

## Ottawa and Toronto Housing: NOSM University-Managed and Self-Arranged Housing

Approval Authority: Vice President, Administration and Chief Operating Officer

Established On: 2022-10-31

Amendments: 2023-04-08; 2024-01-15

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### 1.0 POLICY STATEMENT

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

### 2.0 SCOPE

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

### 3.0 DEFINITIONS

1. **Core Placement** refers to placements that are mandated by the residency program to complete a discipline-specific placement outside of their home base as per their clinical curriculum requirements.
2. **CRU** means Community Relations Unit.
3. **Home Base** means the community where the Resident resides or performs equal to or more than 60% of their residency within the NOSM U catchment area in a given academic year.
4. **NOSM-managed Housing (Option 1)** refers to housing that is allocated and supplied by the NOSM University for core placements and electives occurring outside of the Learner's home base (up to a limit of six blocks). This housing is scheduled by the Community Relations Unit in conjunction with the Learner's clinical schedule.
5. **PGME** means Postgraduate Medical Education Portfolio
6. **Resident** means NOSM University Postgraduate (PGME) Learners

7. **Resident Arranged Housing (Option2)** refers to a reimbursement policy applicable to NOSM U PGME Residents who are arranging their own housing and opt out of NOSM U-managed Housing (Option1).

#### 4.0 POLICY ELIGIBILITY

Option 1: NOSM U-managed Housing:

1. Residents, who are completing an approved core or selective placement noted in Appendix A, are eligible for reimbursement up to **\$3,000 per four-week block** (or \$750 per week) for self-arranged housing if the Resident cannot be accommodated within NOSM University Housing units in Ottawa and Toronto.
  - 1.1 Reimbursements are to cover any actual out-of-pocket accommodations rental costs and should not be considered a stipend or allowance.
  - 1.2 Residents, approved by the Residency Program curriculum for Core placement (if less than four-weeks), are eligible for a pro-rated reimbursement of up to \$750 per week for self-arranged housing (See Appendix B for pro-rating breakdown).
2. 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.
  - 2.1 All exceptions will be reviewed and approved by the residency program's PGME Manager and the CRU Manager.

Option 2: Self-Arranged Housing Model

1. If a resident chooses to secure their own housing outside for personal or family reasons, the Resident will follow Self-Arranged Housing (Option 2), which provides a reimbursement of up to \$2,000 per four-week placement (or \$500 per week) for self-arranged housing as per the Housing Option 2 policy.
  - 1.1 A Resident who chooses Option 2 must inform their Program Coordinator and sign the Housing Option 2 Contract Agreement.

Housing for External Electives:

1. All electives outside of the NOSM U catchment area are considered as external electives and are not subject to the scope of this policy.

#### 5.0 POLICY PROCEDURES

1. All confirmed core placements being performed in Ottawa and Toronto will be assigned housing in PaNDA during the scheduling process.
  - 1.1. For confirmed placements in Barrie, ON, Residents must seek housing accommodations through the Rural Ontario Medical Program (ROMP). ROMP Housing will be considered equivalent to NOSM U Housing for this policy.
2. Once confirmed in PaNDA, NOSM U Housing will allocate all eligible Ottawa and Toronto placements in the NOSM U-managed housing (Option 1) unit if available and/or ROMP Housing for placements in Barrie.
3. If housing through NOSM U Housing (Option 1) is not available, NOSM U Housing staff will communicate and work with the Resident to find self-arranged housing in Toronto for the specific placement in which NOSM U will reimburse the Resident up to \$3,000 per four-week placement (or \$750 per week).
  - 3.1. This Option 1 Housing process remains the same for any placements occurring in the Barrie area when ROMP Housing is not available.
4. Residents are eligible for reimbursement in the following scenarios:
  - 4.1. 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:
    - 4.1.1. Rental costs
    - 4.1.2. Utility costs (i.e., including cable, internet, parking, heat, and hydro)
  - 4.2. 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.
5. Upon placement commencement, residents can submit for reimbursement through the online Expenses Reimbursement site.
  - 5.1. 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***.
6. 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 INTERPRETATION

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

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

## **8.0 RELATED DOCUMENTS**

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

- Travel Management General Expenses Policy
- Self-Arranged Housing (Option 2) Policy

## **AUTHORITIES AND OFFICERS**

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

- a. Approving Authority: Vice-President, Administration and Chief Operating Officer
- 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:** 2024 09

## Appendix A

## NOSM U Housing &amp; Self-Arranged Housing Eligibility

OTTAWA & TORONTO (GTA)				
Location/Community	Placement Types	NOSM U Housing Eligibility	Self-Arranged Eligibility <i>(if NOSM U Housing is not available)</i>	Option 2 <i>(opting out of NOSM U Housing)</i>
Trillium Health Partners – Mississauga Hospital in Mississauga, ON	High Volume Obstetrics	- No Housing available	- Allotted \$750 per week	
Sunnybrook Health Science Center in Toronto, ON or St. Michael's Hospital in Toronto, ON	Trauma	- 2 bedroom unit available	- Allotted \$750 per week	- Allotted \$500 per week
Mount Sinai and Hospital for SickKids in Toronto, ON	Surgical and Pediatrics Placements	- 3 bedroom unit available	- Allotted \$750 per week	- Allotted \$500 per week
CHEO in Ottawa, ON	Pediatric, Anesthesia, Orthopedic and Internal Medicine Placements	- six 2-bedrooms units are available	- Allotted \$750 per week	- Allotted \$500 per week
The Ottawa Hospital (TOH)	Pediatric	- six 2-bedrooms units are available	- Allotted \$750 per week	- Allotted \$500 per week
Barrie, ON	IM – Rheumatology, PHPH – Simcoe Muskoka	- ROMP Housing	- Allotted \$750 per week	- Allotted \$500 per week

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

## Appendix B

<b>Placement Duration (# of weeks)</b> <i>for Self-Arranged option</i>	<b>Pro-rates Reimbursement Amount (CAD\$)</b> <i>based on \$750 per week</i>
2 Weeks	\$1,500
3 Weeks	\$2,250
4 Weeks	\$3,000
5 Weeks	\$3,750
6 Weeks	\$4,500
7 Weeks	\$5,250
8 Weeks	\$6,000

<b>Placement Duration (# of weeks)</b> <i>for Option 2 Housing</i>	<b>Pro-rates Reimbursement Amount (CAD\$)</b> <i>based on \$500 per week</i>
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