



UHN Student and Postdoctoral Researcher Handbook

June 2024

Find the most recent version of the handbook on the ORT website [here](#).

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Welcome!

The [Office of Research Trainees](#) (ORT) is a centralized hub that supports all students and postdoctoral researchers (PDRs) at the University Health Network (UHN). The ORT provides a **safe space** for questions and concerns, and connects students and PDRs to **valuable resources**, including career exploration and skill development workshops, funding opportunities, wellness supports, and more!

Welcome to Research at UHN!

To help you get started on your research and ensure you have all the tools and information you need to succeed and make the most of your time at UHN, the ORT has created this ***UHN Student and Postdoctoral Researcher Handbook***.

Disclaimer: The UHN Student and Postdoctoral Research Handbook is intended to provide general information and guidance to its readers. While every effort has been made to ensure accuracy of the contents, readers are responsible for verifying information and making informed decisions based on their specific situation. Please be sure to seek expert advice when needed, especially for your immigration and health needs. The Office of Research Trainees and the University Health Network are not liable for any actions taken or decision made based on the information presented herein.

We are here to support you. If you have any questions or require information, please connect with us anytime! We can be reached by email at ortadmin@uhn.ca.

Enjoy your research experience here at UHN and again, welcome!

The Office of Research Trainees (ORT) Team!



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Part 1. Introduction

About University Health Network (UHN)

Welcome to UHN! UHN is a large network of hospitals and there is a lot to navigate. We have put together some key resources that we hope will get you settled and find what you need.

UHN's purpose is to transform lives and communities through excellence in care, discovery and learning to achieve a healthier world. Learn more about our vision, values, organizational structure, and strategic plan at [About the University Health Network](#).

UHN includes ten hospital sites, as well as education programs through the Michener Institute of Education at UHN. Learn more about the [services, programs and amenities offered at each location](#).

[Research at UHN](#) is divided into six research institutes: [KITE Research Institute](#) (affiliated with Toronto Rehabilitation Institute), [Krembil Research Institute](#) (affiliated with Toronto Western Hospital), [McEwen Stem Cell Institute](#), [Princess Margaret Cancer Centre](#) (affiliated with Princess Margaret Hospital), [The Institute for Education Research \(TIER\)](#), and [Toronto General Hospital Research Institute](#) (affiliated with Toronto General Hospital). Learn more about UHN Research by reading the latest annual reports [here](#).

About the UHN Corporate Intranet

Many useful resources can be found on the [UHN internet site](#); however, some information can only be accessed through the [corporate intranet](#).

The **UHN corporate intranet** is where you will find policies and procedures, research tools, and important employee resources (i.e., pay stubs and T4s, benefits information, wellness supports, etc.).

You can access the UHN corporate intranet easily via on-site computers. If you are not on-site, then you can access the intranet remotely. There are two ways to do this:

1. Access remotely through a VPN (virtual private network). To do this, please follow [these instructions](#).
2. Alternatively, you can simply go to https://www.uhn.ca/corporate/For_Staff and click on **Corporate Intranet** to sign-in using your UHN username and password. *This method will allow you to access and browse TeamUHN tools and resources on the corporate intranet; however, connecting this way will not allow you to access all the linked resources in this document.

If you have questions or any difficulties with access, please email the ORT at ortadmin@uhn.ca.

Quick Links

[University Health Network](#)

[For TeamUHN](#)

[Office of Research Trainees \(ORT\)](#)

[Research at UHN](#)

[UHN STEM Pathways](#)

[UHN Postdoctoral Association \(UHNPA\)](#)

[Digital Service Portal](#) (UHN account sign-in required to access the service portal)

UHN Acronyms and Terminology

2SLGBTQIA+ – An acronym that stands for Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, and additional sexual orientations and gender identities.

ARC – Animal Resources Centre

Clinical Learner – Healthcare and medical professionals engaging in research or educational training, including clinical students, residents, interns and fellows.

Corporate Intranet – UHN’s internal website; accessible on-site. Accessible off-site using a VPN or by signing-in with your UHN account and password

CPP – Canadian Pension Plan

CRA – Canada Revenue Agency

EFAP – Employee Family Assistance Program

Employee ID – A 6-digit identification number that is unique to you and provided by People & Culture in your offer letter

EI – Employment Insurance

Epic – UHN’s new health information system

EPR – Electronic Patient Record

Graduate student – A Masters or PhD student affiliated with a university, working at a UHN research institute

Health Services – UHN department responsible for health clinical services including COVID-19 exposure management, immunization records, disability management, wellness, and more.

IDEA – Inclusion, Diversity, Equity and Accessibility

IDEAA – Inclusion, Diversity, Equity, Accessibility and Antiracism

KDT – Krembil Discovery Tower located at 60 Leonard Ave.

KITE/TRI – Knowledge Innovation Talent Everywhere/Toronto Rehabilitation Institute

Krembil – Krembil Research Institute

McEwen – McEwen Stem Cell Institute

MyLearning – Online eLearning platform used for mandatory training during onboarding, as well as ongoing professional development and training of UHN employees

ORT – Office of Research Trainees

OHIP – Ontario Health Insurance Plan

P&C – People and Culture (formerly Human Resources)

PDRs – Postdoctoral researchers

PM – Princess Margaret Cancer Centre

PMCRT – Princess Margaret Cancer Research Tower, located at 101 College St in the MaRS Discovery District

REB – Research Ethics Board

RIS – Research Information Services

RQI – Research Quality Integration

SIN – Social Insurance Number

Summer Student – Any student conducting research during the summer months (typically May-August), including high school students, undergraduate students, medical students, graduate students, etc.

TeamUHN – Any and all individuals working at one of the UHN hospitals or research institutes

TCP – Total Compensation Program

TGH – Toronto General Hospital

TGHRI – Toronto General Hospital Research Institute

T-ID – A unique identifier provided to each member of TeamUHN, which is required for network access, access to the employee self-service portal, MyLearning and more.

TIER – The Institute for Education Research

TWH – Toronto Western Hospital

U of T – University of Toronto

Undergraduate student – A student performing research at UHN while undergoing their undergraduate degree.

UHN – University Health Network

UHNPA – UHN Postdoc Association

VPN – Virtual Private Network

Help?! Who to Contact

Have a difficult question? Not sure where to start or where to go for help? Start by navigating this list of common questions and UHN contacts that can help!

Questions About...	Contact
Your specific research institutes' programming and operations or administrative support (e.g. award application signatures, ...)?	<p>Institute Business Officers/Managers: KITE/TRI – Mary Lam (Mary.Lam@uhn.ca)</p> <p>Krembil – Amy Ma (Amy.Ma@uhn.ca) and Kim Perry (Kim.Perry@uhn.ca).</p> <p>McEwen – Nazleen Lobo (Nazleen.Lobo@uhn.ca)</p> <p>PM – Susannah Moore (Susannah.Moore@uhn.ca) and Patrick Yau (Patrick.Yau@uhn.ca)</p> <p>TIER – Ashita Mohapatra (Ashita.Mohapatra@uhn.ca)</p> <p>TGHRI – Tuula Kalliomaki (Tuula.Kalliomaki@uhn.ca) and Jude Villareal (Jude.Villareal@uhn.ca)</p>
Your contract? Policies relating to your employment (parental leave, vacation, etc.)? Help with immigration? How to report or resolve conflicts?	<p>UHN Research People Consultants: General inbox – pc-research@uhn.ca</p> <p>TGHRI and TIER – Rebecca Xu (Rebecca.Xu@uhn.ca)</p> <p>PM – April Anolin (April.Anolin@uhn.ca)</p> <p>Krembil, KITE, McEwen – Amal Obeidat (amal.obeidat@uhn.ca)</p> <p>Anna Gordon, Director (Anna.Gordon@uhn.ca)</p>
Your health and dental benefits? Ontario Health Insurance Plan (OHIP)?	Benefits Office: benefits@uhn.ca

Wellbeing initiatives, programming and support? Access to UHN Fitness facilities and classes?	Wellness Committee: Wellness@uhn.ca
MyLearning access?	Digital Help Desk: help@uhn.ca
IT-related issues (e.g., remote network access, computers, software, UHN email, T-ID, etc.)?	Digital Help Desk: help@uhn.ca
Grants and awards?	UHN Grants Office: grants@uhn.ca
UHN library workshops and services?	General Inquiries: uhnlibraries@hsict.libanswers.com *Looking for a specific UHN library team member or information specialist? See here .
University of Toronto (U of T) library access?	U of T Library Helpdesk: libraryhelp@utoronto.ca
Research regulations and best practices?	Research Quality Integration (RQI): integrity@uhn.ca
Research ethics?	Research Ethics Board (REB): reb@uhn.ca .
UHN Innovation & Research Cores?	Cores Customer Service: UHNCoresCustomerRelations@uhn.ca
Commercialization? Patents? Intellectual property?	Commercialization at UHN: commercialization@uhn.ca
UHN logos and branding guide	UHN Public Affairs & Communication intranet page
EPR Read Only Access?	Instructions on how to get access on Sharepoint here (requires UHN connection). Inquiries Data Security Office: Data.Security@uhn.ca
Epic access and training?	Instructions on how to get access on Sharepoint here (requires UHN connection). Inquiries Epic Education Office: epiceducation@uhn.ca
Clinical learning opportunities?	Medical Education Office: MedicalEducation@uhn.ca
Connecting with other postdocs? Postdoc-specific programming, including mentorship and professional development?	UHN Postdoc Association (UHNPA): uhnpostdocs@gmail.com
Seeds of Science podcast?	Seeds of Science Team: uhntraineepodcast@gmail.com
Science outreach and volunteering?	UHN STEM Pathways: stempathways@uhn.ca

