Summer Studentship Program (SSP)
Agency FAQ’s

NOSM encourages agencies to distribute this document to staff members.

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Summer Studentship Program Agency FAQ’s

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**SSP Program Introduction**

This program is intended to augment your recruitment process and is designed to support 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, the Community Relations Coordinator is available to answer questions as needed.

**How can my agency apply for this program and how does it work?**

Interested agencies must complete an application via the NOSM website and submit within the appropriate dates and with the appropriate information.

NOSM recommends that you insert November 1 – January 1 & and December 1 in your calendar as SSP important timelines to meet. The program specifics are detailed below.

https://www.nosm.ca/our-community/northern-ontario-summer-studentship-program-ssp/

**Agency Recruitment - Between November 1 and January 1**

- Agencies submit an online Agency Funding Application **annually**.
- Only 1 application per agency is allowed.
- A completed application must be submitted by **January 1st**.
- Late agency OR student applications are not accepted.
- **Both the agency and the learner must meet all of the requirements of the program to be considered for funding**.

**Agency Vetting - Between January 1 and January 15 (approximately)**

- Following receipt of your online Agency Funding Application, NOSM will periodically request additional information, via 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 will notify approved agencies via email letter notification.
- NOSM will notify declined agencies via email letter notification.
- NOSM posts a list of **approved agencies** on NOSM’s website at www.nosm.ca/summerstudentship Agency Employment Listings will be posted each
year. 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.
- Students must follow the administrative guidelines as indicated on the website and in the documentation.
- NOSM assesses student eligibility.
- NOSM sends email notification to each student regarding their application status. Students will receive notice of the following:
  - The application has been approved and their resume and approval notice will be sent to the agency for further consideration.
  - The application declination with rationale.

**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 using the funding model of $16 x 280 hours = $4480) Usually no more than five students will be assigned with funding
- NOSM sends email letter notification 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. Students are very eager to start summer jobs and placements with your agency.
Agency Funding Allotment - Between Employment End Date(s) and December 1st

Summer Studentship Billing & Reporting Requirements – DUE DECEMBER 1st
Submission of these documents is mandatory and is required to ensure funding. Agencies that do not comply will not be allowed to submit future applications for this program.

- Online wage data, per student* – This reporting link is available at www.nosm.ca/summerstudentship and upon completion, will be automatically sent the program at summerstudentship@nosm.ca.
- One agency invoice listing all students and billable hours must be submitted directly to NOSM Finance at accountspayable@nosm.ca. Ensure that it includes the following:
  - Student full name
  - Student hours or work: Billable and actual hours of work are welcome if they differ.
  - Payroll proof of wages OR a Record of Employment must be submitted with the invoice.

*Note: If an organization has multiple locations and had separate applications, an invoice should be sent for each location. If you are unsure how to invoice, contact the program.

Do NOT send a copy of your invoices or payroll data to summerstudentship@nosm.ca

Amount to Invoice NOSM
If, at the end of the summer, your total agency 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 funding notification letter.

Which students are eligible to apply?

Regulated Health Professions Currently Approved by NOSM

<table>
<thead>
<tr>
<th>Category</th>
<th>Academic Training Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dietitian</td>
<td>4-Year Degree Program in Food &amp; Nutrition</td>
</tr>
<tr>
<td>Kinesiologist</td>
<td>4-Year Degree Program in Kinesiology, BKin or BSc(Kin)</td>
</tr>
<tr>
<td>Medical Laboratory Technologist</td>
<td>3-Year Diploma Program</td>
</tr>
<tr>
<td>Medical Radiation Technologist</td>
<td>3-Year Diploma Program</td>
</tr>
<tr>
<td>Medical Radiation Therapist</td>
<td>4-Year Degree Program</td>
</tr>
</tbody>
</table>
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. The aim of this program is to supply an agency with an applicant that has relevant training for the needs of the agency.

When assessing new categories, NOSM considers:

1. The overall SSP budget, and
2. The overall hospital/clinic demand for a student category OR recruitment opportunity
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.
4. Whether the MOHLTC has approved the regulated professions listed here:

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.

**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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Program Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midwife</td>
<td>4-Year Degree Program</td>
</tr>
<tr>
<td>Nurse</td>
<td>4-Year Degree Program, BScN</td>
</tr>
<tr>
<td>Practical Nurse</td>
<td>2-Year Diploma Program</td>
</tr>
<tr>
<td>Pharmacist</td>
<td>4-Year Degree Program, BScPhm</td>
</tr>
<tr>
<td>Medical Student</td>
<td>Undergraduate Program in Medical School (Year 1 and 2)</td>
</tr>
<tr>
<td>Respiratory Therapist</td>
<td>3-Year Diploma Program</td>
</tr>
<tr>
<td>Rehabilitation Services</td>
<td>Masters Level</td>
</tr>
<tr>
<td>Speech Language Pathologist</td>
<td>Masters, MHSc</td>
</tr>
</tbody>
</table>
Can we advise potential applicants to apply?
Yes! Applications and subsequent matches are driven by the student interest in a location. You may advertise this program and advocate for applicants to check out the website.

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. A small portion is available to students for travel. A $500 maximum for is available. 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.
- Students CANNOT be hired as sub-contractors

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.