



## ORIENTATION FOR NEW FELLOWS AT WESTERN UNIVERSITY, LONDON ONTARIO CANADA



we strive

to provide exemplary best-practice patient care and foster excellence in anesthesia delivery, research and education



Western



our vision

and mission, is to be an internationally acclaimed academic department in anesthesia, pain, and critical care

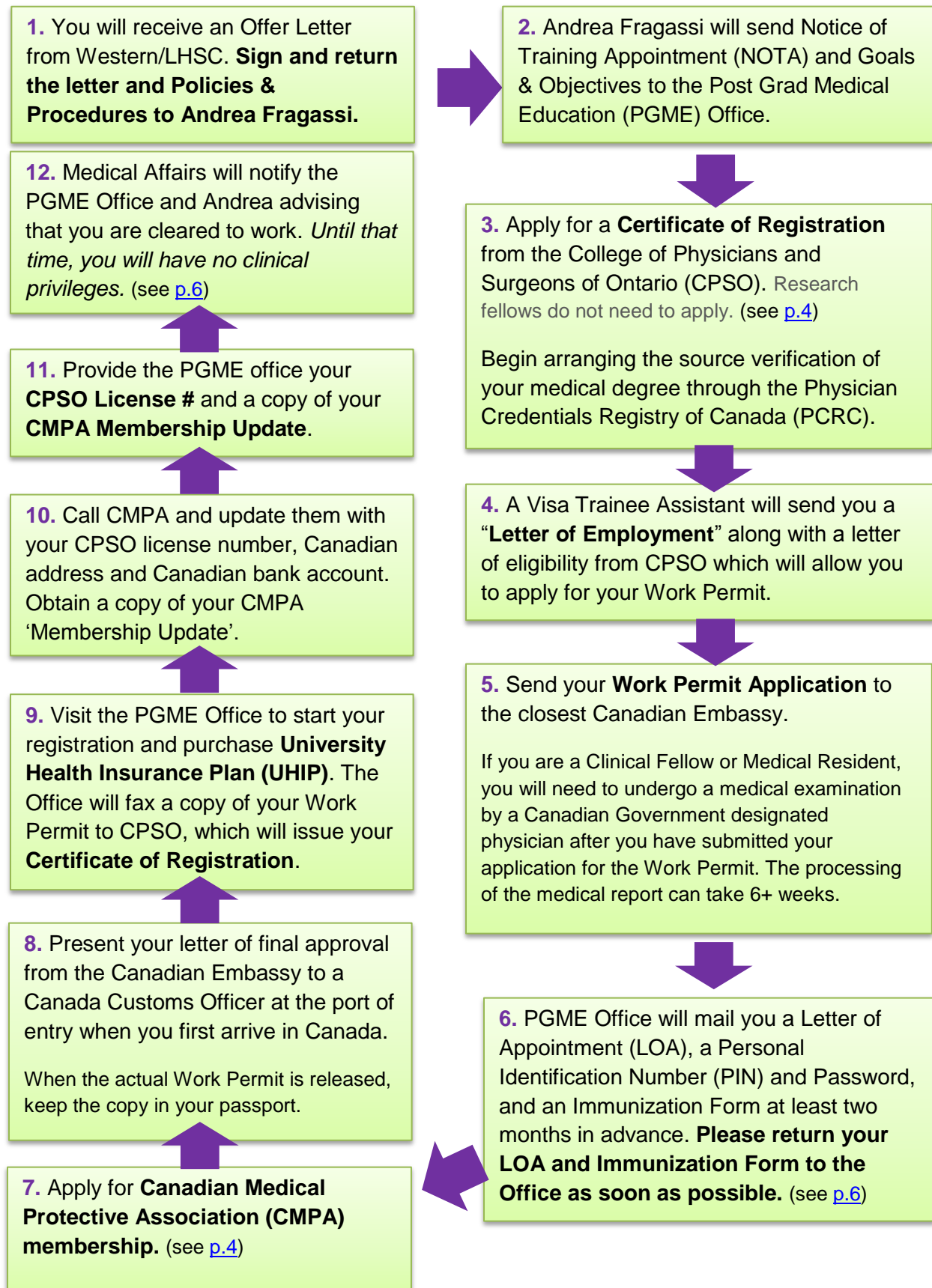


# ORIENTATION FOR NEW FELLOWS

<b>1. REGISTRATION</b> .....	4-6
Overview of the Registration Process.....	4
Letter of Appointment .....	4
College of Physicians and Surgeons of Ontario .....	4
Canadian Medical Protective Association.....	4
Online Registration/Document Package.....	5
Social Insurance Number .....	5
Bank Account Information .....	5
Immunization Form.....	6
Medical Affairs Checklist.....	6
<b>2. HEALTH CARE COVERAGE</b> .....	6-8
University Health Insurance Plan.....	6
Ontario Health Insurance Plan.....	7
Extended Health Care Insurance .....	7
Travel Medical Insurance .....	7-8
<b>3. ACCOMMODATION</b> .....	8
<b>4. TRANSPORTATION</b> .....	9
London Transit Bus Pass .....	9
Driving in Ontario.....	9
<b>5. CHILD CARE/SCHOOLS</b> .....	9-10
Thames Valley School Board.....	9
London Catholic School Board .....	10
Day Care .....	10

# 1. Registration

## Overview of the Registration Process



# 1. Registration Continued

## Letter of Appointment

Once you have signed the Offer of Employment letter from our Department, that document, plus objectives, your medical degrees, CV and a NOTA (Notice of Training Appointment), will all be sent to the Post Graduate Medical Education (PGME) office at Western University by Andrea Fragassi, your Fellowship Program Administrator.

Kate O'Donnell is going to be your point of contact. Once she receives the documents from our office, she will then send you an email with detailed instructions and your LOA or Letter of Appointment. You will need to sign that letter and send it back to her as soon as possible. It is advised that you do this step quite quickly, as the paperwork involved takes a considerable amount of time.

The Letter of Appointment will be forwarded to the CPSO (College of Physicians and Surgeons of Ontario).