Sustainable, green initiatives at UHN?	The Green Team at UHN: green@uhn.ca
Biking and bike parking?	UHN Cycling Group: UHNcycling@uhn.ca
Inclusivity in the workplace? Resolution of diversity-related conflicts? Training, coaching and advice related to Inclusion, Diversity, Equity, Accessibility, and Antiracism (IDEAA)?	IDEAA Team: <ul style="list-style-type: none"> - Jacqueline Silvera, Director: Jacqueline.Silvera@uhn.ca - Zainab Jafri, Manager: zainab.jafri@uhn.ca Or email diversity@uhn.ca
2SLGBTQIA+ resources, initiatives, and support?	2SLGBTQIA+ Committee Chairs: pride@uhn.ca
Indigenous health information?	Indigenous Health Program: Indigenoushealth@uhn.ca
Accessibility at UHN?	Jacqueline Silvera, Sr. Manager, Workplace Diversity: Jacqueline.Silvera@uhn.ca
Equity issues related to black and racialized communities at UHN? Black Legacy Committee events and ways to get involved? Information and tools on “How to be an Ally”?	UHN Black Legacy Committee (BLC) Co-Chairs: <ul style="list-style-type: none"> - Sylvia.welsh@uhn.ca - Dianne.barham@uhn.ca Or email diversity@uhn.ca
IDEA issues, resources or activities related to research?	IDEA at UHN Research: edi-research@uhn.ca .

Still need help and don't know who to go to? Submit your question to the [UHN Research Help Center](#) or email the ORT at ortadmin@uhn.ca.

Part 2. Connect with the ORT

Register with the ORT

Every student and postdoctoral researcher (PDR) at UHN is required to complete the [ORT Registration Form](#).

Registering will add you to the ORT mailing list and gives you access to all ORT's programming, including conference awards, workshops, and more. You will also receive a weekly email highlighting upcoming workshops, funding opportunities, and social events. It is a great way to get connected and keep up with current events in the UHN research community.

Join the ORT Slack Community

The ORT has established a Slack community space for UHN students and postdoctoral researchers to connect, share resources, make plans, and ask questions.

Join with your UHN email address [here](#)! You will automatically be added to channels dedicated to discussing events, grants and scholarships, health and wellness, professional development, research sharing and help, and social matters.

You are also invited to join other relevant channels such as:

- For graduate students: #graduate-students
- For postdoctoral researchers: #postdocs

If you're having trouble connecting or want to connect using a personal email address, please email ortadmin@uhn.ca for support. You can learn about how to use Slack [here](#).

Connect on Social Media

- Follow the ORT on [Twitter](#) and [LinkedIn](#).
- Check out our [YouTube](#) channel for past workshop [recordings](#).
- Email us anytime with questions at ortadmin@uhn.ca.
- If you have an event you'd like us to promote in our weekly newsletter, please complete [this form](#).
- If you've had a recent achievement or award, please let us know by filling out [this form](#). We love highlighting student and postdoc achievements in our newsletter and on ORT social media platforms.

Attend ORT Events

Check out upcoming workshops, events, and opportunities on the [ORT website](#).

ORT Code of Conduct

The ORT is committed to ensuring a mutually respectful and welcoming learning environment in all ORT operations, events, and digital spaces (ie. website, Slack, Twitter, LinkedIn).

The ORT prohibits all forms of harassment and discrimination including offensive verbal or written comments, intimidation, sustained disruption of talks or other events, inappropriate physical contact, stalking or following, unauthorized photography or recording, and unwelcome sexual attention.

All participants must read and abide by the ORT's Code of Conduct, which can be accessed [here](#).

Part 3. Before You Arrive at UHN

Before You Start at UHN

Before you start at UHN you will have to complete a set of tasks. This includes reviewing UHN policies, mandatory online training and orientation, completing payroll documentation, and fulfilling the Immunization and Health Services mandatory requirements. All the necessary information and instructions will be provided to you with your offer letter.

The [UHN New Employee Webpage](#) also outlines these steps and is a very helpful resource when preparing to start at UHN.

Resources for International Students and Postdoctoral Researchers

Ontario Health Insurance Plan (OHIP)

The Ontario Health Insurance Plan (OHIP) pays for many health services you may need including appointments with family doctors, visits to walk-in clinics, visits to an emergency room, and medical tests and surgeries. All international students and PDRs must [apply for OHIP](#), which will provide healthcare coverage and an Ontario health card.

Note that there is no longer a waiting period for OHIP coverage, and so you can apply as soon as you arrive in Ontario and if you are eligible, you will have immediate health insurance coverage.

Social Insurance Number (SIN)

To work in Canada or access government programs and benefits you need a **Social Insurance Number (SIN)**. [Apply for a SIN](#) online or in person through Service Canada.

Your SIN is integral personal information that should be kept confidential. Learn about how to protect your SIN [here](#).

Driver's License

If you have a valid driver's license from another province or country, you can use it in Ontario for up to 60 days before needing to obtain an Ontario driver's license. The process for obtaining a full Ontario driver's license will be different depending on how long you have been driving and where you were licensed before. Visit the [Ontario government page](#) to learn about the rules and regulations, and the process for obtaining an Ontario driver's license.

If you have brought a vehicle into Ontario, you must obtain automobile insurance. You must also register the vehicle with the Ministry of Transportation, which can only be done after you have proof of insurance. Information on vehicle insurance and registration can be found on the [Ministry of Transportation website](#).

International Student Support

Graduate students may have access to immigration services and supports through their degree-granting institution. University of Toronto (U of T) students receive international student services, resources, programs,

and events through the [Centre of International Experience](#). [Their immigration page](#) has resources on studying in Canada, entering Canada, working in Canada, and more. U of T students also have access to a team of international student immigration advisors who can provide support, advice, and resources.

Work Permits

Immigration law is incredibly complex and specific to the individual. We highly recommend that international postdoctoral researchers review the Work Permit information on the Government of Canada website [here](#) to learn more about the process.

International postdoctoral researchers are required to have a work permit in Canada (open or closed work permit) or a work permit exemption.

An **open work permit** is not job or employer-specific and allows an individual to work for any employer in Canada, except for an employer who is listed as ineligible. Learn more about Open Work Permits [here](#).

- UHN is not involved in the Open Work Permit process. International postdoctoral researchers pursuing an open work permit will have to apply on their own, but they can ask their future supervisor to provide an offer letter to support the application.
- The two most common classes of open work permits are Post Graduate Work Permits, for new graduates from a full-time post-secondary program, and Spousal Work Permits, for individuals who have spouses with an offer of employment.

A **closed work permit** is tied to a specific employer, allowing the individual to only work with that employer at the same location, unless they change their work permit.

- Most closed work permit applications will require you to have an official job offer from UHN. UHN Postdoctoral Researcher positions are exempt from [Labour Market Impact Assessments \(LMIA\)](#), but your supervisor will need to complete an [Application for an LMIA Exempt Foreign Worker at UHN](#) (UHN connection required). For guidance on the process and to submit the application form, your supervisor should contact Yuwn Forrester (yuwn.forrester@uhn.ca) from Talent Acquisition.

A **work permit exemption** allows individuals to enter Canada for reasons connected to their employment abroad without the need for a work permit.

International postdoctoral researchers will also need to clear the Immigration, Refugees and Citizenship Canada (IRCC)'s medical exams to work at UHN without restrictions. More information on the IRCC medical exams can be found [here](#).

Work Permit Renewal

If you have a work permit that is about to expire or that you need to change, you must apply to [Extend or Change the Conditions of your Work Permit](#). Wait times to renew visas and work permits fluctuate. The Government of Canada suggests applying to extend your work permit **at least 30 days** before your current permit expires; however, it is recommended that you apply at least 3 months before your permit expires. Current processing times can be viewed [here](#).

Your Rights While Working in Canada

In Canada, employment rights are protected by law and all Canadian workers, including temporary foreign workers, have the same rights and workplace protections.

The Government of Canada's [International Mobility Program](#) has a great resource to help temporary foreign workers understand their rights while working in Canada. This resource includes information on health and

safety at work, rights for a workplace free of abuse, what to do if you are hurt or sick at work, information relevant if you lose your job or are changing employers, and resources on who you can go to for help. Access the resource [here](#).

