

Housing Accommodations Policy - Newfoundland and Labrador

Office of Accountability:	Office of Finance
Office of Administrative Responsibility:	Rural Medical Education Network (RMEN)
Approver:	Senior Management Committee
Approval Date:	May 15, 2017
Revised:	June 18, 2018; June 17, 2019
Review Date:	May 1, 2021

Definitions

Academic Year	<p><u>UGME</u> A 52 week period that commences August of one year and finishes August of the subsequent year.</p> <p><u>PGME</u> A 52 week period that commences July 1 and finishes June 30. On occasion, a learner may be out-of-phase and may have a starting date other than July 1.</p>
Assigned Electives	An elective experience where the Undergraduate Medical Education (UGME) office assigns the site where the elective is to be completed as a result of a lack of capacity for a learner to complete their scheduled elective experience at their requested site.
Disability	<p>As per the Newfoundland and Labrador Human Rights Act, 2010, section 2(c), disability means one or more of the following conditions:</p> <ul style="list-style-type: none"> i. degree of physical disability; ii. condition of mental impairment or a developmental disability;

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	<ul style="list-style-type: none"> iii. learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or language; and, iv. mental disorder.
Family	<p>For the purpose of this policy, family is defined as:</p> <ol style="list-style-type: none"> 1. Learner’s Spouse or Common- Law Partner; and/or, 2. Children of the Learner or the Learner’s Spouse or Common-Law Partner.
Home-base	<p>This definition applies to Residency Programs only.</p> <ul style="list-style-type: none"> • All Royal College of Physicians and Surgeons of Canada residency programs and College of Family Physicians of Canada Enhanced Skills programs – St. John’s; • The Family Medicine residency program – the community in which a learner spends 6 months or greater completing core rotations within a given academic year where accommodations are not free of charge for the learner or RMEN. Home-base will be determined by RMEN and the Discipline in the following circumstances: <ul style="list-style-type: none"> ○ Accommodations are free of charge in the community a resident spends 6 months or greater; ○ All core rotations within an academic year are less than 6 months in duration.
Learner	<p>Individual enrolled in the Doctor of Medicine (M.D.) program or a residency program at Memorial University of Newfoundland.</p>
Memorial Leased Housing Unit	<p>A housing accommodation provided to a learner that is leased by Memorial University of Newfoundland (Memorial).</p>
Memorial-Affiliated Learning Site	<p>Teaching sites in the provinces of New Brunswick, Prince Edward Island, and Alberta and the territories of Yukon and Nunavut that have partnered with Memorial to provide Learners with medical education learning opportunities.</p>

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<p>Private Housing Accommodations</p>	<p>Housing accommodations not leased by Memorial.</p>
<p>Regional Academic Program Administrator (APA)</p>	<p>Memorial University of Newfoundland staff member that works with RMEN to provide administrative support to learners and preceptors in geographical regions in Newfoundland and Labrador. These APAs are located in the region to which they are responsible for providing support.</p>
<p>Rural Medical Education Network (RMEN)</p>	<p>A unit within the Faculty of Medicine responsible for overseeing the development and coordination of the distributed education activities for Undergraduate Medical Education (UGME) and Postgraduate Medical Education (PGME) curricula across regional training sites.</p>

Overview

The Faculty of Medicine (FoM) at Memorial University of Newfoundland (Memorial) places particular emphasis on the importance of community and rural medicine learning experiences during undergraduate and postgraduate medical training. To facilitate a positive learning experience, the FoM is committed to providing learners with short-term housing accommodations when completing clinical placements in communities that are distant from St. John's or an assigned home-base. The FoM leases accommodations at training sites throughout Newfoundland and Labrador for the use of learners during clinical placements. Given that the types of accommodations provided to learners largely depends on what is available in the community, the FoM also maintains an inventory of bed and breakfasts and room/board providers.

Purpose

To outline the principles and standards of selecting, maintaining and providing housing accommodations to eligible learners in the FoM.

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Scope

All individuals involved in the organization, delivery, and utilization of housing accommodations provided by the FoM.

Policy

Throughout this policy, statements indicating that a learner will be “provided” a housing accommodation denotes that the housing accommodation will be arranged and funded by RMEN on behalf of the learner. Housing accommodations will be provided at the closest proximity where Memorial Leased Housing Units are available.

