

# Hospital Checklist of Mandatory Requirements

	Requirement	Initiate By Date	Due Date	Instruction on How to Complete	Submission Method
<input type="checkbox"/>	Hospital Appointment Letter	Immediately	Immediately	Attachment within the LHSC & St. Joseph's hospital package email.  Review, sign, and return to Medical Affairs.	<b>Email:</b> <a href="mailto:medical.affairs@londonhospitals.ca">medical.affairs@londonhospitals.ca</a>  <b>Fax:</b> 519-667-6844  When submitting the signed letter, return all pages in PDF format.
<input type="checkbox"/>	Canadian Medical Protective Association (CMPA) membership	Initiate process Immediately  6-8 week process	Prior to your hospital start date  <b>Family Medicine Pre-residency group:</b> not required until AVP start.	<b>Call:</b> 1-800-267-6522  <a href="#">CMPA online application</a>	CMPA will provide Medical Affairs with confirmation of membership updates on a weekly basis.  If your membership remains outstanding on the Single Sign-On (SSO) website within two weeks of your hospital start date, email CMPA confirmation to <a href="mailto:medical.affairs@londonhospitals.ca">medical.affairs@londonhospitals.ca</a>
<input type="checkbox"/>	eLearning: Privacy and Confidentiality Training and Agreement	Immediately	June 1, 2018	Complete this eLearning using the following details:  Link: <a href="https://medicalaffairs.lhsc.on.ca/privacy/">https://medicalaffairs.lhsc.on.ca/privacy/</a>  Surname: Password:	Your completion will be automatically recorded with Medical Affairs.  After you have completed the Privacy and Confidentiality eLearning and agreement, details on how to access the following applications will be emailed to you. <ul style="list-style-type: none"> <li>· Corporate ID (access to the hospital computer/desktop, hospital shared drives and applications)</li> <li>· Outlook (hospital email account)</li> <li>· NetScaler (remote access to the hospital network)</li> <li>· Cerner PowerChart (access to the Electronic Health Records)</li> </ul>

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<input type="checkbox"/>	Health Review	Immediately	Three weeks prior to hospital start date	Attachment within the LHSC & St. Joseph's hospital package email. Submit Health form and supporting documentation to Occupational Health.	<b>Email:</b> <a href="mailto:ohss-medicalaffairs@lhsc.on.ca">ohss-medicalaffairs@lhsc.on.ca</a> <b>Fax:</b> 519-667-6753 <b>View:</b> <a href="#">Health Review</a>
<input type="checkbox"/>	Documentation for Pay and Benefits	Immediately  *Not required by <b>Clinical Fellows</b>	Three weeks prior to your hospital start date	Complete the <b>FIVE</b> required forms by clicking <a href="#">HERE</a>  <b>Please Note: Employee ID can be left blank on the pay and benefit documentation</b>	Contact No: 519-685-8500 ext. 46247  <b>Email:</b> <a href="mailto:go2hr@lhsc.on.ca">go2hr@lhsc.on.ca</a>  <b>Fax:</b> 519-663-3889
<b>Note:</b>					
<ul style="list-style-type: none"> <li>Documentation and Pay is only required for <b>Canadian Medical Residents</b> and <b>International Medical Graduates</b> who are funded by the Ontario Ministry of Health.</li> <li>Clinical Fellows are not required to complete the documentation for pay and benefits forms. Follow up with the office of your Program Director.</li> <li>If you are funded by your sponsoring government, you may be eligible for extended health/dental benefits and life insurance. Contact Human Resources at <a href="mailto:go2hr@lhsc.on.ca">go2hr@lhsc.on.ca</a></li> </ul>					
<input type="checkbox"/>	Hospital ID Badge	Initiate no sooner than 4 weeks prior to your hospital start date	Prior to your hospital start date	<b>Victoria Hospital:</b> <ul style="list-style-type: none"> <li>Level 3, zone C, room C3-302 or C3-304</li> <li>Mon-Fri from 8am – 4pm</li> </ul>	Walk in only  <b>What to bring:</b> <ul style="list-style-type: none"> <li>Government issued photo ID</li> <li>If applicable, previous LHSC/St. Joseph's hospital ID badge</li> </ul>
	Requirement	Initiate By Date	Due Date	Instruction on How to Complete	Submission Method
<input type="checkbox"/>	Parking Setup	If required, complete prior to		<b>University Hospital:</b> Parking garage adjacent to the main	<b>Walk in only</b> University Hospital:

