

## FAMILY MEDICINE ACCOMMODATIONS/HOUSING POLICY

The Regional Education Office rents apartments and houses in most of the community rotation locations for the shared co-ed use of residents doing core rotations outside of their home site. Residents are to stay in these accommodations unless there is a special accommodation granted or there is not space available.

If there is space available and a resident chooses not to use the provided accommodations, then the resident is responsible for all costs related to participating in the rotation.

### Booking Accommodations

Once the resident's schedule has been confirmed, they will be assigned to an appropriate accommodation for all of their core rotations outside of their home site and the surrounding areas (for Kingston: Napanee, Gananoque, etc. housing is not provided), unless they decline accommodations.

The housing assignment will be entered into Elentra. Elentra sends out an auto-generated email to the residents @queensu.ca email. It is the resident's responsibility to check their emails and confirm or cancel the accommodations in Elentra. Logistical information such as where to pick up keys and how to return them at the end of the stay will be in this email.

Early move in dates before the block start date, or late move out dates, after the block ends, usually will not be possible, as other residents are also likely moving in and out.

### Accommodations Information

- **Furnished** – all accommodations will be furnished with basic furnishings.
- **Parking** will be provided – please note that some locations require parking to be paid by residents. They can then be reimbursed through ERS with receipts.
- Basic **kitchen supplies** – such as toaster, coffee maker, kettle, dishes, cutlery, pots and pans, and dishtowels.
- **Cleaning supplies** will be provided – vacuum, cleaner, broom, mop and all-purpose cleaner.
- The accommodations are **co-ed**. Please let the Regional Education Office know if for religious or other reasons this is not possible.
- **Internet** - All accommodations are equipped with access to the Internet. Instructions and passwords will be posted in the unit on how to access the WiFi. If there are any difficulty accessing the WiFi, please contact qhshousing@queensu.ca.
- **Personal Items are not provided** – Residents must bring their own linens, pillow(s) and towels as well as personal hygiene supplies such as tissue, toilet paper and hand sanitizer.

**Accommodation Rules:**

- Family members
  - **Accommodations are for the learners' use only.** Housing is not provided or insured for other family members or friends (spouses, children, caregivers). If the learner chooses to not share an assigned accommodation, they will be responsible for finding and paying for their own accommodations.
- Pets are absolutely forbidden in the accommodations. Please note, the property leases are strictly "No Pets Allowed". Please respect the wishes of the landlord and be respectful of roommates as many learners suffer from allergies.
- Smoking
  - Smoking and/or Vaping in the accommodations is NOT permitted.
- Issues
  - All accommodation issues and concerns must be directed through the Regional Education Housing Coordinator ([qhshousing@queensu.ca](mailto:qhshousing@queensu.ca)). Please do not contact the superintendent/owner directly unless it is a major building concern such as water leaking or broken front door lock.
- Damage to accommodations
  - Residents are financially responsible for damage to the accommodations that results from their actions, therefore they should:
    - close the windows when away
    - lock up securely
    - not remove anything from the accommodations, such as cooking utensils or furniture.
  - Exception: Accidental or wear-and-tear breakage of things is natural so those items will be replaced by the Regional Education Office.
  - If keys are lost, the resident will be financially responsible for any cost associated with replacing the key and/or locksmith charges.
- Keep the accommodations clean. **Weekly, and upon departing, clean** the:
  - Washroom, including the toilet, sink, bathtub and floors
  - Kitchen, including the fridge and stove. Before moving out, remove all food from the accommodation and also wash the kitchen towels.
  - Vacuum and mop all floors.
  - Dust all surfaces
  - Take out all garbage and recycling
  - **The next occupant(s) will expect to find the accommodation neat and tidy.**
- Internet
  - Do not change the password on the WiFi.

Copyright Law: Infringing copyright in material(s) owned or exclusively licensed by others, such as downloading a movie, shows, music, games, etc., is illegal. **Individuals doing so will be identified by the Internet Service Providers and the matter will also be brought to the attention of the Program Director and the PG Associate Deans.**

Approved by: RPC

Date of last Review/Approval: April 2025

- Cancellation
  - If housing needs to be canceled, or chooses to not use the housing, the learner must give 6 weeks' notice before the rotation begins. If this is not followed, the learner will be responsible for paying \$800 per block to account for the fact that another resident will not be able to use this space.

Failure to comply with the rules will have consequences.

### **Arrival**

If the incoming resident arrives at the accommodation and the previous resident has not fulfilled these responsibilities, please notify [qhshousing@queensu.ca](mailto:qhshousing@queensu.ca) immediately (please attach pictures).

***Failing to report means you are taking responsibility.***

***Travel reimbursement is contingent on fulfilling the learner responsibilities prior leaving the housing. Travel reimbursement will not be paid if these requirements have not been met.***

### **ROMP/ERMEP Accommodations**

When a Resident is doing a rotation in a community where ROMP or ERMEP pays for the preceptor and accommodations, they must register with that service. The service providers have deadlines (i.e. apply to ROMP at least 8 weeks in advance or the rotation will not be funded). If the resident fails to apply, then they are responsible for all of the associated costs.

### **Electives**

Queen's Family Medicine (QFM) does not guarantee accommodations during electives. Accommodations are only a possibility in areas where the QFM currently leases, and preference is given to those on core rotation in that area. However, if there is availability, elective residents are welcome to use the accommodations.