

# Health Professions Quick Guide

## UHN Learner Registration

### 1.0 – Registering Learners

Once an HP Learner has been confirmed for onboarding at a UHN site, they should receive an introductory email/message, within which will be a link to the UMLearns Login Page →

**\*\*\* UMLearns application only supports the following internet browsers: Internet Explorer v.11 or higher, Google Chrome or Mozilla Firefox\*\*\***

Welcome to UMLearns

Welcome to the UHN-MSH Learner System. This system allows you to begin your registration at the UHN (TGH/TWH/PMH/TRI) or Mount Sinai Hospital online.

**Note:** You must be already registered at your university or college before completing your registration for your hospital based placement on UMLearns.

Are you new UMLearns user?  
[Create an Account](#)

or

Email

Password

[Log On](#)

[Forgot your password?](#)

### 1.1 – Creating a New Learner Account

To create a new learner account, click the 'Create an Account' button (highlighted above). The learner will then be taken to the 'Create your account' registration page:

The new Learner must complete basic demographic information (first and last name), username information (Learners should be using either their school or hospital affiliated email address) and create a password.

To prevent any fraudulent or computer generated accounts, each learner must confirm they are human by checking of the 'I'm not a robot' checkbox.

Create your account:  
Account Details

First Name:

Last Name:

Your email (this will be your username):

Please confirm your email:

Create a password:

Please confirm your password:

Verification (please confirm you are human):  I'm not a robot

[Create Account](#)

I understand that personal information being collected is to be used for the purposes of facilitating my educational placement at UHN or/and Sinai Health System. The information will be used for the purposes of recording my placement attendance and for relevant information to be communicated to me during my educational placement. Sharing of the collected information between UHN and Sinai Health System will also take place, as appropriate or required, to facilitate placement(s) at UHN or/and Sinai Health System. Data collected from Medical Learners will also be used to meet the Ministry of Health and Long-Term Care (MOHLTC) reporting requirements and will be disclosed to the University of Toronto for such purpose. Aggregate data for all students will be used for quality reporting purposes at respective hospitals. Nothing contained on my registration file will be otherwise disclosed without my consent.

After reviewing the associate legal disclaimer, the learner will click 'Create Account' to complete account creation – the following message will appear:

Account Created

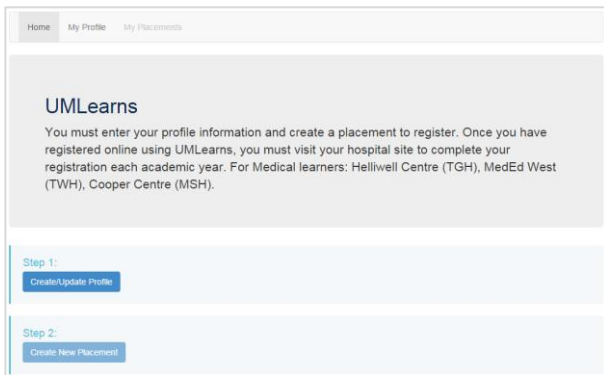
Please log on to UMLearns using the credentials you have just provided.

[Log On](#)

Once the learner clicks the 'Log On' button, they will be transferred back to the UMLearns Login Page where they would enter their newly created account information.

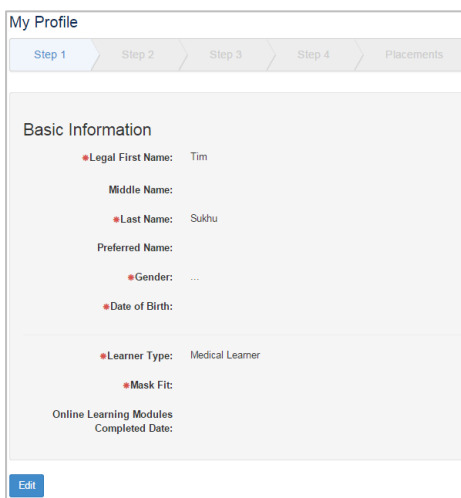
## 2.0 – Completing a Learner’s Profile

UMLearns Home page:



*\*As stated in sequential steps, Learners must create a profile (labeled Step 1) before attempting to create a placement (labeled Step 2).*

### My Profile – Step 1 – Basic Information



**To complete or to edit the page, click  the button in the bottom left corner of the screen. This will make all fields editable. All profile pages operate under these same guidelines**

**Please note, all fields denoted with a ‘\*’ are considered mandatory and must be completed before a learner can proceed.**

