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|  | **Requirement** | **Initiate By Date** | **Due Date** | | **Instruction on How**  **to Complete** | | | **Submission**  **Method** |
|  | Hospital Appointment Letter | Immediately | Immediately | | Sign into Single Sign-On (SSO)   * Click on the “My Info” tab * Click on the “Hospital Appointment Letter” tab * Review and sign the letter electronically. An automated email confirmation will be sent to Medical Affairs.   Refer to “IMPORTANT: LOA & Registration Information” email from Western. | | | Submission is completed electronically via SSO. See “Instruction on How to Complete” section of this document. |
|  | Canadian Medical Protective Association (CMPA) membership | Initiate process Immediately  6-8 week process | Prior to your hospital start date  **Family Medicine Pre-residency group:** not required until AVP start. | | **Call:** 1-800-267-6522  [CMPA](https://www.cmpa-acpm.ca/en/login?redirect=%2Fen%2Fmembership%2Fsst%2Fproof-of-membership)[online](https://www.cmpa-acpm.ca/en/login?redirect=%2Fen%2Fmembership%2Fsst%2Fproof-of-membership)[application](https://www.cmpa-acpm.ca/en/login?redirect=%2Fen%2Fmembership%2Fsst%2Fproof-of-membership) | | | 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 [medical.affairs@londonhospitals.ca](mailto:medical.affairs@londonhospitals.ca) |
|  | eLearning: Privacy and Confidentiality Training and Agreement | Immediately | Immediately | | Complete this eLearning using the following details:  Link: <https://medicalaffairs.lhsc.on.ca/privacy/>  Surname:  Password:  Western graduates are required to redo this agreement. | | | 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 mid-June.  · Corporate ID (access to the hospital computer/desktop, hospital shared drives and applications, ie. learning system)  · Outlook (hospital email account)  · NetScaler (remote access to the hospital network)  · Cerner PowerChart (access to the Electronic Health Records) |
|  | 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. | | | **Email:**  [ohss-medicalaffairs@lhsc.on.ca](mailto:ohss-medicalaffairs@lhsc.on.ca)  **Fax:**  519-667-6753  View: [Health Review](https://www.sjhc.london.on.ca/medical-affairs/resources/health-review) |
|  | Documentation for Pay and Benefits | Immediately  \*Not required by Clinical Fellows | Three weeks prior to your hospital start date | | Complete the **FIVE** required forms by clicking [HERE](https://www.sjhc.london.on.ca/medical-affairs/orientation/payroll-documentation)  **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](mailto: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](mailto:go2hr@lhsc.on.ca) | | | | | | | | |
|  | Hospital ID Badge | Initiate after June 4th and no sooner than 4 weeks prior to your hospital start date | | Prior to your hospital start date | **Victoria Hospital:**   * Level 3, zone C, room C3-302 or C3-304 * Mon-Fri from 8am – 4:30pm   **University Hospital:**   * Lower level, zone C, room CLL-102 * Mon-Fri from 8am – 4:30 pm | | | Walk in only  **What to bring:**   * Government issued photo ID * If applicable, previous LHSC/St. Joseph’s hospital ID badge |
|  | Parking Setup | If required, complete prior to your hospital start date | |  | **University Hospital:** Parking garage adjacent to the main hospital building (Parkade 4), 1st floor  **Victoria Hospital:** Parking Garage, adjacent to the London Regional Cancer Centre (Parkade 8). | | | **Walk in only**  University Hospital:  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 |
| **Note:** Distributed Medical Education sites (ie. Hotel Dieu etc.) – obtain ID badge and parking at the site you will be doing your full training. | | | | | | | | |
|  | Register and complete FirstNet online training |  | | Complete prior to your first rotation in Emergency Medicine | | For First Net Training [click here](https://apps.lhsc.on.ca/regional/training/firstnet/assets/CLINHFNEmergencyProviderH5/index.html) | |  |
|  | 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). | |  |
|  | 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**](https://www.sjhc.london.on.ca/medical-affairs/orientation/residents-clinical-fellows/getting-started) to view alternatives outside of the orientation day for obtaining your scrubs. | |  |
|  | Pager |  | |  | | Your pager will be distributed at the orientation on June 28, 2019. | |  |
|  | 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](https://wts.uwo.ca/office_365/email/office_365_gmail.html). * Must use hospital Outlook email to **transmit confidential patient information.** All hospital 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) Learning System**   * **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 document for future reference. * Registration for these requirements must be completed **BEFORE** your hospital start date. | | | | | | | | |
|  | 1. Electronic Health Record eLearning and classroom registration (mandatory for ALL residents and clinical fellows including Western grads).  * Registration for the eLearning and the classroom training will be available once you receive your Corporate ID in early June. * Ensure Electronic Health Record eLearning is complete before attending the in-class session. | | | | | | | |
|  | 1. Registration for N95 Respirator Fit Testing (if required) | | | | | | | |
|  | 1. Registration for Advanced Cardiac Life Support (ACLS) (if you don’t hold a valid ACLS certification)  * All PGY 1 and 2’s must hold valid certification * PGY 3 and greater, click [**HERE**](https://www.sjhc.london.on.ca/medical-affairs/orientation/residents-clinical-fellows#acls)to determine if ACLS is a requirement for your program and training level. * You MUST register to attend. | | | | | | | |
|  | 1. Additional Required eLearning  * Completion of eLearning will automatically be recorded with Medical Affairs. | | | | | | | |
| **ORIENTATION WEBSITE** | | | | | | | | |
| **Date**: June 28, 2019  **Time**: 7:30 a.m.  **Location**: University Hospital, 339 Windermere Road, London, 3rd floor, Auditorium A  [Orientation website](https://www.sjhc.london.on.ca/medical-affairs/orientation/residents-clinical-fellows) | | | | | | | Attending the orientation will prepare postgraduate trainees for their first clinical rotation.  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.  At the orientation, you can organize receipt of a pager, scrub suit cards, ID badge, and finalize pending requirements. Beyond June 28th, you will need to obtain the items noted above. | |