



Document	Funding for Regional Rotations
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Responsible Officer(s)	Postgraduate Medical Education and Regional Education Managers

Funding Policies for Regional Community Rotations and Ottawa/Toronto/Other Ontario Academic Health Sciences Centre (AHSC) Rotations.

This guideline is specific to funding that is available through the Regional Education Office. Information for rotations funded by the Department of Family Medicine for CFPC trainees can be accessed [here](#).

Background

Funding for Regional Community Rotations

Financial support for preceptor payments, accommodation and travel will be provided for defined mandatory clinical rotations completed outside of Kingston.

Residents must complete mandatory rotations within Kingston and surrounding communities (e.g., Napanee) if they are available. Each Program Director is required to confirm the mandatory community and AHSC rotations outside of Kingston with the [Regional Education Office](#). If a resident elects and the program director agrees to a mandatory rotation at an alternate Health Science Centre, it will be at the expense of the program and the resident.

The Regional Education Office currently manages 23 out-of-town accommodations across Southeastern Ontario (SEO) including: Belleville, Brockville, Markham, Oshawa, Peterborough, Bowmanville, Toronto, and Ottawa. An accommodation allowance will not be provided for learners who choose not to stay in an available Regional Education accommodation.

RCPSC trainees completing mandatory rotations are reimbursed for travel expenditures to and from their mandatory SEO community rotations outside of Kingston. The cost for 1 return trip for each completed two-week time period is available for reimbursement at a standard amount for each community. Travel reimbursement is contingent on the occupant leaving the accommodation in a clean move-in fashion for the next occupant.

[Travel Reimbursement Bulletin](#)

Trainees will not receive financial support for elective rotations in an AHSC or communities outside of Kingston. For the majority of mandatory community rotations in SEO, the Regional Education Office provides accommodation in that specific community. If accommodation requests surpass availability, the trainee is provided with an \$800/month accommodation allowance by the Regional Education Office. For rotations outside SEO the Regional Education office can provide support through arranging contact with provincial regional education providers such as ERMEP, ROMP and NOSM.

Clinical preceptors within the SEO region will receive a supervisor stipend for mandatory rotations from the Regional Education Office. Community preceptors in the remainder of the province are entitled to a preceptor stipend if arrangements are made through the specific regional education provider (e.g., ERMEP, ROMP).

The [Regional Education](#) Office does not fund Intra city (community) transportation. The Regional Education office can provide information about potential accommodation and shuttle/public transport services, directions, maps in Ottawa, Toronto and other communities.

Program Directors and Program Assistants have the responsibility of advising the Regional Education and Postgraduate Medical Education offices regarding the assignment of residents to the region including sites and dates. To achieve best utilization of leased accommodations, Queen's RCPSC programs will work cooperatively in the selection of specific blocks for their program's SEO and AHSC mandatory rotations.

All Residents in all RCPSC specialty programs are treated equitably. Residents are advised to retain their expense sheets for travel and accommodation since the Canada Revenue Agency may request confirmation of expenditures. Residents that have rotation accommodation and/or travel costs beyond those covered by the above arrangements are directed to discuss these costs with their program director.

Procedures

Principles

1. All Queen's RCPSC programs have equal access to Regional Education accommodations.
2. Each Queen's RCPSC program will cooperate in the selection of specific blocks for their mandatory rotations to achieve best utilization of leased accommodations. For information on accommodation arrangements please click [here](#)
3. Each Queen's RCPSC program will notify the Regional Education Office:
 - beginning of May – number of anticipated rotations for their program.
 - beginning of June – names and specific blocks for rotations for their program.
 - Regional Education communicates with each of the program assistants to confirm accommodation arrangements.
 - Upon booking, automated notifications from Elentra will be sent to each residents' email address listed in their Elentra profile. This serves as the confirmation of booking and provides the location and check-in details.
4. Accommodation for elective rotations can be considered in months when vacancies allow.
5. Accommodations for CFPC and RCPSC trainees may be coordinated between the Regional Education Office and the Department of Family Medicine to maximize occupancy of leased spaces.
6. Residents on other Ontario AHSC program approved mandatory rotations will be provided an accommodation allowance of \$800 per month and a standard travel allowance for each completed 2-week period.
7. All regional accommodation arrangements require the sharing of the unit with separate bedrooms for each resident/learner.

N.B. Residents who decline the accommodations provided by the Regional Education Office, will be responsible for arranging their own accommodation at their expense.

As with all regional accommodations, all learners (i.e., students, residents, fellows) are required to meet the following expectations:

- Linens must be laundered prior to departure
- Unit must be cleaned (e.g., washroom, living areas)
- Clean kitchen (including fridge)
- Take out garbage and recycling

- Leave accommodation neat and tidy
- Pets are not allowed
- Smoking and vaping are not permitted in the accommodation
- Use assigned parking spot
- Pick up and return keys to designated area
- Check out at the designated time
- Accommodations are for the learners use only

Travel reimbursement is contingent upon fulfillment of the learner responsibilities. The cost for 1 return trip for each completed two-week time period is available for reimbursement at the standard allowable amount.

[Travel Reimbursement Bulletin](#)

More information regarding out-of-town rotation accommodations can be obtained as follows:

Regional Education Office

Website: http://meds.queensu.ca/academics/regional_education

Email: regional@queensu.ca