

## **1.0 Purpose**

- 1.1 The purpose of this policy is to detail the guidelines relating to RhPAP accommodation arrangements.
- 1.2 Alberta's Rural Health Professions Action Plan (RhPAP) is committed to offering quality accommodation to rural healthcare professionals, residents and students.
  - RhPAP leases rental accommodations throughout Alberta from various 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. In addition to RhPAP-leased apartments and houses, RhPAP also maintains an inventory of other accommodation providers.

## **2.0 Definitions**

- 2.1 **Learner:** Any resident, clerk, or medical / health professional student enrolled in an Alberta-based post-secondary institution.
- 2.2 **Tenant:** For the purposes of this policy, “tenant” refers to any learner or health care provider who is permitted to stay in RhPAP-provided accommodation for any length of time.
- 2.3 **Family:** For the purposes of this policy, “family” refers to the **tenant's** domestic partner and/or children, who are permitted to stay in RhPAP-provided accommodation for any length of time.
- 2.4 **Visitors / Guests:** All individuals, including Family, pre-approved by the RhPAP

## **3.0 Assignment of Housing**

- 3.1 Assignment of accommodation is normally delegated from the educational institution to the housing sub-contractor.
- 3.2 Accommodation will not exceed the number of tenants equal to the number of bedrooms available.
- 3.3 In the case of a site where the number of tenants is in excess of policy per accommodation unit, the final assignment of accommodation (i.e. assignment of learning priority) is the responsibility of the rural placement office of the respective educational institution.

## **3.0 Policy**

- 3.1 RhPAP may lease a variety of accommodation types, depending on local availability, from apartments to townhouses to small houses. These are generally provided where:

- A site will be used by tenants at least nine months of the year, or;
  - 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 4.1, suitable accommodation such as hospital accommodation, bed & breakfast suites, etc. may be offered. This is defined as room and board minus meals.
- 3.3 All tenants must complete and sign the “Accommodation Use General Consent Form” (Form RA-8) and “Accommodation Information and Regulations” (Form RA-4) before occupying any RhPAP accommodation.
- 3.4 RhPAP will carry out site visit inspections and evaluations of the accommodations (supplies and furnishings) and respond to concerns expressed by tenants.
- Supplies must be replaced to maintain an adequate baseline for the next tenant.
  - Failure to leave the accommodation with adequate supplies for the next tenant will result in a \$50.00 fine to be deducted from reimbursements.
  - Tenants are expected to supply their own linens (i.e.: sheets, pillows, blankets and towels).
- 3.5 RhPAP will provide furnished accommodation and pay for necessary utilities, including internet. There will be no telephones as all tenants are expected to provide their own personal communications device(s).
- 3.6 Tenants are expected to comport themselves at all times in a manner consistent with the recommendations of the registration body for the province/territory where they are on rotation.
- 3.7 RhPAP is obligated to our landlords in ensuring that the tenants we permit to occupy their premises respect the property and adhere to whatever rules and regulations set out for persons living in these accommodations, along with not disrupting the reasonable enjoyment of other tenants and their families. Tenants are expected to be respectful of the property and neighbours: abiding by local bylaws and accommodation regulations; upkeeping and leaving the premise secure and clean at all times; and, reporting any problems or damage to RhPAP.
- 3.8 Learners’ check in time to a housing unit is 1500H on Sunday immediately before the start of a rotation and departure time in 1200H on the Saturday at completion of a rotation.
- 3.9 All units are non-smoking.
- 3.10 All units are pet free.
- 3.11 Sharing of accommodations
- Sharing of accommodations is expected of all tenants.
  - Sharing may entail common areas of the accommodation.

- Specific requests for exemption must be brought prior to the start of the rotation to the attention of the RhPAP through rural placement office of the respective educational institution and reviewed on an individual basis.
  - Tenants bringing their families for the duration of the rotation will not be expected to share accommodation.
  - Accommodation assigned to a tenant for greater than four months contiguously will be exempt from sharing (i.e. longitudinal integrated clerkships).
  - Only immediate (i.e. partner/spouse and children) family members may stay in the accommodation.
  - Specific requests for exemption will be brought to the attention of RhPAP through rural placement office of the respective educational institution and reviewed individually (i.e. single parent with accompanying nanny for childcare).
  - The tenant must provide RhPAP with the names of any family or guests staying in the accommodation, including the dates of the stays.
- 3.12 Learners are directly responsible for any damage that they do to the housing unit. Damages are payable to RhPAP, who will remit damages to the landlord.
- 3.13 With accommodations that require yard care, RhPAP will arrange and manage lawn care and snow removal.
- 3.14 RhPAP must be informed by the tenant of any vacancy in the accommodation longer than 1 week. For insurance purposes, RhPAP will schedule vacancy checks on accommodations vacant longer than 1 week.
- 3.15 Tenants are responsible for their own personal belongings and should have appropriate insurance to cover loss or damage while residing in RhPAP-organized accommodation.
- 3.16 RhPAP makes every effort to address needs that have been identified for families or other special needs. However, some learners may still, on occasion, choose to stay in other accommodations of their personal choice; RhPAP is not able or responsible to provide funding for that personal choice of accommodation.

## **4.0 Compliance**

- 4.1 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.

## **5.0 Applicable Forms**

- 5.1 Accommodation Use General Consent Form (Form RA-8)
- 5.2 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.*