

WELCOME TO ST. MICHAEL'S HOSPITAL

Postgraduate Medical Education

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- Terms & Conditions:** In accordance with the OCATH/PAIRO agreement
- Pagers/Batteries:** Issued by Medical Education Office. Please call Locating at ext. 5431 and inform them your pager number. Batteries can be obtained from IT Solutions Centre located at Room 4-007 Shuter Wing.
- ID Badge:** Service desk located at Queen Wing Lobby and hours of operation are 24/7. Please take your yellow form with your ID badge to Security office at 1-Carter Wing near information desk to get it programmed for departmental access in your ID badge.
- Dictation Number:** Go to Transcription Centre located at 1-007 Queen Wing between 7:00 am to 4:00 pm. For further information or enquiries contact them at ext. 5897.
- Bike Cage:** Located near 30 Bond St. North entrance.
- Lockers:** Available through Medical Education office. Both Male & Female lockers are located at 6th Floor of Queen Wing & \$5.00 deposit required for lock. For OR lockers please contact Rosemary Starr at ext. 5901.
- Labcoats & Greens:** Located at B2-Carter Wing and hours of operation from Monday to Friday between 8:00 am to 4:00 pm and you are required to pay \$15 deposit for Lab-coats and \$30 for Scrub Suits. Vending machines are available to exchange scrub suits located at 1-Shuter wing outside Emergency Administration Office & on 6-Carter Wing Perioperative Services locker rooms.
“The standard OR gowns are not leak-proof & you can request waterproof gowns (with a plastic liner) for your protection. This is very important if you will be working in a case where there is likely to be bloodloss or other soilage.”
- Soarian, Magic Web, & Novell access:** Authorization form for access issued by Medical Education office.
- Library/Copy Cards:** Copy card available through Library located at 1-Queen Wing. They are open from 8:00 am to 8:00 pm Monday to Friday, 1100 am to 5:00 pm on weekends and closed on statutory holidays.
- Lounge:** Student lounge located at 1-050 Bond Wing.
- Mail:** Please check your mail regularly at Residents Lounge located at 1-050 Bond Wing and you will check for your mail in your last name initial.
- Call Changes:** Please email Telecommunication Office (Locating) with any changes in the call schedule at SMH_Locating@smh.toronto.on.ca. If changes are effective less than 48 hours then please email & also call them at ext. 5431. In both cases you will receive written confirmation from them.
- On-Call Stipend:** On-Call Stipend Claim form is available at Medical Education office and it will be processed monthly.
- Travel Reimbursement**
- For Home Call:** Travel reimbursement claim form for Home Call available at Medical Education office and it will be processed every quarterly.