Life in Toronto

Finding a Place to Live

Finding accommodations in a new city can be a challenge. We have put together a list of resources to help you with your search:

- Websites with rental listings in Toronto include [Rentals](#), [Craigslist](#), [ViewIt](#), [Kijiji](#), [Padmapper](#), [Toronto Rentals](#), and [Realtor](#). Exercise caution when interacting with individuals online, to protect yourself from rental scams and fraud. Read [this U of T webpage](#) to learn about some of the common rental housing scams and tips for how to protect yourself.
- U of T also offers many resources to help students and PDRs find a place to live off campus, including an [Off-Campus Housing Portal](#). This portal posts rental listings and resources about renting, leasing and moving to Toronto. Individuals who are not affiliated with U of T can make an account and sign in as a “guest” to access the information.
- On campus housing is available to U of T graduate students at the [Graduate House](#) or [University Family Housing](#). Accommodation is subject to availability and eligibility.
- [Toronto Roommates](#) is an online resource for finding shared accommodation.

If you are having trouble finding accommodations in Toronto, please email the ORT (ortadmin@uhn.ca) and we can connect you with other students and PDRs who are looking for roommates or can share their experiences.

Managing Utilities (hydro, internet, phone, etc.)

It is important to consult your housing/rental agreement to determine whether the cost of heat, water, electricity, and/or internet are included in your rent. If they are not included, you may need to connect and pay for your own utilities. The information below is meant to help you get started with managing your utilities. For additional information, you may also wish to visit the City of Toronto [Utilities Webpage](#).

- **Electricity** – In Toronto, electricity is provided by [Toronto Hydro](#). You may qualify for a reduction on your electricity bill from the Ontario Electricity Support Program (OESP) run by the Ontario Energy Board. Learn more about the program [here](#).
- **Natural gas** – Many homes in Toronto are heated by natural gas. There are several natural gas suppliers to choose from in Toronto, including [Enbridge](#), [Just Energy](#), [Linked Energy](#), [Planet Energy](#), and [Summitt Energy](#).
- **Internet** – There are over 50 internet providers in Toronto, which can be searched [here](#). Some of the most popular providers are [Bell Canada](#), [Rogers](#) and [Teksavvy](#).

- **Mobile phones** – There are many cell phone providers that offer different plans. Some of major companies that offer cell phone plans include: [Bell Mobility](#), [Fido](#), [Freedom Mobile](#), [Koodo Mobile](#), [Rogers](#) and [TELUS](#).

Tenants' Rights and Resources

The Ontario government has specific rules regarding tenant and landlord obligations and agreements. It is important to know your rights as a tenant.

- The **Residential Tenancies Act (RTA)** sets the rules for rent increases, evictions, repairs, and all other issues that affect tenants in Ontario. You can visit the Landlord and Tenant Board website at www.ltb.gov.on.ca to familiarize yourself with the RTA.
- U of T has a [Housing Services Office](#) that provides students with workshops, resources and supports to help them manage housing conflicts, find safe and affordable rentals, and learn about tenant rights and responsibilities.
- The [Federation of Metro Tenants' Associations](#) is a non-profit organization that advocates for tenants' rights by providing information and education. Their website provides information regarding tenant rights and what to do in the case of eviction or rent increases which exceed the provincial limit. They also provide free telephone counseling service for Toronto tenants with questions related to the Residential Tenancies Act (RTA).

Tenant Insurance

Many renters in Canada purchase tenant's insurance to insure their belongings and to cover them for liability. This may be a requirement of lease agreements. Tenant insurance can be purchased through a bank or an insurance broker. Learn more about tenant insurance [here](#).

School System in Toronto

Public education is free for children and youth, regardless of immigration status in Canada. All children ages 6-18 years of age must attend school. Children may start attending junior kindergarten (JK) in Ontario in September of the year that they turn 4.

The [Toronto District School Board](#) (TDSB) begins registration in January/February for the upcoming school year starting in September. During registration, it is important to indicate whether you will require before-school and/or after-school care to ensure that a space is available for your child. You may view the registration page for the TDSB [here](#).

In addition to the TDSB, Toronto has a [Catholic District School Board \(TCDSB\)](#), the [Bloorview School Authority](#), which is associated with Holland Bloorview hospital, and two French school boards, [Conseil scolaire Viamonde](#) and [Conseil scolaire catholique MonAvenir](#). Each school board will have distinct registration dates and processes.

Review a registry of all schools and school boards in Ontario [here](#). The [Settlement Ontario](#) website has additional information and resources on the Ontario school system and how to enroll your child.

Arranging Childcare

Due to high demand, there are often waiting lists for licensed childcare centres. It is recommended that you begin contacting centres well in advance of your arrival if you are looking to arrange childcare. Learn about opportunities for childcare services through Kids&Company, including emergency back-up childcare passes for UHN employees on the intranet [here](#).

There are two types of childcares in Canada: home based and center based.

- **Home-based childcare** is care provided at your home or a caregiver's home. Some home-based childcare is licensed by the Ministry of Education, which means they are obligated to adhere to government regulations which promote the health, safety and well-being of the children and families enrolled in their program. Licensed home childcare is monitored by the City of Toronto and the province of Ontario, with a set limit of 6 children per home childcare provider, including the caregiver's own children. Learn more about licensed home childcare in Toronto [here](#).
- **Centre-based childcare** is provided by centres licensed by either the City of Toronto or the Province of Ontario. The City of Toronto's website offers a searchable database of [Licensed Child Care Centres](#), as well as additional resources on finding [Before and After School Programs](#) in Toronto. They also have [information](#) on Indigenous early learning & childcare, services for children with extra support needs, and information on childcare fee subsidies.

Learn about City of Toronto recreation programs, camps, child and family programs, and youth services [here](#).

Graduate students seeking childcare or family support services should check with their university to see what supports are available or if on-campus childcare is offered.

- For graduate students attending the University of Toronto, the [Family Care Office](#) has several resources and supports for students with children, including the option to meet with a family care advisor. U of T's campuses [Early Leaving Centre](#) (ELC) offers licensed childcare through its centres at St. George, Ontario Institute for Studies in Education (OISE), and U of T Mississauga (UTM) and provides priority enrollment for the children of U of T students.

Financial Information

Banking

If you need to set up a chequing account, the [Canadian Government Chequing Accounts](#) website provides information and resources to help you make an informed decision on which financial institution and type of account to choose.

Major Canadian financial institutions you could explore include:

- [PC Financial](#) (no-fee chequing accounts, few locations—most interactions online)
- [Tangerine](#) (free chequing accounts, few locations—most interactions online)
- [TD Canada Trust](#) (bank with branches and online access)
- [BMO](#) (bank with branches and online access)
- [RBC](#) (bank with branches and online access)
- [Scotiabank](#) (bank with branches and online access)
- [CIBC](#) (bank with branches and online access)

Many major financial institutions have special offers for individuals newly arrived in Canada, so be sure to inquire about these opportunities.

Taxes

Filing your taxes is an important spring activity in Canada. Your **tax return must be filed by April 30th** of each year. If you would like to learn about the Canadian tax system, visit the Canadian Government's [Learn About Your Taxes](#) webpage. On this page, you will find information about why you should file your taxes, what to include, common deductions for students, and what credits you might be eligible for, including deductions for childcare, moving expenses and tuition credits.

You may also wish to explore The Canada Revenue Agency's (CRA) webpage on [Personal Income Tax](#) for more information.

- The Canadian Federation of Economic Education (CFEE) has created a resource list for understanding personal income taxes. You can access the resource list [here](#).

When filing your tax return, you will need your tax slips (i.e., T4 or T4A). In late-February of each year, UHN will make T4 or T4A slips available on the [Employee Self-Service Portal](#) on the corporate intranet. If you are a graduate student, you may also need to access tax slips from your degree-granting institution.

- Instructions on how to set up the Employee Self-Service Portal are included in the [Getting Paid at UHN](#) section.
- If you need help accessing your tax slip, call the People & Culture (P&C) Helpline at 416-340-4800 ext. 6363.
- If you have recently left UHN, you will no longer have access to the Employee Self-Service Portal. As a result, your T4/T4A slip will be mailed directly to the address on file. If you have moved or the address on file is incorrect, please call the P&C Helpline at 416-340-4800 ext. 6363.

If UHN has not been withholding tax on each of your paystubs, you should expect to owe taxes after filing. Calculators are available online to estimate how much tax you may owe, such as [this one from Wealthisimple Tax](#). If you do not have tax withheld from each pay cheque, be sure to set savings aside so that you are ready for the tax bill in the spring.

Finding a Healthcare Practitioner

Finding a Physician

Graduate students and PDRs can access information and tools from the Ontario government that may be helpful in [finding a doctor or nurse practitioner](#).

Acute care can be received at many of the [walk-in medical centres](#) across Toronto. Urgent care can be accessed in person at hospital Emergency Departments or online at [Toronto's Virtual Emergency Department](#).

