

## Hospital Checklist of Mandatory Requirements

	Requirement	Initiate By Date	Due Date	Instruction on How to Complete	Submission Method
<input type="checkbox"/>	Review and sign the Hospital Appointment Letter	Immediately	Immediately	Attachment within the LHSC & St. Joseph's hospital package email	<b>Email:</b> <a href="mailto:medical.affairs@londonhospitals.ca">medical.affairs@londonhospitals.ca</a> <b>Fax:</b> 519-667-6844
<input type="checkbox"/>	Canadian Medical Protective Association (CMPA) membership	Initiate process Immediately  6-8 week process	As soon as possible	<b>Call:</b> 1-800-267-6522  <b>Online application:</b> <a href="http://www.cmpa.org">www.cmpa.org</a>	Email a copy of your CMPA membership to <a href="mailto:medical.affairs@londonhospitals.ca">medical.affairs@londonhospitals.ca</a>
<input type="checkbox"/>	Online Training: Privacy and Confidentiality	Immediately	Immediately	Please refer to Page 1 of the 2015 Instruction Sheet attached to the LHSC & St. Joseph's Hospital package email	Your completion will be automatically recorded with Medical Affairs.
<input type="checkbox"/>	Online Training: Early Identification of Sepsis	Start as soon as possible.	Immediately	Please refer to Page 1 of the 2015 Instruction Sheet attached to the LHSC & St. Joseph's Hospital package email	Your completion will be automatically recorded with Medical Affairs.

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<input type="checkbox"/>	Register and complete FirstNet online training		As soon as possible	For First Net Training click <a href="#">here</a> .	
<input type="checkbox"/>	Submit Health Review form and supporting documentation	Start as soon as possible.	As soon as possible	Obtain and complete the Health Screening <a href="#">form</a>	<b>Email:</b> <a href="mailto:ohssappointmentsssh@lhsc.on.ca">ohssappointmentsssh@lhsc.on.ca</a>  <b>Fax:</b> 519-667-6753
<input type="checkbox"/>	Documentation for Pay and Benefits	Immediately  *Not required by <b>Clinical Fellows</b>	As soon as possible	Complete the <u>FIVE</u> required forms by clicking <a href="#">HERE</a>  <b>Please Note:</b> <b>Employee ID can be left blank on the pay and benefit documentation.</b>	Contact No: 519-685-8500 ext. 46247  Email: <a href="mailto:go2hr@lhsc.on.ca">go2hr@lhsc.on.ca</a>  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. Please 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](mailto:go2hr@lhsc.on.ca)

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<input type="checkbox"/>	GroupWise Email	Login details will be sent to your personal email account	N/A	N/A	N/A
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**Note:**

- GroupWise is a **secure encrypted** network and must not be forwarded to another email for privacy purposes. Forwarding Western email to GroupWise: contact the Helpdesk at Western University at 519-661-2111 ext.83800 for assistance.
- Must use GroupWise to **transmit confidential patient information**. Hospital appointment, pay, etc. information will only be sent to GroupWise.

<input type="checkbox"/>	Hospital Corporate Account	Login details will be sent to your personal email account	N/A	N/A	N/A
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**Note:**

- The Corporate Account provides access to the hospital computer Desktop (LHSC Desktop/St. Joseph's Desktop) and will provide access to Microsoft products, Adobe products, and shared or personal drives that have been set up.

<input type="checkbox"/>	Once you have your Corporate Account details emailed to you, you will be able to access ME(MyEducation) for the following:  1. Registration for Respirator Fit Testing  2. Registration for Advanced Cardiac Life Support (ACLS)	Login details will be sent to your personal email account	NA	For eLearning instructions and In-class session registrations, please refer to Pages 2 & 3 of the 2015 Instruction Sheet attached to the LHSC & St. Joseph's hospital package email	
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<input type="checkbox"/>	3. Mandatory eLearning.	As soon as possible	As soon as possible		Your completion will be automatically recorded with Medical Affairs.
<input type="checkbox"/>	Electronic Patient Record Registration	As soon as possible	As soon as possible	Please register on the link <a href="#">HERE</a>	
<input type="checkbox"/>	Hospital ID Badge	Complete upon arrival in London		Complete the <b>Photo Identification Request Form</b> prior to going to Customer Support. (Attachment within the LHSC & St. Joseph's hospital package email)  <b>University Hospital:</b> Customer Support, Lower level, zone C, room CLL-102  <b>Victoria Hospital:</b> Customer Support, Level 1, zone E, room E1-501	Walk in only 8:00 a.m. – 4:00 p.m. Monday to Friday Please bring Hospital Appointment Letter and government issued photo ID

<input type="checkbox"/>	Parking Setup	Completed upon arrival in London		<p><b>University Hospital:</b> Parking garage adjacent to the main hospital building (Parkade 4), 1st floor</p> <p><b>Victoria Hospital:</b> Parking Garage, adjacent to the London Regional Cancer Centre (Parkade 8).</p>	<p><b>Walk in only</b> University Hospital: Open 24 hours</p> <p>Victoria Hospital: 7:30 a.m. – 5:00 p.m. Monday to Friday</p> <p>* \$20 CASH deposit required and must have a government issued photo ID</p>
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**Note:** Distributed Medical Education sites (ie. Hotel Dieu etc) – obtain ID badge and parking at the site you will doing your full training.

	Requirement	Initiate By Date	Due Date	Instruction on How to Complete	Submission Method
<input type="checkbox"/>	Dictation Code	As soon as possible	N/A	Contact Transcription Services at 519-685-8500 exr. 35131 (LHSC) or ext. 65584 (St. Joseph's).	N/A
<input type="checkbox"/>	Scrub Suits	N/A	N/A	<p>To obtain a Scrub Access card, a pre-authorized Scrub Suit Request form will be provided at the orientation. A \$50 deposit will be required.</p> <p>Scrub suits are dispensed using the ScrubAvail Scrub dispensing system at LHSC and St. Joseph's Health Care London.</p> <p>Further details can be view <a href="#">HERE</a> after you receive your Corporate ID details.</p>	N/A

<input type="checkbox"/>	Pager	N/A	N/A	Contact Pager Management at pagermanagement@lhsc.on.ca or by phone at 519-685-8500 extension 53530 to arrange pager pick up.	N/A
<input type="checkbox"/>	View the Orientation Website	N/A	N/A	Click <a href="#">HERE</a> for additional helpful information.	N/A