

POSTGRADUATE ON-SITE REGISTRATION

Once all online registration is complete you must visit Medical Education room E324 ((E-Wing, 3rd Floor, Room 24) to complete your registration and pick up or put down a deposit for your hospital items:

1 Medical Education E324	2 Communication Office DG27	3 Parking Office CG01	4 Occupational Health HG43
<p>1 Deposits, Photo ID, Scrub Access <i>*Deposits can only be made via Debit or VISA/MC</i></p>	<p>1 • Pick up Sunnybrook pager OR • To register external pager</p>	<p>1 Parking arrangements</p>	<p>Mask Fit Testing Ext. 7854</p>
<p>E324 (E-Wing, 3rd Floor, Room 24)</p>	<p>DG27 (D-Wing, Ground Floor, Room 27)</p>	<p>CG01 (C-Wing, Ground Floor, Room 01)</p>	<p>HG43 (H-Wing, Ground Floor, Room 43)</p>
<p>Monday - Friday 8:00am- 4:00pm (Closed for Lunch 12pm-1pm)</p>	<p>Monday – Friday 8:00am- 5:00pm</p>	<p>Monday – Friday 8:00am – 4:45pm</p>	<p>Monday – Friday 7:00am – 4:00pm</p>

Start of your Rotation

Online Modules Training Confirmation

In order to gain access to all Sunnybrook patient care systems (e.g. SunnyCare, dictation system, eDischarge, etc.) you must complete your mandatory online modules as part of your on-line registration in MedSIS 3C. See back for list of modules

Photo ID / PGME Office (Room: E3 24)

- A deposit of \$25 is required to obtain a Photo ID.
- Photo ID is valid for the duration of your University of Toronto training.
- You are required to wear this badge at all times while on hospital property

Pagers / Communications Office (Room: DG 27)

- A deposit of \$75 is required to obtain a Sunnybrook pager
- The deposit is paid at the Postgraduate office (E324) **prior** to visiting the communications office.
- Pick up your pager in the communications office DG27
- Some departments require you to have a **Sunnybrook** pager
- You may be able to register your outside pager with communications (please check with the communications office)

Tech Support Numbers:

Department	Phone Number
LHIN Reactivation	1-866-556-5005
PRO	Help Desk ext.4159
EPR/SunnyCare	Help Desk ext.4159
Outlook	Help Desk ext.4159
IMPAX & PACS	416-480-6100 ext. 4334
OPIS2005 and CHARM	416-480-6100 ext. 1006 or ext. 5382
MosalQ & ESheet	416-480-6100 ext. 89594
Dictation ID (Health Data Records)	E123 between 8:30 AM and 4 PM.

All New Residents/Fellows	Returning Residents/Fellows
Sunnybrook Orientation	The Physician's Guide to Medication Reconciliation
Meta Vision for Physicians	
Radiation Safety Awareness Training	
Resource Matching and Referral	
Soveria	
SunnyCare Connecting Ontario	
SunnyCare eDischarge	
SunnyCare Free Text Notes	
SunnyCare Master	
SunnyCare Order Sets	
The Physician's Guide to Medication Reconciliation	
Bloody Easy Lite*	
Urinary Catherterization within the Preoperative Environment*	

*Surgery and Anaesthesia only

Scrubs

- A \$20.00 deposit per scrub suit set or lab coat is made at the Postgraduate Office,(E324)
- Scrub suits/lab coats are programmed to the Photo ID badge once payment has been made
- Soiled scrubs and lab coats can be exchanged for clean ones at the automatic dispensing machines in the M-wing.
- Scrub suit users can only keep the scrubs out for a maximum of 10 days during which time they must be returned/exchanged/rotated.

End of your Rotation.

Photo ID

- Upon completion of your University of Toronto training, return the badge to E324 for your refund

Pager

- Return the pager to the communication office
- If the holster or battery cover is replaced or if the pager is damaged in any way, you will lose a portion of your refund.
- If the pager is lost the refund is lost.
- Refund will be processed in E324

Scrubs

- Scrubs/lab coat must be returned to the machines prior to collecting the refund
- The Postgraduate office can only refund for the number of scrubs in the machine
- Uniform deposit reimbursements are obtained at the Postgraduate Office, E324

Postgraduate Office contact info:

Tel: 416-480-6100 x 5553 |

Email: pg.meded@sunnybrook.ca

Website: sunnybrook.ca/postgraduateregistration