

NOSM encourages agencies to distribute this document to staff members.

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SSP Program Introduction

This program is intended to augment your recruitment process and is designed to support to Northern Ontario students who would like some exposure to your work environment prior to the time they graduate from their academic studies.

This document provides a general overview of the program. For approved agencies, NOSM provides special instructions, via personalized letters, at each step of the way to help you manage the administrative process.

What if my agency submission to NOSM is late?

Late agency or student applications are not accepted. Both the learner and the agency must meet all requirements of the program to be considered for funding.

How does the program work?

For approved agencies, NOSM recommends that you insert January 1st and December 1st in your calendar as SSP important timelines to meet. The program specifics are detailed below.

Agency Recruitment - Between November 1 and January 1

 Agencies submit an online Agency Funding Application annually. Go to <u>www.nosm.ca</u> and search Summer Studentship— <u>Due January 1st</u>.

Agency Vetting - Between January 1 and January 15

Following receipt of your online Agency Funding Application, NOSM will periodically request additional
information, via personalized email, relating to your organizational structure and recruitment goals - Due
January 15th.

Between January 15 and February 1st

- NOSM determines which agencies are eligible to receive funding based on MOHLTC-NOSM guidelines.
- NOSM sends a personalized letter to all agencies who did not meet the criteria for SSP funding.
- NOSM posts a list of *approved agencies* on NOSM's website at www.nosm.ca/summerstudentship Click on the current year *Agency Employment List* to review what is posted. This data replicates the data you submitted on your online *Agency Funding Application*.

Between February 1st and February 15th

- Students submit their online job application, resume, and proof of current academic standing to NOSM between February 1st and February 15th. Proof of current attendance is *waived* for NOSM students.
- NOSM assesses student eligibility.
- NOSM sends a *personalized letter to each student* regarding their application status. Students either receive a reason for a decline, or receive advice that their resume is being forwarded to their first choice agency for further consideration.



Student Application Submissions - Between February 15th and March 1st

NOSM assigns funding to approved agencies. Funding distribution is primarily driven by the number of students that applied to each agency. Keep in mind the following:

- The funding allotment is assigned equitably between northeastern and northwestern communities.
- NOSM assigns a *minimum* funding amount to each agency based on a *billable* or *invoice rate* of \$16 per hour and 280 hours per student.
- Typically, an approved agency will receive funding for *at least one* student (\$16 x 350 hours = \$5,600) but usually not more than *five* students (\$16 x 280 hours x 5 students = \$22,400.00).
- NOSM sends a *personalized* letter to each approved agency outlining *their pre-approved funding amount* along with copies of resumes and application data, per student.

Student Application Review & Notification - Commencing March 1st

NOSM encourages all agencies to contact all students as soon as possible.

Agency Funding Allotment - Between Employment End Date(s) and December 1st

NOSM Reporting Requirements

There are **two important reporting steps. Both** are due not later than **December 1**st at midnight. You can hire with confidence knowing that your pre-approved funding will be **guaranteed** provided the following is **received no** later than **December 1**st.

- Online wage data, per student*— This form is available at www.nosm.ca/summerstudentship and upon completion, will be automatically sent the program at summerstudentship@nosm.ca.
- One agency invoice*, for all students must be submitted directly to NOSM Finance at
 <u>accountspayable@nosm.ca</u> Do NOT send a copy of your invoice to <u>summerstudentship@nosm.ca</u>
 Note: An exception continues for two organizations who are permitted to submit two invoices per organization.
- Payroll-proof-of-wages-paid, *per student* must be submitted directly to NOSM Finance and attached to your invoice. Do NOT send a copy to summerstudentship@nosm.ca unless requested.

Amount to Invoice NOSM

If, at the end of the summer, your total employer costs for ALL students are:

- Less than NOSM's pre-approved amount invoice your actual costs.
- **Equal to or greater than** NOSM's pre-approved amount invoice NOSM's pre-approved amount as detailed in your personalized letter.



Which students are eligible to apply?

Regulated Health Professions Currently Approved by NOSM

Category	Academic Training Level
Dietitian	4-Year Degree Program in Food & Nutrition
Kinesiologist	4-Year Degree Program in Kinesiology, BKin or BSc(Kin)
Medical Laboratory Technologist	3-Year Diploma Program
Medical Radiation Technologist	3-Year Diploma Program
Medical Radiation Therapist	4-Year Degree Program
Midwife	4-Year Degree Program
Nurse	4-Year Degree Program, BScN
Practical Nurse	2-Year Diploma Program
Pharmacist	4-Year Degree Program, BSCPhm
Medical Student	Undergraduate Program in Medical School (Year 1 and 2)
Respiratory Therapist	3-Year Diploma Program
Rehabilitation Services	Masters Level
Speech Language Pathologist	Masters, MHSc

If you are interested in a category of students that is not listed above, please contact summerstudentship@nosm.ca to determine if they can be added as a new category.

