Rehabilitation Studies and Northern Studies Stream

Student Handbook

‘Uniquely Northern, culturally sensitive, interprofessional clinical education experiences’
# Table of Contents

Table of Contents .................................................................................................................. 2  
Contact Information ............................................................................................................. 3  
Welcome ............................................................................................................................... 4  
Northern Ontario ................................................................................................................ 4  
Our Mandate: Recruitment and Retention .......................................................................... 5  
Placement Confirmation ...................................................................................................... 6  
Clinical Site-Specific Requirements .................................................................................... 6  
Learner Travel and Expense Management Procedure .................................................... 7  
Accommodations ................................................................................................................ 9  
The Interprofessional Education Program (IPE) ............................................................... 10  
NOSM Orientation ............................................................................................................. 11  
Northern, Rural, and Remote Practice Competencies ...................................................... 11  
Can You Hear Me Now? Internet and Cell Phone Coverage ........................................... 12  
Safety .................................................................................................................................. 12  
Appendix I: Northern Ontario Placement Timeline & Checklist ...................................... 13  
Appendix II: Travel Tips & Resources ............................................................................... 14  
Appendix III: Frequently Asked Questions (FAQ) ............................................................ 15
## Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gayle Adams-Carpino</td>
<td>Lecturer, Interprofessional Education</td>
<td><a href="mailto:gadamscarpino@nosm.ca">gadamscarpino@nosm.ca</a></td>
</tr>
<tr>
<td>Robert Barnett</td>
<td>Administrative Director, Community Engagement &amp; Integrated Clinical Learning</td>
<td><a href="mailto:rbarnett@nosm.ca">rbarnett@nosm.ca</a></td>
</tr>
<tr>
<td>Regan Bolduc</td>
<td>Clinical Learning Liaison, Occupational Therapy</td>
<td><a href="mailto:rbolduc@nosm.ca">rbolduc@nosm.ca</a></td>
</tr>
<tr>
<td>Brock Chisholm</td>
<td>Clinical Learning Liaison, Physiotherapy</td>
<td><a href="mailto:bchisholm@nosm.ca">bchisholm@nosm.ca</a></td>
</tr>
<tr>
<td>Chad Clower</td>
<td>Clinical Learning Liaison, Speech Language Pathology &amp; Audiology</td>
<td><a href="mailto:cclower@nosm.ca">cclower@nosm.ca</a></td>
</tr>
<tr>
<td>Cindy Davis-Maillé</td>
<td>Clinical Learning Liaison, Speech Language Pathology &amp; Audiology</td>
<td><a href="mailto:cdavismaille@nosm.ca">cdavismaille@nosm.ca</a></td>
</tr>
<tr>
<td>Lesley Green</td>
<td>Clinical Learning Liaison, Physiotherapy</td>
<td><a href="mailto:lgreen@nosm.ca">lgreen@nosm.ca</a></td>
</tr>
<tr>
<td>Justine Jecker</td>
<td>Lecturer, Interprofessional Education</td>
<td><a href="mailto:jjecker@nosm.ca">jjecker@nosm.ca</a></td>
</tr>
<tr>
<td>Grace King</td>
<td>Clinical Learning Liaison, Occupational Therapy</td>
<td><a href="mailto:gking@nosm.ca">gking@nosm.ca</a></td>
</tr>
<tr>
<td>Hailey Masiero</td>
<td>Clinical Placement Coordinator</td>
<td><a href="mailto:hsplacements@nosm.ca">hsplacements@nosm.ca</a> (705) 662-7172</td>
</tr>
<tr>
<td>Jennifer Turcotte –Russak</td>
<td>Manager, Community Engagement &amp; Integrated Clinical Learning</td>
<td><a href="mailto:jturcotterussak@nosm.ca">jturcotterussak@nosm.ca</a> (807) 766-7460</td>
</tr>
<tr>
<td>Jennifer de Bakker</td>
<td>Administrative Assistant</td>
<td><a href="mailto:rehabstudies@nosm.ca">rehabstudies@nosm.ca</a> (807) 766-7460</td>
</tr>
<tr>
<td>After Hours Emergency</td>
<td>EMERGENCY USE ONLY</td>
<td>(705) 507-7473</td>
</tr>
<tr>
<td>Housing Contact</td>
<td></td>
<td><a href="mailto:rehabstudies@nosm.ca">rehabstudies@nosm.ca</a></td>
</tr>
<tr>
<td>General Inquiries</td>
<td></td>
<td><a href="mailto:rehabstudies@nosm.ca">rehabstudies@nosm.ca</a></td>
</tr>
</tbody>
</table>
Welcome

