

LDI TRAINEE GUIDE



THE LDI TRAINEE COMMITTEE

The Lady Davis Institute Trainee Committee (LDITC) is a group led by graduate students and post-docs that represent the needs and interests of trainees at the LDI.

Our goal is to provide trainees at the LDI with the best training experience possible, a sense of community, and to serve as a liaison between trainees and upper management of the Institute.

→ The list of current members of the committee can be found in posters around the Institute.

We organize and offer many different opportunities to LDI trainees all year round. Here are just some examples, grouped into three types of events:



Career Building & Academic

Helping you build skills and plan your career path

- The **LDI Conference** – every summer
- Skill-building workshops: **Writing a CV & Building a LinkedIn Profile**
- Career-path workshops: **Careers in Industry & Life in Academia**
- The **biggest Trainee Networking Event** in Montreal

...and more throughout the year!



Social & Wellness

Building community and supporting work-life balance

- **Winter Holiday Party**
- **Pub outings**
- **Summer BBQs**
- **Animal therapy** sessions
- Mental health workshops & athletic activities

...and more throughout the year!



Monthly Events

Two recurring traditions, every month

- **Round Table Series** – trainees present their work at thematic round tables matched to their expertise

- **Summer Ice Cream Days**

...and more throughout the year!

Events organized by the LDI

- **Distinguished Lecture Series** – Throughout the year, renowned researchers are invited to the LDI for a seminar and lunch
- Pizza parties at the passerelle
- **Joint Cancer – Molecular Regenerative Medicine Seminar Series** – Invited speakers and trainees
- **Career Development Program** for grad students and postdocs in health sciences

ALWAYS CHECK EMAILS
WITH **LDITC** IN THE SUBJECT
LINE!

LOOK AT THE BILLBOARDS
AROUND THE LDI FOR LDITC
POSTERS

Connect with us



facebook.com/groups/lditc



instagram.com/ldi_tc

If you have any questions, suggestions, comments, concerns, or if you'd like to become a member of the LDITC, please send an email to:



ldigsc@gmail.com

or fill in this anonymous form:
forms.gle/3iZJC78y2Nv6YGfZ8



Community. Careers. Wellness.

Everything the LDITC organizes for you, all year round.

- Career Building & Academic
- Social & Wellness
- Monthly Events

WELCOME TO THE LDI!

Some useful information to start your academic journey at the Lady Davis Institute



→ Are you ready to start working on your project?

- ☐ Get your **ID badge** at **Pavilion K, room KAS-106** (near Security). **Bring \$10 cash and any piece of ID with photo!**
- ☐ Get your **username** and **password** for the LDI server/wifi at **IT – Pav. F, room 24** (ground floor)
- ☐ Get your **lab key**, and access to **labcoats** and **locker** with HR:
Anthony Pulice:
anthony.pulice@ladydavis.ca
or Olayemi Ajala:
olayemi.ajala@ladydavis.ca
- ☐ Do your mandatory **safety trainings**

Transportation

The closest **metro** stations to the LDI are:

- M** Côte-des-Neiges (**blue** line)
- M** Côte-Sainte-Catherine (**orange** line)

The JGH is served by two **bus** lines:

- 129** Côte-Sainte-Catherine
- 165/465** Côte-des-Neiges

→ To go to **McGill main campus** (downtown): Take the bus **129** or **165** (south), or take the **Orange** metro line towards Montmorency, change to the **green** line towards Honoré-Beaugrand at Lionel-Groulx station and get off at either **Peel** or **McGill** station.

→ There are two **BIXI** stations near the Jewish General Hospital. Bixi is the bike sharing system in Montreal – more info at bixi.com.

Safety Training at the LDI

All trainees must receive training in → Biosafety and Good Laboratory Practices → Workplace Hazardous Materials Information System (WHMIS)

Depending on your lab and research, you might also need to be trained in:

→ Safe Use of Compressed Gas Cylinders → Safe Use of Cryogenic Liquids → Transportation of Dangerous Goods → Radiation Safety

You can check with your supervisor and the Biosafety Officer (Robert Scarborough – robert.scarborough@ladydavis.ca) which training sessions are required for you.

→ A healthy and respectful training environment is also essential for your success! For this reason, the LDI has a **Workplace Civility Policy**. Check the poster in one of the next pages for more information.

In case of issues involving harassment in the LDI, you can contact **Robert Scarborough**: Room F-20 | Phone ext. 25609 | robert.scarborough@ladydavis.ca

Some extra helpful information

Banks near the LDI:

RBC	5700 Chem. de la Côte-des-Neiges
ScotiaBank	5180 Chem. de la Côte-des-Neiges
TD	5900 Chem. de la Côte-des-Neiges
CIBC	5501 Chem. de la Côte-des-Neiges
BMO	5145 Chem. de la Côte-des-Neiges
National Bank	5355 Chem. de la Côte-des-Neiges

→ **Don't waste money!** Most banks offer accounts and credit cards with NO fees for students, and even some gifts for new clients!

