

# Getting Familiar with UHN

## Hello learners - Welcome to UHN!

You are integral to TeamUHN. We welcome over 5000 learners each year from 45 + healthcare professional roles.

UHN is a large network of hospitals and there is a lot to navigate. We have put together some key resources that we hope will get you settled in your new learning environment.

### About UHN

UHN's purpose is to transform lives and communities through excellence in care, discovery and learning to achieve a healthier world. Learn more about our vision, values, organizational structure and strategic plan at [About the University Health Network](#).

UHN includes four hospital sites, as well as our education programs through the Michener Institute of Education at UHN. Learn more about the services, programs and amenities offered at each [location](#).

*Most resources here may be found on the [uhn.ca](#) internet site. Some information can only be accessed through the corporate intranet (see below).*

### Digital Tools

#### ***What is the corporate intranet?***

There are many helpful resources located on the UHN corporate intranet that may be useful to you. This is where you will find UHN policies and procedures and interesting stories and news articles. You can access the intranet easily via on-site computers. If you are not on-site then you can access the intranet remotely, you will need your t-ID and password. Go to [https://www.uhn.ca/corporate/For\\_Staff](https://www.uhn.ca/corporate/For_Staff) and click on Corporate Intranet.

### ***What digital tools do I have access to?***

You have access to [Microsoft Office365](#). Log into your [O365 portal](#) to begin exploring the online tools, which includes:

- OneDrive - for saving and accessing documents from anywhere and any device
- Outlook – for accessing your UHN email
- Teams – for meetings and teamwork
- Sharepoint – for sharing documents with colleagues and other learners
- Office Tools, such as Word, Excel and Powerpoint – for creating documents

Any questions, contact the [Digital Help Desk](#)

## Getting Around

### ***How do I get to my site?***

Maps and directions to various UHN sites can be found on the [UHN Directions page](#).

To learn more about public transit, parking and accessibility, please visit [UHN Directions page](#).

### ***How do I get between UHN sites?***

The [UHN Shuttle](#) runs between Toronto General and Toronto Western. Click here to see the schedule of the shuttle. There is no shuttle between Toronto Rehab sites.

### ***Where can I safely lock my bike?***

On the corporate intranet, visit Energy and Environment, to learn more about bike parking with maps for bike cages.

## Spaces for Learners

### ***Where can I find a place to study, eat and relax?***

Most spaces that are open to staff are also open to learners. Check out the spaces [here](#). You can also visit the Toronto General Conservatory 4<sup>th</sup> floor, Peter Munk Building or the Princess Margaret 16<sup>th</sup> floor Rooftop Garden. Also, check out the welcoming spaces at [UHN Libraries](#).

### ***Where can I find food and amenities?***

Our hospitals offer a range of amenities that are available to you as a learner. Visit the [In-Hospital amenities](#) for information on food and retail services, spaces to relax, lost and found, ATM machines, etc.

***Where can I store my belongings?***

Speak to your education lead about use of lockers or student rooms.

***What should I wear to work?***

The following is a general dress code guideline:

- We are a scent-free organization.
- Please wear professional casual clothing
- Closed toes and closed heels shoes are required

***What if I need scrubs/lab coat?***

Forms to get scrubs and lab coats are available through your education lead or through the UHN Medical Education departments, located at:

- Toronto General: 200 Elizabeth Street, Eaton Wing, Ground-001
- Toronto Western: TW Education Centre, 399 Bathurst Street, 3rd floor, West Wing

***Where can I have a private lactation room?***

A lactation room is available at each site as follows: PMCC: 7-902, TRI-Bickle: S0209C, TRI-UC: 10-154, TRI-Lyndhurst: B13A, TRI Rumsey: 128, TGH: 1EN-428 and TWH: 3WW-406

## Safety and Wellness

***What resources are available to support my safety and wellness?***

The [Learner Assistance](#) page is a quick reference for personal assistance including information about security, walk-safe, call-safe, learner mistreatment, and accommodations.

For information on Inclusion Diversity Equality and Accessibility and Anti-Racism (IDEAA) at UHN, visit the [IDEAA site](#) on the corporate intranet (found under People and Culture).

Please visit [UHN Wellness](#) for services to support your mental, physical and emotional health

## Learning at UHN

***Where can I find professional development opportunities?***

Check out [MyLearning](#) for online and instructor-led courses on clinical, research, organizational and employee development.

### ***Where can I find the best evidence for my work?***

Check out the library [services](https://guides.hsict.library.utoronto.ca/uhnvirtuallibrary/locations) to find best evidence for patient care, discovery, learning or decision-making. <https://guides.hsict.library.utoronto.ca/uhnvirtuallibrary/locations>

### ***How do I stay connected and find events/opportunities at UHN?***

There are many ways to learn more at UHN. See below for more information.

	<b><i>Why should I follow this source?</i></b>	<b><i>Where do I find this?</i></b>	<b><i>How often?</i></b>
<b>UHN News</b>	Fascinating stories about inspiring patients and the work we all do across care, research and education.	Go to the UHN Corporate Intranet	New stories posted Monday to Thursday
<b>What's Happening Now</b>	Find out about interesting events for the following week	Email automatically sent to your UHN email address	Every Friday
<b>Office of Research Trainees (ORT)</b>	Find out what's going on at the ORT Find out about research opportunities	<a href="https://uhntrainees.ca/connect-with-us/">https://uhntrainees.ca/connect-with-us/</a> <a href="https://uhntrainees.ca/opportunities/">https://uhntrainees.ca/opportunities/</a>	Weekly update
<b>Patient Safety and Quality Rounds</b>	Find UHN-wide Interprofessional Quality & Safety Rounds Series	Go to the Safety and Quality Sharepoint site (will need to log onto Office365)	Lunchtime (12-1pm) every second Thursday, Sept. - June
<b>UHN Event Calendar</b>	Find out about events, conferences, rounds and more	<a href="https://www.uhn.ca/events">https://www.uhn.ca/events</a>	Updated as required
<b>Interprofessional Education</b>	Find unique and varied opportunities for all learners from across UHN sites to learn from, with and about each other	Go to the ClinIPEC Sharepoint site (will need to log onto Office365)	Updated as needed
<b>Library Workshops</b>	Find practical and interactive online workshops	<a href="https://guides-hsict-library-utoronto-ca.uhn.idm.oclc.org/uhnvirtuallibrary/workshops">https://guides-hsict-library-utoronto-ca.uhn.idm.oclc.org/uhnvirtuallibrary/workshops</a>	Periodic workshops, monthly newsletter