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Category:	Programs and Services
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Board Approval:	

RURAL ACCOMMODATION

1.0 Purpose

- 1.1 The Alberta Rural Health Professions Action Plan (RhPAP) is committed to offering the utmost quality experience to all of its residents, medical students, and health professionals. Part of this involves providing quality accommodation to residents, medical students and health professionals 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, health professional or other individual who is staying in RhPAP-provided accommodation for any length of time.
- 2.2 **Learner:** Any resident, medical student, or health professional staying in RhPAP-provided accommodation.
- 2.3 **Family:** the **tenant’s** spouse or children.
- 2.4 **Visitors / Guests:** the **tenant’s** immediate family

3.0 Policy

- 3.1 RhPAP 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. This is defined as room and board minus meals.
- 3.3 All learners must complete and return the “Accommodation Use General Consent Form” (Form RA-8) before occupying any RhPAP 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 RhPAP accommodations.

- 3.5 RhPAP will carry out ongoing evaluations of the accommodations and respond to concerns expressed by learners.
- 3.6 RhPAP will provide furnished accommodation and pay for necessary utilities, including internet & cable. There will be no telephones as all **tenants** are expected to provide their own personal communications device(s).
- 3.7 In between rural rotations, RhPAP accommodation may be used by other health professionals provided RhPAP is reimbursed for the full cost of the use, and provided the accommodation is maintained and cleaned after others have stayed. A "Accommodation Use General Consent" form (Form RA-8) and "Accommodation Information and Regulations" form (Form RA-4) which outlines accommodation use expectations, must be signed and returned by the tenant before occupying an RhPAP accommodation. These regulations must be adhered to. They exist for the safety and reasonable enjoyment of all learners using the accommodation.
- 3.8 RhPAP will schedule vacancy checks on accommodations vacant longer than 1-month (1-2 weeks during colder months)

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 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 Health Professions Action Plan (RhPAP) finds it necessary to take other steps not designated within this policy. The RhPAP Executive Director reserves the right to take alternative steps at his/her discretion.