The Rehabilitative Sciences Unit at the Northern Ontario School of Medicine (NOSM) is delighted to welcome you to Northern Ontario. Please visit the Rehabilitation Studies Website to learn more about our programs and community partners.

Northern Ontario will provide you an opportunity to live and train in the North, gain practical experience, and acquire community-specific awareness and knowledge. Your learning experience will be unique and tailored to your discipline and provide experience with the diverse geography of Northern Ontario and cultural awareness of two priority populations: Francophone and Indigenous Peoples. Our students gain valuable insight into the unique health issue in the North, as well as the availability and quality of health services, and experience adventures that the Northern Ontario culture and geography have to offer.

To learn more about our Northern Ontario communities and unique social determinants of health please view the Northern Ontario Community Profiles.

Our faculty, staff, and students work with many skilled and enthusiastic preceptors across Northern Ontario, who strive to help you meet your learning objectives and provide you with mentorship, guidance, and effective feedback to help you grow as a practitioner.

Northern Ontario

Northern Ontario spans most of the province (87%) with several large cities, numerous small towns, First Nation and Francophone communities spread throughout rural and remote areas. Only 6% of Ontario’s population lives in the North, two people per square km versus 14 people per square km in the rest of Ontario.

There are over 90 communities in Northern Ontario that support health professional education. This enables learning to take place in a variety of health settings that expose, attract, and recruit future practitioners to potential work environments in areas of greatest need.

Some First Nation communities, particularly in Northwestern Ontario are not accessible by road year round. Depending on the location of your placement and the population you serve, you may be learning and practicing in different and more innovative ways, including the use of role emerging placements and distance technology.
Our Mandate: Recruitment and Retention

Funding for the Rehabilitation Studies Stream (RSS) and Northern Studies Stream (NSS) programs, provided through the Ministry of Health and Long Term Care, introduces future health care professionals to practice in Northern Ontario in an attempt to recruit and retain rehabilitation health care providers required to meet the needs of Northern communities. Applicants will be screened for perceived recruitment potential to Northern Ontario and evaluated with consideration of the following dimensions:

- Northern Ontario roots
- Interest in pursuing work in Northern Ontario
- Interest in working in a rural/remote setting
- Interest in delivering health services to the Francophone community or Indigenous Peoples
- Commitment to Integrated Clinical Learning (ICL), Collaboration and Patient Care
- Discipline specific vacancy rate in Northern Ontario practice settings/communities

Once funding is allocated to learners, if there are additional Northern Ontario placements available, subject to clinical site, preceptor capacity and approval by Program Manager, learners may be invited to participate in unfunded placements (no travel and/or accommodations funding are provided).
Placement Confirmation:

Eligibility for a Northern Ontario placement will be at the discretion of the NOSM Clinical Placement Coordinator and Program Manager who will determine if they are able to secure a placement and preceptor that will meet your clinical needs.

Please be aware that while every attempt will be made to match you to your preferred community and/or clinical placement, limited preceptor and accommodation availability in Northern Ontario may determine both the location and type of placement that are available. As a result, you may or may not be placed in one of the communities you identified or in one of the placement types you indicated.

Please ensure you inform the Clinical Placement Coordinator of any information that might be important to your placement request:

- Type of placement/hours required
- Previous placement experience
- Community, housing, personal accommodations (cultural/religious/physical/learning), and any additional information about what you wish to experience while on placement.

Once the NOSM Clinical Placement Coordinator has secured a clinical site and preceptor that will meet your placement needs, you will receive a formal confirmation letter by e-mail approximately 6 weeks prior to your placement.