1.0 Eligibility Criteria for Housing Accommodations

1.1 Undergraduate Learners

1.1.1 Undergraduate medical students will be provided housing accommodations when completing required clinical placements that are approximately a one (1) or more hour commute (by vehicle) from St. John’s, based on a standard database analysis of the commute time and distance (e.g. Google Maps), for the following courses (unless otherwise specified in an applicable memorandum of understanding):

1.1.1.1 6780 - Community Engagement II;

1.1.1.2 7750 – Community Engagement III;

1.1.1.3 8710 – Core Experiences;

1.2 Postgraduate Learners

1.2.1 Residents are provided housing accommodations when completing core rotations that are approximately a one (1) or more hour commute (by vehicle) from their home-base, based on a standard database analysis of the commute time and distance (e.g. Google Maps).

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1.3 Electives and Selectives

1.3.1 Learners are primarily responsible for organizing and funding their own accommodations for elective and selective rotations. Learners can contact the appropriate Regional Academic Program Administrator (APA) to inquire about available space in Memorial Leased Housing Units. However, priority for these accommodations is given to learners completing core rotations. Learners will not be reimbursed for private accommodations for electives/selectives.

1.3.1.1 At the discretion of RMEN, undergraduate medical students completing the Progression to Postgraduate (P2P) selective, the Rural Core Selective, or assigned electives in the province of Newfoundland and Labrador may be provided housing accommodations.

1.3.1.1.1 Confirmation that a learner is completing an assigned elective must be provided to RMEN by the UGME office in order for housing accommodations to be provided to the learner.

1.4 Learners completing a clinical placement in the community listed as their permanent address will typically not be provided housing accommodations by RMEN.

2.0 Standards for Memorial Leased Housing Units

2.1 The following standards apply for Memorial Leased Housing Units:

2.1.1 A private bedroom will be provided for each learner which includes a keyed security lock on door.

2.1.2 Each unit will include standard furnishings and household appliances and equipment. Learners will have access to a desk or equivalent.

2.1.3 All rooms within a unit will be cleaned upon total vacancy of the unit. In shared housing units, the departure of an individual learner will result in

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the individual room being cleaned and readied for the next allocated learner. Any remaining learner occupants will be advised of any scheduled cleaning times before personnel arrive to clean individual room(s).

2.1.3.1 RMEN does not provide cleaning services throughout a learner's stay.

2.1.4 Contact information to assist with emergency situations regarding the premises will be posted in the unit and sent to the learner via email prior to their arrival.

2.1.5 Wireless internet at the highest speed available for the geographic region will be available in all units.

2.1.6 RMEN does not provide personal items including toiletries, cleaning supplies, food, etc.

2.1.7 All units are smoke and pet free.

2.1.8 Landlines, where provided, are for local calls only.

2.1.8.1 Learners who use a provided landline for long distance calls will be responsible for the associated long distance charges/fees.

2.1.9 RMEN reserves the right to make reasonable changes or additional housing rules regarding the use and occupation of Memorial Leased Housing Units from time to time. Such rules, including effective date, will be communicated to the learners via email.

3.0 FoM Responsibilities

3.1 The FoM shall ensure that the allocation of housing accommodations to Learners is done in a fair and equitable manner.

3.2 The FoM is not responsible for lost, stolen, or damaged personal items during a Learner's stay within a housing accommodation provided by RMEN.

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3.3 RMEN reserves the right to ask a Learner to vacate an accommodation provided by RMEN if the Learner, permitted occupants, or anyone that the Learner permits on the premises:

3.3.1 performs an illegal act on the premises;

3.3.2 causes or permits undue damage to the premises;

3.3.3 disrupts the peaceful enjoyment of adjacent tenants; or,

3.3.4 violates the FoM Learner Accommodations Agreement.

Any alternate housing arrangements or associated repair costs will be at the expense of the Learner.

4.0. Learner Responsibilities

4.1. During their stay, learners are responsible for reporting any non-urgent issues, concerns, damages, or missing inventory to the Regional APA. Urgent issues are to be reported immediately to the Landlord and the Regional APA.

4.2 Learners are responsible for advising RMEN, eight (8) weeks prior to the start of a rotation, should there be any changes to their housing requirements including but not limited to, vacations, a change to the type of housing needed, or if a housing accommodation is no longer required.

