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Summer Studentship Program (SSP)
Agency Guidelines

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

Email: summerstudentship@nosm.ca
Web: http://www.nosm.ca/summerstudentship

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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 Summer Studentship website and submit within the appropriate dates and with the appropriate information.

NOSM University 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/

Between November 1 and January 1 – Agency Recruitment & Applications

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

Important Dates and Timelines to follow

Between January 1 and January 15 (approximately) – Agency Vetting

Following the receipt of your online Agency Funding Application, NOSM University will periodically request additional information, via email, relating to your organizational structure and recruitment goals - **Due January 15**

Between January 15 and February 1 – Agency Notification & Advertising

NOSM University will:

- Determine which agencies are eligible to receive funding based on MOHLTC-NOSM guidelines
- Notify approved agencies via email letter notification
- Notify declined agencies via email letter notification

- Post a list of *approved agencies* on the 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.
- Agency Advertising can commence as soon as you have received notification of an approved application with NOSM University.
- An agency may advertise through local internal and external websites, social media, and any other means. The job postings must reflect the role of the student with the appropriate discipline.

Between February 1 and February 15 Student Applications open

Students must submit their online job application, resume, and proof of current academic standing to the Summer Studentship Program between **February 1 and February 15**. Proof of current attendance is *waived* for NOSM University medical students.

- Students must follow the administrative guidelines as indicated on the website and in the documentation
- The program assesses student eligibility
- The program will send email correspondence to each student regarding their application status. **Students will receive notice of the following**:
  I. The application has been approved, and their resume and approval notice will be sent to the agency for further consideration
  II. The application declination with rationale

Between February 15 and March 15 – Funding Allotment

NOSM University will allocate funding to approved agencies. Funding distribution is driven by the number of students that apply to each agency.

Keep in mind the following:

- The funding allotment is assigned equitably between northeastern and northwestern communities
- **The program assigns a *minimum* funding amount to each agency based on a *billable* or *invoice rate* of $18 per hour and 280 hours per student**
- Typically, an approved agency will receive funding for at least one student using the funding model of $18 x 280 hours = $5040) Usually no more than five students will be assigned *with* funding
- The funding is a FLAT RATE, and no additional funding is provided for vacation, stat or benefits. Vacation pay may be included in the flat rate as approved
- The program sends email letter notification to each approved agency outlining their pre-approved funding amount along with copies of resumes and application data, per student

Between March 15 and April 30 - Student Application Review & Notification

NOSM University encourages all agencies to contact all students as soon as possible. Students are very eager to start summer jobs and placements with your agency.

- Students appreciate early contact for several reasons including travel schedules, other potential jobs, and family commitments
- Each discipline and school may have different schedules for the end of the semester, so getting in contact early with the student can help set expectations around start dates for employment.

Summer Studentship Billing & Reporting Requirements

Between September 1 – November 1: Employment End Date(s) and December 1

DUE DECEMBER 1

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 forwarded to the program.
- 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:
  I. Student's full name
  II. Student hours of work: Billable and actual hours of work are welcome if they differ
  III. Payroll proof of wages OR a Record of Employment must be submitted with the invoice
  IV. Please black out the students SIN - this is NOT required by NOSM University
- ***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 University

If, at the end of the summer, your total agency costs for ALL students are:

- **Less than** the pre-approved amount – invoice your actual costs
- **Equal to or greater than** the pre-approved amount – invoice at the pre-approved amount as detailed in your funding notification letter

Between December 1 and January 1 – Agency Recruitment & Applications start anew.

- Plan on having the discussions within your agency to inquire about future students
- Ensure that all agency teams are consulted
- Should a change in staffing take place, ensure that incumbents are aware of the program
- Plan recruitment documentation and consider advertising on social platforms, websites etc.

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 the website www.nosm.ca/summerstudentship for all application procedures. NOSM University will determine student eligibility once the application package is received and reviewed.

Which students are eligible to apply?

Regulated Health Professions Currently Approved by NOSM University

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
Registered Nurse (RN)	4-Year Baccalaureate Degree Program, BScN
Registered Practical Nurse (RPN, PN)	2-Year Diploma Program, RPN
Pharmacist	4-Year Degree Program, PharmD
Medical Student	Undergraduate medical student enrolled in a Medical University (e.g., NOSM U -Year 1 and 2)
Respiratory Therapist	3-Year Diploma Program
Speech Language Pathologist	Master's Level
Audiologist	Master's Level
Occupational Therapist	Master's Level
Physiotherapist	Masters, Level

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Agency Responsibilities:

What documentation and insurance am I responsible for?

Approved student(s) are **considered an employee of your agency**. All students are deemed to be on summer break from their school and are NOT covered by malpractice insurance or other protocols.
Agencies are responsible for:

- All documentation relating to your standard hiring protocols (e.g., offer letters)
- Criminal or Vulnerable Sector Checks
- Payment of student wages
- Implementation of WSIB coverage and any other insurance required
- Malpractice insurance as 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. **Any related malpractice insurance must be in place.**
- 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.

Can we advise potential applicants to apply?

Yes! We absolutely support agencies advertising potential positions to develop interest in this program. Applications and subsequent matches are driven by the student interest in a location. You are welcome to advertise this program and advocate for applicants to review 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 University is a flat rate of **$18.00** per hour up to a pre-approved maximum funding amount. *This is called your billable or invoice rate to NOSM.*

NOSM University 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 the 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 MOH-NOSM University.

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 the program 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?

The agency can engage this program to discuss funding opportunities.

- **Funding may** be transferred from one-NOSM University approved student to another NOSM University approved student **WITH discussion and agreement from the program.**
- Funding **CANNOT** be transferred to a 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 or collective agreements. Collective agreements must always be respected.
- 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? Is there a Travel allowance?

The primary purpose of the Summer Studentship Program is to allow agencies to recruit students who were raised in Northern Ontario.

- Students that live in the community will be more likely to have access to transportation if required.
- 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.
- The NOSM University 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.
- Because the SSP budget is limited, all available funding is directed towards student placements. A small portion is available to eligible students for limited travel**. A $500 maximum** is in place.
- Students must contact the program directly for applicable forms and can refer to the Student FAQ's

If you are interested in a category of students that is not listed on page 6, 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. Unfortunately, the program is limited in funding so expansion is unlikely for the 2027-2028 years.

When assessing new categories, **the following** considerations apply:

- The overall SSP budget, and
- The overall hospital/clinic demand for a student category OR recruitment opportunity.
- The allowable level of academic training required before students can apply to their regulatory college (e.g., undergraduate, masters, doctorate) following their graduation date.
- Whether the MOH has approved the regulated professions listed here: https://www.ontario.ca/page/regulated-health-professions#section-1
- The program will then research the academic programs available at the various colleges and universities and subsequently provide 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, dentistry or chiropractic) do not meet the criteria noted under point 3.

Final thoughts

Inquiries around suitable work assignments and distribution can be discussed with this program. Decisions around funding should be done in consultation with this program ahead of final decisions.

Should you or your agency have any questions, concerns or feedback, please contact the program directly at summerstudentship@nosm.ca