Mount Sinai Hospital
Sinai Health System
Joseph & Wolf Lebovic
Health Complex

The following is required to be fully registered and able to begin placement at **MSH ONLY.**

PRE-REGISTRATION

Pre-Step 1 **Register with University of Toronto – This is an _absolute requirement_ before you can register with Mount Sinai Hospital on UMLearns.**

Pre-Step 2 **Register on UMLearns**

Pre-Step 3 **Computer Training**
Complete On-line eModules for EPR-POWERCHART/Firstnet. This takes 30-90 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**☜**.** You must use the email address that you supplied us as your username and password "training".

REGISTRATION

Step 1 Register Online with UMLearns. You must complete your profile and enter all of your rotations.

Step 2 Look for email confirmation from UMLearns that your Online Registration is approved.

Step 3 Present **IN PERSON** to **MSH Medical Education-Cooper Centre**, 60 Murray Street, L3-300, M-F, 8:00am – 3:30pm. **July 1 8:00am – 12:00 noon, July 2 8:00am – 12:00 noon**

YOU WILL BE ISSUED DOCUMENTS WHICH ALLOW YOU TO OBTAIN:

- **Photo ID & Security Access** - Obtain and present "Red Form" to receive Photo ID and Security Access Card (Or extend existing access) at Security Desk, 600 University Avenue, Main Floor

- **Pager & Scrubs** - Receive requisition form to present first to **MSH Cashier's Office** 600 University, Main Floor M-F 8:30am– 12:00pm or 1:00pm - 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 Up** - Switchboard & Locating, 600 University, Room 118 (Level 1-Basement), 8:30am – 3:30 pm.

- **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

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**☜ 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, 20th Floor, room 20-425 Monday & Tuesday: 9:00am – 12:00pm & 1:00-3:00pm, Fridays: 9:00am – 12:00pm. **(you must use the Murray Street elevators to access the 20th floor)** At the end of the class you will receive your password for EPR access.

ADDITIONAL HOURS for July registration

Returning to MSH?
If you have used EPR-Powerchart/FirstNet within the last 12 months at MSH, 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
With Valid MSH 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 a 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 OneMail. Contact onemail.help@utoronto.ca.

ADDITIONAL INFORMATION

- **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#.

- **Parking** - Contact MSH Human Resources Department at 416-586-4800, ext. 5040

- **Medical Library and Auditorium** - Level 18, 600 University.

Website for more information www.wbacademy.utoronto.ca

V 2018/05/15