



Important Contract Information

- **Dr. Justin Weissglas**, x6761
Postgraduate Site Director All PGY2-5 issues and concerns.
- **Dr. Matt Boyle**, x7892
PGY1 Site Coordinator All PGY1 issues and concerns.
- Co - Chief Residents
Sarah Levitt, F146
Lu Gao, 146 Holiday requests, call scheduling, safety issues, etc.
- **Karianne Mintz**, F109, x4094
Education Coordinator Educational matters: seminars, Grand Rounds, book allowance, etc.
Admin: keys, panic alarms.
- Your primary supervisor's
support staff/assistant Admin Support: phone messages, typing, mail, photocopying, faxing, office supplies.
- **Sinthujah Santhirasiri**, E324, x 85044 Administration
Medical Education Office - Sunnybrook

To Do List for New Residents

- ❑ **Register with the Medical Education Office**
Sinthujah Santhirasiri, x85044, E324
If you have not already done so, please report to Sinthujah on your first day. You will not be able to begin any duties if you neglect to do this. Remember to bring your UofT student card and your CPSO number. You will also get your long distance access code, etc. from Sinthujah.
- ❑ **Parking** - Please go to the Parking Services office (CG01) to obtain a pass. The office is open Monday-Friday 8:00-4:45, Saturday-Sunday 9:00-2:00.
- ❑ **ID Badges** - Please go to Security Services (CG03) to have your picture taken for your ID. The office is open Monday-Friday 8:00-11:00, closed from 11:00-1:00, and reopens from 1:00-2:00. Tel: 416-480-4601.
- ❑ **Pagers** - Unless otherwise specified, please go to Communications (DG 27) to obtain your pager (**notify me of your assigned number**).
- ❑ **Offices** - Key(s) are available Karianne. (\$20 to replace a lost key). Spider Safety alarm – must be signed out from Karianne (replacement fee \$150.00).
- ❑ **EPR (Electronic Patient Record) Training (*mandatory for inpatient residents*)**
Purpose: for getting lab and x-ray results etc., customization to generate personal patient lists keyed to your user ID, and no need to phone the lab. You are required to complete the 60-min online EPR course available at Sunnybrook.ca website under Education (for new EPR users).
The site is http://sunnybrook.ca/content/?page=education_EPR_elearning
- ❑ **e-Discharge**
Training is available at: <http://sunnynet.ca/data/iscorptraining/edischarge/player.html>
You can access e-discharge or the training link above via the intranet (Sunnynet) physicians tab.
- ❑ **Library Services** - Register at the Health Science Library (EG 29).
- ❑ **CMPA** - It is hospital policy that all residents have CMPA coverage. If you do not have this, call 1-800-267-6522.

If you have additional questions, please do not hesitate to contact me. Karianne

Important information for your rotation

Email Address

All residents based at Sunnybrook will be assigned a Sunnybrook email account. The Sunnybrook Education Department, staff, support staff, etc. will use **ONLY** this account to communicate with you regarding all clinical and educational matters. This is done at least in part to ensure confidential information is not sent beyond the hospital firewall and to maintain our obligations with respect to privacy. It is a professional expectation that all residents check their Sunnybrook e-mail on a daily basis during the week. If residents are away or unavailable, they should use the “out of office” function on their e-mail to alert senders to their absence, coverage (if relevant) and date of return.

Outlook Calendars

As well as having your personal Sunnybrook Outlook calendar, a “Resident Shared Calendar” has been created to capture all your meetings, seminars and various learning activities as a group. Once you have a Sunnybrook calendar, you will be invited to share the PSY-Resident Calendar. Please check this on a regular basis for any updates.

Holidays

In terms of vacation/professional leave, you are allowed the following:

- 20 weekdays
- 8 weekends/holidays
- 7 professional days
- 1 floating day

In terms of vacation requests, the process is as follows. Please complete the vacation request form and have it approved by your primary supervisor. You can then email the completed form to Dr. Weissglas, the chief residents and Karianne. Please remember that approvals have to happen in the order: first your supervisor, then Dr. Weissglas, then the chiefs and finally Karianne who will input it into POWER.

Our program allows each resident to attend the Ottawa and London review courses once (each) over the course of their training. This is in addition to other vacation time allocated by the PARO contract. In order to qualify for this time away, residents will now need to submit a receipt indicating that they have paid for these courses, otherwise these courses will come from your regular vacation time.

All PARO rules around vacation continue to apply.

E-discharge

E-discharge is the official format for discharge summaries for the Department of Psychiatry inpatient unit at Sunnybrook. Please make sure to do these on the date of discharge, or your supervisor may face the loss of admitting privileges. It is a very straightforward process.

Training is available at: <http://sunnynet.ca/data/iscorptraining/edischarge/player.html>
You can access e-discharge or the training link above via the intranet (Sunnynet) physicians tab.

There are five tabs in this program.