## College of Physicians and Surgeons of Ontario (CPSO)

The CPSO is the body that regulates the practice of medicine in the Province of Ontario. The CPSO will issue you a Certificate of Registration authorizing post graduate education, which is an education license. This license is usually one year in duration.



## Canadian Medical Protective Association (CMPA)

All Clinical Fellows/Postgraduate Medical Trainees must require and obtain CMPA coverage for the duration of their Fellowship with Western. The CMPA is a not-for-profit, mutual defence association which is governed by a council of physicians representing members from across Canada.

CMPA coverage is mandatory for every Fellow. You can download the application/form at [www.cmpa.acpm.ca](http://www.cmpa.acpm.ca). You will not be able to start your Fellowship until Medical Affairs confirms that you have this coverage in place.



# 1. Registration Continued

## Online Registration/Document Package

Once you have returned your Letter of Appointment (LOA) to the PGME Office, you will receive a second email from Kate O'Donnell.

This email will clearly outline your next steps to be taken in order to work in Canada temporarily.

You will need to register with Western University and complete paperwork with their office. You will need to complete "Single Sign On" and pay the Western Registration Fee.

All of this information is provided in a very detailed email from the PGME office with contact information by phone and email.

## Social Insurance Number (SIN)

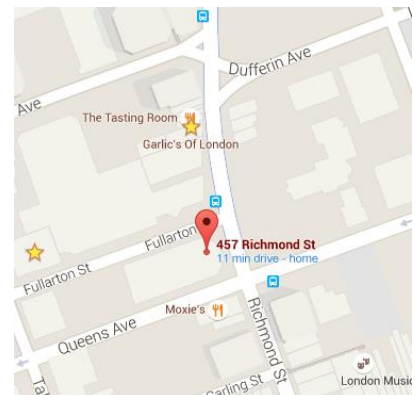
In order to be paid in Ontario, you will require a SIN, or Social Insurance Number.

You may click on this link for further information:

<http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>

You can obtain your SIN at the following address:

**Dominion Public Building**  
457 Richmond Street  
London, Ontario



## Bank Account Information

Once you have arrived in Canada, please be sure to open a bank account. The following are suggested banking institutions:

- TD Bank: <https://www.tdcanadatrust.com>
- Scotiabank: <http://www.scotiabank.com/ca/en/0,,2,00.html>
- CIBC: <https://www.cibc.com/en/personal-banking.html>

You will need to provide this information to Western Human Resources in order to set up a direct deposit. Normally, your first paycheque will be mailed to your London address until such time that you set up a direct deposit. You are paid the last Thursday of every month.