When assessing new categories, NOSM considers

- 1. The overall SSP budget, and
- 2. The overall hospital/clinic demand for a student category (e.g. nurse versus dentist), and
- 3. The allowable level of academic training required before students can apply to their regulatory college (e.g. undergraduate, masters, doctorate) following their graduation date, and
- 4. Whether the MOHLTC has approved the regulated professions listed here: http://www.health.gov.on.ca/en/pro/programs/hhrsd/about/regulated professions.aspx



NOSM then researches the academic programs available at the various colleges and universities and subsequently provides an approval or declination of the regulated health profession. Note: Medical students at the undergraduate year 1 and 2 level were grandfathered in 2002. Other doctorate academic programs (e.g. psychology or chiropractic) do not meet the criteria noted under point 3.

Are co-op academic programs eligible?

Co-op students from any academic program are <u>not</u> eligible through the SSP. NOSM is not considered a co-op employer since NOSM does not pay wages directly to the student. At present, the Summer Studentship Program is not assisting co-op students to seek potential co-op employers through the Summer Studentship Program.

How do students apply?

We recommend that you refer students to NOSM's website www.nosm.ca/summerstudentship for all application procedures. NOSM will determine student eligibility once the student's application package is received and reviewed.

How much do I pay the student?

Agencies who are approved will receive a list of job applicants. The agency is responsible to decide the rate of pay. The maximum MOHLTC funding assistance the agency receives from NOSM is flat rate of \$16.00 per hour up to a pre-approved maximum funding amount. This is called your billable or invoice rate to NOSM.

NOSM recommends that you assess your options once you receive and review the resumes of those students who are eligible for funding. To allow the greatest number of students into the SSP program, agencies will be asked to stretch MOHLTC-NOSM employment funding with some of the following tools:

- By selecting those students who are closer to their graduation date, and/or
- By adjusting the duration of employment, and/or
- By self-funding a portion of the funding amount offered by MOHLTC-NOSM.



How flexible is the program?

All matters relating to the hiring and selection process are determined by the agency.

- You are not **obligated** to hire a student even if NOSM has offered you a list of students.
- You create the specific job description(s).
- You determine the **student's gross hourly rate of pay** based on your training and financial resources.
- You determine employment start and end dates.
- You determine whether students work on a **part-time or full-time basis** (e.g. 20, 30, 35, or 40 hours per week).
- You determine whether employment should be offered on a consecutive or non-consecutive week basis.

Can funds be transferred between students?

- Funding CAN be transferred from one-NOSM-approved student to another NOSM-approved student.
- Funding CANNOT be transferred to a NOSM-declined student, if applicable.
- The duration of employment, and/or the gross hourly wage and the corresponding billable hourly rate may differ for each student based on your standard hiring practices.
- The transfer of funds from one student to another can be finalized when your invoice is prepared. This allows greater flexibility if one student leaves the job site early for emergency reasons or if a position remains unfilled, etc.

Do certain SSP students receive priority funding?

Yes. Because funding is limited, all students are placed in an eligibility queue and funding is first awarded to students who have lived in Northern Ontario for 10-consecutive years and who have guaranteed housing arranged at the time of application.

Why must SSP students find their own housing?

The primary purpose of the Summer Studentship Program is to allow agencies to recruit students who were raised in Northern Ontario. Generally, these students have family or friends who can provide housing support during the summer. Agencies may also recruit learners who wish to "consider our Northern Ontario" lifestyle.

Because the SSP budget is limited, all available funding is directed towards student placements and a portion of the students' travel costs (\$500 maximum mileage return from academic site to job site).

The NOSM Housing Unit does NOT provide housing or housing contacts for Summer Studentship learners. SSP simply monitors housing details to ensure students are placed in the correct funding sequence.



What documentation and insurance am I responsible for?

Because a NOSM-approved student(s) are considered an employee of your agency, agencies are responsible for:

- All documentation relating to your standard hiring protocols (e.g. offer letters).
- Payment of student wages.
- Implementation of WSIB coverage and any other insurance required.
- Hospital privileges documentation as determined by your institution.

How do agencies manage student expectations?

We recommend that you provide the following:

- A written description of job duties prior to the interview.
- Some patient contact/observation relative to their field of study.
- An orientation session no later than the first day of employment so that learners feel welcome and valued both in their assigned department and through the clinic/hospital.
- An outline of side projects that can be completed by the student when the direct supervisor is away from the office.
- A follow-up meeting during the midway point to encourage two-way communication between the student and the supervisor.
- A discussion of the student's performance at the end of the temporary employment period.