



# Parking for Medical Students

## Departmental Policy

<b>Authorizing Unit</b> Undergraduate Medical Education Management	<b>Table of Contents</b> 1. Purpose 1 2. Scope 1 3. Definitions 1 4. Policy Statement 2 5. Special Situations 2 6. Responsibilities 2 7. Procedures 2 8. Instructions / Forms 3 9. Standards 3 10. History 3
<b>Classification</b> Operations	
<b>Approval Authority</b> Associate Dean, Undergraduate Medical Education	
<b>Implementation Authority</b> Manager, Undergraduate Medical Education	
<b>Effective Date</b> October 6, 2015	
<b>Last Revision</b> December 9, 2020	

### 1. Purpose

1.1 The purpose of this policy is to provide information on parking services to all medical students.

### 2. Scope

2.1 This policy applies to all Undergraduate Medical Education pre-clerkship and clerkship medical students.

### 3. Definitions

3.1 In this policy:

- a) "AHS" means Alberta Health Services.
- b) "Approval Authority" means the office or officer responsible for approving Undergraduate Medical Education policies and procedures.
- c) "Clerkship student" means students in year three of the Undergraduate Medical Education medical doctor program.
- d) "Implementation Authority" means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.

- e) "Parking Services" means services provided by Impark to Alberta Health Services.
- f) "Pre-Clerkship student" means students in year one and year two of the Undergraduate Medical Education medical doctor program.
- g) "UME" means Undergraduate Medical Education.

#### 4. Policy Statement

- 4.1 Clerkship and pre-clerkship student parking have different procedures within AHS.
- 4.2 Clerkship student parking: Will be provided at a reduced monthly rate.
- 4.3 Pre-Clerkship student parking: A few of the sites in Calgary have a small number of parking spots designated for students, but it is site specific. Student parking is not limited to UME students and can apply to nursing students or other students in allied health disciplines. Generally, parking is available to all students through Impark at their own cost and is subject to availability. Please email [parkingcalgary@ahs.ca](mailto:parkingcalgary@ahs.ca) to find out which sites accommodate pre-clerkship student parking.

#### 5. Special Situations

- 5.1 AHS and/or Impark will make all the decisions in special situations.

#### 6. Responsibilities

- 6.1 *Approval Authority: Associate Dean, UME* – ensures appropriate rigor and due diligence in the development or revision of this policy.
- 6.2 *Implementation Authority: Manager, UME* – ensures that University staff are aware of and understand the implications of this policy and related procedures. Monitors compliance with the policy and related procedures. Regularly reviews the policy and related procedures to ensure consistency in practice. Sponsors the revision of this policy and related procedures when necessary. Appoints a Policy Advisor to administer and manage these activities.

#### 7. Procedures

- 7.1 For clerkship student parking: When going to the sites, please specify that you are a Clinical Clerk in order to obtain the reduced Clinical Clerk parking pass.
- 7.2 All AHS forms and lot maps can be found Insite:
  - a) <https://insite.albertahealthservices.ca/tools/frm/Page1866.aspx>
  - b) <https://insite.albertahealthservices.ca/pps/Page6306.aspx>
- 7.3 Parking passes have to be purchased in person at the Foothills Medical Centre, Peter Lougheed Centre, Rockyview General Hospital and South Health Campus parking offices.
- 7.4 Office hours are Monday – Thursday: 8:00AM – 4:00PM, Friday: 8:00AM – 3:30PM.

- 7.5 The offices are closed for lunch from 11:30AM – 12:30PM.
- 7.6 Payments are up front and by cash, credit, or debit.
- 7.7 Permits are valid for 30 days from the date of purchase.
- 7.8 No refunds are granted for any unused portion of a pass.
- 7.9 No refunds or new passes are created for lost parking passes.
- 7.10 The monthly rate for a Clinical Clerk is \$160.29.
- 7.11 No week or partial passes are available. A full month must be purchased. For cases where only a week or two of parking is needed, it is required that the public daily rate of \$14.25 is paid for most sites, or \$24.75 in the case of the Sheldon M. Chumir Health Centre.
- 7.12 Payments for the day can also be purchased using the AHS pay by phone application. Information regarding the app can be found on the AHS website. The app option is currently available at Foothills Medical Centre, Alberta Children’s Hospital, Peter Lougheed Centre, and Richmond Road Diagnostic and Treatment Centre.
- 7.13 Parking passes are not transferrable and cannot be used outside of the Calgary Zone.
- 7.14 Clinical Clerk parking is in public lots, levels and stalls:
  - a) Alberta Children’s Hospital – Lot 1
  - b) Peter Lougheed Centre – Lot 11
  - c) Foothills Medical Centre – Central Lot 1, 6 (North), and 10 (West)
  - d) Rockyview General Hospital – Lot 1, and 9
  - e) Sheldon M. Chumir Health Centre – Lot 1 (Underground)
  - f) South Health Campus – Lot 1 (Underground)
  - g) Richmond Road Diagnostic and Treatment Centre – Lot A (Outside), and B (Underground)
- 7.15 Bike cage access is granted through email request to: [parkingcalgary@ahs.ca](mailto:parkingcalgary@ahs.ca)

**8. Instructions / Forms**

- 8.1 Parking Services must be notified of changes or cancellations. For current rates please email AHS at [parkingcalgary@ahs.ca](mailto:parkingcalgary@ahs.ca)

**9. Standards**

- 9.1 As outlined in the AHS parking regulations.

**10. History**

**Approved:** UME Management - TBD