Clinical Site-Specific Requirements:

It is an expectation that you will formally contact your Clinical Preceptor a minimum of five weeks prior to the start of your placement. This is an opportunity to introduce yourself and obtain specific placement details (i.e. recommended readings, resources available, parking, start times, where to meet, etc.)

Each of our partnering clinical sites have requirements that students must meet prior to starting their placement. These may include completing required documentation (i.e. Vulnerable Sector Screening, Vaccination Record), viewing online modules, attending orientation, etc. Please contact your preceptor for your site’s specific requirements.

Please note: some locations will require you to have access to a vehicle throughout your placement. You will be advised of these locations in advance of your confirmation.
Learner Travel and Expense Management Procedure:

NOSM provides funding for RSS and NSS learners, selected to complete a fully funded Northern Ontario placement, through reimbursement after the placement has been completed inclusive of the following travel-related expenses:

- One round trip from their host university community to their accommodations in their designated placement community, at the lowest practical fare and the most direct route.
- One night stay in a hotel, as required, to ensure that students do not have to travel overnight or arrive in their placement community after daylight hours, and/or in unforeseen circumstances such as severe weather, flight delay/cancellation, road closures or other circumstances affecting learner safety.
- Intra-community travel expenses (bus pass, taxi or mileage) up to a maximum of $15/week.
- Travel required for clinical placement purposes, as determined by the Preceptor and Clinical Placement Coordinator (CPC), when pre-approved by the Program Manager.

Learners are responsible for:

- As soon as Learners receive their formal placement confirmation letter, they are to arrange and book their own travel arrangements. Learners are to pay the associated travel costs for one round trip from their host university community to the designated placement Community, at the lowest practical fare and the most direct route. With fares over $800, please email rehabstudies@nosm.ca for prior approval. Please refer to Appendix II for some resources to make arranging your travel easier.
- Learners are to book their travel arrangements in order to arrive the day before their placement starts and depart the day after placement ends. Access to NOSM housing is only available on the Sunday prior to placement start date until the Saturday following the placement end date. Learners will be responsible for the cost of any hotel fees associated with travel on different dates.
- Learners must request and receive pre-approval from the HS and IPE Unit Administrative Assistant if they expect travel costs to exceed $800.00 and/or if they require more than one night accommodation when traveling. Please email rehabstudies@nosm.ca to request this approval.

Any travel claims for expenses incurred for travel to and from the placement community over $800.00 without pre-approval may not be reimbursed.

- In order for learners to receive reimbursement, they must complete the Direct Deposit Form and return it to NOSM’s Finance Unit at accountspayable@nosm.ca with a VOID cheque before the start of placement.
- Learners must complete and submit the online travel claim within three (3) months of the end of placement date.
- Learners will not be reimbursed for anything without a copy of the original receipt.
- Learners are to keep and maintain all original receipts for twenty-four (24) months after placement for auditing purposes.
Eligible Expenses:

1. Learners Travelling to and from Placement Community by Personal Vehicle
   - Mileage/fuel reimbursement for one round trip from the host university community to the designated placement community at the rate of $0.155 per km to a maximum of $400.00 for a round trip. Reimbursement is available only to the driver of the vehicle. Additional passengers are not eligible for reimbursement from NOSM.
   - One-night hotel stay while traveling to and from the placement community if the distance exceeds 800 km one way.
   - Intra-community mileage to and from accommodations and clinical site to a maximum of $15/week

   ** Personal vehicles must be insured at the vehicle owner’s expense for personal motor vehicle liability. NOSM is not responsible for reimbursing any deductible amounts related to insurance coverage.
   Any traffic/parking violations and parking costs incurred are the personal responsibility of the individual.

2. Learners Travelling to and from Placement Community by Bus, Plane, or Train
   - Cost of one round trip flight (economy) or bus/train ticket at the lowest practical fare and the most direct route from Host University community to the learner’s accommodations in their designated placement community. Reimbursement is available for one piece of checked luggage.
   - One return taxi trip between the airport terminal/bus or train station and the learner’s accommodation in the placement community at start of placement and end of placement.
   - Intra-community bus pass or taxi fares for travel between the placement site and accommodations up to a maximum of $15.00/week.
   - In order to receive reimbursement, learners must submit a copy of all boarding passes and their flight receipt (flight confirmation email will not be accepted) and copies of original receipts for all expenses claimed.