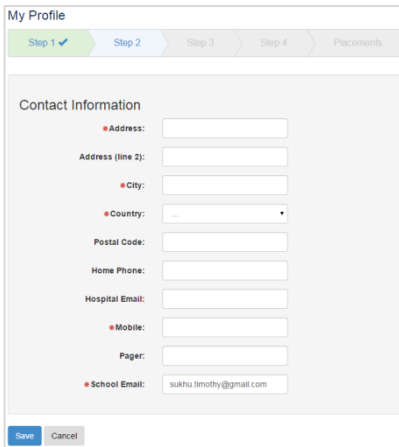
**After completion, the learners click the  button to move on to subsequent steps**

*Tips to complete Basic Information:*

- **Gender** – 3 options are available; Male, Female and Unspecified
- **Date of Birth** – multiple methods are available for completion of this field
  - Input the date of birth manually using the watermarked date format listed in the blank field (DD-MMM-YYYY)
  - Using the calendar select functionality (which is triggered once the blank field is selected)
    - Click the Month/Year banner to be taken to a Month selection page for that specified year; Use the directional arrows in the heading to navigate to a different calendar year
    - Click the Specified Year Banner to be taken to a Year selection page for that specified decade; Use the directional arrows in the heading to navigate to a different decade
    - Once the user has located their birth year, they would then select the appropriate month and date within the calendar listed.
- **Learner Type** – Medical Learner covers only medical students; Health Professions is to be used by all other professions (e.g., OT, Nursing, SLP)
- **Mask Fit** – If the mask that Learner was fitted for is not on the drop down list, the learner must state ‘Not Listed’
- **Online Learning Modules Completed Date** – The informational icon, once hovered over, will display links for the learner to access the online learning modules. Only after the learner has completed all mandatory online learning modules can they enter the date in which training was completed

**\*\*\*Learners are to ensure they log back in to UMLearns upon completion of the mandatory online learning modules to update their profile\*\*\***

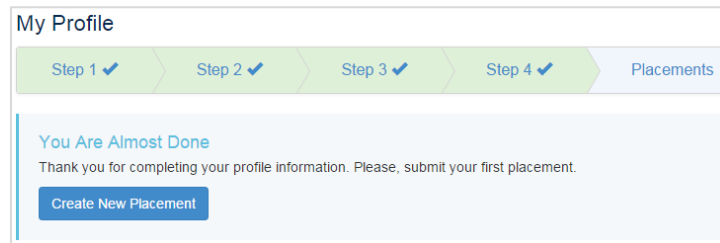
## My Profile - Step 2 – Contact information:



The screenshot shows the 'My Profile' contact information form. At the top, there is a progress bar with five steps: Step 1 (checked), Step 2 (active), Step 3, Step 4, and Placements. Below the progress bar, the form is titled 'Contact Information' and contains several fields with red asterisks indicating they are mandatory: Address, Address (line 2), City, Country (a dropdown menu), Postal Code, Home Phone, Hospital Email, Mobile, Pager, and School Email. The School Email field is pre-filled with 'sukhu.timothy@gmail.com'. At the bottom left of the form, there are 'Save' and 'Cancel' buttons.

**Quick Tip– Province field** – The Province field is not originally listed for completion. A prompt to complete this field is triggered depending on the Country selection and appears above the 'Country' dropdown selection field. Province is a mandatory field, so learners should be mindful of the field placement once the country has been selected

My Profile remaining steps include: Step 3 – Emergency Contact information and Step 4 – Mailing Address. Once the Learner has completed and saved all 'My Profile' information, the following message will appear:

