



The following is required to be fully registered and able to begin placements **at UHN and MSH**. If you will be doing placements at both sites in the academic year, or rotations which cover both hospitals, we suggest you start your in person registration at UHN.

Please complete UMLearns registration (<https://UMLearns.uhn.ca>) at least 1 week before the start of your placement to expedite the UHN/MSH registration process and to allow for advanced preparation of your arrival by the Medical Education team.

REGISTRATION

Step 1 Register with University of Toronto – This is an absolute requirement before you can register with UHN and MSH on UMLearns.

Step 2 Register on UMLearns.uhn.ca

Step 3 Computer Training. Please note that you must register on UMLearns.uhn.ca prior to completing EPR training for UHN. This will allow for your knowledge test results to be uploaded into the registration database.

UHN Complete Online eModules/Test for EPR access.

http://www.uhn.ca/corporate/For_Staff/Digital_Education/Pages/EPR_physicians.aspx

EPR training and passing the online test must be completed at least 1 week before you arrive to allow for access to the EPR system upon your arrival. Failure to comply may result in your inability to provide clinical service

- 1) Training **MUST** be completed before arrival at the Hospital. Training completion, including the online knowledge test, takes approximately 1.5-2 hours.

Physicians, Residents and Fellows – Complete EPR with MOE/MAR (e-Medication Ordering) for Physicians.

Medical Students on Elective who are NOT doing inpatient care at TGH or TWH – Complete EPR for Physicians ONLY.

Medical Students – Complete EPR for Senior Medical Students.

Note: Returning trainees do not need to complete the training if they have used EPR within the past 2 years

A confirmation email will be generated once you have passed the test indicating that you have successfully completed EPR training. Please keep this for your records. You will be required to present proof that you passed the test (email print out/screen shot) when you register in person at Medical Education.

MSH Complete Online eModules for EPR-POWERCHART/Firstnet. This takes 30-60 minutes on average (longer depending on your rotation) and can be done at any time during or prior to registration. It is better to complete before arrival at the hospital. To access the online courses, follow instructions on how to access the MSH Learning Management System (LMS) with this LINK [LMS eLearning Instructions-Physicians](#). You must use the email address that you supplied us as your username and password “training”.

See this **ESSENTIALS OF REGISTRATION AT MSH VIDEO** [👉 Mount Sinai Hospital Resident Orientation Video](#)

REGISTRATION

Step 4 Look for email confirmation from UMLearns that your Online Registration is approved.

Step 5 Present **IN PERSON** to **TGH Medical Education-Helliwell Centre**, Eaton Wing G-001 **M-F 8:00am – 3:30pm** OR **TWH MedEd West**, 750 Dundas St. West, 3rd Floor, Rm. 305. **Then** go to **MSH Medical Education-Cooper Centre**, 60 Murray Street, L3-300, **M-F, 8:00am – 3:30pm**.

July 1

TGH ONLY OPEN 8:00am-12:00pm

MSH OPEN 8:00am-12:00pm

IF YOU HAVE AN ID BADGE ALREADY, BRING IT WITH YOU

YOU WILL BE ISSUED DOCUMENTS WHICH ALLOW YOU TO OBTAIN:

- **Photo ID and Security Access-** Your UHN issued **Photo ID** also gives you **Security Access** at UHN in the same card. Once you present in person, your existing Photo ID will be verified and your access extended, OR you will proceed to obtain a new Photo ID at the following locations:
TGH Mondays, Tuesdays, & Wednesdays ONLY– Eaton South Basement, Rm 426A – Opposite Security
TWH Thursdays and Fridays ONLY– Fell Pavilion, 1st floor, Rm 511-Opposite Main Info Desk7:30am-3:30pm.

NOTE: You can use your WB Academy Photo ID at both UHN and MSH as ID. For security cards at MSH you must visit security to pick up a separate access card. Obtain “Red Form” from MSH Medical Education to present to **MSH Security** to receive a Security Access Card OR extend existing access, 600 University, Main Floor.

- **Pagers and Scrubs**

UHN

Receive requisition forms to present to **UHN Cashier’s Office**, M-F: **TGH 8:30am – 12:00pm & 1:00-4:00 pm**, **TWH 8:05am-2:30pm, PMH 10:00am-12:00pm&1:30pm-4:00pm**. **Refundable Deposits** required. **\$50 Pager \$55 Lab Coat and 1 Scrub Set**. Other options available.