NOSM will not be responsible for or reimburse any expenses associated with changing travel arrangements, re-booking missed trips or for additional checked luggage.
3. Travel required for Clinical Placement

- Mileage costs for travel by personal vehicle from their clinical starting point to clinical end point at a rate of $0.155 per km. Reimbursement may be available for taxi or rental vehicle costs for duties related to the learner’s clinical placement (Google Map with route is required for reimbursement).
- Pre approval is required for any travel outside of your designated placement community.

Please refer to Appendix D in the NOSM Travel Management Protocol document for more information.

** Due to liability issues, clients must never be transported in a personal vehicle. It is recommended that learners travel with their preceptors whenever possible.

Housing

When you complete your application on PaNDa you will have an opportunity to request housing if required.

All housing units have shared living space (kitchen, bathroom, living room) with your own lockable personal bedroom. You may be placed in housing with other learners of a different gender. If you require special housing accommodations please make note on your application.

Please be aware that partners and pets are not allowed in housing, for the safety and security of other students who may be sharing the space. All of NOSM’s housing units are non-smoking and all weapons are prohibited on the premise. These restrictions will be strictly enforced. Failure to comply may result in legal and/or financial charges.

You will receive information from NOSM’s housing unit approximately 4-6 weeks prior to the start of your placement. You will also receive a PaNDa login, username and password via e-mail from helpdesk@nosm.ca so that you can view your housing information and possible roommate(s) online. If you have not received this information approximately 3 weeks prior to your start date, please e-mail helpdesk@nosm.ca.

If you no longer require housing for all or part of your placement, you must notify us immediately.
The Interprofessional Education Program (IPE):

Since the inception of the Northern Ontario School of Medicine (NOSM) in 2005, there has been an active effort to involve coordinators, preceptors, and students in Interprofessional Learning (IPL) through a variety of training methods. The Interprofessional Education (IPE Program) provides a variety of programming that allow for both academic and clinical engagement by students, faculty, and staff.

IPE provides unique opportunities for you to learn “with, from and about” other disciplines while on your Northern Ontario placement. The interprofessional competencies identified in the Canadian Interprofessional Health Collaborative framework (CIHC, 2010) are a foundation for all learning experiences. Students will experience collaborative learning with students from programs representing occupational therapy, physiotherapy, speech/language and audiology, medicine, social work, radiation therapy, and nursing.

To ensure all RS and NSS learners are supported to deepen their competency in collaborative care, they are encouraged to take advantage of the following 3 steps:

1. **Complete the ICAR Prior to Placement:** The “Interprofessional Collaboration Assessment Rubric” (ICAR) is a quick and easy Canadian assessment tool that we have adopted to support self-assessment of interprofessional competency. Completion of the tool will provide you with a profile of all 6 domains of interprofessional collaboration. [Access the pre-placement ICAR](#)

2. **Set a Goal:** Bring your results to your preceptor(s) on day one. Use this information to establish a minimum of 1 **Interprofessional Learning Goal** with your preceptor(s) appropriate to your learning context. Use NOSM’s [Interprofessional Learning Guide](#) as a goal setting guide; inside you will find useful information to assist you in approaches geared to exposure, immersion, and/or mastery level of skill development including learning strategies and activity suggestions to gain skills and knowledge in all competency areas.

3. **Repeat the ICAR During Last Week of Placement:** Complete the ICAR again during your last week of placement. Did you improve? Tell us about the goal you set and how you achieved it. Is there anything that would have better supported your interprofessional learning? [Access the post-placement ICAR](#).

While on placement in Northern Ontario, there will be many formal and informal opportunities for IPE, depending on the facility and location in which you are placed. It is an expectation that you will participate in Integrated Clinical Learning opportunities and/or in the NOSM IPE program as it is an integral part of your northern learning experience.

