

1. Purpose

- 1.1. The purpose of this policy is to detail the guidelines relating to the housing arrangements for learners of Distributed Learning & Rural Initiatives (DLRI), Cumming School of Medicine (CSM) – University of Calgary and the Office of Rural and Regional Health (ORRH), Faculty of Medicine and Dentistry (FoMD) – University of Alberta, which have been provided through the Rural Health Professions Action Plan (RhPAP).
- 1.2. Housing is provided to support the educational experience through continuity of community and does not cover accommodations provided for on call requirements as established in the Resident Physician Agreement - Alberta.
- 1.3. Rural health Professions Action Plan (RhPAP) is committed to offering quality housing to medical learners on behalf of the DLRI and ORRH. Refer to RhPAP Rural Accommodations Policy for more information. In cases of inconsistency between the RhPAP Rural Accommodations Policy, and this Housing Policy, the RhPAP Rural Housing Policy will prevail.

2. Definitions

- 2.1. **Learner:** Any resident, clerk, or medical student enrolled at either the University of Alberta or the University of Calgary.
- 2.2. **Tenant:** For the purposes of this policy, “tenant” refers to any learner or health care provider who is permitted to stay in RhPAP-provided accommodation for any length of time.
- 2.3. **Family:** For the purposes of this policy, “family” refers to the **tenant’s** domestic partner and/or children, who are permitted to stay in RhPAP-provided accommodation for any length of time.
- 2.4. **Visitors/Guests:** All individuals, including family, pre-approved by the RhPAP

3. Assignment of Housing

- 3.1. Assignment of accommodation is normally delegated from the educational institution to the housing sub-contractor including the RhPAP.
- 3.2. RhPAP shall ensure that the number of housing units available is sufficient for all DLRI and ORRH Learners.
- 3.3. In the event that the number of Learners is in excess of the housing units available, the final assignment of housing shall be at the discretion of DLRI/ORRH, as applicable.

4. Policy

- 4.1. 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.

- 4.2. RhPAP and ORRH/DLRI are responsible to the landlords in ensuring that Learners adhere to the rules and regulations applicable to their housing units. This includes but is not limited to abiding by provincial and municipal statutes, regulations and bylaws, leaving the housing unit secure and clean at all times, and reporting any problems or damage to RhPAP.
- 4.3. Learners' check in time to a housing unit is 1500H on Sunday immediately before the start of a rotation and departure time in 1200H on the Saturday at completion of a rotation.
- 4.4. All units are non-smoking.
- 4.5. All units are pet free.
- 4.6. Only the Learner and their Family may inhabit in the housing during the course of their rotation.
- 4.7. Learners are responsible for the behavior of their Family and Visitors/Guests
- 4.8. DLRI/ORRH will investigate all reports of unprofessional behavior.
 - 4.8.1. Confirmed unprofessional behavior will be documented in a written report to the supervising Program Director and/or Associate Dean.
 - 4.8.2. If unprofessional behavior is verified, the Learner may be subject to additional disciplinary measures under applicable policies of the University of Calgary and the University of Alberta, as applicable.
- 4.9. Learners are responsible for their own personal belongings and shall carry appropriate insurance to cover loss/damage to personal belongings while residing in housing provided by RhPAP.
- 4.10. Learners are responsible for ensuring that common household supplies which they have used are properly replenished upon departure from the housing unit. Common household supplies include but are not limited to dish soap, Kleenex, toilet paper.
 - 4.10.1. Failure to leave the accommodation with adequate supplies of common household items will result in a \$50.00 fine to be deducted from reimbursements due to the Learner.
- 4.11. Learners are expected to supply their own linens (i.e.: sheets, pillows, blankets and towels).
- 4.12. Learners may, request to stay in alternate housing accommodations of their choice. In such circumstances, RhPAP, DLRI or ORRH shall not be responsible for providing funding for such alternative housing.
- 4.13. Learners are directly responsible for any damage that they do to the housing unit. Damages are payable to RhPAP, who will remit damages to the landlord.

5. Shared Housing

- 5.1. Any Learner may be placed in shared housing.
- 5.2. Specific requests for an exemption from shared housing must be brought to the attention of DLRI/ORRH, prior to the start of the rotation. All requests for exemption will be reviewed individually. The discretion to grant an exemption rests solely with DLRI/ORRH, as applicable.
- 5.3. Learners assigned to a Housing option for greater than four months will not be required to share housing (eg. longitudinal integrated clerkships).
- 5.4. Learners who, with advance notice, bring their Families for the duration of the rotation will not be expected to share housing.
- 5.5. Before the commencement of the rotation, The Learner must provide RhPAP with the names of any visitors/guests staying in the housing, including the dates of the stays.

Revised March 2020 RhPAP, ORRH, DLRI