## 1. Registration Continued

### Immunization Form

All fellows must submit a completed immunization record form to the PGME Office in order to register. This form must be completed and signed by a clinic, health centre or health care professional, other than the trainee.

### Medical Affairs Checklist

The link below will take you to the LHSC Medical Affairs website. From there, you can click on the **Orientation Information for Residents and Clinical Fellows**.

<https://www.sjhc.london.on.ca/medical-affairs>.

From there, you can click on the Mandatory Requirements and this will take you to a chart outlining all of the requirements you will have to complete in order to commence your Fellowship. It would be helpful that you print this document and check off each item as it is completed.

Your ID, Scrub Card and parking pass will be provided to you once you arrive at the Fellow Orientation. If you plan to arrive earlier, please contact the Fellowship Program Administrator, Andrea Fragassi at 519-685-8500 ext 33384 or [andrea.fragassi@lhsc.on.ca](mailto:andrea.fragassi@lhsc.on.ca).

## 2. Health Care Coverage

### University Health Insurance Plan (UHIP)

When you come to study or work at an Ontario university, you must have insurance to pay the cost of health care services and medical treatments. The University Health Insurance Plan (UHIP) is a mandatory health plan for all international non-residents studying or working at a participating university or affiliated college in Ontario.

UHIP provides coverage for basic medical services and treatments for you and your eligible dependants.

Without proper insurance coverage, you are responsible to pay out-of-pocket for your medical fees.

When you arrive in Canada, you will have to attend at the Western Student Services Building and apply for three months of coverage. If you have your family with you, you will also have to purchase coverage for them as well.

Three months of coverage for one person is \$153.00, which the Department will cover. We will not cover the cost of your dependants.

UHIP offers a mobile-friendly website for your convenience: <http://uhip.ca/mobile>

## 2. Health Care Coverage Continued

### Ontario Health Insurance Plan (OHIP)

The Ontario Health Insurance Plan becomes effective after you have been in Canada for three months.

The Ontario Health Insurance Plan (OHIP) provides basic coverage for most medically necessary services and supplies, granting Ontario residents access to free emergency and preventative medical care.

OHIP is a provincially-funded plan – there are no premiums. OHIP is accepted universally by health care providers across Ontario for all health care services covered under the policy.

### Health Services Covered by OHIP

OHIP covers a wide range of health services; however, it does not pay for services that are not medically necessary such as cosmetic surgery. For a complete account of OHIP-covered health services, please refer to the following website:

[www.health.gov.on.ca/en/public/publications/ohip/services.aspx](http://www.health.gov.on.ca/en/public/publications/ohip/services.aspx)

In Ontario, many citizens and permanent residents have supplementary health insurance in addition to their provincial plan (OHIP). Supplementary health insurance provides additional coverage for services that are not covered under OHIP or UHIP (e.g. prescription drugs, dental care).

### Extended Health Care Insurance

The University Health Insurance Plan and the Ontario Health Insurance Plan only provide coverage for medically necessary health services; consequently, extended health care plans are needed to cover non-medically necessary health services.

If you are not eligible for extended health insurance benefits through your employment contract, you can contact one of the many institutions offering private extended health insurance plans or you may contact Western Human Resources.

#### Human Resources Services

Phone: 519 661-2194

Fax: 519 661-4104

Email: [hrhelp@uwo.ca](mailto:hrhelp@uwo.ca)

### Travel Medical Insurance

If you travel outside Ontario but within Canada, UHIP provides coverage for medical expenses up to the same level of coverage provided in Ontario. If you travel outside of Canada UHIP will pay only for medically necessary emergency expenses, the same as

## 2. Health Care Coverage Continued

### Travel Medical Insurance Continued

OHIP. UHIP benefits will also change anytime OHIP benefits change. For an overview of UHIP coverage provided outside of Canada, please refer to the following website:  
<http://uhip.ca/your-coverage.aspx>.

