

# Thoracic Surgery Elective Orientation Guide



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Welcome to our program!

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## Program Contacts

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## Start-Up Checklist

- **Please email your CV** to the Program Admin (PA). Your mobile phone and mailing address should be listed as these details are required in order to request your physical pager.
- **ID Badge** – Please pick up the paper form required for this from the PA at your earliest convenience.
- **Scrubs card** – This requires a \$50 refundable deposit. Please pay the deposit at least 24 hrs prior to your start using the Invoice # C1441117-1, Account # C1441117, and Invoice Amount \$50. The Program Admin will also provide you with a paper form for this which is required to pick up your card. At the end of your rotation, take the card to A1-400 and complete the return form located there to receive your deposit back by mail.
- **Pager** – Please pick up your physical pager from the PA at your earliest convenience. The pager will be provided at no cost unless you lose it. Mobile phone connections to your pager can be set up in Beep using your LHSC network credentials to login. Your pager must be returned to the PA at the end of your elective.
- **On Call Schedule** – This is written by our senior resident who will be in touch with you following confirmation of your elective.
- **Dictation Number** - You should have received a dictation number after completing your Power Chart (EPR) training. If not, contact Transcription at 35131 to request one.
- **One View** - You should also have been granted access to the imaging program OneView after completing Power Chart (EPR) training. If not, please contact the Helpdesk (4-HELP).
- **LHSC email address** – will be provided by Medical Affairs. Please check this email regularly as the Team will use it.
- **C5-016 Senior Resident's Room** – Elective residents will be given access to the room. It is a shared space so make certain to keep your personal items secure and tidy. The door code is changed occasionally. Ask one of your fellow seniors for the current code.
- **C2-833 Junior Resident On-call Room** – the current keypad code is 216833\*
- **Weekday Handover** - When you are on-call, you should receive a handover from the person covering the floor during the day. Please reach out to them between 2-3pm.
- **Vacation & Days off** – Please request any days off well in advance when possible by completing our online [Vacation/Days OFF Request Form](#).
- **Evaluations** – Please make certain to provide the PD with your evaluation form in advance of your elective end date.
- **What's APP** – The team communicates via What's APP so please ensure you have the group contact information.
- **Parking lot** entry requires scanning your ID badge at each entrance. See the Parking office ( Level G in multi-level lot P8) for details on set up.
- **OR Lockers** are not available currently.
- **Safe Ride Home Program** - to support fatigue risk management and safe choices for our residents who are on call overnight and are feeling unsafe to drive, Medical Affairs does provide the Safe Ride Home program. The program allows you to take Checker Cab home and then back to the hospital the next day to retrieve your car. When asked for a PIN, indicate 'Medical Affairs-LHSC'.

## Important Telephone Numbers

C5-300 Comm Desk	54861
C5-016 Senior's Room	55767
OR 17	56517
OR Desk	58226
E2-112 Clinic	75057, 75728, 75722
E2-109 Clinic	75786, 75787, 75781
Endo Desk	56758
Endo Room	55622
Endo Main	55030
Helpdesk	44357 (4-HELP)

## Typical Weekly Schedule

**Teams:** Inculet=RI Fortin=DF Malthaner=RM Nayak=RN Qiabi=MQ

		Monday		Tuesday		Wednesday		Thursday		Friday
OR		DF		RI		RM		MQ		RN
Clinic	AM	MQ	RM	DF	RM	RI	DF	RI	DF	MQ
	PM	RI	RN		RM	RN	DF	RI	RN	MQ
Endo	AM	RI						RM		
	PM	MQ		DF				RN		

OR – daily, 0800-1800

Clinic – daily, half or full days 0800-1600

Endoscopy – 0800-1200 or 1300-1500

## Teaching Rounds

- Dr. Malthaner presents '**Jeopardy**' **Tuesday morning** teaching for the residents from 0700-0800 in E2-128.
- **Weekly teaching rounds** take place in E4-013 and virtually via MS TEAMS. The regular date/time is Wednesday 0700-0900.

Coffee, juice, water, assorted bagels/muffins are provided.

Rounds include M&Ms, guest speaker presentations on relevant topics, and Telehealth with our Thoracic sites across Ontario, Canada, and overseas.

- **Multi-Disciplinary Tumor Board rounds** are Wednesday at 12 noon at LRCP in room A3-924B or virtually. You encouraged to attend when possible.

## Policies & Guidelines

[Schulich PGME Policies Website](#)

[LHSC Policy Manager Homepage \(LHSC login required\)](#)

[LHSC Blood & Bodily Fluid Exposure](#)