Graduate students may have access to physicians and healthcare services through their degree-granting institution. U of T students can visit the [Health & Wellness Center](#) for appointments with healthcare professionals and health forms.

Finding a Dentist

The Ontario Dental Association provides information and a database that can be used to [find a dentist](#).

Additionally, the [Patient Clinic at the University of Toronto's Faculty of Dentistry](#) is a full-service facility providing dental treatments by student dentists under the supervision of qualified dentists, successfully treating thousands of patients every year.

Finding Other Healthcare Professionals

[Altum Health](#) is a program within UHN that offers physiotherapy, registered massage therapy, chiropractic therapy, orthotic foot care, kinesiology, occupational therapy, psychotherapy, hand therapy, braces services and more. They offer exclusive prices for TeamUHN at 13 different locations. View the [UHN Altum Health](#) Sharepoint page for price lists and more information.

The [Ontario Physiotherapy Association website](#) can help you identify a physiotherapist near you.

Transportation in the City

Toronto has an extensive public transportation network of buses, streetcars, subways, and regional commuter trains. The [Toronto Transit Commission \(TTC\)](#) provides public transportation within the City of Toronto.

- The TTC uses a card-based fare system called **PRESTO** with a reloadable card you tap when entering the subway, buses, or streetcars. PRESTO cards can be purchased from most TTC subway stations and Shoppers Drug Mart. You can register your card [online](#) and set the card up to automatically reload with a set amount of money as needed. Alternatively, you can manually reload your PRESTO card at TTC subway stations. Learn all about PRESTO [here](#).
- If you ride the TTC frequently, you may wish to load a TTC monthly or annual pass to your PRESTO Card to save on fares. More information on individual ticket and pass pricing can be found [here](#).
- The TTC has recently added the option of paying your fare by tapping your eligible debit or credit cards or mobile wallet when you board a vehicle on the street or enter a subway station. More information about this pay option can be found [here](#).
- When you pay your fare using PRESTO, you get a two-hour transfer that allows you to enter and exit the TTC as much as you'd like within a two-hour period.

Regional transportation around the **Greater Toronto Area** includes the [GO Commuter Train and Transit](#), [Mississauga Transit](#), [York Region Transit](#) and [Durham Region Transit](#). The PRESTO Card can also be used to pay for fares on many GO routes and other regional transit provider routes.

Toronto is also a great place to get around by **bike**! For cycling maps of the city and bicycle safety information check out the City of Toronto's [Cycling in Toronto](#) website. Toronto also has an extensive [Bike Share Program](#) with over 600 bike stations around the city for use throughout the year.

Toronto's Climate

Toronto has a temperate climate with four seasons.

- In the winter, Toronto's weather is often below 0°C, especially at night, and it can go as low as -20°C with a wind-chill effect during the coldest months (January-February).

- The temperature in summers is usually above 20°C but can have humid weather with temperatures upwards of 30-40°C during a heatwave.

It is important to be prepared for all seasons, especially if you are arriving in Canada during the winter. This includes ensuring you have warm clothing, including hats, coats, gloves and boots, and making sure you cover your skin when outside. Advice on preparing for winter in Canada and how to protect yourself from exposure to the cold can be found [here](#).

Using a weather app such as Environment Canada’s [WeatherCan](#) or checking [The Weather Network](#) online can also help you prepare for Toronto’s climate and give you warnings of hazardous weather conditions that may affect travel, health and safety.

Entertainment

Toronto is a lively city! Below is a list of some of the places, attractions, and events you may enjoy exploring:

- **Festivals and Events:** You can find information about upcoming festivals and what is happening in the city by checking out [BlogTO](#) or the [City of Toronto Events Calendar](#).
- **Restaurants:** Toronto is filled with restaurants of all varieties. For ideas on eating out, check out food review sites, such as [Yelp](#) or [BlogTO](#), which offer reviews of restaurants or lists of best places to find certain types of food in the city. For food lovers interested in trying new cuisines and restaurants, Toronto’s [Winterlicious](#) and [Summerlicious](#) are popular cross-city food events with three-course prix fixe menus at many different price points.
- **Toronto Public Library (TPL):** [Toronto’s Public Library](#) system has an extensive collection of books and movies to borrow, and also offers educational seminars, book clubs, book readings and more. Anyone who is living, studying, or working in Toronto may apply for a public library card. The Toronto Public Library also has a [Museum and Arts Pass Program](#) where passes can be signed out from the library to gain free admission to many of the arts and cultural institutions in Toronto.
- **Museums:**
 - o [The Art Gallery of Ontario](#) (AGO) – [Admission](#) is free for everyone on Wednesday evenings and always free for individuals 25 and under.
 - o [The Royal Ontario Museum](#) (ROM) – Offers [free admission](#) on the third Tuesday of the month from 4:30 to 8:30 pm. UHN employees receive a discount through the [Added Value Program](#).
 - o [The Aga Khan Museum](#) – Offers [free admission](#) on Wednesday evenings.
 - o [The Gardiner Museum](#) – Offers [free admission](#) on Wednesday evenings.
 - o [The Museum of Contemporary Art](#) (MOCA)
 - o [The Bata Shoe Museum](#) – Offers [free admission](#) on Sundays.
 - o [Casa Loma](#) (a historic castle built in Toronto)
- **Music, performance, and entertainment venues:**
 - o [The Toronto Symphony Orchestra](#) (TSO) – Offers discounts for those ages 15-35 through [TSOUNDCHECK](#). UHN employees also receive a discount through the Added Value Program.
 - o [The Canadian Opera Company](#) (COC) – Offers discounts for those under 30 through the [Opera Under 30 Program](#)
 - o [The National Ballet of Canada](#) – Offers discounts for those ages 16-29 through [DanceBreak](#).
 - o [Canadian Stage](#) (theatre performances) – Offers [discounted tickets](#) for those 29 and under.

- [Soul Pepper Theatre](#) – Offers free tickets for those 25 and under.
 - [The TIFF Bell Lightbox](#) – Toronto Independent Film Festival cinemas
 - For concert listings and tickets, check out [Toronto Ticketmaster](#)
- [The Toronto Zoo](#)
 - [Ripley's Aquarium](#) – UHN employees save 15 to 20% off tickets through the [UHN Added Value program](#) (UHN connection required).
 - [The Allan Gardens Conservatory](#) – Free admission
 - **Nature Parks and Trails:** Toronto is also home to several nature conservation areas, parks, and trails. You can find maps and information on trails around the city [here](#).

Toronto's CityPASS: Admission to five Toronto attractions (choices include the CN Tower, ROM, Casa Loma, Ontario Science Center, Toronto Zoo, and Ripley's Aquarium) can be bought at a discounted rate through [Toronto's CityPASS](#).

Part 4. Getting Started at UHN

New Employee Resources

When getting started at UHN, the [TeamUHN](#) webpage is a great resource! You'll find key tools for [new employees](#), and information on eLearning, digital tools, and research staff access.

All UHN students and PDRs are encouraged to read the [New Employee Information Booklet](#), which includes useful information about UHN, available programs and services, and critical information on safety, inclusion, research, etc. It also includes important details on how to complete your health screening and how to obtain a Photo ID.

*For questions or help regarding **onboarding**, please contact your supervisor, your institute's People & Culture (P&C) point person (outlined in the [Help?! Who to Contact section](#)) or contact the Employee Helpline at 416-340-4800 ext. 5995.

Remote Digital Access

If you are not on-site, you can access UHN systems and connect to the corporate intranet in one of two ways:

1. Access remotely through a **VPN** (virtual private network). To do this, please follow [these instructions](#).
2. Alternatively, you can go to https://www.uhn.ca/corporate/For_Staff and click on Corporate Intranet to sign-in using your UHN username and password. *This method will allow you to access and browse TeamUHN tools and resources on the corporate intranet; however, connecting this way will not allow you to access all the linked resources in this document.

If you have questions or any difficulties with access please email the ORT at ortadmin@uh.ca or reach out to the UHN service desk at help@uhn.ca, 416-340-4800 ext 4357 (HELP), or through the Service Portal [here](#).

Getting Started with Office 365

UHN students and PDRs have access to Office 365 including an online suite of tools including email, Excel, Word, PowerPoint, Microsoft Teams (MS Teams), OneDrive, and SharePoint.

Information on how to access your Office 365 account, including setting up multi-factor authentication can be found [here](#). Access Office 365 Frequently Asked Questions (FAQs), MS Teams FAQs, Tips & Tricks and more on the UHN Digital website [here](#).

If you are having difficulties accessing Office 365 on your desktop, please email ortadmin@uhn.ca for support.

Getting Around UHN

Maps and directions to various UHN sites can be found on the [UHN Directions](#) webpage. This page also contains general information about parking and accessibility services at UHN.

A [UHN Shuttle](#) runs between Toronto General Hospital and Toronto Western Hospital. Click [here](#) to see the shuttle bus schedule. Note that UHN ID badges are required to ride the shuttle.

