

WELCOME TO



ST. JOSEPH'S
UNITY HEALTH TORONTO

Department of
Medical
Education &
Scholarship

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Checklist

- SRS Registration & Modules
- ID/Access Card Form
- Dosimeter (if required please come to DMES office)
- Scrubs
- Parking
- Computer Password
- Dictation ID
- Pager (\$50 deposit. Return device to DMES to obtain the refund at end of rotation, or switchboard after hours)

ID badges must be worn at all times. At the end of your rotation ID badges must be returned to the DMES office or Switchboard after office hours.

Parking office (1st floor Sunnyside Garage by exit (8am-5pm)

5 day pass for \$20 or monthly for \$49.13

(Important: Cancel monthly parking 2 weeks prior to end of dates)

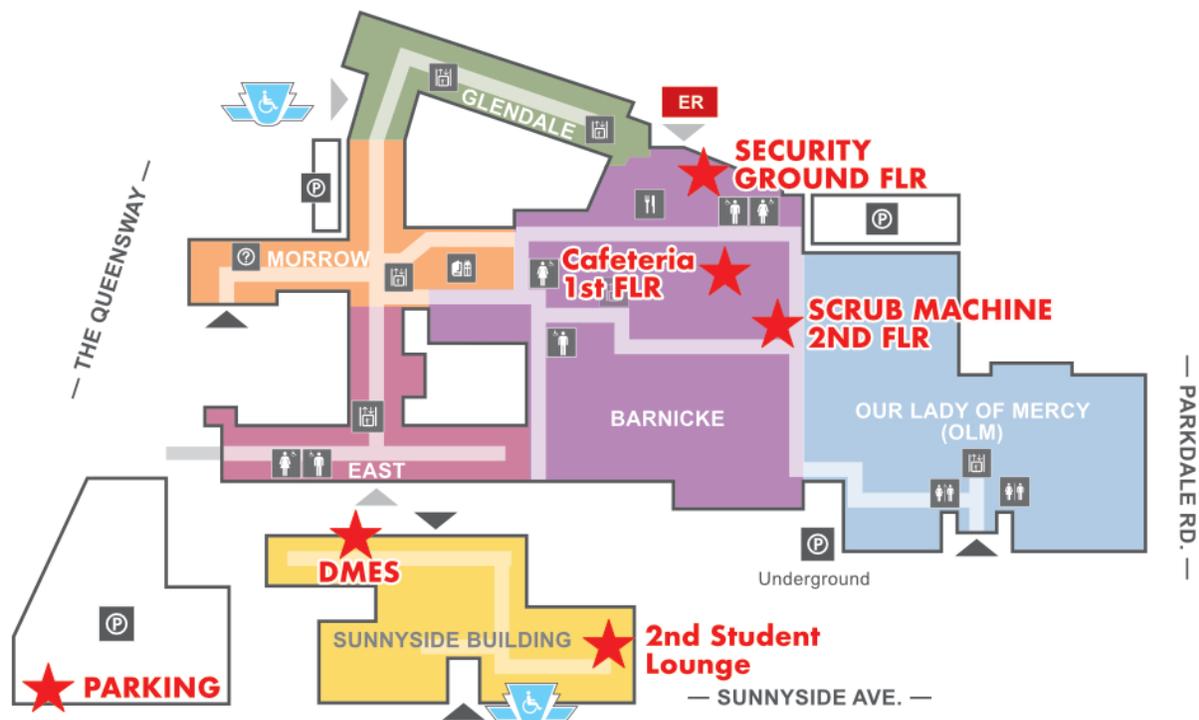
Call Room:

Arranged through DMES. Call or email. (8:00am - 4:00pm)

For urgent issues regarding call rooms call maintenance (ext. 6473)

Learners Lounges at room 4G -124a/ Code: 0821*, 2S- 259

Locker room at 4G-123/ Code 0822*



Email and remote access:

All learners are granted a UNITYHEALTH email. For info about access your EMAIL outside the hospital and information on how to use FORTITOKEN please visit:

<https://remote.unityhealth.to/stjoes/>

If you'd like remote access request it from the help desk:

• Call Ext. #3805
416-530-6000 Ext. #3805

24/7



IS Help Desk

Our Help Desk Never Sleeps

- Or submit Help Desk support request [online](#)
- Further [Help](#) required?
- Onsite IS Team dispatched to [your location](#) 7am-7pm Monday - Friday
- Don't forget to give us your Help Desk service feedback [Complete the survey!](#)

If you require a Unity Health Zoom Health Care Account:

Unity Health Toronto has an enterprise Zoom Health Care license that has additional privacy and security controls set for all users. Many protections are put into place with these accounts to protect patient privacy (ex. names, locations and IP addresses are automatically wiped from call logs; cloud recording is disabled).

