

# 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. Some examples below:

### LDITC activities

- Orientation for new students;
- Monthly Journal Club (all speakers win gift cards and attendees are automatically entered into a draw for another gift card);
- Wellness events (therapy dogs at the passerelle, yoga in the park, etc);
- Workshops on funding opportunities;
- BBQ in the park;
- Pub outings;
- Movie nights;
- Sports competitions;
- Halloween party;
- End-of-year holiday party;
- Hiking trips;
- Undergraduate Research Day;
- Equity, diversity and inclusion workshops.



**DON'T MISS OUR EVENTS!**



### 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 - **starting September 2023!**

### Connect with us

 <https://www.facebook.com/groups/lditc>

 [https://www.instagram.com/ldi\\_tc/](https://www.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](mailto:ldigsc@gmail.com)

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



# 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](mailto:anthony.pulice@ladydavis.ca)  
or Olayemi Ajala: [olayemi.ajala@ladydavis.ca](mailto:olayemi.ajala@ladydavis.ca)
- Do your mandatory **safety trainings**

## Transportation

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

-  Côte-des-Neiges (**blue** line)
-  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. You can find more information here: <https://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](mailto: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](mailto: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!

- If you come to the LDI by public transportation, be sure to make a **student OPUS card** to get reduced fares! Here's how to do it: <https://www.mcgill.ca/student-records/personal-information/opus>

- Some of the grocery stores and supermarkets near the LDI are:

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

→ **Some grocery stores offer discounts for students. 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: <https://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 to you!

→ Your **relationship with your supervisor** is very important for your success as a graduate student. You can find more information about supervisor-trainee communication, conflict resolution, expectations, and responsibilities at this page: <https://www.mcgill.ca/gradsupervision/>

As a graduate student at McGill, you are required to fill in a **Letter of Understanding** with your supervisor. This is not just a bureaucratic requirement, it is a VERY important document that establishes the expectations from both you and your supervisor. More information at:

<https://www.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*: <https://www.mcgill.ca/gps/students/registration/progress/leave-vacation>

→ **Minimum funding** - As a graduate student of the Faculty of Medicine and Health Sciences, you also have the right to a minimum stipend for **living expenses** - that means you should be covered for tuition & fees and receive **at least** a minimum amount of money for your own expenses as defined in the *Faculty of Medicine and Health Sciences Minimum Funding Policy for Thesis-based Graduate Students*:

<https://www.mcgill.ca/medhealthsci-gradstudies/funding-opportunities/graduate-students/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) <https://www.mcgill.ca/medhealthsci-gradstudies/funding-opportunities/graduate-students>

(Postdocs) <https://www.mcgill.ca/medhealthsci-gradstudies/funding-opportunities/postdoc>

→ Attention **international students!** You should consider applying for the **FRQS Masters and Doctoral Awards**. It is one of the few government scholarships for which international students are eligible.

More information here: <https://frq.gouv.qc.ca/en/health/>

→ The **LDI** also offers scholarships and travel awards! Pay attention to the emails you receive about scholarship and award applications from LDI Communications.

▪ **Health and Wellness** - As a McGill student, you have access to healthcare through the provincial health insurance, supplemental health insurance with PGSS, or international health insurance, depending on your immigration status.

→ Information about accessing healthcare in Quebec can be found here:

<https://www.mcgill.ca/wellness-hub/get-support/find-community-resources/navigatinghealthcare>

→ Extra information for international students: <https://www.mcgill.ca/internationalstudents/health/access-health-care>

→ The **Wellness Hub** is the focal point for wellbeing resources at McGill. It is located in the main campus (downtown) and you can find more information on what they offer here: <https://www.mcgill.ca/wellness-hub/>

→ You can access the **McGill Pool** and some **gym facilities** for free! More info here: <https://recreation.mcgill.ca/>

→ More information can also be found in the document **HEALTH AND WELLNESS RESOURCES SHEET** in one of the next pages.

