

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	Email: medical.affairs@londonhospitals.ca Fax: 519-667-6844
<input type="checkbox"/>	Canadian Medical Protective Association (CMPA) membership	Initiate process Immediately 6-8 week process	As soon as possible	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 SSO website by June 16, 2015, please email confirmation to medical.affairs@londonhospitals.ca
<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 here .	
<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 form	Email: ohssappointmentsssh@lhsc.on.ca Fax: 519-667-6753
<input type="checkbox"/>	Documentation for Pay and Benefits	Immediately *Not required by Clinical Fellows	As soon as possible	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. 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

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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 HERE	
<input type="checkbox"/>	Hospital ID Badge	Complete upon arrival in London		Complete the Photo Identification Request Form prior to going to Customer Support. (Attachment within the LHSC & St. Joseph's hospital package email) University Hospital: Customer Support, Lower level, zone C, room CLL-102 Victoria Hospital: 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>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>* \$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.

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<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 HERE 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 HERE for additional helpful information.	N/A