Anyone with a @unityhealth.to email address, including medical learners and students can sign up for a Basic Zoom account under the Unity Health Zoom Health Care license. You can use this account for virtual care meetings on a non-hospital device (e.g. a personal device)

Visit <https://zoom.us/> and sign up for a Basic Zoom account using your @unityhealth.to email address. Once registered, your account will be affiliated with our Zoom healthcare agreement and will be configured with the appropriate privacy and security settings.

From the 'Home Screen', click on the Profile picture icon at the top right of your Zoom desktop app to check for software updates.

St Joseph's Health Centre is rolling out participation to "My Chart". This gives our **patients online access to their chart**, without going through Health Records. They will be able to access transcribed physician consult notes, lab results, and diagnostic imaging.

St. Joseph's Health Centre is a **scent free facility**. These products may include, but are not limited to scented hand cream, perfume, cologne/aftershave, body wash, air fresheners etc.

USE OF SCRUB SUITS BY LEARNERS

The Hospital has recently released a new Scrub Policy to provide guidance on scrub usage via the use of ScrubBank machines.

St. Joe's will provide scrubs to learners who work in:

- Operating Rooms, including Minor Surgery
- Emergency Medicine
- Family Birthing Centre
- Cystoscopy
- Interventional Radiology
- Gastrointestinal/Endoscopy Procedure Room
- Laboratory Medicine – Autopsy

To retrieve scrub suit access, learners should:

- a) Fill out a "SJHC Scrub Deposit-Return" form and take it to **Cafeteria (between 7am - 10:30 am or 1:30 pm - 3pm)**. A deposit of \$50.00 will be required which will provide access to two (2) scrub suits. **(The original receipt is required to retrieve the deposit.)**
- b) Take this (or email a photo) signed "SJHC Scrub Deposit-Return" form to the **DMES office (1S -111)** who will provide authorized access to the Scrub Bank Machine.
- c) If all scrub suits are not returned to the Scrub Bank receiver machine within 10 working days of retrieval users will forfeit their deposit.

To return scrub suits and retrieve deposits learners should:

- d) Return their scrubs to the ScrubMachine and report to DMES Office with the "SJHC Scrub Deposit-Return" and deposit receipt.
- e) The super user will check their ID badge in the system to ensure that all scrub suits (2) have been returned.
- f) The super user will need to make the appropriate notes in the "SJHC Scrub Return" form and deactivate their employee ID in the ScrubBank system.
- g) Once completed the student/vendor will go to **Cafeteria with their original receipt** to retrieve their deposit using their original method of payment.
- h) Cafeteria will process their refund for each scrub returned and issue a receipt.

Collect Your Scrubs



Dispenses Correct Size Scrub in a Few Seconds
Deducts One From Your Credit Level for each piece taken

Return Your Scrubs



Adds One to Your Credit Level for each Piece Deposited

Where is it located?

The scrubBank machine is located on the 2nd floor of the Barnicke wing just outside of the OR. There are two receivers, one beside the dispenser and one in FBC.

How do I use the machine?

Use your St. Joe's ID badge to scan into the machine to access your scrubs. Your size will be pre-programmed into the system, so when you scan your badge, you will be directed to the spot where you can pick your scrubs.

When you return your scrubs make sure to return the entire set.

-Go here for an instructional video <https://www.thinkipa.com/how-to-scrubxchange>

What should I do if my scrubs don't fit?

Chat with Med Ed or a superuser – they can change your scrub size in the system. Please note: the new blue scrubs are one size smaller than the green scrubs (if you wear a medium in the green scrubs, you will likely wear a small in the blue scrubs).

What should I do if I forget to take by scrub bottoms from the machine?

Since the machine will always dispense a scrub top then a scrub bottom, you may miss or forget to take your bottoms. If you do so, place your top back into the receiver machine and get a full a set from the machine.

What should I do if the machine is broken?

A sign will be posted on the front of the machine if it's out of service. In that case, scrubs will be provided to your unit. Ask you supervisor where you can retrieve these scrubs. If the machine is broken and there is no sign up, please let the OR front desk know and they will contact Environmental Services to fix the machine and provide extra scrubs to the unit.

What should I do with my old green scrubs?

Please bring all of your green scrubs back and deposit them in the bin next to the receiver. The hospital will have to pay for every set of scrubs that aren't returned.