If you're **biking**, information on where to safety lock your bike at the different UHN sites can be found on the corporate intranet [here](#).

Getting Connected at UHN

- Make sure your profile is included in the [Research 411 Directory](#) on the intranet with accurate contact information. If your profile is missing or requires updating, email staff.directory@uhn.ca.
- Learn more about TeamUHN, access employee tools and resources, and stay up to date with UHN News by exploring the [UHN Corporate Intranet](#). The [UHN Community intranet page](#) includes links to many employee and professional development resources such as benefits, information on getting paid, holiday & pay information, leadership programs, and wellness information.
- Explore [UHN's What's Happening Now SharePoint page](#) to learn about learning opportunities, events and key notices. UHN connection is required. Bookmark the page and check regularly. Updates are made throughout the week.
- See the [UHN Event Calendar](#) to find out about UHN-wide events, conferences, rounds and more.
- Stay connected with the [UHN Library](#) for learning opportunities and research tools.
- Register with the Office of Research Trainees (ORT) by completing the [ORT Registration Form](#) and join the [UHN Student and PDR Slack Community](#) to stay connected with your peers.

UHN Policies

Graduate students can refer to the [UHN Graduate Student Policy](#) for information about the onboarding and off-boarding process, PI responsibilities and key policies for students. Graduate students should also refer to the policies at their degree-granting institution. University of Toronto graduate students can refer to the [School of Graduate Studies \(SGS\) Policies](#).

PDRs can refer to the [UHN Postdoctoral Researchers Policy](#) for information about assignment criteria, terms and conditions, payments, paid time off (including vacation and parental leave), onboarding and off-boarding process, PI responsibilities, and more.

All students and PDRs are encouraged to review the additional [UHN Policies Relevant to Research Trainees](#). This includes policies on general lab safety, dispute resolution, responsible conduct of research, and data management. To view all UHN Research Policies & Procedures, please refer to the corporate intranet site [here](#).

View all UHN policies [here](#). If you have any questions or concerns about any of the policies at UHN, please email FOI@uhn.ca.

Part 5. Resources and Benefits for Team UHN

Getting Paid at UHN

The onboarding process includes steps to get added to the UHN payroll. Pay at UHN happens on a bi-weekly basis. The pay schedule can be found on the intranet [here](#).

Pay statements and federal tax slips (T4s) are available on the [Employee Self Service Portal](#) (requires UHN connection). To gain access to Employee Self Service, new employees must send an email to employeeselfservice@uhn.ca and include their legal name, TID and employee ID number.

UHN is required by Canadian law to deduct [employment insurance \(EI\)](#) premiums and [Canada Pension Plan \(CPP\)](#) contributions from employees' pay. Employers must remit these amounts to the Canada Revenue Agency (CRA) along with the employer's share of EI premiums and CPP contributions.

Employment Insurance (EI) benefits can be accessed if individuals lose their job through no fault of their own, or for sickness, maternity, and parental leaves. Learn more about EI benefits and eligibility on the [Government of Canada website](#). PDRs paid through UHN payroll who meet the eligibility requirements can apply for EI upon termination, regardless of work permit status.

The Canadian Pension Plan (CPP) is a retirement pension plan that provides monthly benefits upon retirement. Individuals who have contributed to CPP can receive the pension even if they no longer live in Canada. Please visit [the Government of Canada CPP website](#) for more information.

Vacation and Leaves of Absence

The annual remuneration for UHN PDRs includes paid time off for vacation and statutory and civic holidays. A list of the paid holidays for full time employees can be found on the intranet [here](#).

PDRs paid on the UHN payroll are eligible to receive maternity, parental and adoption leave. Information on PDR vacation time and maternity, parental and adoption leave is included in the [UHN Post-Doctoral Researchers policy](#) (UHN connection required). The maternity, parental and adoption leave policies and checklists are available on the intranet [here](#).

Graduate students must refer to the vacation and leave of absence policies for their degree-granting institution. The U of T Leave of Absence Policy, including information on the SGS Parental Grant, can be reviewed [here](#).

Understanding PDR Contracts

UHN PDRs are eligible for [UHN's Total Compensation Program](#) (TCP), which provides an annual review and adjustment of eligible employee salaries. TCP salary adjustments are effective October 1st each year. Information about UHN's TCP program can be found on the intranet [here](#).

Before joining UHN, PDRs receive an offer letter outlining important employment information including how to participate in the health and dental benefits plans and onboarding instructions. This letter forms your employment contract with UHN and should be referred to to understand employment rights including rights around termination.

Termination of PDR contracts is rare but can occur if there is no longer funding to support the position. The [Employment Standards Act](#) (ESA) outlines termination rights of all Ontario employees. The [Ontario Termination of Employment website](#) provides information on the minimum required written notice of termination and/or termination pay in lieu of written notice, which is dependent on the period of employment.

Terminated PDRs are given support from their People Consultant throughout the process. Individuals paid through UHN payroll are given a termination package (including working notice and/or termination pay) that takes many factors into consideration. PDRs are encouraged to review their contracts to determine their rights on written notice of termination and/or termination in lieu, as it may exceed the minimum requirements in Ontario.

Termination packages are not affected by work permit status. If the PDR is on an employer-specific (closed) work, their permit would still be valid if they secured another postdoctoral researcher position at UHN. Information for temporary foreign workers about rights upon termination and information on changing employers can be found on the Government of Canada's [International Mobility Program](#) website.

PDRs paid through UHN payroll who meet the eligibility requirements, including PDRs on employer-specific (closed) work permits, may also apply for Employment Insurance (EI) benefits if their employment is terminated or if their contract ends. Please visit [the Government of Canada website](#) for more information.

Health and Dental Benefits

Graduate students are provided health and dental benefits by their degree-granting institution. U of T students can find detailed information on benefit coverage and policies [here](#). U of T graduate students with teaching assistant positions may be eligible for additional top-up benefits through [CUPE](#).

PDRs paid through the UHN payroll can opt into a [group health benefit plan](#) provided by [Sun Life](#). Instructions on how to sign up for benefits are provided in PDR offer letters. PDRs can choose an individual plan or a family plan, which provides benefits for spouses and children. Information on plan coverage can be found [here](#) (UHN connection required).

- PDRs with a Sun Life group plan have access to [Benefit Enhancements](#) effective January 1, 2023. This includes \$1200 per annum for mental health coverage (including psychology, social worker, and psychotherapist), Gender Affirmation Surgery coverage, and an additional \$500 per annum for Speech Therapy services.
- For questions about benefits reach out to the UHN Benefits Team at Benefits@uhn.ca.
- PDRs that opt-in to the Sun Life benefit plan can view information on coverage and rates by logging into their Sun Life account at mysunlife.ca or using the [My Sun Life Mobile app](#). Sun Life can be contacted directly at 1-800-361-6212.

PDRs also have access to the [Employee Family Assistance Program \(EFAP\)](#) for support with personal and work-related pressures and stress. EFAP provides free and confidential counselling on topics such as achieving wellbeing, managing relationships and family, dealing with workplace challenges, tackling addictions, legal advice, and financial guidance. Learn more from the EFAP [brochure](#).

- To access the EFAP use the TELUS Health One app. Instructions on how to download the app are [here](#). The Username is UHN and the Password is Lifeworks.
- You can also call 1-844-880-9137 toll-free, 24 hours a day, 7 days a week.

UHN Wellness Resources

UHN Wellness provides a comprehensive approach to improving the health and wellbeing of TeamUHN. The [UHN Wellness website](#) shares information on UHN's emotional and mental wellbeing tools, informational resources, and wellness programs. Subscribe to [UHN's Wellness Weekly Newsletter](#) to stay up to date on news, tips, events, and resources.

A list of supports for emotional wellbeing of TeamUHN are available [here](#), including BRITE Resilience program, UHN Cares, Refresh program, and more. Free, confidential counselling is provided to UHN employees through the [Employee Family Assistance Program \(EFAP\)](#).

UHN has dedicated spaces for spiritual reflection at all hospitals. Locations and hours can be found [here](#). In PMCRT room 4-504 is a dedicated space for prayer, spiritual reflection and nursing.

In addition to mental wellbeing, UHN also has resources for your physical wellbeing. UHN has three gym facilities located at Princess Margaret Cancer Centre, Toronto General Hospital and Toronto Western Hospital. Learn about the gyms and membership options [here](#). Virtual and On Demand fitness classes are available [here](#). Goodlife fitness memberships are also available at a [UHN corporate rate](#) (UHN connection required for wellness links).

Wellness Resources Outside of UHN

If you are experiencing a mental health-related crisis, seek help immediately by:

- Contacting your doctor
- Going to the emergency room of the nearest hospital
- Calling 911 or Telehealth Ontario at 1-866-797-0000

The [Ontario government website](#) is a great resource to help find mental health and addiction services in your community.

