

UHN Postgraduate Registration FAQs

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REGISTRATION

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

A. You only need to register online. Come to the Medical Education Office in person if you need a UHN pager. Access forms for UHN scrubs through your program coordinator.

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

Q. What should I present to screeners upon hospital entry if I do not have a hospital ID?

A. You can present your UMLearns confirmation of registration email or your UMLearns placement confirmation email as well as complete the digital screening no earlier than 2 hours prior to hospital entry by visiting [UHNscreen](#). Please refer to the COVID UHN PG Medical Education document for further details regarding hospital entry.

R. Can I register at UHN prior to registering at PGME?

B. You can create a placement on [UMLearns](#) but it will not be approved unless 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

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. Is there any mandatory training required in order for me to work at UHN?

A. UHN requires that all postgraduate learners complete the e-learning safety modules as required which is done through UHN MyLearning.

Once you submit your placement on UMLearns you will receive a TID, UPN & password located under the Network Login Tab of your profile (your UPN resembles an email but does not provide email functionality). This TID is temporary and will expire 2 weeks from the date of submission. Click on the link located at the bottom of the network login tab to be redirected to complete your UHN elearning modules, you will use your TID, UPN & password to login.

Upon completion of your UHN elearning modules, your TID will be extended to your placement end date after the submitted placement is approved in UMLearns. Please see PG registration instructions for further details.

Q. What do I do if I have a staff MyLearning account where I have already completed my mandatory modules?

A. If you have previously completed your modules through UHN MyLearning using a staff username eg.UHN##### or UHNMD##### please contact: medicaleducation@uhn.ca to complete approval. You will be required to provide a transcript of modules completed via your staff access.

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

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.uhn.ca is approved?

A. Upon approval on UMLearns.uhn.ca you will receive an email confirming your registration.

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 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. Please refer to the COVID UHN PG Medical Education document for further information regarding Mask Fit Testing. Update your Mask Fit information on UMLearns under “My Profile.”

Q. Where can I get more information regarding PPE, IPAC, and Occupational Health?

A. For further information regarding PPE, IPAC, and Occupational Health please refer to the COVID UHN PG Medical Education document.

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.

Q. How do I register for research at UHN?

A. If you are doing research as part of your clinical placement at UHN please make sure you register with

the UHN [Office of Research Trainees \(ORT\)](#) .

For more information please to reach out to ORT via email: ort.admin@uhnresearch.ca.

EPR/UHN CLINICAL APPLICATION PORTAL/CORAL ACCESS

Q. How can I complete my EPR training?

A. The [EPR for Providers Course](#) is completed online.

Complete *Course Completion Declaration Form* and *ID Verification Form*. Accurate completion of these forms is required for you to receive EPR access. Ensure that you have submitted your UMLearns.uhn.ca placement prior to starting training modules.

Q. How can I obtain my EPR log-in information?

A. If you have completed EPR training or used EPR within last 2 years, your EPR log-in information will become available once your placement is approved on UMLearns.uhn.ca. You can find it under the Network Log-In tab in your UMLearns.uhn.ca profile information

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 [Medical Education](#) with *EPR Test Completed* in the subject line. Access will be granted within 2 business days.

Q. What about EPR access for PEAP (Pre-Entry Assessment Program) Residents and Fellows?

A. EPR access is given for your assessment period only. At the end of your assessment period or if this period ends earlier than expected, please update Medical Education on your status change either via medicaleducation@uhn.ca or by phone at 416-340-4800 x 4846 or drop by in person.

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 [the Portal link](#) for easier access to the Portal.

Q. How can I access Coral Web Viewer?

A. Use your EPR ID to sign in using 'password' as the initial password. You will then be asked to change your password in Coral Viewer. For any technical difficulties please call the help desk at 416-340-4357.

CONFIDENTIAL EMAIL/T-ID/WIFI

Q. How can I obtain my T-ID?

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

Q. How do I get a ONE Mail Account?

A. You must have a ONE Mail (or secure hospital email) account to communicate about patients securely via email. Residents are not typically issued hospital email accounts. To register for ONE Mail you must first register for ONE ID through eHealth Ontario by logging on into the CPSO Members Area and look for the “ONE ID” option. During the on-line enrollment for a ONE ID *you will be prompted to register for a ONE Mail account as well*. Here is the ONE ID [“CPSO Members” process guide](#) for your review.

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

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

LOUNGES & WELLNESS

Q. Are there Housestaff Lounges at UHN?

A. Resident 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 (punch code; contact Program Administrator for door code)

PMH - 14th floor, Room 14-619 (punch code; contact Program Administrator for door code)

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.

Q. Is there a designated area to breast feed/express milk at UHN?

A. There are rooms available within the Wellness Centres at TGH and PMH for privacy while expressing milk. Contact Wellness for locations and access information; via wellness@uhn.ca or call 14-4486. There also may be specific spaces available within your department, please contact your site lead/director or administrative coordinator.

Q. Are there gyms at UHN?

A. The **Wellness VIP Membership** is available to learners allowing access to UHN Wellness spaces and Group Exercise Classes across various UHN sites for a modest monthly fee. To contact Wellness, please wellness@uhn.ca or call 14-4486 for assistance.

Please note: UHN Wellness spaces are currently closed due to COVID-19

LOCKERS/BIKES/PARKING

Q. Can I get a locker at UHN?

A. Lockers are available at TGH and the TWH West Wing Basement. Email: medicaleducation@uhn.ca the Medical Education Office to inquire about availability.

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](#) 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 Medical Education: medicaleducation@uhn.ca to obtain an Parking Authorization form. You must present the form from Medical Education to the parking office. A \$50 refundable deposit required. 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** (Hours: 0800-1600):

Phone: 416-340-4846

Address: Toronto General Hospital

200 Elizabeth Street, Eaton Wing, G-001 Toronto, ON M5G 2C4

Email: MedicalEducation@uhn.ca

Medical Education at TWH (Hours: 0800-1600):

Phone: 416-603-5924

Address: Toronto Western Hospital, the MedWest Building 750 Dundas Street West, 3rd floor, Room 305 Toronto, ON M5T 2S8

Email: MedicalEducation@uhn.ca

NOTE: In light of COVID-19 the Medical Education office will be operating remotely via email: medicaleducation@uhn.ca and available in person some days of the week on flex hours (10 am to 2pm). During this time only the TGH office will be open with the TWH office closed, please consult medical education for further details regarding which days of the week the TGH office will be open.

Q. Where can I get information about postgraduate learning at UHN?

A. Please visit our online resources for clinical learners of the Michener Institute for Education at UHN:

For [Medical Fellows](#).

For [Medical Residents](#).