Some cheap mobile and internet operators:

Fizz	fizz.ca
Fido	fido.ca
Koodo	koodomobile.com
Virgin	virginplus.ca

Some grocery stores:

Metro	5150 Chem. de la Côte-des-Neiges
Walmart	6700 Chem. de la Côte-des-Neiges
IGA	4885 Ave. Van Horne
Dollarama	5858 Chem. de la Côte-des-Neiges

→ If you come to the LDI by public transportation, make a student **OPUS card** for reduced fares: mcgill.ca/student-records/personal-information/opus. Some grocery stores also offer student discounts – be sure to ask!

→ The **EMERGENCY** extension is **5555** (from any phone within the LDI or the hospital). For additional, up to date phone numbers and contact information, check the **LDI Directory** with Reception.



RESOURCES FOR MCGILL STUDENTS

Make use of them for the best graduate experience!



- All McGill graduate students and post-doctoral fellows are members of **McGill Post-Graduate Student Society (PGSS)**. Find more information about events, support, benefits, and opportunities at their website: pgss.mcgill.ca
- In addition to PGSS, you also have access to the **post-graduate student association of your department** at McGill. Contact your department to get their contact information and check what resources they might offer you!
- Your **relationship with your supervisor** is very important for your success as a graduate student. Find more information about supervisor-trainee communication, conflict resolution, expectations, and responsibilities at: mcgill.ca/gradsupervision
As a graduate student at McGill, you are required to fill in a **Letter of Understanding** with your supervisor – a VERY important document that establishes expectations from both sides. More info: mcgill.ca/gradsupervision/supervisees/discussing-expectations
- **Vacation and holidays** – Graduate students and postdocs at McGill are entitled to holidays and vacation days as defined in the *Leave of absence & vacation policy*: mcgill.ca/gps/students/registration/progress/leave-vacation
- **Minimum funding** – As a graduate student of the Faculty of Medicine and Health Sciences, you have the right to a minimum stipend for living expenses, as defined in the *FMHS Minimum Funding Policy for Thesis-based Graduate Students*: mcgill.ca/.../fmhs-graduate-student-funding-policy
→ Check the values for your current academic year – this is your right!
- **Scholarships, fellowships and funding opportunities** – Find more information at: (Graduate students) mcgill.ca/.../graduate-students. (Postdocs) mcgill.ca/.../postdoc
→ Attention **international students**! Consider applying for the [FRQS Masters and Doctoral Awards](#) – one of the few government scholarships for which international students are eligible.
→ The LDI also offers scholarships and travel awards! Pay attention to emails from LDI Communications.
- **Health and Wellness** – As a McGill student, you have access to healthcare through provincial health insurance, supplemental health insurance with PGSS, or international health insurance, depending on your immigration status.
→ Accessing healthcare in Quebec: mcgill.ca/wellness-hub/.../navigatinghealthcare
→ Extra info for international students: mcgill.ca/internationalstudents/health/access-health-care
→ The **Wellness Hub** is the focal point for wellbeing resources at McGill (main campus): mcgill.ca/wellness-hub
→ Access the **McGill Pool** and some **gym facilities** for free: recreation.mcgill.ca
- → A special note for **international students**: **International Student Services (ISS)** is a key resource for you! They can help with immigration documents, international health insurance (IHI), integration to Canadian society and more: mcgill.ca/internationalstudents
- → Filling your **taxes** is also important! More info: mcgill.ca/student-accounts/your-account/tax-information, canada.ca (CRA students), revenuquebec.ca (students)
→ Be sure to check for **Tax Credits** you might be eligible for, so you can get some extra money!
- → The **Social Insurance Number (SIN)** is required for employment and taxes: canada.ca/.../sin/apply
- → If you pay your “PGSS Legal Essentials” fee (check on Minerva), you're entitled to the **Legal Protection Program**: pgss.mcgill.ca/en/legal-protection-program
- → **Housing** – Useful tips at the *Good Neighbor Guide* and McGill Student Housing: mcgill.ca/students/housing/offcampus/useful-information
- → Useful tips and advice on **saving money**: mcgill.ca/studentaid/finances/cash-tips
- → Need to buy heavy groceries? Try **Walmart delivery** (select Grocery) at walmart.ca – don't forget the checkout coupons!
- → **Software** available FOR FREE for McGill students – check the [McGill IT knowledge base](#)
- → Check all that the **McGill Library** has to offer: mcgill.ca/library
- → **Poster printing** – McGill Printing Services has great prices, quick processing, and high quality (can sometimes charge your supervisor directly!): mcgill.ca/printing
- → Struggling with **writing**? The McGill Writing Centre offers many FREE courses and workshops: mcgill.ca/mwc
- → Interested in **Learning French**? The *Ministère de l'Immigration, de la Francisation et de l'Intégration* (MIFI) offers a program in which YOU ARE PAID to learn French (only people NOT born in Canada can apply): quebec.ca/.../learn-french/part-time-courses/immigrants

→ More information can also be found in the **HEALTH AND WELLNESS RESOURCES SHEET** on the next page.