Graduate students can access wellness resources from their degree-granting institution. U of T students can access [Health and Wellness Resources and Supports](#), including mental health working groups, Grad Minds, wellness services and more. The [School of Graduate Studies](#) provides free wellness counselling and workshops. U of T students can also access U of T gyms and their services, including [Hart House](#), [Goldring Athletic Centre](#), and [Athletic Centre](#).

There are many community resources that provide mental health and wellness resources also. These include:

- [ConnexOntario](#) – Provides 24/7 access to information about mental health, addiction or gambling services and supports in your community.
- [Canadian Mental Health Association](#) – Offers many mental health resources, services, and supports. Their [Mental Health Quick Guide](#) – Provides a comprehensive list of Toronto Mental Health Resources, Clinics, and Helplines.
- [Affordable Therapy Network](#) – A directory of therapists offering low cost and sliding scale counselling across Canada.
- [211 Ontario](#) – A helpline that connects people to the social services, programs and community supports they need.
- [Good2Talk](#) – Provides free, confidential support 24/7. Call 1-866-925-5454.
- [Distress Centers of Greater Toronto](#) – Provides a 24/7 helpline and online chat & text suicide prevention service. Call 416-408-HELP (4357).
- [Gerstein Crisis Centre](#) - Offers 24/7 telephone support, in-person mobile crisis team, community support referrals, and more. Call 416-929-5200.

UHN's COVID-19, Flu & Respiratory Virus Preparedness

UHN's [COVID-19, Flu & Respiratory Virus Preparedness](#) intranet webpage provides up-to-date information on how to be prepared for respiratory illnesses. The website includes outbreak statuses, screening tools, reporting forms, return to work declarations, and many other integral protocols and resources.

View the number of current respiratory virus cases at UHN and the allowable level of non-educational and educational on-site activities on the UHN intranet homepage [here](#).

UHN Walk Safe and Call Safe Programs

UHN security operations offers two safety programs to protect UHN staff, students, and volunteers. The Walk-Safe program offers a security guard to escort individuals to and from UHN sites safely. The Call-Safe program provides hourly safety-check calls to individuals working alone or who feel they are in high-risk situations. Information on how to access the programs can be found on the intranet [here](#).

Ensuring Respect in the UHN Workplace

UHN is committed to an environment where everyone is treated with respect, dignity, and equitable treatment. Every member of Team UHN must uphold the [Fostering Respect in the Workplace policy](#) (intranet connection required). Anyone found to have engaged in behavior constituting discrimination and/or harassment in UHN environments is subject to disciplinary action.

If you have witnessed discrimination and/or harassment at UHN, you are encouraged to reach out to P&C to report it. As outlined in the [Fostering Respect in the Workplace policy](#), leadership is able to initiate measures to correct inappropriate behaviors even in the absence of a formal complaint.

UHN has a robust process for complaints that is best in class. There are three investigators in the [Centre of Excellence for Workplace Investigations](#) (UHN connection required), which assists in resolving workplace conflict and conducting fair and objective workplace investigations. The process involves working with a People Consultant to complete a complaint form. Your People Consultant will provide support through the process.

Depending on the content, the complaint will either be handled internally by UHN investigators or a People Consultant, or handled by an external investigator. Learn more about the process and UHN's policies on Fostering Respect in the Workplace, Violence & Domestic Violence in the Workplace, Anti-Black Racism & Anti-Racism, and Gender Identity [here](#) (UHN connection required).

Support for Financial Emergencies

Members of TeamUHN have access to free and confidential counselling, including financial support for financial emergencies and legal support services through the [Employee Family Assistance Program \(EFAP\)](#). Learn more from the EFAP [brochure](#) (UHN connection required).

Individuals may be eligible for financial support through [Ontario Emergency Assistance](#) or the [Ontario Works programs](#).

Part 6. Research Tools and Resources

Have a difficult question? Not sure where to start or where to go for help? Start by reviewing the tools and resources below. If you can't find an answer below, submit your question to the [UHN Research Help Center](#) or email the ORT at ortadmin@uhn.ca.

Funding Opportunities

The ORT has created a list of awards, conference grants and fellowship applications for graduate students and PDRs. This [List of Funding Opportunities](#) is regularly updated and is yours to explore!

The ORT provides internal funding opportunities for students and PDRs:

- [ORT Conference Participation Awards](#) – Awarded to UHN graduate students and PDRs to support their participation at national and international conferences by up to \$500. Three award cycles are held each year with application deadlines the first week of November, March, and July.
- [OSOTF Unilever/Lipton Graduate Fellowship](#) – Awarded on the basis of financial need to UHN graduate students registered with U of T Faculty of Medicine who are studying in the neurosciences field. Applications are due every year in June or July.

For questions about internal award deadlines, how to obtain institutional signatures, whether applications must go through individual research institutes, etc., you can contact the UHN Grants Office at grants@uhn.ca. You can also review informational slides about application processes from the Grants Office [here](#).

Library and Journal Access

UHN Library and Information Services

All students and PDRs have access to the [UHN Library and Information Services](#). UHN Library and Information Services provides educational opportunities and services to support professional development, clinical practice and research. There are several library locations across UHN and the Virtual Library can be accessed from anywhere. When working offsite, some resources may ask you to log-in using your UHN email or T-ID and password.

If you have questions about UHN library access or services, email uhnlibraries@hsict.libanswers.com.

U of T Library Access

Graduate students will also have library and journal access through their degree-granting institutions. U of T students can access the [U of T Libraries](#) using their [UTORID](#).

UHN PDRs can also access the [U of T Libraries](#) by following these [instructions](#) to set up a UTORID.

For issues accessing the U of T Libraries, email libraryhelp@utoronto.ca

Research Facilities and Services

The [Research at UHN](#) page on the corporate intranet is a great place to look for research news, forms, departments, tools, services or individual researchers.

Research Safety

For policies and protocols to ensure your safety in the lab, review the resources on the [Research Safety at UHN](#) intranet page. This includes information on Incident/Accident Reporting, Safety Standard Operating Procedures and Safety Checklists for New Employees.

Research Laboratory Services

[Research Laboratory Services](#) is comprised of three groups: **Laboratory Operations, Sterilization Services and Supply Center**. If you are looking for information about keys or card access to labs, waste disposal, lab coat exchange, glass washing, autoclaving, lab equipment or supplies, and other related topics this is the place to go.

Animal Resources Centre

[Animal Resources Centre](#) (ARC) provides facilities and support for biomedical research involving animal models of human diseases. ARC services include animal procurement, housing, husbandry, technical services, medical care, and consultation on animal studies.

UHN Cores

The [UHN Research and Innovation Cores](#) provide access to state-of-the-art facilities, equipment and expertise that enable high quality research. The UHN Cores serve UHN research study teams and are also available to investigators worldwide. The UHN Research & Innovation Cores cover 12 areas:

1. Biobanks
2. Bioinformatics including High Performance Computing
3. Cell & Vector Production
4. Clinical Trials
5. Flow Cytometry & Cell Sorting
6. Genomics
7. Imaging
8. Innovation & Engineering including Biostatistics and KITE Research Labs
9. Laboratory Services including Mass Spectrometry, Histology and Biomarkers, Pathology, and Diagnostics
10. Microscopy
11. Nuclear Magnetic Resonance
12. Theranostics

Visit [the UHN Research and Innovation Cores website](#) to learn about the facilities and services available. For questions about the UHN Research and Innovation Core facilities, email UHNcoresCustomerRelations@uhn.ca

Additional Facilities and Services for UHN Researchers

There are many additional services and tools that are available for UHN Researchers. We encourage students and PDRs to ask their supervisors, lab managers, and colleagues about available tools and how to access them.

Here is a list of some common equipment and facilities/services:

- Metabolomics Core Facility at KDT > [Information](#)
- Real-time PCR equipment at PM, KDT and PMCRT > [Info & Booking](#)
- Real-time PCR equipment at TGHRI > [Info & Booking](#)
- Cytomics, genomics and pharmacokinetics for molecular profiling > [Drug Development Program \(DDP\) Biomarker Laboratory](#)
- Prototyping and microfabrication > [UHN Microfabrication Centre \(Microfab\)](#)
- Clinical research facilities > [Info & Clinical Facilities Use](#)
- State-of-the art biomechanics and simulation labs > [KITE Labs and Services](#)
- Medical technology productization > [Techna](#)
- Design and evaluate health products and services > [Healthcare Human Factors](#)
- Expert biostatistical guidance and support > [Biostatistics@UHN](#)
- Research and developmental support for new drug discovery > [Center for Molecular Design and Preformulations \(CMDP\)](#)

Epic for Researchers

UHN has recently transitioned to a digital health information system called Epic. Graduate students and PDRs who work with patient data may need to use Epic for their research projects.

Information on what studies go into Epic, how to get Epic access, and tools and resources about how to use Epic can be found on the EPIC Guidance for Researchers page [here](#). If you have questions about Epic access or training, email epiceducation@uhn.ca.

People & Culture

For information about Payroll, Policies, Performance and Learning, Health Services and Benefits, Workplace Safety and Wellness, Respect and Civility, etc. you can explore the [People & Culture](#) page on the UHN Corporate Intranet.