- **Pager Pick Up-** Medical Education Office for Medical Students and Residents. Clinical Fellow pagers issued by their Departments.
- **Scrub Suit Pick Up**
TGH - Eaton Wing South, Basement, Rm. 408 (down the hall from main security office) M-F:8:30am-12:00pm and 1:00pm-4:00pm
TWH - McLaughlin Wing, First Floor, Rm. 412, M-F:8:05am-2:30pm
PMH - Basement, Rm. 114, M-F 10:00am-12:00pm & 1:30pm-4:00pm

MSH

- **Pager & Scrubs-** Receive requisition form from Medical Education to present first to **MSH Cashier’s Office** 600 University, Main Floor M-F 8:30am– 3:30pm. **\$80 Refundable Deposit** is required. **Note: This form is only available through Medical Education and is mandatory to obtain these items.**
- **Pager Pick** - Switchboard & Locating, 600 University, Room 118 (Level 1-Basement), 8:30am – 3:30pm
- **Scrub Suit Pick Up** - Linen Services, 600 University, Room 152 (Level 1-Basement), M-F 10:30 - 11:30am & 2:00 – 3:00pm

Step 4 Computer Training

UHN

New to UHN?: See Step 3 for information regarding computer training/EPR access. **EPR Access will be granted within 24 hours** following in-person registration at Med Ed.

Returning to UHN?:

If you have had an active EPR account within the last 2 years, your account will be reactivated at the time of registration. No further training is required. **EPR reactivation will be granted within 24 hours.**

MSH

New to MSH?

Online eModules for EPR-POWERCHART/Firstnet **must be completed before you are granted access.** To access the online courses, follow instructions on how to access the MSH Learning Management System (LMS) with this LINK [LMS eLearning Instructions-Physicians](#). You must use the email address that you supplied us as your username and password "training". **Once online course is complete, you must complete an in person test.** 600 University, Level 11, Room 11-207, Monday & Thursdays: 9:00am–12:00pm & 1:00-3:00pm, Fridays: 9:00am – 12:00pm. At the end of the class you will receive your password.

ADDITIONAL HOURS for July registration

Returning to MSH?

If you have used EPR-Powerchart/FirstNet within the last 12 months, your account will be reactivated upon registration. If it has been more than 12 months since you last accessed EPR-Powerchart/FirstNet, you will need to complete "refresher" training.

Step 5 Dictation

UHN

Apply online (Intranet) for a dictation account only when your EPR has been activated. To complete a Dictation Access Form go to: http://intranet.uhn.ca/clinical_tools/dictation/. Account activation takes 1-2 days, M to F. For technical problems, call the HELP Desk at ext. 14-4357 or Transcription Services at 16-6000.

MSH

With Valid ID, obtain dictation number at Health Records. 600 University, Room 460 (Level 4), M-F 7:30am - 3:30pm.

Step 6 OneMail Account- You must have an OneMail (or secure hospital email) account to communicate about patients securely by email. Residents are not usually issued hospital accounts. U of T will send you a message about obtaining it. Contact onemail.help@utoronto.ca.

ADDITIONAL INFORMATION

UHN

- **Mask Fit Testing**

If not previously tested, pick up mask fit form from Med Ed, visit one of the drop-in centres and keep the completed form for your records. Update your Mask Fit information on UMLearns.

- **Locker –Check with Med Ed.**

- **Housestaff Lounge –_Obtain Door Lock # from Med Ed**

- **Parking Value Cards**

For residents on active rotation at UHN only. Visit MedEd to determine eligibility. Cards issued at the TGH Parking Garage only. Must present a letter of eligibility from TGH Med Ed to the parking office. A \$50 refundable deposit required. Valid for parking at TGH and TWH only.

- **VPN Tokens**

Given only if doing home call. Allows for home access to EPR. Visit Med Ed to determine eligibility.

MSH

- **Mask Fit Testing** – Call Occ Health and Safety 416-586-4800 ex 1572 to Book Appointment. Additional times available during July Registration period.
- **Locker** – Room 136 (Level 1), 600 University. Contact Medical Education for Door Lock #. Choose locker and mark number in notebook near door. Empty locker and remove your lock at the end of your placement.
- **Housestaff Lounge** – Level 18, 600 University. Contact Medical Education for Door Lock#.
- **Housestaff Manual**- Found on the MSH Intranet
- **Parking** – Limited monthly spots at 20 Murray Street (Murray & Elm). Apply at **MSH Human Resources Department**, 600 University, Main Floor, Rm 301, M-F, 8:30am-1pm & 2-4pm.
- **Medical Library and Auditorium**- Level 18, 600 University.

Website for more information www.wbacademy.utoronto.ca

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