

Departmental Guidelines

DISTANT LEARNING RURAL INITIATIVES (DLRI) ACCOMMODATIONS

1. Subcontractors, such as the Rural Physician Action Plan (RPAP), may have separate policies regarding accommodations they manage directly or on behalf of the Cumming School of Medicine, University of Calgary.
 - a. All attempts are made to align policies of the Cumming School of Medicine and subcontractors
2. Assignment of Accommodations:
 - a. Accommodations are normally assigned through DLRI to a housing subcontractor or RPAP.
 - b. Accommodations will not exceed the number of learners equal to the number of bedrooms available.
 - c. In the case of a busy site where the number of learners is in excess of the policy per accommodation unit, the final assignment of accommodation is the responsibility of the Cumming School of Medicine.
3. Shared accommodations:
 - a. All learners, Post Graduate Medical Education (PGME) and Undergraduate Medical Education (UME), are expected to share accommodations.
 - Sharing may entail members of both genders sharing common areas of the accommodation.
 - b. Bathrooms are private areas.
 - c. All attempts will be made to have secure locks on personal areas.
 - d. If a secure personal space is available, sharing of accommodations is not required to be gender congruent.
 - e. Families and UCLIC clerks, will be exempt from sharing.
 - f. Accommodations assigned to a learner for greater than four months will be exempt from sharing.
 - g. Specific requests for exemption will be brought to the attention of the Cumming School of Medicine and reviewed individually.
4. Family attendance:
 - a. Family is defined as spouse/partner and immediate children.
 - b. Specific requests for exemption will be brought to the attention of the Cumming School of Medicine and reviewed individually (example: single parent with accompanying nanny for child care).

5. On site supplies:

- a. Supplies must be replaced to maintain an adequate baseline for the next tenant.
- b. Failure to leave the accommodations with adequate supplies for the next tenant will result in a \$15.00 fine to be deducted from reimbursements.
- c. Learners are expected to supply their own linens (sheets, pillows, blankets and towels).

6. Behavior:

- a. Learners are expected to comport themselves at all times in a manner consistent with the recommendations of the registration body for the province/territory where they are on rotation.
- b. All units are non-smoking.
- c. All units are pet free
 - i. Specific units at restricted locations may be available.
- d. Evidence of contravention of program policy will result in a fine of \$250.00.
- e. The Office of the Rural Associate Dean will investigate all reports of unprofessional behavior.
- f. Confirmed unprofessional behavior will be documented in a written report to the supervising Program Director and/or Associate Dean.

7. Visitors:

- a. Visitors are expected to abide by the same rules as learners.
- b. Learners are responsible for the behavior of visitors
- c. Evidence of contravention of DLRI Accommodations Guidelines by visitors will result in fines to learner as outlined.

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Contributions from PARA, RPAP, UME and PGME