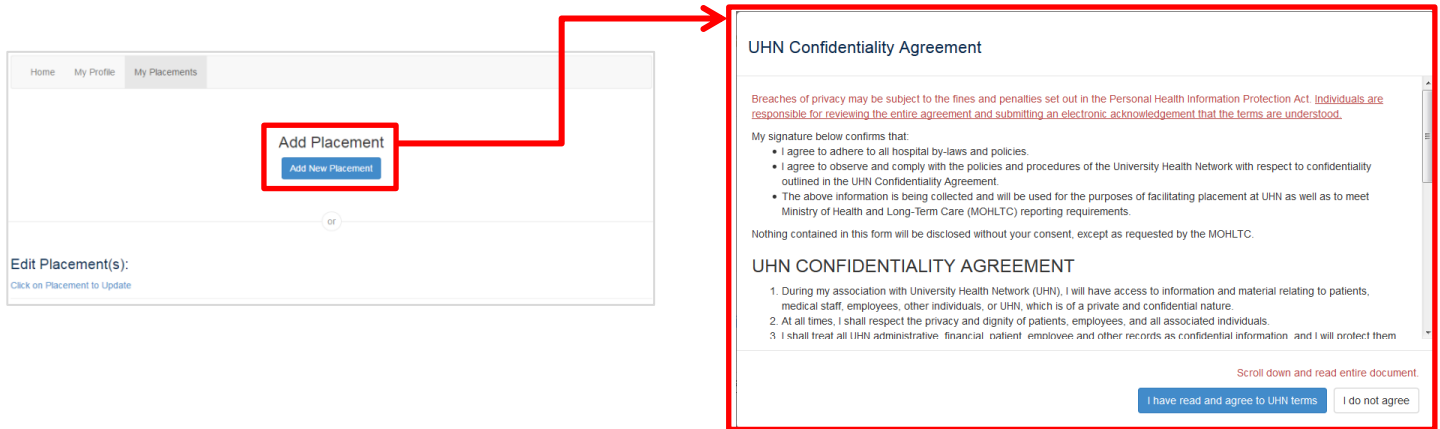


The screenshot shows the 'My Profile' completion message. At the top, there is a progress bar with five steps: Step 1 (checked), Step 2 (checked), Step 3 (checked), Step 4 (checked), and Placements. Below the progress bar, the message reads: 'You Are Almost Done' followed by 'Thank you for completing your profile information. Please, submit your first placement.' At the bottom, there is a blue button labeled 'Create New Placement'.

Click the 'Create New Placement' button to be taken to the My Placements portion of the application.

### 3.0 – Completing a Learner’s Placement (Health Professions)

To create a new placement, click the ‘Add New Placement’ button. The UHN Confidentiality Agreement will appear, and the HP Learner must scroll down and read the entire document before they have the ability to agree to the UHN Terms.



(i) Based on the HP Learner’s placement, first select the hospital site(s):

The 'Placement Site' form has a section for 'Registering for:' with radio buttons for 'Corporate', 'Princess Margaret Cancer Centre', 'Toronto General Hospital' (which is selected), 'Toronto Rehab', and 'Toronto Western Hospital'.

(ii) The HP Learner will select the unit/clinic from their specified hospital site by using the drop down select menu. (Your student education lead should have provided you with specific unit / clinic information to select. If required, please contact your student education lead for more information). You can start typing a portion of the words to shorten the list of options). Note, this menu is populated based on the response to the ‘Registering For’ checkboxes:

The 'Units/Clinics:' dropdown menu is open, showing a list of options. The top option is 'TW Peter Munk Cardiac Centre' with 'Cardiology' selected. Other visible options include 'General Internal Medicine & Cardiology (3B Fell)', 'Cardiovascular Prevention and Rehabilitation Program', 'Cath Lab', and 'TW Arthritis & Altum Health'.

(iii) The next portion of the My Placements page is related to the HP Learner’s Academic Details:

The 'Academic Details' form contains three dropdown menus: 'Profession / Discipline:', 'Level / Type of Study:', and 'School:'. Each dropdown menu has a search icon and a list of options.

(iv) HP Learner completes their Placement Details:

The 'Placement Details' form includes date pickers for 'Placement Start Date:' and 'Placement End Date:', a text input for 'Placement Hours Per Week:', and three dropdown menus for 'I have received the Flu Vaccination for this season:', 'Electronic Patient Record access at UHN within the past 2 years:', and 'Are you interested in interprofessional education?:'. Each dropdown menu has a search icon.

(v) HP Learners completes Placements section, which is related to the HP Learners Preceptor/Supervisor details:

Preceptor / Supervisor Details

\* How many UHN Preceptors/Supervisors do you have?

\* Preceptor/Supervisor Name (1):

\* E-mail:

(vi) HP learners clicks 'Submit'. The following message will appear once the HP Learner has successfully completed all aspects of registration:

Message

**Thank you!**

**IMPORTANT! Check your email.** After submitting your registration, you will receive a **confirmation email** with important information about your placement. NOTE: If you do not receive the confirmation email, please check your spam/junk folder before contacting your UHN student lead.

All newly registered, active or upcoming Placements for HP Learners will appear on the My Placements home page under the 'Edit Placements(s)' heading.

UMLearns

Home My Profile My Placements

Add Placement

or

Edit Placement(s):

[Click on Placement to Update](#)

Academic Year	Placement Site	Program Name	Status
2015-2016	Toronto Western Hospital	Cardiology	Submitted

Showing 1 to 1 of 1 entries