you will be undergoing in your new job, as well as the importance of your new role as a public servant.



## 3. Work from Home Setup Guide

- This document will help prepare you for working remotely from home so that you are ready to start on your first day and set up for success. There is also an ergonomics guide with best practices available to help you make the best use of your remote work space.



## 4. Onsite Working

- Your new office is located at 250 Lanark Ave, Ottawa, ON, K1Z 6R5. This document will explain what you can expect when working in the office, as well as the regulations that must be followed to adhere to the COVID-19 office guidelines.

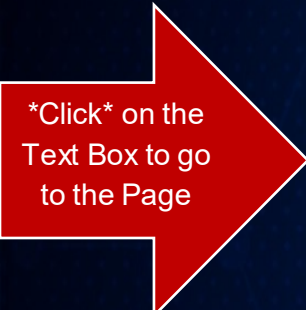


Health  
Canada

Santé  
Canada

# Natural and Non-prescription Health Products Directorate

Canada



## Your First Day



### 1. Setting up Your Workstation

- This guide will help you with logging into your new work computer and setting up all of the tools required to work on the Health Canada network.



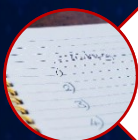
### 2. Welcome to the Team!

- You will be introduced to your team leaders in this video, and learn how we all play a role in helping Canadians improve their health and well-being. **VIDEO TO BE FILMED**



### 3. NNHPD in the Health Products and Food Branch

- NNHPD is one of the many directorates in the broader spectrum of the Health Products and Food Branch. Here you will find information on the different bureaus within NNHPD as well as discovering what each bureau is responsible for.



### 4. Student Onboarding Checklist

- The Student Onboarding Checklist will guide you through all of the steps of the onboarding process. This checklist includes all of the necessary steps to help you become familiar within your new role in Health Canada. **CHECKLIST BEING UPDATED**



### 5. SAP Time Tracking

- All employees must track and enter their work time into the SAP application. This guide will walk you through the process.
- It is absolutely crucial that every hour of work is entered into the system. **It costs us \$300 for every hour not tracked.**



### 6. Appendix of Supporting Tools & Resources

- This file provides multiple resources and supporting documentation that can be used to supplement your training material. There are many different links that can be found here with important information.



### 7. Internal Key Contacts

- This file will provide you with internal services and key contact information that can be used to contact relevant stakeholders or reach out for assistance on relevant topics. **DOCUMENT BEING UPDATED**



### 8. COVID-19 Information

- Here you will find all relevant information and updates pertaining to COVID-19.





Health  
Canada

Santé  
Canada

# Natural and Non-prescription Health Products Directorate

Canada

\*Click\* on the  
Text Box to go  
to the Page

**Your  
First  
Week**



## 1. Register for Student Orientation Session

- There is an orientation session for all new students of the Health Products and Food Branch. This virtual training session will help familiarize you with your new employer, discuss career development, compensation & benefits, workplace wellness, and learning & development.



## 2. Set Up myLEARNING and GC Learning Accounts

- There are a few different accounts that have to be set up so that you can enroll in certain training programs and courses. The two main ones being myLEARNING and GCcampus. There are also other GC Learning Accounts that you should set up for a wide array of resources and training sessions.



## 3. Mandatory Training Sessions

- These training sessions are required to be completed before you can begin working in your new job. On average they take around 6 hours to complete.



## 4. Values & Ethics, Conflict of Interest, Collective Agreement Readings

- These documents must be read and understood by new students before they move into the specifics of their new role.



## 5. Student Guide to Pay

- This guide will help you check your pay and learn about benefits.



## 6. Performance Management

- All students are expected to achieve their work objectives by adhering to the four core competencies for all employees in the federal public service.
- Here you will learn about your performance objectives as well as how you will be evaluated on them.



## 7. Health & Safety Documentation

- It is important to familiarize yourself and fully understand all health and safety requirements before you proceed with your work. Here you will learn these requirements.



## 8. Week 1 Survey

- This brief survey will ask you some questions to understand how you are feeling after your first week at your new job. This feedback is very helpful to see how we can better work together in order to ensure a happy and healthy work environment as well as gain invaluable data on how we can improve our onboarding process.



Health  
Canada

Santé  
Canada

# Natural and Non-prescription Health Products Directorate

Canada

\*Click\* on the  
Text Box to go  
to the Page

**Your  
Last  
Month**



## 1. Departure and Extension Information

- Here you will find information on what must be completed in your last month whether you are departing from NNHPD, or receiving an extension on your work term. **CONTENT IN DEVELOPMENT**