

Hospital Checklist of Mandatory Requirements

	Requirement	Initiate By Date	Due Date	Instruction on How to Complete	Submission Method
<input type="checkbox"/>	Review, sign, and return the Hospital Appointment Letter to Medical Affairs	Immediately	Immediately	Attachment within the LHSC & St. Joseph's hospital package email	Email: medical.affairs@londonhospitals.ca (Email all pages in PDF format.) Fax: 519-667-6844 (return all pages)
<input type="checkbox"/>	Canadian Medical Protective Association (CMPA) membership	Initiate process Immediately 6-8 week process	Prior to your hospital start date	Call: 1-800-267-6522 Online application: www.cmpa.org	CMPA will provide Medical Affairs with confirmation of membership updates on a weekly basis. If your membership remains as outstanding on the Single Sign-On (SSO) website by June 20, 2016 please email CMPA confirmation to medical.affairs@londonhospitals.ca
<input type="checkbox"/>	eLearning: Privacy and Confidentiality Training and agreement	Immediately	Prior to your hospital start date	Refer to the "Instruction Sheet: Privacy and Confidentiality Training and Agreement" document attached to the LHSC & St. Joseph's Hospital package email	Your completion will be automatically recorded with Medical Affairs.
<input type="checkbox"/>	Submit Health Review form and supporting documentation	Immediately	Prior to your hospital start date	Attachment within the LHSC & St. Joseph's hospital package email View: Health Review	Email: ohss-medicalaffairs@lhsc.on.ca Fax: 519-667-6753

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<input type="checkbox"/>	Documentation for Pay and Benefits	Immediately *Not required by Clinical Fellows	Two weeks prior to your hospital start date	Complete the <u>FIVE</u> required forms by clicking HERE Please Note: Employee ID can be left blank on the pay and benefit documentation	Contact No: 519-685-8500 ext. 46247 Email: go2hr@lhsc.on.ca Fax: 519-663-3889

Note:

- Documentation and Pay is only required for Canadian Medical Residents and International Medical Graduates who are funded by the Ontario Ministry of Health.
- Clinical Fellows are not required to complete the documentation for pay and benefits forms. Follow up with the office of your Program Director.
- If you are funded by your sponsoring government, you may be eligible for extended health/dental benefits and life insurance. Contact Human Resources at go2hr@lhsc.on.ca

<input type="checkbox"/>	Hospital ID Badge	Complete upon arrival in London	Prior to your hospital start date	University Hospital: Lower level, zone C, room CLL-102 Victoria Hospital: Level 1, zone E, room E1-501	Walk in only Monday to Friday, 8:00 a.m. – 4:00 p.m. What to bring: <ul style="list-style-type: none"> • Hospital Appointment Letter • Government issued photo ID • If applicable, previous LHSC/St. Joseph's hospital ID badge
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<input type="checkbox"/>	GroupWise Email			Login details will be sent to your personal email account by mid-June	
<p>Note:</p> <ul style="list-style-type: none"> • GroupWise <u>is a secure encrypted</u> network and must not be forwarded to another email. Forwarding Western email to GroupWise • Must use GroupWise to <u>transmit confidential patient information</u>. Information pertaining to Hospital privileges, pay, etc. will only be sent to your GroupWise email account. • You are required to monitor your GroupWise email on a regular basis. 					
<input type="checkbox"/>	Corporate ID			Login details will be sent to your personal email account by mid-June	
<p>Note:</p> <ul style="list-style-type: none"> • The Corporate ID will be your username and password for most hospital applications. 					

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<input type="checkbox"/>	<p>Once you have your Corporate ID emailed to you, you will be able to access ME(MyEducation) for the following:</p> <ol style="list-style-type: none"> 1. Registration for N95 Respirator Fit Testing 2. Registration for Advanced Cardiac Life Support (ACLS) *ACLS requirements, click HERE 3. Electronic Health Record elearning and classroom registration 4. Mandatory elearning 	Corporate ID will be your login details	Prior to your hospital start date	<p>For elearning instructions and In-class session registrations, refer to the email you received with your Corporate Account details</p> <p>Ensure Electronic Health Record elearning is complete before attending the in-class session.</p>	Completion of elearning will automatically be recorded with Medical Affairs
<input type="checkbox"/>	Register and complete FirstNet online training		Complete prior to your first rotation in Emergency Medicine	For First Net Training click here	

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<input type="checkbox"/>	Parking Setup	Complete upon arrival in London		<p>University Hospital: Parking garage adjacent to the main hospital building (Parkade 4), 1st floor</p> <p>Victoria Hospital: Parking Garage, adjacent to the London Regional Cancer Centre (Parkade 8).</p>	<p>Walk in only University Hospital: Open 24 hours</p> <p>Victoria Hospital: 7:30 a.m. – 5:00 p.m. Monday to Friday</p> <p>* \$25 CASH deposit required and must have a government issued photo ID</p>
<p>Note: Distributed Medical Education sites (ie. Hotel Dieu etc) – obtain ID badge and parking at the site you will be doing your full training.</p>					
<input type="checkbox"/>	Dictation Code	After your Electronic Health Record (EHR) training		Contact Transcription Services at 519-685-8500 ext. 35131 (LHSC) or ext. 65584 (St. Joseph's).	

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<input type="checkbox"/>	Scrub Suits		Prior to your first clinical shift	Scrub Suit cards can be obtained at the orientation. Business Office and Linen Services will be present where you can pay your deposit and obtain your card. Click HERE to view alternatives for obtaining your scrubs.	
<input type="checkbox"/>	Pager			Your pager will be distributed at the orientation on June 30, 2016	

[ORIENTATION WEBSITE](#)