

Toronto Housing: Reimbursement for Self-Arranged Housing

Approval Authority: Chief Operating Officer, Administration & Operations Support

Established On: 2022-06-18

Amendments: 2022-04-08

Category: (to be completed by the Office of the University Secretary)

1.0 POLICY STATEMENT

NOSM University supports the provision of clean and safe housing for NOSM University medical residents who are completing program-approved core placements outside a resident's home base. The purpose of this policy is to allow NOSM University Residents to secure their own housing when completing core placements in communities where NOSM-managed unit housing is no longer available. Under this policy, eligible NOSM University Residents will be able to receive a reimbursement of up to a maximum of \$2,000 per four-week block to offset their housing costs incurred when securing their own housing accommodations.

2.0 SCOPE

This Policy applies to NOSM residents who are completing specific core or selective placements, as identified in Appendix A, where NOSM-managed housing has been closed.

3.0 DEFINITIONS

1. **CRU** means Community Relations Unit.
2. **Home Base** means the community where the Resident resides or performs equal to or more than 60% of their residency within the NOSM University catchment area in a given academic year.
3. **PGME** means Postgraduate Medical Education Portfolio
4. **Resident** means NOSM University Postgraduate (PGME) Learners identified in Appendix A.
5. **Resident Arranged Housing (Option2)** means the term used to refer to a reimbursement policy applicable to NOSM University PGME Residents who are arranging their own housing and opt out of NOSM-managed housing (Option1).

4.0 POLICY ELIGIBILITY

1. Residents, who are completing an approved core or selective placement noted in Appendix A, are eligible for reimbursement up to \$2,000 per four-week block for self-arranged housing.

- 1.1 Reimbursements are to cover any actual out-of-pocket accommodations rental costs and should not be considered a stipend or allowance.
2. Residents, who are completing a placement of 2 weeks or more in duration and is approved by the Residency Program curriculum for Core placement, are eligible for a pro-rated reimbursement of up to \$500 per week for self-arranged housing (See Appendix B for pro-rating breakdown).
3. Exceptions can be reviewed on a case-by-case basis by the management of PGME and CRU for other programs completing approved core placements that are not listed in Appendix A.
 - 3.1 All exceptions will be reviewed and approved by the residency program's PGME Manager and the CRU Manager.
4. All electives outside of the NOSM University catchment area are considered as external electives and are not subject to the scope of this policy.

5.0 POLICY PROCEDURES

1. All placements scheduled within Appendix A Self-Arranged Housing Eligibility, require approval obtained through or facilitated by the PGME Program Coordinator.
2. Residents are eligible for reimbursement in the following scenarios;
 - 2.1. Securing rental property for the duration of the approved placement, in accordance with Article 22.3 of the Travel Management and General Expenses Policy, the following are eligible expenses:
 - 2.1.1. Rental costs
 - 2.1.2. Utility costs (i.e., including cable, internet, parking, heat, and hydro)
 - 2.2. Staying in a private residence with friends or family, in accordance with the approved provisions allowable under Article 22.2 Private Residences of the Travel Management and General Expenses Policy.
3. Upon placement completion, residents are to submit for reimbursement through the online Expenses Reimbursement site.
 - 3.1. All submissions are to be completed through the Non-Travel or Non-Income Related Expense claim type as a Cheque Requisition reimbursement type and Resident Coordinated Housing (Option 2) funding type.
4. All reimbursement claims must be submitted with all the required documentation (i.e., rental and any utility receipts) no later than 90 days from the placement completion date.

Claims received after 90 day deadline, or received without proper documentation within the 90-day period, will not be reimbursed and residents will be solely responsible for the costs they incurred.

6.0 ROLES AND RESPONSIBILITIES

1. The Resident is responsible for:
 - Ensuring that the placement is supported by their PGME residency program.
 - Completing all related housing agreements and forms (fully and on time).
 - Following the current [NOSM Expense Reimbursement Process](#).
 - Providing all required documentation for reimbursement submission.
 - Submitting their reimbursement claim, with complete supporting documentation, during the required 90-day time period.
2. The PGME Program Coordinator is responsible for:
 - Ensuring program approval for the placement and providing confirmation of the Program's approval support of the requested rotation.
 - Ensuring all reimbursement documents are accounted for during the initial processing of the resident's reimbursement claim within an appropriate time period.
3. The Community Relations Coordinator is responsible for:
 - Overseeing the reimbursement process when housing is flagged for the core or selective placements as identified in Appendix A.
 - Monitoring the amount of eligible housing reimbursements based on the capacity requirements set in Appendix A.
 - Communicating with the Resident should there be any delays with the processing of their claim.
 - Ensuring Appendix A is updated as required.
4. The PGME Office Coordinator is responsible for:
 - Tracking and allocating budget codes and cost amounts between PGME and CRU.

7.0 RESOURCES

Some helpful housing rental sites that can be utilized for finding self-arranged housing:

- <https://www.medshousing.com/>
- <https://www.AirBnB.com>
- <https://rentseeker.ca>

8.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to:

- Housing@nosm.ca
- Resident's PGME Program Coordinator

9.0 RELATED DOCUMENTS

In support of this Policy, please refer to the following:

- Travel Management General Expenses Policy

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: Chief Operating Officer, Administration & Operations Support
- b. Responsible Officer: Manager of Community Services, Community Relations Unit
- c. Procedural Authority: Manager of Community Services, Community Relations Unit
- d. Procedural Officer: Community Relations Coordinator (specializing in housing) and PGME Office Coordinator (specializing in Option 2 reimbursements)

Review and Revision History

Review Period: 1 year

Date for Next Review: 2022 05

Appendix A

Self-Arranged Housing Eligibility

TORONTO (GTA)			
Location/Community	Placement Type	Eligible Residents	Eligible Capacity
Trillium Health Partners – Mississauga Hospital in Mississauga, ON	High Volume Obstetrics	<ul style="list-style-type: none"> - NOSM Family Medicine Program Streams - NOSM Family Medicine – PGY3 Enhanced Skills – Obstetrics Surgical Skills Program 	<p>1 Residents per block</p> <p>(maximum of 13 four-week placements/year <i>or</i> Total of 52 weeks)</p>
Sunnybrook Health Science Center in Toronto, ON or St. Michael’s Hospital in Toronto, ON	Trauma	<ul style="list-style-type: none"> - Family Medicine Emergency Medicine Program (Year 3) - Orthopedic Surgery Program (Years 2 & 4) 	<p>2 Resident per block</p> <p>(maximum of 26 four-week placements/year <i>or</i> Total of 104 weeks)</p>
Mount Sinai and Hospital for SickKids in Toronto, ON	Surgical and Pediatrics Placements	<ul style="list-style-type: none"> - Anesthesiology Program - Orthopedic Surgery Program - General Surgery Program 	<p>4 Residents per block</p> <p>(maximum of 30 four-week placements/year <i>or</i> Total of 120 weeks)</p>

Note: Exceptions can be reviewed for other programs on a case-by-case basis.

Appendix B

Placement Duration (# of weeks)	Pro-rates Reimbursement Amount (CND\$)
2 Weeks	\$1,000
3 Weeks	\$1,500
4 Weeks	\$2,000
5 Weeks	\$2,500
6 Weeks	\$3,000
7 Weeks	\$3,500
8 Weeks	\$4,000