4.3 If accommodation cancellations/adjustments are required as a result of a Learner failing to confirm their need for an accommodation with the Regional APA prior to the start of the rotation, or cancelling an accommodation two (2) weeks or less prior to the start of their rotation, the Learner will be responsible for reimbursing RMEN for the amount that has been spent for the housing accommodation on their behalf.

4.3.1 It is the Learner's responsibility to ensure the FoM has their correct contact information (particularly email address).

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5.0 Family Accommodations

- 5.1 Learners are eligible to receive family accommodations if their spouse/common-law partner and/or children/dependents will be accompanying them for the entire duration of a clinical placement as per 1.1.1 and 1.2.1.
 - 5.1.1 Family accommodations will not be provided when family members are only visiting sporadically (e.g. weekends).
- 5.2 If a family accommodation is unavailable in a Memorial Leased Housing Unit, the Learner will be responsible for arranging a private housing accommodation.
 - 5.2.1 The Learner will be reimbursed up to \$250 per week for the private accommodation.
 - 5.2.2 All rental costs must be preapproved by RMEN, prior to any costs being incurred. Payments for private accommodations that have not been pre-approved by RMEN **will not** be reimbursed.
 - 5.2.3 Learners are responsible for covering additional costs associated with the private accommodation (e.g. security deposit, cleaning fees, down payment, etc.).
 - 5.2.4 Pets are not permitted in private accommodations that are reimbursed by RMEN. If a learner wishes to bring their pet into a private accommodation, they will not be reimbursed for any payment associated with the accommodation.
- 5.3. To receive a family accommodation, Learners must complete a Request for Family Accommodations form and have it signed by their Phase Lead/Program Director or delegate. The completed Request for Family Accommodations form must be submitted to the Accommodations Coordinator at least eight (8) weeks prior to the start of the rotation.
 - 5.3.1. Learners who do not submit a completed form will not be provided a family accommodation/reimbursed for a private family accommodation.

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- 5.4 RMEN does not guarantee that Memorial Leased Housing Units used for family accommodations are furnished for young children. A Learner who chooses to house a young child in a Memorial Leased Housing Unit must assume responsibility for child related furnishings (cribs, safety gates, etc.) and child-proofing. RMEN will not be responsible, nor held accountable, for these arrangements. Child-related furnishings may limit the living space available in the unit.

6.0 Alternate Housing Arrangements

- 6.1 A Family Medicine resident whose Home-base is outside St. John's and is required to travel to St. John's to attend core content and orientation may make arrangements for private overnight accommodations with family and friends with the appropriate RMEN approvals. Such approved arrangements will be reimbursed at the standard rate of \$25 per night.
- 6.2 For clinical placements located in areas where Memorial Leased Housing Units are unavailable, learners will be strongly encouraged to complete an equivalent clinical placement at an alternate location and/or time period. If an alternative is unavailable, RMEN will work with the learner and make every effort to secure a housing accommodation for their clinical placement within close proximity of the worksite. However, if a learner wishes to complete their clinical placement in a community where no Memorial Leased Housing Units are available and an alternate location or scheduling option is available, the learner will be responsible for securing, and paying for, their own housing accommodation.
- 6.3 In certain situations, the learner may be required to pay upfront for a private housing accommodation. In such circumstances, the learner will be reimbursed for the payment(s) however, the housing arrangement must be pre-approved by RMEN before any costs are to be incurred.
- 6.3.1 Payments for private housing accommodations not pre-approved by RMEN **will not** be reimbursed.
- 6.3.2 Pets are not permitted in private accommodations that are reimbursed by RMEN. If a learner wishes to bring their pet in a private accommodation, they will not be reimbursed for any payment associated with the accommodation.

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6.4 A learner's request for an alternate housing accommodation due to medical reasons will be reviewed on a case by case basis and will only be considered for approval by RMEN if such requests are substantiated by appropriate documentation provided by the [Blundon Centre](#).

6.4.1 Learners with an accommodation request for their housing needs are to make an appointment with a Blundon Centre Advisor at least eight (8) weeks prior to the start of their rotation.

6.5 If a learner refuses to stay in a housing accommodation provided by RMEN for reasons other than those indicated in 6.4 (e.g. decor not to their liking; learner wishes to bring their pet; learner wishes to stay with family), the learner is permitted to find alternate housing arrangements however, they **will not** be reimbursed for any payment associated with the accommodation.

