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## REGISTRATION

**Q. Do I need to register both online and in person?**

A. You only need to register online. If you are a resident and require a pager, come to the Medical Education Office in person. Access forms for UHN scrubs are available outside the Medical Education offices. Instructions are in the form.

**Please note:** You are not to be wearing scrubs when entering or exiting the hospital.

**Q. Can I register at UHN prior to registering at PGME?**

A. You are welcome to register at UHN in [UMLearns](#) while waiting for your [POWER](#) registration. The placement will be approved when you are fully registered at the University of Toronto and your registration is confirmed in POWER. For questions on how to register at the University of Toronto contact the Postgraduate Medical Education Office (PGME):

Phone: 416-978-6976  
 Address: 500 University Avenue, Suite 602  
 Toronto, Ontario M5G 1V7, Canada  
 Email: [postgrad.med@utoronto.ca](mailto:postgrad.med@utoronto.ca)

**Q. How will I know if my registration at PGME is complete?**

A. You will be able to see and print out your *Confirmation of Registration* in [POWER](#).

**Q. How long will it take to have my placement approved on UMLearns?**

A. If your registration at PGME is complete and you have completed all the required e-learning modules, it can take up to two business days to have your placement approved.

**Q. How will I know if my registration on UMLearns is approved?**

A. Upon approval in UMLearns, you will receive an automated email confirming your registration and instructions.

**Q. How do I add additional rotations to my profile after my placement is confirmed?**

A. You will have one opportunity to enter all your known rotations at the time you create your placement. If you need to make any changes or additions to rotations please send an email to [medicaleducation@uhn.ca](mailto:medicaleducation@uhn.ca) and we will update your profile. Please only submit **one** UHN placement per academic year.

**Q. I need to get Mask Fit Testing done. What should I do?**

A. Once you have been approved in UMLearns, you can book a mask fit test [here](#).

**Q. How will I receive UHN communication emails?**

A. You will receive UHN communication emails through the email provided on UMLearns under your My profile alongside your UHN email granted to you upon approval.

## UHN CLINICAL APPLICATIONS

### EPR

**Q. My UMLearns.uhn.ca registration was approved prior to me completing the EPR training. How can I get my EPR log-in?**

A. Email [medicaleducation@uhn.ca](mailto:medicaleducation@uhn.ca) with *EPR Test Completed* in the subject line. Access will be granted within 2 business days.

**Q. How do I get remote access to EPR when I am doing home call?**

A. All users requiring remote access to EPR only for the use of home call/ clinical care should now access this through the UHN Clinical Application Portal. This is available from the [Team UHN](#) page on UHN.ca

**TIP:** Bookmark this link for easier access to the Portal – <https://mydigitalapps.uhn.ca/Citrix/UHN-AppsWeb/>



MAC - Instructions for Remote Access - ARemote Access - All U

### EPIC ACCESS FROM HOME



How to Log In to Epic.pdf

HaikuForApple-QSG.pdf

HaikuForAndroid-QSG.pdf

## UHN NETWORK ACCESS

**Q. How can I obtain my tID?**

A. Your tID will become available to you once your placement is approved on UMLearns. You can find it under Network Log-In tab in your UMLearns.uhn.ca profile information.

**Q. How do I get a UHN email?**

A. Once your placement has been approved, you will have access your UHN email. In order to access your email, visit <https://Outlook.Office365.com>, and login using your email details and tID/network password. If you have an existing UHN email address (rmp, uhnresearch or uhn.ca) that is different from the email listed, your Program/Department will need to continue extending access manually. Please contact your Program/Department Coordinator for further details.

**Q. How do I manage multiple emails?**

A. Please visit the UHN Education page on the corporate intranet (link below) for detailed step by step instructions on how to manage multiple emails.

[https://intranet.remote.uhn.ca/cvpn/5ViJd4pwsS6F7xiY8BQGpA-TD3EHsI0/sites/UHN/Education\\_at\\_UHN/Learner%20Registration%20-%20Managing%20Multiple%20Email%20Accounts%20%20v1.0.pdf](https://intranet.remote.uhn.ca/cvpn/5ViJd4pwsS6F7xiY8BQGpA-TD3EHsI0/sites/UHN/Education_at_UHN/Learner%20Registration%20-%20Managing%20Multiple%20Email%20Accounts%20%20v1.0.pdf)

**Q. Do I have access to WI-FI at UHN?**

A. Learners can use their tID to log in to UHN Corporate WI-FI across UHN.

## PAGER – STAT REQUESTS

**Q. What are \*911 or STAT requests heard in the overhead announcements?**

A. STAT is a common medical term which means immediately.

Callers can make a request for a STAT page which includes an overhead announcement and the Operator will process the call with the highest sense of urgency.



## LOUNGES

**Q. Are there Lounges at UHN?**

A. Postgraduate Learner Lounges at UHN include:

**TGH** - GNU 122 - Ground Floor Norman Urquhart Wing, Room G-122 (badge access)

**TWH** - 8MCL 419 – 8th floor McLaughlin Pavilion, Room 8-419 (badge access)

**PMH** - 14th floor, Room 14-619 (badge access)

**TRI** - University Campus: 4th floor, Room 4-131 (badge access)

Lyndhurst: Learner Lounge - TLC Room 206

For specific call room information, please contact your Education Site Lead/Director or Administrative Coordinator.

## SCENT FREE ENVIRONMENT

University Health Network (UHN) is committed to creating a safe and supportive workplace and care environment for all its employees, physicians, students, contractors, patients, and visitors. Health concerns that have been reported due to exposure to scented products include asthmatic reactions, breathing difficulties, upper respiratory symptoms, skin irritation, headaches, light-headedness, nausea and weakness. As such, employees, medical staff, volunteers, patients, visitors, students, and contractors are required to refrain from wearing or using scented personal products while at UHN.



Scent Free.pdf

## LOCKERS/BIKES/PARKING

### Q. Can I get a locker at UHN?

A. Lockers are available at TGH and the TWH. Email [medicaleducation@uhn.ca](mailto:medicaleducation@uhn.ca) to inquire about availability. Lockers might also be available in your program/department.

### Q. Is there a secure area to lock my bike at UHN?

A. There are many outdoor racks surrounding each UHN site, as well as City of Toronto Post and Ring available. Additionally, in-door and bike cage options are available at TGH and TWH. For further questions regarding locations and deposit amounts, please contact: [UHNcycling@uhn.ca](mailto:UHNcycling@uhn.ca) or the Energy & Environment Department at 416-340-4800 x 5130

### Q. Is there a discounted parking at UHN?

A. Parking Value Cards are for residents on active rotations at UHN only. Email [medicaleducation@uhn.ca](mailto:medicaleducation@uhn.ca) to obtain a Parking Authorization form. You must present the form from Medical Education to the parking office. A \$50 refundable. Valid for parking at TGH and TWH only.

## CONTACTING MEDICAL EDUCATION

### Q. How can I get in touch with the Medical Education Office?

#### A. Medical Education at TGH

Phone: 416-340-4846

Address: Toronto General Hospital  
200 Elizabeth Street, Eaton Wing, G-001  
Toronto, ON M5G 2C4

Email: [MedicalEducation@uhn.ca](mailto:MedicalEducation@uhn.ca)

#### Medical Education at TWH

Phone: 416-603-5924

Address: Toronto Western Hospital, the MedWest Building  
399 Bathurst Street, 3<sup>rd</sup> Floor West Wing, Room 438  
Toronto, ON M5T 2S8

Email: [MedicalEducation@uhn.ca](mailto:MedicalEducation@uhn.ca)