1. Diagnosis and discharge refers to the discharge date, most responsible diagnosis, comorbid conditions, etc.
2. The physician note tab contains the HPI, course in hospital, medical surgical procedures and key investigations. It is suggestion to populate the HPI tab on admission by pasting in from a Word document. Discharge summaries are much easier if you are able to gradually work on the course in hospital section throughout the patient's stay. List the details of medical procedures including ECT on this tab as well.
3. The allergies and medications tab provides a safe way for you to memorialize the medications on admission and on discharge, as well as to create a prescription for discharge. It is important that you follow the training in order that this be done correctly.
4. The follow-up plan is an opportunity for you to identify physicians that need to be copied on the reports. Please include the CPSO number, or the report may not be sent. Details of the follow-up care should be itemized.
5. Finally, you can print the prescription from the final tab. It is important to electronically sign off so that your name appears on the discharge summary.

As with anything electronic, remember to save your work.

Signout

The Signout system will be the official format for handovers during weekends. It is based on teams and each inpatient psychiatrist has his/her own team. The teams are named Psychiatry-"staff psychiatrist name" except for Mark Rapoport's team which is Ger-Psych Inpatient. Each patient should be added by MRN.

There are four tabs and we use mainly the Physicians tab. For each patient there is a field for Key Information – basically a summary of the case; a To Do List for On Call Physician and a Problem List. The latter is more useful for the treatment team.

For a handover, the core field is the To Do List for On Call Physician, which should highlight the Actionables and possibility of discharge during the weekend.

You are encouraged to use eSignout as a way of keeping track of the ongoing issues for a patient because it can help to organize the work flow on a regular basis and provide an “intra-team hand-over”.

eSignout is accessible simply by typing “signout” in your browser at a Sunnybrook computer, or through Sunnycare. There is a tutorial available at <http://sunnynet.ca/data/patientsignout/player.html>

Office Phones

1. Each of you will have a phone with a **4-digit extension** which rings directly to you with voicemail. Your 4-digit extension will not be made public, but will be posted on the resident office layout (a copy will be provided to you). All residents will have phone extension numbers for emergency purposes (eg. if you hear shouting coming from an office and think that your resident colleague next door may need some help, use the 4-digit extension to call).

Resident Printer instructions

1. The resident printer is located near F155 in a grey cabinet. Paper is stored in the Photocopy Room on F Ground.
2. Once you have logged onto your computer, to add the printer, please follow these instructions:
Go to start --> printers and faxes --> Add a printer --> next --> next --> should be automatically on 'find a printer in directory' click next --> in location enter 'hall' --> choose PF155 Hall . VOILA!

Book Allowance

- PGY1 will receive \$300 maximum for academic year. Please submit all **original** book receipts to Karianne. No credit card stubs, photocopies, etc. allowed.
- PGY2-5 will receive \$250.00 per rotation (\$500 maximum for academic year).

Resident Meetings

- Resident meetings are held every **Monday, 12:00-1:00** in F134. Lunch is provided.

Grand Rounds

- Every **Friday, 12:00-1:00** in the McLaughlin Lecture Theatre (EG 61) or Harrison Hall (EG 21). Please note your attendance at Grand Rounds is a mandatory expectation of this department. Begins September 2014.
- **EACH RESIDENT MUST PRESENT AT GRAND ROUNDS ONCE EVERY ACADEMIC YEAR**
 - Work with your supervisors to come up with a topic and learning objectives.

Parking Issue

In the past, off-site call pool residents have brought forward a parking concern involving residents being charged two pay-per-use parking fees during one overnight call. This was brought to the attention Parking Services and Environmental Support Services Director.

As a result, the following rules have been put in place:

1. **No resident or any staff member is charged two “pay-per-use” parking credits within a 24 period**, except if they leave within that period and come back in outside of 13 hours from the time of starting their shift. If they need to go “out and back in” beyond that 13 hour limit, they need only to contact Parking Services to advise us, and thus prevent a second deduction within that 24 hour period. This 13 hour control is in effect to prevent misuse of parking privileges and parking fraud, which unfortunately has occurred involving others without these controls in place.
2. **Parking in Parking Garage 1 (PG1) between 9:00am and 5:00pm is reserved for patients and visitors.** PG1 parking for residents and staff is restricted to the daily hours between 4:45pm and 9:00am, and all weekend hours. Patient demand for parking in PG1 during the Monday through Friday premium day time hours (9:00am to 5:00pm) far exceeds PG1’s capacity, which is why overflow Lot 20 was established for additional patient and visitor parking further away, next to Parking Garage 2 (PG2). **Residents and staff should revert to parking in their own assigned staff lot for which they actually pay for parking.**

Administrative Support

- Your Admin helps you with duties such as taking phone messages, typing, photocopying, faxing, etc. If office supplies are needed, please ask your admin.
- Your mailbox will also be in their office.

Psychotherapy Information

For all psychotherapy information please visit:

<http://www.psychiatry.utoronto.ca/education/postgraduate-program/psychotherapy/>