7.0 Memorial Affiliated Learning Sites

7.1 Housing accommodations at Memorial Affiliated Learning Sites will be subject to the relevant Memorandum of Understanding between the host Learning Site and Memorial University.

7.2 Learners scheduled to complete clinical placements at Memorial-Affiliated Learning Sites shall contact the appropriate administrator from that site to request housing accommodations, if needed.

8.0 Appeals

8.1 RMEN is responsible for ensuring a fair, equitable, and transparent, appeals process is available.

8.2 Learners have the right to appeal a housing accommodation decision or sanction imposed by RMEN (e.g. denied approval for a private housing accommodation, payment for damages, lost keys, etc.).

8.3 The grounds for an appeal must be based on extenuating circumstances that ought to be considered, or procedural flaws including procedural unfairness and/or bias.

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Procedure

A.0 Assigning and Requesting Housing Accommodations

- A.1. Before the start of the academic year, the respective Undergraduate, Postgraduate or Discipline offices create the master schedule, indicating where each learner will be training and when.
- A.2. The appropriate office sends the Regional Academic Program Administrators (APAs) the master training schedule for their region for the academic year.
- A.3. The Regional APA contacts each learner that is training in their region and asks them if they require housing for the clinical placement.
 - A.3.1. Regional APAs copy the Accommodations Coordinator and the Discipline APA on communication with learners, as deemed necessary.
- A.4. If the learner requires accommodations, the Regional APA will request, via email, the following information from the learner:
 - A.4.1. Name;
 - A.4.2. One45 Email Address;
 - A.4.3. Emergency Contact Phone Number;
 - A.4.4. Rotation;
 - A.4.5. Community;
 - A.4.6. Arrival Date, Departure Date;
 - A.4.7. Housing Accommodations Required (Yes or No);
 - A.4.8. Type of Housing Accommodations (Single or Family);
 - A.4.9. Any other information pertinent to their request.
 - A.4.9.1. For learners requiring Family Housing Accommodations, additional information including how many people will be staying in the accommodation, age of children (if applicable), will be collected.
- A.5. A learner assigned to a Memorial Leased Housing Unit or an accommodation set up by RMEN will receive an email from the Regional APA no later than 2 weeks prior to the start of their clinical placement which will include the housing

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accommodation confirmation and information regarding housing location, rules and regulations, regional contact information, key pick-up/drop-off location and any other pertinent information deemed necessary.

- A.5.1. The Regional APA will follow-up with the learner if no confirmation is received.
- A.6. Prior to the start of their stay in a Memorial Leased Housing Unit, the learner completes and submits a copy of the **FoM Learner Housing Accommodations Agreement** (Appendix A).
- A.7. The respective Undergraduate, Postgraduate or Discipline offices report any changes (e.g. vacation leave, bereavement leave, etc.) to the learner's rotation schedule immediately to the Regional APA and the Accommodations Coordinator so that accommodation bookings can be revised to prevent potential overbooking and unnecessary costs.

B.0 Vacating a Housing Accommodation

- B.1. Upon vacating any Memorial Leased Housing Unit, Learners are to abide by the **Managed Housing Unit Departure Checklist** (Appendix B) or the departing checklist provided by the Landlord.
- B.2. Any keys are to be returned to the drop-off location promptly after departure.
- B.3. Learners are encouraged to complete and submit, via One 45, a **Housing Accommodations Feedback Survey** (Appendix C).

C.0 Private Housing Accommodations

- C.1. In situations where a learner is to pay upfront for a private housing accommodation that will be reimbursed by RMEN, the following process will apply:
 - C.1.1. Learner seeks approval for their chosen accommodation at least one (1) month before the start of the clinical placement and prior to any expenses being paid by the learner. The following information is collected from the learner by the Accommodations Coordinator:

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- C.1.1.1. Landlord contact information including phone and email address;
 - C.1.1.1.1. This information may be used for verification purposes.
- C.1.1.2. rental cost;
- C.1.1.3. civic address of accommodation and arrival and departure dates.
- C.2. Learners will receive an electronic notification of final approval from the Accommodations Coordinator and the learner is to make final arrangements with the pertinent Landlord for pick-up of keys, house rules, etc.
- C.3. All rental costs are to be paid upfront by the Learner, and subsequently all original rental receipts (signed by the Landlord) are to be submitted to RMEN for allowable reimbursement. Receipts are to clearly indicate payment made by the Learner to the Landlord, including the Landlord's signature.

