

Postgraduate Medical Education (PGME)

Title:	Accommodation Policy – Mandated Rotations	Number:	015
Approved By:	<i>Revised and Approved by PGMEC February 13, 2018</i>		
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Preamble

On behalf of the Health Authorities, the Postgraduate Deans' Office (PGME), has arranged for limited leased accommodations at training sites throughout the province for residents' use during mandated rotations. All of the properties have been pre-paid so residents do not have to incur out-of-pocket expenses. Where leased accommodations are not available, residents are required to secure their own housing as per the reimbursement provisions in the Collective Agreement between HEABC and PAR-BC (see Resident Mandated Travel and Reimbursement Policy).

These pre-paid accommodations fulfill the requirements outlined in the memorandum of understanding between HEABC/PAR-BC:

- Accommodation will be secure and will have consideration for privacy
- Accommodation should be clean and well maintained, self-contained, have access to full kitchen, bathroom and laundry facilities

In addition, all suites have high speed internet access, cable television, and a telephone

Accommodations for mandated rotations vary based on availability at the various training sites. Accommodations include houses, apartments, or basement suites, and may be shared as required.

Policy

1. Housing
 - a. Residents assigned to mandated rotations where accommodations have been provided are required to stay in the pre-paid accommodation should it be available at the time of the rotation. Requests for accommodations must be submitted on the resident's behalf by their program administrator.

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- b. Requests for alternate accommodations will only be considered on the grounds of physical limitations or health (written documentation required), and must be pre-approved with a minimum of 4 weeks notice by the Postgraduate Deans Office to be eligible for reimbursement.
 - c. Should a resident refuse to stay in the accommodation provided by the Health Authorities for reasons other than physical limitations/health (e.g. decor not to their liking), alternate housing will not be provided. Residents may find alternate accommodation; however, they will not be reimbursed.
 - d. Should the accommodations provided become uninhabitable due to unforeseen circumstances (flooding, fire, etc.), Postgraduate Deans Office staff will make a reasonable attempt to find temporary alternative accommodation at a B&B and/or hotel/motel. It should be recognized that temporary alternative housing may not be immediately available due to local accommodation conditions (i.e. high tourist season; shortage of housing in rural locations). Residents may return to their home base only upon approval from the Specialty Site director and/or their home program director.
 2. Care of Accommodations
 - a. All suites are professionally cleaned prior to the arrival of each resident.
 - b. Residents are required to maintain the premises in a reasonable state of cleanliness throughout their placement, and must leave the suite in a clean orderly state on departure with all food, garbage, and recycling removed. Residents must abide by all rules and regulations of the accommodation.
 - c. Residents are responsible for any and all damages to accommodations beyond normal wear and tear.
 - d. Where any disputes between Residents and landlords or property management are deemed a possible issue of professional conduct, Program Directors may be notified by the Postgraduate Deans Office and requested to investigate.
 3. Smoking
 - a. Smoking is prohibited at all PGME-secured accommodations
 4. Pets
 - a. Pets are prohibited at all PGME-secured accommodations
 5. Bikes
 - a. Bikes are prohibited from being stored inside the suites at all PGME-secured accommodations
 6. Furniture
 - a. Residents are required to return to its original location any moved furniture prior to departure of the suite and are responsible for any costs incurred due to damage resulting from moving furniture.
 7. Additional Services and Amenities
 - a. Residents are responsible for any costs incurred due to additional services and amenities that may be available at PGME-secured accommodations. For example:
 - i. Cribs
 - ii. Pay-per-view movies
 - iii. Long distance calling
 8. Access: Keys, Security Passes, Parking Passes, or Remotes



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- a. Residents are responsible for any keys, security passes, parking passes, or remotes they are provided for access to the accommodation during the mandated rotation.
 - b. Residents are required to adhere to the policies and guidelines for each accommodation for pick up and return of keys, security passes, parking passes, or remotes at the beginning and end of the rotation.
 - c. Residents are responsible for any costs incurred should keys, security passes, parking passes, or remotes in their possession become lost or misplaced. Should they be stolen, residents are required to provide proof of theft (police report, incident report from hospital, etc.).
9. Illegal Activity
- a. Residents, or any persons affiliated with the resident, shall not engage in any illegal activity on the premises of any PGME-secured accommodation
10. Loss of Property
- a. **The Health Authorities and/or the University are not responsible for loss or theft of personal property from any of the PGME-secured accommodations.** Residents are responsible for insuring their personal property.

Action	Committee	Date	Status