

Accommodation Information and Regulations

Form Number RA-4 | Revised: 3 November 2014

The Alberta Rural Physician Action Plan leases rental accommodations throughout Alberta from various public institutions and private landlords. All accommodations are provided fully furnished with kitchenware and basic household furnishings and appliances.

The type of accommodation that is provided in each rural site depends largely on what is available in each community, and it varies. In addition to RPAP leased apartments and houses RPAP also maintains an inventory of bed and breakfasts and room/board providers.

Whether the accommodation is RPAP leased, is a bed and breakfast or local room/board provider, our organization tries to ensure that the accommodations are comfortable, clean and well maintained. We depend on individuals in each rural community to assist us in selecting the most appropriate accommodation. Feedback from students and residents is welcome – and we try to respond to your concerns in a timely way.

We appreciate your input - please use the evaluation form that is included in this folder or available through the RPAP web site www.rpap.ab.ca. You can also visit our Survey Monkey link: <http://www.surveymonkey.com/s/7J5XCRL>. Your feedback will help us grow and provide better accommodations to future rural rotations.

Please note that your accommodation may be visited periodically by RPAP administrative staff.

Accommodation is booked through the RPAP Program Support Coordinators; contact information below.

By email: accommodation@rpap.ab.ca

By mail to: **Program Support Coordinators**
The Alberta Rural Physician Action Plan
2801 Telus House
10020-100 Street
Edmonton AB T5J 0N3

By phone: Phone **1-866-423-9911 ext. 107 or 108**

If you have any special needs, any allergies, or will have family* accompanying you on rotation, please contact RPAP as much in advance as possible – at least six weeks in advance. * Eligible family members are limited to spouse/partner and children.

The Alberta Rural Physician Action Plan is obligated to ensure that the persons we permit to occupy these premises respect the property of our landlords and adhere to whatever rules and regulations they may have set out for persons living in these accommodations along with not disrupting the reasonable enjoyment of other tenants and their families. **Please support our efforts so that we can continue to provide comfortable housing to others on rural rotations.**

ACCOMMODATION REGULATIONS

1. **PETS are not allowed** on the premises of any RPAP accommodation. In consideration of anyone suffering from allergies, and to adhere to requirements of RPAP leases, pets are not allowed in any RPAP accommodation.
2. For health and safety, **SMOKING IS NOT PERMITTED** in any RPAP accommodation.
3. **RPAP must be informed of ALL visitors, including family members.** Family is defined as spouse/partner and children. **RPAP is unable to accommodate parents or extended family.**
4. **The accommodations must be kept clean during your stay and must be clean when you leave.** Please ensure that when you leave, the garbage is emptied and all food has been removed from the refrigerator and cupboards. Wash and put away all the dishes that have been used. **If accommodations are damaged or need extraordinary cleaning services after you have left, you will be required to reimburse RPAP for these costs.**
5. **Generally, there should be no noise after 10 pm.** Refrain from disturbing your neighbours.
6. **Assist with keeping your accommodations secure:**
 - a) Please turn off all lights, fans, the TV, and small appliances when you are not on site.
 - b) Ensure all doors and windows are securely locked when you leave.
 - c) **Return keys promptly after your stay** – make those arrangements with the party you picked keys up from
7. **If you will be vacant for longer than 1 week** you *must* notify us giving the duration as we may be required to set up vacancy checks in your absence.

When you are finished your rotation, ensure that any study materials or other confidential information that you may have had in your possession during the rotation, are not left in the accommodation, but disposed of in accordance with confidentiality regulations. It is not appropriate to place any confidential material in accommodation garbage containers.

- Before you leave, ensure there is no running or dripping water from any of the fixtures.
- All doors and windows should be closed and locked.
- Thermostat should not be set below 16 degrees Celsius *especially* during the months of October through to May

Important Issues to Consider in Advance:

INSURANCE: Residents and medical students are responsible for their own personal belongings and should have appropriate insurance to cover their loss/damage while residing in RPAP-organized accommodation.

Long Distance Calling is restricted in RPAP accommodation. To call long distance while on rotation, it is suggested that you obtain a calling card which allows calls to be billed back to your home phone number. Check with long distance service providers regarding the long distance option.

High Speed Internet Access RPAP sets up high speed internet in all our leased accommodations (with efforts to upgrade all to wireless as soon as possible, however, we do not provide computers or laptops so please bring your own. There is also internet access available in the local clinic or hospital as well.

At least one week in advance of your rotation, contact your preceptor, clinic manager or hospital administrative staff who has been identified as the local contact – to let them know your time of arrival, to make arrangements to get accommodation keys, to confirm (if necessary) that you are booked into the accommodation as planned.

Items to bring with you on rural rotations: In our ongoing efforts to provide and maintain comfortable housing RPAP's leased accommodation are equipped with various basic housewares, kitchenware, furniture and small appliances. **Please let RPAP know if anything needs to be repaired or replaced.** Original receipts **must** be sent to the RPAP office in order to be eligible for reimbursement.

- a. **Please Bring Your Own Linens** – due to potential hygiene sensitivities, RPAP does not provide linens, however, some sites have a few for just in case. **Therefore, we ask that students and residents bring their own bedding including sheets, blankets, pillows and their own supply of towels, as well as laundry detergent and products**
- b. **Personal toiletries** (shampoo, soap, toothpaste, face cloths, laundry detergent, fabric softener, etc.)
- c. **Electronics** - laptop, radio and CD player for your own use (RPAP leased accommodations are equipped with TV's and DVD or blu-ray players as well as a clock radio).
- d. **Consumables** such as dish/hand soap, toilet paper, scrubbers, cleaning supplies, saran wrap, tin foil, garbage bags, coffee, sugar, etc. If these items are already in your suite then please replenish them as you use them so the next tenant may start with something also – **pay it forward**. Should these items be missing, you may be subjected to a \$15 restocking fee which will be deducted from your expense reimbursement.

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Sharing: While on rotation students and residents should be able to consider the accommodation provided as their private space however, you may be asked to share due to multiple rotation schedules resulting in congested housing situations. Your privacy is important to RPAP, therefore locks will be provided on the bedroom doors.

RPAP accommodations are intended for use by medical students and residents as a priority. Given that in some sites rotations are not continuous throughout the year, RPAP does try to recover the costs of rent during periods of vacancy.

Personal Choice in Accommodations

RPAP accommodations are established for rotations or electives, based on schedule information provided to the RPAP Accommodation Coordinator by their University. RPAP makes every effort to address needs that have been identified for families or other special needs. However, some students or residents may still, on occasion, choose to stay in other accommodations of their personal choice. Where RPAP has established accommodations based on the schedule information; RPAP is not able to provide funding for that personal choice of accommodation.

And

If there is no communication about the personal choice of accommodations at least six weeks in advance of the rotation or elective to allow for appropriate cancellations / adjustments, the student or resident may be required to reimburse RPAP the amount that has been expended for accommodations on their behalf.

Evaluations:

Please complete an evaluation on your accommodations via the Evaluation Form that is sent to you or via the online Survey Monkey at <http://www.surveymonkey.com/s/7J5XCRL>.

Please contact RPAP if there are any issues or concerns with the accommodation – we will do our best to address the concern – there is little that can be done if we are not aware of the situation.

The personal information requested on this form is collected for the purpose of program administration and evaluation. If you have any questions about the collection, use, or disposal of the information requested, please contact: Executive Director, The Alberta Rural Physician Action Plan, 2801 Telus House, 10020 – 100 Street NW, Edmonton, AB T5J 0N3 Phone: 780-423-9911 Fax: 780-423-9917

The Alberta Rural Physician Action Plan
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