If you are looking for information regarding conflict resolution or the complaint process at UHN, we encourage students and PDRs to begin by referring to the UHN Policy [Fostering Respect in the Workplace](#). You may also wish to reach out to your institute's People & Culture point person or contact the Employee Helpline at 416-340-4800 ext. 5995 with questions or concerns.

People & Culture Institute point person:

TGHRI and TIER – Rebecca Xu (rebecca.xu@uhn.ca)

PM – April Anolin (april.anolin@uhn.ca)

Krembil, KITE, and McEwen – Amal Obeidat (amal.obeidat@uhn.ca)

Anna Gordon, Director, People Consultants (anna.gordon@uhn.ca)

Research Integrity & Ethics

To learn about researcher responsibilities, research authorship, conflict of interest, data ownership, reporting research misconduct, etc. at UHN, students and PDRs can explore the [Research Integrity](#) webpage.

- For information on research misconduct and how to report a concern, review the UHN Policy on [Responsible Conduct of Research](#).
- For information on authorship and publishing, review the UHN Policy on [Academic Authorship & Open Access Publications](#).
- To request a consultation about a potential concern or ask specific questions, you can reach out to **Research Quality Integration (RQI)** at integrity@uhn.ca or contact one of UHN's **Research Integrity Advisors**:
 - o Dr. Sharon Walmsley, Sharon.walmsley@uhn.ca, 416-534-3871
 - o Dr. Eleanor Fish, en.fish@utoronto.ca, 416-565-0702
 - o Dr. Jordan Feld, Jordan.feld@uhn.ca, 416-340-4584

The [Research Ethics Review Services](#) webpage has all the critical information for individuals working with human subjects at UHN or as part of multi-site projects. This includes information on the the ethics approval process, CAPCR submission, FAQs, documents and forms, and important contacts. For general Research Ethics Board (REB) questions, email reb@uhn.ca.

Commercialization, Legal and Intellectual Property

[Commercialization at UHN](#) is a team that facilitates the transformation of research innovations into medical products that improve healthcare. They work with scientists and clinicians to create new intellectual property (IP) and provide support with licensing, research and industry partnerships, new company formation, etc.

- Check out their [website](#) to learn more about:
 - o The Commercialization Cycle of “bench to bedside”
 - o Innovation Acceleration Fund
 - o Industry Partners
 - o Then Inventory of the Year and other Success Stories
- For detailed information regarding Patents, Inventorship, and UHN's [Intellectual Property Policy](#), refer to the [UHN Intellectual Property](#) intranet page.

For inquiries about licensing, partnerships, and media, please email mark.taylor@uhn.ca. For all other inquiries, please email commercialization@uhn.ca.

You can also subscribe to the [Commercialization at UHN email list](#) and/or follow them on [Twitter](#) to stay up to date!

Pride in Patient Engagement in Research (PiPER)

[Pride in Patient Engagement in Research \(PiPER\)](#) is a strategic research initiative at UHN that aims to make engaging patients, families, and care partners in research a new culture that can enhance health research, outcomes, and care experiences for all.

The PiPER team has a toolkit about patient engagement in research for all UHN researchers and people with lived experiences. The toolkit includes templates on how to help plan and implement patient engagements and educational videos on what patient engagement in research is and how to write plain language summaries. View the toolkit on the [PiPER website](#) in the Our Resources section.

To learn more about PiPER, visit their website [here](#). You can contact them by email at piper@uhn.ca.

Inclusion, Diversity, Equity, and Accessibility (IDEA)

UHN is committed to creating an inclusive environment that values diversity and encourages people to contribute their personal best. UHN's Office of [Inclusion, Diversity, Equity, Accessibility and Antiracism](#) (IDEAA) advocates and champions the human rights and equity-seeking needs of TeamUHN, patients, and community members. Their website provides tools, training & education resources, and links to different employee resource groups, including the Black Legacy, Accessibility and 2SLGBTQIA+ committees.

If you have a concern or would like to get involved with UHN IDEAA initiatives, you can an IDEAA team member:

- Jacqueline Silvera, Director: jacqueline.silvera@uhn.ca
- Zainab Jafri, Manager: zainab.jafri@uhn.ca

View UHN Research's IDEA webpage [here](#) to learn about the IDEA committee, IDEA resources at UHN and beyond, IDEA seminars and more. For information about IDEA at UHN Research, please email edi-research@uhn.ca.

All inquires are treated in an objective and confidential manger in accordance with UHN's [Fostering Respect in the Workplace Policy](#). There is also a confidential Workplace Ethics Line that can be reached 24hr/7days a week: 1-866-344-4491.

Part 7. Career and Professional Development

ORT Workshops and Resources

The ORT is dedicated to supporting student and PDR skill and career development. Our programming includes:

- **Upskill workshops** to develop research and transferrable skills such as programming, grant writing, project management, and communication.
- **Career exploration** events to discover different career options and network with career professionals.
- **Peer-to-Peer workshops** where graduate students and PDRs can gain teaching skills by sharing their research and technical knowledge with peers.
- **Social events** to build connections amongst TeamUHN and stimulate collaboration.

View ORT upcoming workshops and events [here](#). View information on past workshops and events [here](#).

Access recordings of past workshops on our YouTube channel [here](#). Other workshop recordings are private and can be accessed on the ORT's [video library](#) (UHN credentials required).

Have an idea for a workshop you'd like to attend or help plan? We'd love to hear your ideas and work together! Email ortadmin@uhn.ca.

UHN Learning Opportunities

[UHN Library & Information Services](#) offers practical and interactive online workshops designed to make you a skilled user of library resources and services. This includes workshops on reference managers, PubMed, how to use Medline, and how to write reviews. Check out their upcoming live events and workshop recordings.

UHN's [Skillsoft Percipio Learning Platform](#) is a virtual learning platform that provides Team UHN access to free self-paced online courses and virtual live online classes to advance their skills and professional development. Topics include leadership, management, inclusion, diversity, equity and accessibility, data literacy, business, technology, and communication skills. Users can also complete project management training from the **Project Management Institute**, which satisfies requirements for the Project Management Program certification.

[UHN's MyLearning Portal](#) provides students and PDRs access to free online and instructor-led **Learning and Development** courses on topics such as resume skills, job interview skills, emotional intelligence, accessible communication, and more.

[Biosciences Oncology Leadership Development \(BOLD\) Program](#) is a leadership development program currently being offered for senior PhDs and PDRs at Princess Margaret Cancer Centre.

Career Development Resources and Organizations

General Career Development

- [Life Science Career Development Syndicate \(LSCDS\)](#) – **For everyone** - A U of T student initiative created to bridge the gap between academia and industry. LSCDS hosts networking events, mentorship programs, industry team case studies, career seminar series, and more.
- [Penn Career Services Graduate and Postdoc Resources](#) – **For everyone** – A series of videos covering career development topics including how to convert your CV to a resume, questions to ask when networking, job searching tips, how to use LinkedIn, networking tips for introverts, how to prepare for interviews, and more.
- [How to Write a CV](#) – **For everyone** – McGill Career Planning Service provides a resource on how to develop an effective CV.
- [Graduate Life Sciences Education \(GLSE\) at U of T](#) – **For U of T students**- Provides workshops, events, and programming for graduate and undergraduate students.
- [School of Graduate Studies \(SGS\) at U of T](#) – **For U of T graduate students** - Provides many programs and supports for graduate students including the [Graduate Centre for Academic Communication \(GCAC\)](#), [Centre for Graduate Mentorship & Supervision \(CGMS\)](#), and [Centre for Graduate Professional Development \(CGPD\)](#).
- [Student Life – Career Exploration & Education at U of T](#)– **For U of T students** - Provides a range of services including one-on-one career advising, job shadowing and CV/resume support.

Academic and Teaching Resources

- [From Postdoc to Research Faculty Crash Course](#) – **For everyone** – Program designed to provide comprehensive support to individuals applying to research faculty positions. Workshops and training on topics such as academic CV and cover letters, research statements, teaching dossiers, equity, diversity and inclusion statements, chalk talks and negotiations. Webinar recordings available.
- [Developing your Teaching Dossier](#) – **For everyone** - Four self-paced, online modules provided by U of T for students and PDRs to reflect on their teaching and develop their teaching dossier.
- [Building your Teaching Dossier](#) - **For everyone** – U of T's Centre for Teaching Support and Innovation provides comprehensive information on how to build a teaching dossier.
- [Teaching Statement Resources](#) – **For everyone** - Vanderbilt University provides educational resources on how to prepare teaching statements.
- [Future PI Slack](#) – **For PDRs** – An informal peer support group for biomedical postdocs on the academic track.
- [Teaching Assistants Training Program \(TATP\)](#) – **For U of T graduate students** - Peer-training program providing pedagogical support to TAs and graduate students via workshops, certificate programs and awards.