Please see our **Interprofessional Learning Guide** for more information.
**NOSM Orientation:**

During your first week of clinical placement, there will be a short orientation session with your NOSM Clinical Placement Coordinator and Administrative Assistant.

The purpose of the meeting is to ensure that all aspects of your placement, including travel, accommodations, and preceptor assignment are successfully implemented and to address any of your questions or concerns. You will be provided with a number of valuable learning resources that you may find useful once you start your placement.

*Please check your confirmation letter to confirm the date and time of your orientation. Your CLL will be in contact with you at a later time to discuss placement specific details.*

**Northern, Rural, and Remote Practice Competencies:**

The Health Sciences and Interprofessional Education Unit has developed learner resources that address competencies that you will find beneficial in the provision of culturally safe and appropriate care within a remote/rural context for Northern Ontario. As part of your Northern placement, you will be expected to identify and share with your preceptor one of the competencies listed below that you wish to integrate into learning goals for your placement. These self-directed materials are great activities to undertake during downtime or travel to support your learning goals.

![Spices](image_url)

**Competencies:**

- [Working with Francophones](#)
- [Working with Indigenous Peoples](#)
Can You Hear Me Now? Internet and Cell Phone Coverage:

Internet and cell phone coverage consistent with your provider may or may not be available in the community you have been placed. All NOSM provided accommodations have internet access and some, but not all, have wireless internet access. You may wish to confirm cell phone access and usage with your cell phone provider prior to your placement. Extra charges from your cell phone provider may apply and will not be reimbursed.

Safety:

Your personal safety is of the utmost concern for NOSM. Please take steps to ensure your safety and familiarize yourself with the community, the environment, winter weather and the strategies you should employ to ensure your safety at home, going to and from placement, and during social and evening times. The Clinical Placement Coordinator, CLL, Administrative Assistant and your preceptor(s) can also be of assistance to you.

On behalf of the Northern Ontario School of Medicine, we welcome you and look forward to supporting your learning experiences in the North!
Appendix I

Northern Ontario Placement Timeline & Checklist

<table>
<thead>
<tr>
<th>Timeline:</th>
<th>Placement Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months prior to placement start date</td>
<td>☐ Approval for out of catchment placement in Northern Ontario from your host university ACCE/DCE obtained</td>
</tr>
<tr>
<td>Application Deadlines:</td>
<td>☐ Application completed on PaNDa [Apply Online]</td>
</tr>
<tr>
<td>Fall: June 1</td>
<td></td>
</tr>
<tr>
<td>Winter: October 1</td>
<td></td>
</tr>
<tr>
<td>Spring: January 1</td>
<td></td>
</tr>
<tr>
<td>Summer: February 1</td>
<td></td>
</tr>
<tr>
<td>Minimum 6 weeks prior to placement</td>
<td>☐ Formal confirmation letter will be sent by email</td>
</tr>
<tr>
<td>6 weeks prior to placement</td>
<td>☐ Learner to arrange round trip travel from host university to placement community</td>
</tr>
<tr>
<td>4 weeks prior to placement</td>
<td>☐ Clinical Site specific requirements completed (see confirmation email)</td>
</tr>
<tr>
<td>4 weeks prior to placement</td>
<td>☐ Direct Deposit Form completed and returned to the NOSM Finance Unit by email at [<a href="mailto:accountspayable@nosm.ca">accountspayable@nosm.ca</a>] or by fax (807) 766-7352</td>
</tr>
<tr>
<td>3 weeks prior to placement</td>
<td>☐ Learner to contact preceptor</td>
</tr>
<tr>
<td>2 weeks prior to placement</td>
<td>☐ Learner completes [Pre-placement ICAR]</td>
</tr>
<tr>
<td>Within first week of placement</td>
<td>☐ NOSM Orientation completed and learners set personal IP Learning Goal</td>
</tr>
<tr>
<td>Within first week of placement</td>
<td>☐ Review NOSM’s [IPE Resource Guide] and [Competency Toolkits]</td>
</tr>
<tr>
<td>During last week of placement</td>
<td>☐ Learner completes [post-placement ICAR]</td>
</tr>
<tr>
<td>Upon Completion of Placement</td>
<td>☐ [Placement Evaluation] completed in Qualtrics</td>
</tr>
<tr>
<td>Upon Completion of Placement (within 3 months)</td>
<td>Online Submission of Travel Claims</td>
</tr>
</tbody>
</table>