- A special note for **international students**: **International Student Services (ISS)** is a key resource for you! They can help you with immigration documents, international health insurance (IHI), integration to the Canadian society and more. You can find a lot of helpful information and how to contact them here: <https://www.mcgill.ca/internationalstudents/>
- Filling your **taxes** is also something important! Find more information on how to do it here: <https://www.mcgill.ca/student-accounts/your-account/tax-information>  
<https://www.canada.ca/en/revenue-agency/services/tax/individuals/segments/students.html>  
<https://www.revenuquebec.ca/en/citizens/your-situation/students-and-recent-graduates/>  
 → Be sure to check for **Tax Credits** that you might be eligible for, so you can get some extra money!
- The **Social Insurance Number (SIN)** is an important document you need for employment and taxes. You can find information on how to get one here: <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>
- If you pay your “**PGSS Legal Essentials**” fee (you can check on Minerva), you are entitled to use the **Legal Protection Program** for legal assistance. Check more here: <https://pgss.mcgill.ca/en/legal-protection-program>
- **Housing** - You can check some useful tips at the *Good Neighbor Guide* and at some links provided by McGill Student Housing: <https://www.mcgill.ca/students/housing/offcampus/useful-information>
- Some very useful tips and advice on **saving money**: <https://www.mcgill.ca/studentaid/finances/cash-tips>
- Need to buy heavy groceries but don't want to carry them back to your place? Try Walmart delivery: <https://www.walmart.ca> and select **Grocery**. Don't forget to apply the coupons they offer at checkout!
- **Softwares** available FOR FREE for McGill students: [https://mcgill.service-now.com/itportal?id=kb\\_article\\_view&sysparm\\_article=KB0010741&sys\\_kb\\_id=6e1cb17e87b8bd10e925fcc7dabb3562&spa=1](https://mcgill.service-now.com/itportal?id=kb_article_view&sysparm_article=KB0010741&sys_kb_id=6e1cb17e87b8bd10e925fcc7dabb3562&spa=1)
- Check all that the **McGill Library** has to offer: <https://www.mcgill.ca/library/>
- **Poster printing** - McGill Printing Services has very good prices, quick processing time, and high quality printing. In some case, they can also directly charge your supervisor! Check more at: [www.mcgill.ca/printing](http://www.mcgill.ca/printing)
- **Struggling with writing?** Check the McGill Writing Centre! They offer many FREE courses and workshops for graduate students: <https://www.mcgill.ca/mwc/>
- Interested in **Learning French**? There are many opportunities to do it in Montréal! 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 who were NOT born in Canada can apply.  
 More information here: <https://www.quebec.ca/en/education/learn-french/part-time-courses/immigrants>

## HEALTH AND WELLNESS RESOURCES SHEET

### On-campus Care:

**Student Services at McGill:** <https://www.mcgill.ca/student-services/> OR <https://www.mcgill.ca/macdonald-student-services/>

Student Wellness Hub: <https://www.mcgill.ca/wellness-hub/>

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

Book with an Access Advisor: [Book with an AA](#)

Book with a Local Wellness Advisor: [Book with an LWA](#)

Student Wellness Hub [Wellness Programming](#) or check out [on-demand programming](#)

Campus Life and Engagement: <http://mcgill.ca/cle>

International Student Services: <https://www.mcgill.ca/internationalstudents>

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

Scholarships and Student Aid: <https://www.mcgill.ca/studentaid/>

Office of Religious and Spiritual Life: <https://www.mcgill.ca/morsl/>

Career Planning Service: <https://www.mcgill.ca/caps>

First People's House: <https://www.mcgill.ca/fph/>

Office for Sexual Violence Response, Support and Education: <https://www.mcgill.ca/osvrse/>

PGSS Health Plan information: [Home \(studentcare.ca\)](#)

Medavie Blue Cross Health care information: [Medavie Blue Cross Handbooks | International Student Services - McGill University](#)

### Peer Support at McGill:

Peer Support Center: <https://psc.ssmu.ca/>

McGill Student's Nightline: <https://nightline.ssmu.ca/>

McGill's Eating Disorder Center: <https://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. To access this service, download the **MySSP app** for [Apple iOS](#) or [Android](#). You can learn more about this service 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).