- [Teaching in Higher Education \(THE500\)](#) – *For U of T graduate students* – A course for senior U of T PhD candidates to improve their teaching practice by becoming more knowledgeable about different teaching and learning styles.

Business and Entrepreneurship Resources

- [Science to Business Network \(S2BN\)](#) – *For everyone* - Hosts workshops and networking events aimed at helping students and PDRs who are interested in commercialization, entrepreneurship, and career paths outside of academia in their career-related development and transitions.
- [Intellectual Property Education Program](#) – *For everyone* - A free, online training program to provide a broad foundation in intellectual property.
- [Ideation Clinic](#) – *For everyone* – Offers a range of programming to help you at various stages of your innovation career, including Ideation Programs, Hacks and Huddles.
- [Health Innovation Hub \(H2i\)](#) – *For everyone* – Provides a wide array of programming and resources for entrepreneurs and their ventures, including mentoring, funding opportunities, workshops and speaker series.
- [University of Toronto Entrepreneurship](#) – *For U of T graduate students* - Provides services and events to support entrepreneurship in the U of T community.

Consulting Resources

- [Graduate Management Consulting Association \(GMCA\)](#) – *For everyone* - Supports students and PDRs interested in management consulting. They host information sessions, case challenges, career panels, networking events, and more.
- [GMCA Business Fundamentals](#) – *For everyone* – A 10-week online course designed to provide graduate students and PDRs with an introduction to business concepts. Individuals will apply their learned concepts to a business problem in a case competition judged by consultants and industry professionals.
- [University Consulting Group](#) – *For everyone* – a non-profit organization that provides students with an opportunity to gain practical industry consulting experience and mentorship, while working on projects for clients in the non-profit and social sector.

Engineering Resources

- [Women in Science and Engineering \(WISE\)](#) at U of T – *For U of T graduate students* - Aims to develop women’s leadership skills, confidence, and involvement in STEM fields through professional development, community outreach, industry mentorship, and more.

Government and Policy Resources

- [Toronto Science Policy Network \(TSPN\)](#) – *For everyone* - Student-run group which provides a platform to learn more about and engage in science policy.
- [Canadian Science Policy Centre \(CSPC\)](#) – *For everyone* - Hub for connectivity, convening, capacity building, and catalyzing research in support of effective science and innovation policy. They host events and workshops, as well as a yearly conference.

- [Evidence for Democracy](#) – **For everyone** - Non-partisan Canadian non-profit organization which advocates for evidence-based policymaking in the government.
- [An Essential Guide to Science Advocacy](#) – **For everyone** - A toolkit developed by Evidence for Democracy that offers scientists resources for engaging in science advocacy.
- [Mitacs Science Policy Fellowship](#) – **For postdoctoral researchers** – Offers PhDs from all disciplines a paid 12-month immersion into the policy making process with participating government departments.

Programming and Bioinformatics Resources

- [The Carpentries](#) - **For everyone** – Provides workshops that build the skills and perspectives to work more effectively and reproducibly with data and software. Their Data Carpentries workshops include a genomics curriculum, and their Software Carpentries workshops include programming with Python and programming with R.
- [U of T Coders](#) – **For everyone** – A group devoted to helping academics learn computer programming skills for use in their research. They offer skill and resource sharing, as well as co-working. Previous programming lessons can be found on their [YouTube page](#).

Science Communication Resources

- [A Beginners Guide to Science Communication Opportunities in Canada](#) – **For everyone** – UHN alum Farah Qaiser provides an informative guide into how you can get involved in science communication.
- [Graduate Centre for Academic Communication at U of T](#) – **For U of T graduate students** – Online live and on demand workshops to improve your communication skills including workshops on improving your oral presentation skills, improving academic reading, and writing in the sciences, writing grant proposals, designing graphics for publication, and more.
- [ComSciConCAN](#) - **For graduate students** – A yearly Canadian workshop that provides science communication training for graduate students involved in Science Communication activities.

Skill Development Resources

- [Mitacs Training](#) – **For everyone** - Provides professional skills development courses including networking skills, project and time management, reconciliation and equity, diversity and inclusion, communication skills, career planning and more.
- [University of Toronto Libraries](#) – **For U of T graduate students** - Provides self-paced modules on copyright, data visualization, infographics, library research skills, introduction to R and working with Messy Data in Open Refine.
- [BioTalent Canada](#) - **For everyone** – Provides technical skills training designed for the Canadian bio-economy including programs on the fundamentals of scientific report writing, good laboratory practice (GLP), good manufacturing practice (GMP), quality assurance/quality control (QA/QC), and good clinical practice (GCP).

- [Nature Career Columns](#) - **For everyone**— Career column that covers a vast amount of professional development topics including tools for research efficiency, writing papers, peer networks, prioritizing projects, gaps in training, online protocols, research sustainability, the use of ChatGPT, equity, diversity and inclusion, and more.

Part 8. Getting Connected and/or Involved at UHN

UHN Postdoc Association (UHNPA)

The **UHN Postdoc Association (UHNPA)** is a volunteer group of current PDRs and alumni whose mission is to create a more interactive and inclusive postdoc community, while helping its members succeed during their time at UHN. They have three sub-committees who create and promote initiatives related to health and wellness, mentorship, and professional development.

- Explore upcoming UHNPA events [here](#). View the UHNPA website [here](#).
- Register with the UHNPA [here](#) to be added to their mailing list.
- Connect with UHNPA on [Twitter](#), [LinkedIn](#) and [Instagram](#). Email uhnpostdocs@gmail.com.
- Meet the current **UHNPA Leadership Committee** [here](#). Elections for the Leadership Committee are held in late October every year, but new members are welcome all year long. Email uhnpostdocs@gmail.com to learn more and join the committee.

UHN STEM Pathways

UHN students and PDRs can get involved in outreach with [UHN STEM Pathways](#). Volunteers can participate in various outreach events, including scientist panels, classroom visits, mentorship events, hands-on workshops, lab tours, and more. [Sign up to be a volunteer here](#).

Trainee and Postdoctoral Researcher Committees

Some of the UHN Research Institutes have committees that students and PDRs can participate in:

- The [KITE Trainee Executive Committee](#) includes positions for event planning, communications, and operations to support their many trainee initiatives. Elections occur annually. Follow them on Twitter [here](#).
- The Krembil Research Institute has a Trainee Advisory Committee (TAC) that advises on institute events and initiatives. Email julie.wan@uhn.ca for more information.

Interested in starting a similar committee at your UHN Research Institute? Let the ORT know, and we can provide guidance and support!

Seeds of Science Podcast

The [Seeds of Science podcast](#) was launched to connect UHN trainees and PDRs and provide a platform to learn about their diverse experiences, backgrounds, research and stories to share. As they grow and flourish in their respective scientific fields, they are the seeds of science!

Learn about the podcast and listen to Season 1 and 2 [here](#).

If you're interested in being featured on the podcast or helping to produce the podcast, please reach out to uhntraineepodcast@gmail.com.

Greening at UHN

The [UHN Energy & Environment](#) intranet page is a great resource for individuals committed to Patient & Planet-Centered Care. Interested individuals can join the [UHN Green Team](#), a group of over 700 UHN volunteers that help improve the environmental impact at UHN. To join, email green@uhn.ca.

Also, consider subscribing to [Talkin' Trash with UHN](#), a blog about greening the hospital environment.

Biking at UHN

Join the UHN Bicycle User Group by emailing UHNcycling@uhn.ca.

UHN 2SLGBTQIA+ Committee

UHN's 2SLGBTQIA+ committee promotes and fosters respect for the voices, interests, and issues of 2SLGBTQIA+ communities that provide or use UHN services by networking and advocating for inclusion at UHN and in the community. They support UHN's ongoing efforts to create service, work, and learning environments that are accessible, inclusive, respectful, and welcoming by challenging discrimination against gender identity, gender expression, and sexual orientation.

Learn more on their SharePoint webpage [here](#). Sign up for their mailing list [here](#).

Black Legacy Committee

UHN's Black Legacy Committee promotes the interests and increases the awareness and understanding of equity issues related to Black and racialized communities at UHN. Learn more on their intranet page [here](#). To get involved, email diversity@uhn.ca.

UHNWomen

UHNWomen is a program to help empower and further uplift TeamUHN and A Healthier World. Women face unique gender-based challenges that span across a wide spectrum. An uplifted culture inspiring and generating interpersonal and organizational support, openness, resources, partnership, multi-directional learning and mentorship, and more, will improve outcomes for all, including staff and patients across all career levels.

Learn about the UHNWomen Strategic Plan [here](#). Learn about the UHN Working Moms Mentorship pilot program and resources [here](#) (UHN connection required).

UHN Wellness Champions

[Wellness Champions](#) are members of TeamUHN who are passionate about health and wellness and wish to lead initiatives that support the wellbeing of their units or departments. Wellness Champions play a vital role in the promotion of wellness programs, events and the development of a healthy work culture. They also act as a liaison between the UHN Wellness department and their home unit or department. Learn more and apply to be a wellness champion [here](#).