

Policy No: PS.01.009

Category: Programs and Services

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RURAL ACCOMMODATION

1.0 Purpose

- 1.1 The Alberta Rural Physician Action Plan (RPAP) is committed to offering the utmost quality experience to all of its residents and medical students. Part of this involves providing quality accommodation to residents and medical students on rural rotations.
- 1.2 The purpose of this policy is to detail the guidelines relating to such accommodation arrangements.

2.0 Definitions

- 2.1 **Tenant:** For the purposes of this policy, “tenant” refers to any resident, medical student, preceptor, clerk, locum or other individual who is staying in RPAP-provided accommodation for any length of time.
- 2.2 **Learner:** Any resident or medical student staying in RPAP-provided accommodation.
- 2.3 **Family:** the **tenant’s** spouse or children.

3.0 Policy

- 3.1 RPAP may **lease** a variety of family-suitable accommodation types, depending on local availability, from apartments to townhouses to small houses. These are generally provided where:
 - 3.1.1 A site will be used by learners at least nine months of the year, or;
 - 3.1.2 There is usage of less than nine months, but there is a difficulty in obtaining high standard, reasonably priced accommodation.
- 3.2 In instances other than those laid out in 3.1, suitable accommodation such as hospital accommodation, bed & breakfast suites, etc. will be offered at no cost to the tenant.
- 3.3 All learners must complete and return the “Accommodation Use General Consent Form” (Form RA-8) before occupying any RPAP accommodation.
- 3.4 All accommodations have a copy of the Accommodation Information and Regulations (Form RA-4). This is also emailed to all learners or tenants before occupancy. This form provides critical information for the learners or tenants to ensure they have a comfortable and successful stay in all RPAP accommodations.
- 3.5 RPAP will carry out ongoing evaluations of the accommodations and respond to concerns expressed by learners.
- 3.6 RPAP will provide furnished accommodation and pay for necessary utilities, including telephone, with the exception of long distance calls. Learners will be asked to pay for

any long distance calls made on the RPAP telephone in their accommodation during their stay.

- 3.7 In between rural rotations, RPAP accommodation may be used by other health professionals provided RPAP is reimbursed for the full cost of the use, and provided the accommodation is maintained and cleaned after others have stayed. A “Use of Accommodation Agreement” (Form RA-2) which outlines the accommodation, dates of stay and the rent amount must be signed and returned by the tenant before occupying an RPAP accommodation. These regulations must be adhered to. They exist for the safety and reasonable enjoyment of all learners using the accommodation.

4.0 Procedure

- 4.1 None

5.0 Compliance

- 5.1 Failure to comply with this policy could result in disciplinary action as determined by the Executive Director, up to and possibly including termination, eviction and/or legal action.

6.0 Applicable Forms

- 6.1 Accommodation Use General Consent Form (Form (RA-8))
6.2 Use of Accommodation Agreement (Form RA-2)
6.3 Accommodation Information and Regulations (Form RA-4)

The policy detailed above is for use under normal operating circumstances, and is meant as a guideline only. Unforeseen circumstances may arise in which the Alberta Rural Physician Action Plan (RPAP) finds it necessary to take other steps not designated within this policy. The RPAP Executive Director reserves the right to take alternative steps at his/her discretion.