D.0 Appeals Process

- D.1. A learner who wishes to contest a decision or sanction from RMEN regarding a housing accommodation submits an appeal request, in writing, to the appropriate Associate Dean outlining their concerns within (10) working days after the completion of their clinical placement.
 - D.1.1. PGME learners submit an appeal request to the Associate Dean, UGME.
 - D.1.2. UGME learners submit an appeal request to the Associate Dean, PGME.
 - D.1.3. Any learner who wishes to contest a decision from the Blundon Centre must abide by the Memorial [Accessibility for Students with Disabilities Policy](#) and its related procedures.
- D.2. The appropriate Associate Dean convenes a meeting of the appropriate Appeals Panel (Appendix D) to consider the appeal as soon as possible.

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- D.2.1. All relevant documentation is compiled and circulated to the panel members for review.
- D.3. The Appeal panel has the authority to:
 - D.3.1. uphold the original decision or sanction of RMEN; or,
 - D.3.2. grant the request of the learner with or without modifications.
- D.4. The decision of the Appeals panel is conveyed in writing to the learner within fifteen (5) working days of the appeals panel meeting. The decision of the appeal panel is final.

Related Links

[Accessibility for Students with Disabilities Policy](#)



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APPENDIX A

Faculty of Medicine Learner Accommodations Agreement

This Agreement is made this ____ day of 20XX

BETWEEN:

The Rural Medical Education Network, Faculty of Medicine of Memorial University in St. John's,
("RMEN")

AND

_____ ("the Learner").

In this agreement, the term "key" refers to a means of gaining or preventing entrance to an accommodation (e.g. metal key, key card, code pad, etc).

WHEREAS Learners are from time to time required, as part of their educational program, to do clinical placements and rotations;

AND WHEREAS Learners will require living accommodations during their clinical rotations and placements;

AND WHEREAS RMEN wishes to help provide such living accommodations during the Learner's clinical placement or rotation;

NOW THEREFORE this Agreement witnesses that for good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, the parties agree to the following terms and conditions.

SECTION 1: CONDITIONS AND TERMS

1. The Learner acknowledges that RMEN will pay for accommodations on the Learner's behalf.
2. The Learner agrees to remain enrolled as a Faculty of Medicine Learner for the duration of this Agreement.
3. RMEN agrees to provide the Learner accommodations for a period of time determined by the Learner's respective program (undergraduate medical education/postgraduate medical education).
4. The Learner acknowledges that they are required to remove all personal belongings from their assigned accommodations at the end of their clinical rotation, generally clean the room and ensure that it is left in good repair, and vacate the accommodations as required by their learning program, unless continuance arrangements are confirmed in writing and in advance of the termination of the clinical rotation.

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SECTION 2: ASSIGNED ACCOMMODATIONS

1. The Learner acknowledges that the assigned accommodations are for their own personal use and agrees not to sublet the accommodations.
2. The Learner acknowledges that the assigned accommodations are pet free.
3. The Learner acknowledges that the assigned accommodations are for personal use only and agrees not to use assigned accommodations to operate a business or to advertise for a business.
4. The Learner agrees that RMEN may change the assigned accommodations in the event that extenuating circumstances necessitate such change, by giving at least 24 hours notification (with the exception of emergency situations) prior to any change in assigned accommodations.
5. The Learner agrees not to change assigned accommodations unless authorized by RMEN.
6. RMEN agrees to consider a Learner's requests for a change of assigned accommodations, but cannot guarantee that any requested changes will be accommodated.
7. The Learner agrees that RMEN may, under special circumstances, provide the Learner with temporary and alternative accommodations.