**Please ensure you bring your university student ID badge with you to your placement community**
Appendix II

Travel Tips & Resources

HS & IPE Learners are required to arrange their own travel to and from their placement community. It is expected that learners will choose the most economical and direct route when arranging travel. Below are some resources to make arranging your travel easier. Please contact HS & IPE staff at hsplacements@nosm.ca if you have any questions related to your travel.

Bus/Train Companies:

Ontario Northland: http://www.ontarionorthland.ca/
Greyhound Canada: https://www.greyhound.ca/
Caribou Coach: www.cariboucoach.com
Via Rail: http://www.viarail.ca/en

Hotel Information:

RS and NSS learners are eligible for preferred rates at certain hotels in Sudbury and Thunder Bay. Information regarding preferred rates at hotels in Thunder Bay & Sudbury can be accessed HERE.

Airlines servicing Northern Ontario:

Porter
West Jet
Air Canada
Bearskin (For travel beyond Thunder Bay)

Ground Transportation in Communities:

Please be advised that taxis do not always run in the evening and on weekends in some of the smaller/more remote communities. It is therefore strongly recommended that once you have made your travel arrangements (flight, train, and/or bus) that you look up and contact a taxi company in your placement community to make arrangements for pick up and drop off when you arrive.
Appendix III

Frequently Asked Questions (FAQ)

What sort of items are NOT eligible for reimbursement?
Some items that are not eligible for reimbursement include:
- Cost of alcohol
- Interest charges
- Personal expenses
- Parking and traffic fines
- Expenses for failure to cancel transportation or hotel reservations
- Late fees
- Gym memberships
- Seat selection on flight

What gratuity (tip) amounts are eligible for reimbursement?
NOSM follows the Broader Public Service Sector Expenses Directive; you may be reimbursed for reasonable gratuities for meals and/or taxis only.

My placement is in Kenora and it would be cheaper to fly to Winnipeg and then bus to Kenora. Is this allowed and are the expenses eligible for reimbursement?
Yes. Learners are expected to use the most economical options when traveling to their placement community - so if you find a cheaper option which involves you traveling out of Ontario, this is allowed and your expenses will still be eligible for reimbursement.

I’m experiencing a problem with/on my placement. Who can I contact for assistance?
If you are experiencing a problem during your placement, first try to discuss the problem with your preceptor. If the problem does not improve, or if you feel uncomfortable bringing it up with your preceptor you can contact Hailey Masiero, Clinical Placement Coordinator for assistance at hsplacements@nosm.ca or at 705-622-7172.

Where do I get my mail sent while I’m on placement?
Mail should be sent to your housing address. If you are staying on the Lakehead University campus in Thunder Bay or the Laurentian University campus in Sudbury then your mail should be sent to the university’s residence address.

How long do I have to submit my travel claim for reimbursement?
Travel Claims must be submitted within 3 months (90 days) of the end of your placement. If your claim is not submitted within this time frame then your expenses may not be reimbursed.
Frequently Asked Questions (FAQ)

Will I be reimbursed if I travel to my placement community from a community other than my Host University community?

If you would like to travel to your placement community from a community other than your host university community and would like to be reimbursed you must do the following:

- Provide screenshots of your round trip flight for the proper dates (day before start of placement and day after placement ends) from the community you wish to travel to placement community. Price must be shown.
- Provide screenshots of your round trip flight for the proper dates (day before start of placement and day after placement ends) from your host university community to placement community. Price must be shown.
- Email hsplacements@nosm.ca with these screenshots in order to obtain approval. Once approved, please book flights. Please note: You will be reimbursed for the least expensive option.

Can I attend Professional Development Opportunities while on placement?

In order to attend professional development opportunities you must complete the form below and obtain prior approval.