

Resident Arranged Housing (Option 2)

Approval Authority: Postgraduate Medical Education and Health Sciences Portfolio & Community Relations Unit

Established On: 2013-07-01

Amendments: 2024-06-19

Category: Class C

1.0 POLICY STATEMENT

This Policy establishes the requirements and guidelines for medical Residents who choose to arrange their own housing while on a clinical placement outside of their homebase. Furthermore, this document also describes the procedure for applying for reimbursement for self-arranged housing by the Resident.

Generally, NOSM University arranges housing for Residents when they are on core (mandatory) or elective clinical placements outside of their home base, which is shared and mixed gender assignment. In some cases, Residents may choose to arrange their own housing if they are unable to share housing due to reasons such as, but not limited to: travelling with other family members, pets, or for other personal-based reasons.

2.0 SCOPE

This Policy applies to NOSM U enrolled Postgraduate Medical Education (PGME) Residents who choose to arrange their own housing and claim reimbursement. Residents are encouraged to choose this option should their housing accommodations require anything further than what NOSM-managed housing (Option 1) provides.

3.0 DEFINITIONS

For the purposes of this policy:

1. **Core Placement** refers to that placements 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** refers to Community Relations Unit.
3. **Elective** refers to a clinical placement that is chosen by the Resident and approved by their respective Residency Program based on their curriculum.
4. **Home Base** refers to 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.

5. **NOSM U-managed Housing (Option 1)** refers to the term used to refer to housing that is allocated and supplied by the NOSM University for core placements and electives occurring outside of the Resident's home base (up to a limit of six blocks). This housing is scheduled by the Community Relations Unit in conjunction with the Resident's clinical schedule.
6. **PGME** refers to Postgraduate Medical Education Portfolio
7. **Resident** refers to NOSM University Postgraduate (PGME) Learners identified as completing clinical placements within one of NOSM University's Residency Programs.
8. **Resident Arranged Housing (Option 2)** refers to the term used to refer to a housing and reimbursement policy applicable to NOSM University PGME Residents who are arranging their own housing and opt out of NOSM U-managed Housing (Option 1).

4.0 POLICY ELIGIBILITY

1. Reimbursement will be paid for the four-week placement outside of their home base.
2. Residents will be able to select their housing option (i.e., Option 1 or Option 2 Housing) at the start of year of their residency program (i.e., PGY1, PGY2, PGY3, PGY4, and PGY5).
 - 2.1 At the start of each residency year, residents will be automatically placed in Option 1 Housing. At any point during the clinical year, the resident may choose to opt out of Option 1 and select Option 2 Resident-Arranged Housing.
3. Reimbursement Amounts:
 - 3.1 *In NOSM University Catchment Area*: A maximum of \$1,100 per four-weeks is available for approved housing expenditures.
 - 3.2 *In Ottawa and Toronto-based Areas*: A maximum of \$2,000 per four-weeks approved housing expenditures. Refer to Ottawa and Toronto Housing Policy for further information.
4. All Residents who opt out of NOSM U-based Housing (Option 1) and begin utilizing Resident Arranged Housing (Option 2) must provide a signed copy of the Resident Arranged Housing (Option 2) Contract to NOSM U Housing and the respective PGME Program Coordinator.
5. Travel for mandatory PGME Residency Program-based Academics should follow the Program Guidelines, refer to Residency Program Handbook.
6. Exception:

6.1 NOSM University Pediatric Residency Program Residents are able to choose Option 2 for Ottawa placements but maintain Option 1 for all other housing within the NOSM University Catchment. Any requests for exceptional circumstances must be sent to the PGME Program Coordinator for review with the PGME Manager and CRU Manager.

7. Exclusions:

7.1 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. Residents must communicate their housing preferences to their respective Residency Program Coordinator. The PGME Program Coordinator will liaise with the Community Relations Coordinator to build the choice into the Resident's clinical schedule.
2. Residents can decide what Housing Option they wish to be in at the start of each academic year. Residents may also change their choice and go back to NOSM U-based Housing (Option 1) but only once throughout the year.
3. All Residents, who opt out of NOSM U-based Housing (Option 1) and begin to utilize Resident Arranged Housing (Option 2), are required to review this Policy, and submit a signed copy of the Resident Arranged Housing (Option 2) Agreement Form to NOSM U Housing and the respective PGME Program Coordinator.
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
 - 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 completion, residents are to 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 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 the placement is supported by their PGME residency program.
 - Completing all related housing agreements and forms (fully and on time).
 - Following the current [NOSM University 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:
 - Ensuring that the Housing Option Policy and Agreement form is communicated to the Resident, PGME Program Coordinator, and PGME Office Coordinator.
 - Ensuring that Option 1 Housing requests or reservations are removed from the the Resident's PaNDa profile.
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>
- <https://www.nosm.ca/pgme-office/housing/> (NOSM University PGME Office Information)

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
- NOSM University Housing Policy
- NOSM University Resident Arranged Housing (Option 2) Agreement
- Ottawa and Toronto Housing 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, CRU & Manager, PGME
- c. Procedural Authority: Manager, CRU & Manager, PGME
- 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: 2025 06 19