SECTION 3: ACCESS TO THE ACCOMMODATIONS

1. The Learner agrees that the landlord, university staff, and/or external contractors who have been authorized by the landlord, have the right to enter the accommodations, in accordance with [Section 8 \(1\) 5.b of the Residential Tenancies Act](#), in order to conduct regular inspections, make necessary repairs, and verify compliance with this Agreement.
2. The Learner agrees that in the event of an emergency, including but not limited to, fire, flood or other natural disasters, the landlord and/or external contractors authorized by the landlord have the right to enter the accommodations.
3. RMEN agrees to provide the Learner with the necessary key(s) for access to the assigned accommodations, including keys to the building, room, and related common areas. These key(s) will be provided to the Learner through a representative of RMEN.
4. The Learner accepts responsibility for the care and control of the assigned key(s).
5. The Learner agrees to only use the key(s) for the purpose for which they were provided.
6. The Learner agrees to neither loan nor otherwise give possession of the key(s) to another individual.
7. The Learner agrees to neither alter nor permit the alteration of the key(s).
8. The Learner agrees to neither copy nor permit the copying of the key(s).
9. The Learner agrees to inform the landlord and RMEN, as soon as possible, if the assigned key(s) do not function properly, or are lost.
10. The Learner agrees to return the key(s) to the representative of RMEN when checking out of the accommodations.

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SECTION 4: MAINTENANCE OF THE ACCOMMODATIONS

1. The Learner agrees that the assigned accommodations including furniture, furnishings, and associated equipment remain the property of the landlord.
2. The Learner agrees to maintain the assigned accommodations, including furniture, furnishings, and associated equipment (e.g. keys, locks, access cards, etc.) in a clean, hygienic, and working condition.
3. The Learner agrees that all accommodations are smoke-free.
4. No pets of any description are permitted anywhere in the assigned accommodations.
5. The Learner agrees not to throw anything, or permit anything to be thrown, out of the windows, or onto the stairwells, sidewalks, fire escape routes, or grounds.
6. The Learner agrees not to tamper with, or otherwise disable any of the safety and security equipment (e.g. fire and smoke detectors, fire extinguishers, fire hoses, door locks, card readers, etc.).
7. The Learner agrees to use only Canadian Standards Association (CSA) approved cooking appliances, including microwaves, deep fryers, etc. and only in areas that have been designated as kitchens.
8. The Learner agrees to promptly report, to the landlord and RMEN, any failure of equipment including mechanical, plumbing, and electrical equipment.
9. The Learner agrees to promptly report, to the landlord and RMEN, any pest control issues such as, but not limited to, rodents and insects.
10. The Learner agrees not to alter the permanent features (i.e. walls, blinds, furniture) of their assigned accommodations by painting, removing, relocating or changing the permanent features in any way.
11. The Learner agrees to accept responsibility for any loss of, or damage to, the assigned accommodations, furnishings, furniture, and equipment (e.g. keys, locks, access cards, fire & life safety, etc.) that is caused by the acts or omissions of the Learner. Any costs of cleaning, maintenance or replacing furnishings will be at the expense of the Learner.
12. The Learner accepts that RMEN cannot guarantee an allergen free environment.

SECTION 5: LEARNER'S PROPERTY

1. The Learner agrees that neither RMEN nor Memorial University will be held in any way responsible for any lost, stolen, or damaged personal items during a Learner's stay within the assigned accommodations. Learners are **strongly advised** to obtain Tenant Insurance to cover personal belongings during the Learners' stay within these accommodations.
2. The Learner agrees to remove all their personal property from the accommodations when checking out at the end of this Agreement.
3. The Learner agrees that the landlord and RMEN have the authority to remove any of the Learner's personal property left behind after the Learner has checked out.

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SECTION 6: LEARNER CONDUCT

1. The Learner, when sharing accommodations with other Learners, is to demonstrate professional behaviour and respectful living while sharing the accommodations.
2. The Learner acknowledges and will be respectful of municipal legislation, including adhering to noise by-laws and will refrain from affecting the peaceful enjoyment of others.
3. The Learner agrees to behave in accordance with, and abide by, Memorial University's [Student Code of Conduct](#), this Agreement, and municipal, provincial, and federal laws.
4. The Learner agrees that the regulations, terms and conditions of this Agreement represent a minimum standard of conduct that is expected of all Learners.
5. The Learner acknowledges that, in accordance with Memorial University's [Student Code of Conduct](#), reports of the Learner's behaviour that is in violation of university policies, rules, or regulations, and/or municipal, provincial, or federal law may be referred to other university officials and/or local law enforcement agencies.
6. The Learner acknowledges that any violation of the smoke-free and pet-free regulations may result in cleaning or maintenance costs which will be at the Learner's expense. Learners who are found in violation of the smoke and pet-free regulations may be asked to vacate the assigned accommodations and find alternate housing arrangements for the duration of their rotation, at the Learner's expense.