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		your hospital start date		hospital building (Parkade 4), 1st floor  <b>Victoria Hospital:</b> Parking Garage, adjacent to the London Regional Cancer Centre (Parkade 8).	Open 24 hours  Victoria Hospital: 7:30 a.m. – 5:00 p.m. Monday to Friday  * \$20 CASH deposit required and must have a government issued photo ID
<b>Note:</b> Distributed Medical Education sites (ie. Hotel Dieu etc.) – obtain ID badge and parking at the site you will be doing your full training.					
<input type="checkbox"/>	Register and complete FirstNet online training		Complete prior to your first rotation in Emergency Medicine	For First Net Training <a href="#">click here</a>	
<input type="checkbox"/>	Dictation Code	After your Electronic Health Record (EHR) training – refer to ME(MyEducation) section of this document		Contact Transcription Services at 519-685-8500 ext. 35131 (LHSC) or ext. 65584 (St. Joseph's).	
	<b>Requirement</b>	<b>Initiate By Date</b>	<b>Due Date</b>	<b>Instruction on How to Complete</b>	<b>Submission Method</b>
<input type="checkbox"/>	Scrub Suits		Prior to your first	Scrub Suit cards can be obtained at the orientation.	

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			clinical shift	Business Office and Linen Services will be present where you can pay your deposit and obtain your card.  Click <a href="#">HERE</a> to view alternatives for obtaining your scrubs.	
<input type="checkbox"/>	Pager			Your pager will be distributed at the orientation on June 29, 2018.	
<input type="checkbox"/>	Corporate ID and Outlook Email			Login details will be sent to your personal email account by mid-June	

**Note:**

- The Corporate ID will be your username and password for most hospital applications.
- Hospital Outlook email is a **secure encrypted** network and must not be forwarded to another email. [Forwarding Western email to Outlook](#)
- Must use hospital Outlook email to **transmit confidential patient information**. Information pertaining to hospital privileges, pay, etc. will only be sent to your hospital Outlook email account.
- You are required to monitor your hospital Outlook email on a regular basis.

**ME(MyEducation)**

- **Access to the ME** and completion of the below requirements **cannot be done until you receive your Corporate ID information in early June**, which will include instructions for accessing ME and in-class session registrations. Please retain this

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document for future reference.	
<ul style="list-style-type: none"> <li>• Registration for these requirements must be completed <b>BEFORE</b> your hospital start date.</li> </ul>	
<input type="checkbox"/>	<p>1. Electronic Health Record eLearning and classroom registration (mandatory for ALL residents and clinical fellows including Western grads).</p> <ul style="list-style-type: none"> <li>• Registration for the eLearning and the classroom training will be ready once you receive your Corporate ID in early June.</li> <li>• Ensure Electronic Health Record eLearning is complete before attending the in-class session.</li> <li>• Residents (PGY 1) will be asked to participate in a research study that is looking at the effectiveness of the EHR training (<b>eLearning and classroom training</b>). To read about the study and to indicate your willingness to participate, please click <a href="#">here</a> .</li> </ul>
<input type="checkbox"/>	<p>2. Registration for N95 Respirator Fit Testing</p>
<input type="checkbox"/>	<p>3. Registration for Advanced Cardiac Life Support (ACLS)</p> <ul style="list-style-type: none"> <li>• Click <a href="#">HERE</a> to determine if ACLS is a requirement for you</li> </ul>
<input type="checkbox"/>	<p>4. Additional Required eLearning</p> <ul style="list-style-type: none"> <li>• Completion of eLearning will automatically be recorded with Medical Affairs</li> </ul>
<b>ORIENTATION WEBSITE</b>	
<p><b>Date:</b> June 29, 2018  <b>Time:</b> 7:30 a.m.  <b>Location:</b> University Hospital, 339 Windermere Road, London, 3<sup>rd</sup> floor, Auditorium A</p>	<p>Attending the orientation will prepare postgraduate trainees for their first clinical rotation.</p> <p>Orientation is highly recommended for all postgraduate trainees, however, if you are a clinical fellow/PGY 3 or higher and are unable to attend due to prior clinical responsibilities, you are not required to attend.</p> <p>At the orientation, you can organize receipt of a pager, scrub suits, ID badge, and finalize pending requirements. Beyond June 29<sup>th</sup>, you will need to obtain the items noted above.</p> <p style="text-align: center;"><a href="#">View the Orientation website</a></p>