HEALTH AND WELLNESS RESOURCES SHEET

On-campus Care

Student Services at McGill: mcgill.ca/student-services OR mcgill.ca/macdonald-student-services

Student Wellness Hub: mcgill.ca/wellness-hub

Book an appointment with a counsellor, doctor, nurse or dietician by calling **514-398-6017**.

Book with an Access Advisor / Local Wellness Advisor via the Student Wellness Hub [booking page](#), or see [Wellness Programming](#) / on-demand programming.

Campus Life and Engagement: mcgill.ca/cle • International Student Services: mcgill.ca/internationalstudents

Student Accessibility and Achievement: mcgill.ca/osd, [Time Management Resources](#)

Scholarships and Student Aid: mcgill.ca/studentaid • Office of Religious and Spiritual Life: mcgill.ca/morsl

Career Planning Service: mcgill.ca/caps • First People's House: mcgill.ca/fph

Office for Sexual Violence Response, Support and Education: mcgill.ca/osvrse

PGSS Health Plan information: studentcare.ca • Medavie Blue Cross Handbooks: International Student Services – McGill

Peer Support at McGill

Peer Support Center: psc.ssmu.ca

McGill Student's Nightline: nightline.ssmu.ca

McGill's Eating Disorder Center: edrsc.ssmu.ca

Off-campus Care

Finding a doctor off campus: Find a Physical Health Appointment – Student Wellness Hub, McGill University

Keep Me Safe: Free, unlimited, 24/7 access to mental health support for ALL McGill students. Download the **MySSP app** (Apple iOS or Android).

Learn more on SSMU's website.

Emergency Resources

Suicide Prevention Centre of Montreal – 514-723-4000

West-Island Crisis Center – 514-684-6160

811 – info santé

UNE QUESTION DE RESPECT

Politique de civisme en milieu de travail

Qu'est-ce qu'une politique de civisme en milieu de travail ?

La politique de civisme de l'Hôpital général juif permet de favoriser la création d'un milieu de travail sain, exempt de violence, de discrimination et de harcèlement.

Qu'est-ce que le harcèlement psychologique ?

Le harcèlement psychologique est une conduite blessante ou humiliante qui peut se manifester par des comportements, des paroles, des actes ou des gestes répétés qui sont hostiles ou non désirés. Cette conduite porte atteinte à la dignité ou au bien-être psychologique ou physique de la présumée victime. Une seule conduite grave peut aussi constituer du harcèlement psychologique si elle porte une telle atteinte et produit un effet nocif continu pour le salarié.

Quelques exemples de conduites inacceptables

- Insulter ou crier après un collègue
- Humilier une personne, surtout devant les autres
- Utiliser un ton sarcastique
- Répandre des rumeurs
- Cesser de parler lorsqu'une personne entre dans la pièce

Que faire si vous croyez être victime ?

Dans un premier temps, vous êtes encouragés à :

- Prendre un temps de recul pour évaluer la situation vécue
- Analyser les démarches possibles pour empêcher que la situation ne se détériore
 - Parler avec la personne concernée
 - Parler de la situation avec votre superviseur
 - Parler de la situation avec le Chef de l'exploitation (Gustavo Wendichansky) ou avec le Conseiller en prévention (Alain Petit).

A L'ILD
Les attitudes agressives et violentes sont inacceptables

Une politique de zéro tolérance est la règle

Nous avons tous le droit d'être traité avec dignité et respect en tout temps

C'EST UNE QUESTION DE RESPECT MUTUEL!



Merci!

Si cette approche s'est avérée être un échec, vous pouvez :

- Déposer une plainte formelle par écrit au Coordonateur des relations du travail au Département des ressources humaines (Bureau A-112).

A QUESTION OF RESPECT

Workplace Civility Policy

What Is a Workplace Civility Policy?

The civility policy of the Jewish General Hospital facilitates the creation of a healthy workplace, free of violence, discrimination, and harassment.

What Is Psychological Harassment ?

Psychological harassment is any troubling behaviour in the form of repeated hostile or unwanted conduct, verbal comments, actions or gestures, that affects an employee's dignity or psychological or physical well-being such that it creates a harmful work environment for the employee. A single serious incidence of such behaviour that has a lasting harmful effect on an employee may also constitute psychological harassment.

Examples of Unacceptable Behaviours

- Insulting and/or shouting at a colleague
- Humiliating a person, especially in front of others
- Using a sarcastic tone
- Spreading rumours
- Cease talking when someone enters the room

What to Do if You Believe You Are a Victim?

As a first step, you are encouraged to:

- Take a step back to analyse the situation experienced
- Analyse possible steps to prevent the situation from deteriorating
 - Talk with the person involved
 - Discuss the situation with your supervisor
 - Discuss the situation with the Chief Operating Officer (Gustavo Wendichansky) or with the Advisor in Prevention (Alain Petit).

At the LDI
Aggressive Attitudes and Violent Behaviours are Unacceptable

A Zero Tolerance Policy is the Rule

We all have the right to be treated with dignity and respect at all times

IT'S A MATTER OF MUTUAL RESPECT!



Thank You!

If this approach results in a dead end, you can:

- Make a formal written complaint to the Coordinator of Labour Relations at the Human Resources Department (Room A-112).