

Postgraduate Medical Education (PGME)

Title:	Housing Accommodation for Mandated Rotations Policy	Number:	015
Approved By:	<i>Revised and Approved by PGMEC February 13, 2018 (formerly titled 'Accommodation Policy – Mandated Rotations') PGME revision per operational requirements January 18, 2024, October 9, 2024 and February 24, 2025</i>		
Contact:	postgrad@postgrad.med.ubc.ca pgme.mandatedhousing@ubc.ca		

Preamble

In support of residents completing distributed training across the Province, the Postgraduate Deans' Office (PGME), has arranged for limited leased housing units at training sites throughout the province for residents' use during mandated rotations that are located at a distance from their home program location. All of the properties have been pre-paid so residents will not have to incur out-of-pocket expenses. Where leased accommodations are not available for these mandated rotations, residents are required to secure their own housing as per the reimbursement provisions in the Collective Agreement between Health Employers Association of BC (HEABC) and Resident Doctors of BC (RDBC) (see Resident Mandated Travel and Reimbursement Policy).

- These pre-paid accommodations fulfill the requirements outlined in Article 28 of the Collective Agreement between HEABC and RDBC: 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

The PGME Office reviews all rental tenancy agreements annually in consideration of upkeep, safety, Collective Agreement requirements, resident feedback, and number of upcoming mandated placements.

Accommodations for mandated rotations vary based on availability at the various training sites. Accommodations may be single, double or triple occupancy and include houses, apartments, or basement suites. Accommodations are provided for the resident only, not for any additional parties.

This policy outlines the provisions of housing or reimbursement for a secondary accommodation when Residents are assigned to locations away from their primary program site. The Resident Doctors Collective Agreement acknowledges that residents may be placed at distributed sites, separate from their home program location, and in such cases, they are responsible for securing a secondary accommodation. Secondary accommodation may be provided through PGME-secured leased housing or

Postgraduate Medical Education (PGME)

accommodation that is independently arranged by the Resident. To qualify for reimbursement or PGME-leased accommodations, residents may be required to provide documentation confirming that the accommodation is a secondary residence.

Acceptable documentations:

- Utility bills: utility bills for the first block of distributed training such as electricity, water, gas, or internet bills in resident's name and showing the primary residency address and the month of utility that is being charged.
- Insurance statements: homeowner's or renter's insurance policy documents that list the primary residency address and payment confirmation for the first block of distributed training.

Policy

1. Housing

- a. Residents scheduled for mandated rotations where leased accommodation has been secured by PGME, are required to stay in the assigned PGME housing. Requests for these accommodations are submitted on the resident's behalf by their Program Administrator.
- b. Residents will be given the option to opt out of PGME leased accommodation in advance of determining placements. Once a resident opts in or opts out of being placed in PGME leased accommodation they will not be permitted to switch their decision for that placement.
- c. Requests to opt out of PGME leased accommodation will be considered on the grounds of physical limitations, health (supporting medical documentation required), or resident personal circumstances (i.e. require family housing or pet-friendly housing). Requests to opt out of PGME leased housing must be submitted to PGME for pre-approval with minimum of 8 weeks notice. Residents who are approved to source their own alternate accommodation will be reimbursed up to \$1,400 per block. Accommodation exceeding \$1,400/block must submit their requests to PGME for pre-approval with a minimum of 8 weeks notice.
- d. Should a resident refuse to stay in the accommodation provided by PGME for reasons other than physical limitations/health/personal circumstances (e.g. decor not to their liking), the cost of obtaining alternate accommodation will not be reimbursed.
- e. Should the accommodations provided become uninhabitable due to unforeseen circumstances (flooding, fire, etc.), the resident must notify the PGME Mandated Housing Coordinator immediately. The Postgraduate Office will make a reasonable attempt to find temporary alternative accommodation, such as 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 program location only upon approval from the Site director and/or their home program director.
- f. Should an unexpected circumstance arise that requires the resident to leave the PGME

Postgraduate Medical Education (PGME)

- leased accommodations earlier than anticipated or to arrive late, the resident must inform the PGME Mandated Housing Coordinator immediately.
- g. In unique circumstances where a resident may not have access to the requested documentation in support of demonstrating an accommodation is a secondary residence, they are to contact the PGME Mandated Housing Coordinator (see contact email at top of page 1).
2. Care of Accommodations – PGME Responsibilities
 - a. All suites are professionally cleaned prior to the arrival of each resident.
 - b. All suites will be well equipped and include standard furnishings, household appliances, bedding, linens and cleaning supplies.
 - c. Laundry facilities and unsecured parking are available for all suites.
 - d. Provide the resident with a copy of any applicable rules and regulations of the accommodation.
 2. Care of Accommodations – Resident Responsibilities
 - a. Residents are required to maintain the premises in a reasonable state of cleanliness throughout their placement, and must leave the suite in a clean and orderly state on departure with all food, garbage, and recycling removed. Residents must abide by all rules and regulations of the accommodation.
 - b. Residents are responsible for any and all damages to accommodations beyond normal wear and tear including but not limited to replacement or repair of furnishings, appliances or extra cleaning costs incurred.
 - c. Residents must immediately notify the PGME Mandated Housing Coordinator of any concerns with the leased accommodation, so PGME can be in contact with the Property landlord.
 - d. At the end of each rotation, residents will be provided opportunity to provide feedback on the PGME leased accommodation, which may be used to inform future tenancy decisions.
 - e. 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 in any form and the use of any illegal substances 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:

Postgraduate Medical Education (PGME)

- i. Cribs
 - ii. Pay-per-view entertainment
 - iii. Long distance calling
- 8. Access: Keys, Security Passes, Parking Passes, or Remotes
 - 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. UBC is not responsible for property belonging to residents or their family members or guests which is lost, stolen or damaged in any way, regardless of cause, whether or not this may occur in the accommodation during the stay or as a result of being left in the accommodation once the resident has vacated, or for any costs arising from the loss or damage to such property, including vehicles, whether such loss arises within the accommodation, outside of the accommodation or due to property being left in the accommodation.

Action	Committee	Date	Status
Approved	PGME Committee (formerly titled 'Accommodation Policy – Mandated Rotations')	Feb 13, 2018	Approved
Revised	PGME revision per operational requirements	Jan 18, 2024	Active
Revised	Per Operational Requirements(Rules around notice)	October 9, 2024	Active
Revised	Per Operational Requirements(Proof on Primary Residency)	February 24, 2025	Active