SECTION 7: PERSONAL INFORMATION

1. RMEN agrees to maintain any personal information of the Learner that it collects (the Learner's application, agreements, reports, etc.) in accordance with the University's privacy policy and the provincial Access to Information and Protection of Privacy Act (ATIPPA).
2. The Learner authorizes the Accommodations Coordinator (or delegate) to contact the emergency contact persons as recorded on the Learner's student record, in the event, or threat, of serious illness or injury. This may require disclosure of a medical or personal condition as part of the circle of care and efforts to resolve.
3. The Learner understands that RMEN may have to share information such as Learner rotation schedule or contact information with the landlord to verify arrival, departure, cleaning and maintenance schedules.



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SECTION 8: ACCEPTANCE OF THE AGREEMENT

By indicating acceptance of this Agreement, the Learner agrees to the aforementioned conditions and terms, including the associated financial responsibilities and adherence to Memorial University's [Student Code of Conduct](#), and local laws.

I, _____, have read and accept this Accommodations Agreement.

(Please Print)

(Signature)

(Date)

(Witness for RMEN)

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APPENDIX B

Memorial Leased Housing Unit Departure Checklist

1. Please depart from the unit no later than 12:00 noon on your departure date. Please adhere to the appropriate departure times as scheduled cleaners are to arrive shortly after to prepare for next the anticipated Learner. If there are any concerns regarding departure time, please email the Regional APA in your region.
2. Return all door keys to the assigned drop-off location promptly after departure.
3. Before leaving the unit, please complete the following:
 - Turn off all lights, fans, television, radios, etc.
 - Make sure all water taps are turned off.
 - Lower thermostats to 18 degrees Celsius or 65 degrees Fahrenheit (if unit is vacant).
 - Remove all items from the fridge.
 - Ensure all toiletries are clean and put away.
 - Lock all doors, windows and close the blinds.
 - Remove all personal items, including study materials. Items left behind will be disposed of.
 - Remove all garbage and recyclables from the unit.

Please complete the **Housing Accommodations Feedback Survey** on One45. We appreciate your feedback and suggestions.

Eastern:	RMEN.Eastern@med.mun.ca
Central:	RMEN.Central@med.mun.ca
Western:	RMEN.Western@med.mun.ca
Labrador-Grenfell:	Fatima.Osomo@lghealth.ca
Accommodations:	RMEN.Accommodations@med.mun.ca



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APPENDIX C

Housing Accommodations Feedback Survey

Accommodations Civic Address: _____

Town/City: _____ Date of Stay: _____ to _____

Please rate your experience below (1 – very poor; 5 – excellent)

Proximity to:

- Hospital/Clinic/Work Site 1 2 3 4 5
- Shopping (ex. Groceries) 1 2 3 4 5

Household Amenities:

- Furniture 1 2 3 4 5
- Appliances 1 2 3 4 5
- Housewares 1 2 3 4 5
- Internet access 1 2 3 4 5
- Internet speed 1 2 3 4 5
- Cleanliness (on move in) 1 2 3 4 5

Safety and Security:

- Inside unit (ex. Locks on doors and windows) 1 2 3 4 5
- Outside unit (ex. Exterior lighting and locks) 1 2 3 4 5
- Parking area (lighting) 1 2 3 4 5

Overall Experience 1 2 3 4 5

We appreciate your feedback, please provide any suggestions or comments about your general experience.

Eastern: RMEN.Eastern@med.mun.ca
 Central: RMEN.Central@med.mun.ca
 Western: RMEN.Western@med.mun.ca
 Labrador-Grenfell: Fatima.Osomo@lghealth.ca
 Accommodations: RMEN.Accommodations@med.mun.ca



Faculty of Medicine

Housing Accommodations Policy - Newfoundland and Labrador

APPENDIX D

Appeals Panel Composition

Appeals Panel for PGME Learners:

Associate Dean of UGME (or delegate)

PGME Coordinator

PARNL Representative

Member from Faculty of Medicine Human Resources

Appeals Panel for UGME Learners:

Associate Dean of PGME (or delegate)

UGME Coordinator

President of the Medical Student Society (MSS)

Member from Faculty of Medicine Human Resources