



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
ᑭᓄᓄᓄᓄ ᓄᓄᓄᓄᓄᓄ  
L'ᓄᓄᓄᓄ ᓄᓄᓄᓄᓄᓄ

## Summer Studentship Program (SSP)

### Agency FAQ's

***NOSM encourages agencies to distribute this document to staff members.***

Nova Mason  
Community Relations Coordinator  
Northern Ontario School of Medicine  
955 Oliver Road, Thunder Bay, ON P7B 5E1

Phone: 807 766-7520 or 1-800-461-8777, ext. 7520

Email: [summerstudentship@nosm.ca](mailto:summerstudentship@nosm.ca)

Web: [www.nosm.ca](http://www.nosm.ca)



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
ᑭᓄᓄᓄᓄ ᓄᓄᓄᓄᓄᓄ  
ᓄᓄᓄᓄᓄ ᓄᓄᓄᓄᓄᓄ

# Summer Studentship Program Agency FAQ's

## Contents

<b>SSP Program Introduction</b> .....	<b>2</b>
<b>What if my agency submission to NOSM is late?</b> .....	<b>2</b>
<b>How does the program work?</b> .....	<b>2</b>
<i>Between November 15 and January 1</i> .....	2
<i>Between January 1 and January 15</i> .....	2
<i>Between January 15 and February 1st</i> .....	2
<i>Between February 1st and February 15th</i> .....	2
<i>Between February 15th and March 1st</i> .....	3
<i>Commencing March 1st</i> .....	3
<i>Between Employment End Date(s) and December 1<sup>st</sup></i> .....	3
<i>NOSM Reporting Requirements</i> .....	3
<i>Amount to Invoice NOSM</i> .....	3
<b>Which students are eligible to apply?</b> .....	<b>4</b>
<b>Are co-op academic programs eligible?</b> .....	<b>5</b>
<b>How do students apply?</b> .....	<b>5</b>
<b>How much do I pay the student?</b> .....	<b>5</b>
<b>How flexible is the program?</b> .....	<b>6</b>
<b>Can funds be transferred between students?</b> .....	<b>6</b>
<b>Do certain SSP students receive priority funding?</b> .....	<b>6</b>
<b>Why must SSP students find their own housing?</b> .....	<b>6</b>
<b>What documentation and insurance am I responsible for?</b> .....	<b>7</b>
<b>How do agencies manage student expectations?</b> .....	<b>7</b>







Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
ᑭᓂᑦᑎᑦᑎᑦᑎᑦ ᑭᓂᑦᑎᑦᑎᑦ  
L'ᑎᓂᑦᑎᑦᑎᑦ ᑭᓂᑦᑎᑦᑎᑦ

## Summer Studentship Program Agency FAQ's

### 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](mailto: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](http://www.health.gov.on.ca/en/pro/programs/hhrsd/about/regulated_professions.aspx)



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
ᐃᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂ  
L'ᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂᓂ

## Summer Studentship Program Agency FAQ's

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 **not** 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](http://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.



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
ᑭᑦᑎᑦᑎᑦᑎᑦ ᑎᑦᑎᑦᑎᑦᑎᑦ  
L'ᑎᑦᑎᑦᑎᑦ ᑎᑦᑎᑦᑎᑦᑎᑦ

## Summer Studentship Program Agency FAQ's

### 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.



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
ᑭᑦᑲᑦᑲᑦ ᑭᑦᑲᑦᑲᑦ  
ᑭᑦᑲᑦᑲᑦ ᑭᑦᑲᑦᑲᑦ

## Summer Studentship Program Agency FAQ's

### 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.