

## Regional Education Accommodation Information/Details

The Regional Education Office manages 25 accommodations located in Belleville, Brockville, Markham, Oshawa, Ottawa, Peterborough and Toronto.

### Accommodation Booking Process for Specialty Rotations

- If accommodations are not required or only a parking spot is needed, the Regional Education Office MUST be notified immediately.
- If mandatory accommodation requests surpass availability than an \$800/month allowance will be provided. Residents declining accommodations will arrange their own at their expense.
- After all mandatory rotations are booked if there is availability remaining elective rotations can be booked in free of charge.
- Accommodations are mostly booked using the Queen's Block rotation schedule and can be accessed in the late afternoon or early evening before the booking start date as current learners will be leaving then.
- A MEdTech automated notification is emailed out upon booking and a reminder is sent 30 days prior to the start of rotation. Log into MEdTech Central (<https://meds.queensu.ca/central/>), under "My Organizations" click the "Resident/Resident" link under Postgraduate Medicine. Click the "More" tab found at the top on the left-hand side and then click the "Accommodation" link. The links to all assigned regional accommodations will be listed here. See screenshot below.

**MEDTECH**  
**ACCOMMODATION INFO**

- My Organizations > Resident/Resident
- More > Accommodations

The screenshot shows the MEdTech web interface. The top navigation bar includes: DASHBOARD, COMMUNITIES, PROGRAMS, LEARNING EVENTS, LOGBOOK, PEOPLE SEARCH, LIBRARY, and MORE. The left sidebar has 'My Organisations' with links for UNDERGRADUATE MEDICINE (Staff / Staff, Resident / Lecturer) and POSTGRADUATE MEDICINE (Resident / Resident). Below this is 'UpToDate Access' with a search bar. The main content area is titled 'Regional Accommodations' and shows a message: 'The Office has assigned you the following regional accommodations.' Below this is a table:

Apartment Title	Region	Start Date	Finish Date
✓ Apt. #205 - 50 Adelaide Avenue East	Oshawa	Tue May 05/15	Mon Jun 01/15

## Accommodation Information

- All accommodations are within walking distance to the hospital and are fully furnished and stocked with all the necessary supplies.
- Each learner has their own private bedroom, but the remainder of the accommodations are shared with other medical learners.
- **Smoking and Pets are NOT permitted in any of our accommodations.**
- Please do not remove any contents.
- Direct all accommodation issues and concerns to our office.
- Accommodation keys for apartments in **Belleville and Peterborough** location must be picked up between **8am – 8pm**.
- **Ottawa** is the only site where accommodation keys are picked up in Kingston.
- **Copyright Law** – Infringing copyright in material(s) owned or exclusively licensed by others, such as downloading a movie, HBO shows, music, games, etc., is illegal and will not be tolerated.
- **Learner Responsibilities**
  - Wash and dry all linens used during your stay
  - Turn off appliances, lights, etc., when not in the accommodation
  - Respect the property and use common sense
  - Clean the washroom, vacuum and dust the unit
  - Clean the kitchen, including fridge (discard items that may spoil)
  - Take out the garbage and recycling to designated areas
  - Return keys and possible parking pass at the end of rotation

## Travel Reimbursement Information

- For mandatory specialty rotations only, not electives.
- Set standard amounts per site for every 2-week time period.
- Complete online travel reimbursement request form at end of rotation (<http://queensfhs.wufoo.eu/forms/request-for-travel-reimbursement/>), except for Radiation Oncology, Cardiology, Diagnostic Radiology and Family Medicine who reimburse their residents directly.
- An automated notification is sent 7 days prior to the rotation end regarding learner responsibilities and submitting the online travel form.
- **Travel reimbursement will not be paid if the responsibilities are not met.**
- If the previous learner has not fulfilled their responsibilities, please notify our office immediately (613-533-6000 ext. 77606). Failing to report means the current learner is taking responsibility.
- Funding for elective rotations in central and eastern Ontario of at least 4 weeks in length may be eligible for travel and accommodation funding through ROMP ([www.romponline.com](http://www.romponline.com)) and ERMEP ([www.ermep.com](http://www.ermep.com)).

## Regional Education Office

School of Medicine, Faculty of Health Sciences, Queen's University

Phone: (613) 533-6000 Ext: 77606

Email: [regional@queensu.ca](mailto:regional@queensu.ca)

Website: [http://meds.queensu.ca/education/regional\\_education](http://meds.queensu.ca/education/regional_education)