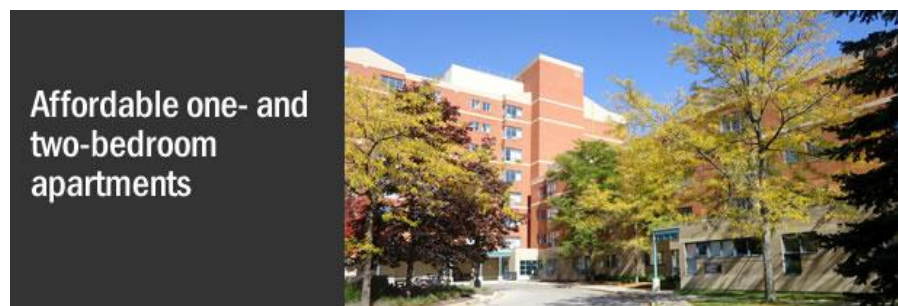
OHIP will pay only for insured, emergency out-of-country health services that are rendered to an insured person, including very limited amounts for physician services and hospital/health facility services.

For a complete overview of the extent of OHIP travel coverage, please refer to the following website:  
<http://www.health.gov.on.ca/en/public/publications/ohip/travel.aspx>

It is recommended that you purchase supplemental Travel Medical Insurance if you are planning a trip outside of Canada.

## 3. Accommodation

Below are just a few websites regarding accommodation in London, Ontario. By supplying these websites, we are in no way endorsing or will be responsible for the content of the websites.



**Glenmore Apartments:** <http://www.has.uwo.ca/housing/glenmore/index.htm>

**Platt's Lane Estates (Suitable for families):** <http://www.uwo.ca/hfs/housing/platlane>

**Tricar Group:** <http://www.tricargroup.com>

**Old Oak Properties:** <http://oldoakproperties.com/london-ontario-apartment-rent.htm>

**Sifton Properties:** <http://www.sifton.com/residential/london.html>

Clinical Fellows, Residents, and Research Fellows are registered with Western University therefore Western Housing Services are available. Information regarding housing on campus can be viewed at **Residence at Western**. Please note that housing is not guaranteed. However, there are other options available for finding housing in London and the following websites will provide you with further information: **Middlesex County** or the **London Economic Development Corporation**.



## 4. Transportation

### London Transit



If you plan to take the bus, you can buy monthly bus passes at Western University, in the UWO Infosource located in the UCC building. Please visit the website below for more information and bus schedules:

<http://www.ltconline.ca/index.htm>

You can also call the customer service line if you are unsure of what bus to take, times, and where the bus stop is located. They are very helpful in assisting you with your route.

**Phone: 519-451-1347**

### Driving in Ontario

You are going to need to go through the Canadian process of getting a license when you come to Canada. Please go to the Ministry of Transportation website to find out more information: <http://www.mto.gov.on.ca> or go directly to “Getting an Ontario Driver’s License when you already have a license in another country” at:

<http://www.drivetest.ca/EN/licencing/Pages/Out-of-Country-Drivers.aspx>.

**Remember, when going for your test, you will need to provide your driver’s license from your country and your passport.**

London DriveTest Centre  
4380 Wellington Rd. S.,  
London, Ontario, N6E 2Z6.

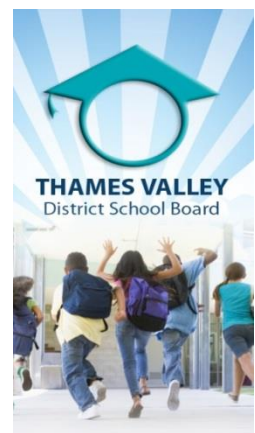
## 5. Child Care/Schools

There are two public school systems in London, Ontario as well as private schools.

### Thames Valley School Board

The Thames Valley School Board is a public school Board. For more information, please see the link below.

<http://www.tvdsb.ca>



## 5. Child Care/Schools Continued

### London District Catholic School Board

The London District Catholic School Board is self-explanatory in their title. Below is the link to their website.

<http://www.ldcsb.ca>



There are private schools in and around London, and prior coming to Canada, you should make the necessary inquiries to these private schools as their entrance fees are sometimes quite significant if you are not a Canadian Resident/Citizen.

### Daycare

There are several daycare facilities in and around London. Below is a list of daycare providers. This is just a list for reference, and the Department does not endorse or represent any of the listed facilities.

Western Daycare: <http://www.usc.uwo.ca/flexcare>

Growing Concern: [http://www.lhsc.on.ca/growing\\_concern/](http://www.lhsc.on.ca/growing_concern/)

YMCA of London: <http://ymcawo.ca/child-care-centres>