

The Alberta Rural Physician Action Plan (RPAP) leases rental accommodations throughout Alberta, from various public institutions and private landlords.

The type of accommodation that is provided in each rural site depends largely on what is available in each community, and it varies. In addition to RPAP-leased apartments and houses, RPAP also maintains an inventory of Bed & Breakfasts and Room & Board providers.

Regardless of the accommodation type, our organization tries to ensure that the accommodations are comfortable, clean and well-maintained. We depend on individuals in each rural community to assist us in selecting the most appropriate accommodation. Feedback from students and residents is welcome – and we try to respond to your concerns in a timely way.

We appreciate your input- please use the evaluation form that is included in this folder or available through the Publications page of the RPAP web site (www.rpap.ab.ca).

Accommodation is booked through the RPAP Accommodations' Coordinator, contact information below. **If you have any special needs, any allergies, or will have family accompanying you on rotation, please contact RPAP as much in advance as possible – preferably four to six weeks ahead.** Please note that your accommodation may be visited periodically by RPAP/ARFMN administrative staff.

You may contact RPAP via:

RPAP Accommodations' Coordinator

The Alberta Rural Physician Action Plan
2801 Telus House | 10020-100 Street
Edmonton AB T5J 0N3

Phone 1-866-423-9911 Ext 107 | Email: Accommodations@rpap.ab.ca

RPAP is obligated to try to ensure that the persons we permit to occupy these premises respect the property of our landlords; adhere to whatever rules and regulations they may have set out for persons living in these accommodations; and do not disrupt the reasonable enjoyment of other tenants and their families. **Please support our efforts by following our Accommodation Regulations, found on the next page, so that we can continue to provide comfortable housing to others on rural rotations.**

Accommodation Regulations

1. **PETS are not allowed on the premises of any RPAP accommodation.** In consideration of anyone suffering from allergies, and to adhere to requirements of RPAP leases, pets are not allowed in any RPAP accommodation.
2. **For health and safety, SMOKING IS NOT PERMITTED in any RPAP accommodation.**
3. The accommodations **must be kept clean during your stay and must be clean** when you leave. Please ensure that when you leave, the garbage is emptied and all food has been removed from the refrigerator. Wash and put away all the dishes that have been used.

If accommodations are damaged or need extraordinary cleaning services after you have left, you will be required to reimburse RPAP for these costs.

4. **Generally, there should be no noise after 10 pm.** Refrain from disturbing your neighbours.
5. **Assist with keeping your accommodations secure:**
 - a) Please turn off all lights, fans, the TV, and small appliances when you are not on site.
 - b) Ensure all doors and windows are securely locked when you leave.
 - c) **Return keys promptly after your stay.**

When you are finished your rotation, ensure that any study materials or other confidential information that you may have had in your possession during the rotation, are not left in the accommodation, but disposed of in accordance with confidentiality regulations. It is not appropriate to place any confidential material in accommodation garbage containers.

Important Issues to Consider

Insurance: Residents and medical students are responsible for their own personal belongings and should have appropriate insurance to cover their loss/damage while residing in RPAP-organized accommodation.

Long Distance calling: Restricted in RPAP accommodation. To call long distance while on rotation, it is suggested that you obtain a calling card which allows calls to be billed back to your home phone number. Check with Telus regarding this long distance option.

High Speed Internet Access: Many of the sites now have high speed internet access but there are no PC's in RPAP accommodation, so if you have a laptop, you may want to take it with you. There may be internet access in the local clinic or hospital as well.

Other Internet Access Options: ARFMN Residents have Telus dial-up Internet access. U of C medical students and residents are loaned a laptop with Telus dial-up access while on a rural rotation as part of RPAP's Rural Rotations Program. Telus dial-up service exists for University of Alberta medical students and residents participating in RPAP's Rural Rotations Program. The user ID and password can be obtained from **RPAP Accommodation's Coordinator** (contact information found on previous page).

At least one week in advance of your rotation, contact your preceptor, clinic manager or hospital administrative staff who has been identified as the local contact to let them know the following: your time of arrival, to make arrangements to get accommodation keys, to confirm (if necessary) that you are booked into the accommodation as planned.

Items to Bring With You on Rural Rotations

In our ongoing efforts to provide and maintain comfortable housing, RPAP leased accommodation is equipped with various basic house wares, furniture, and small appliances. **Please let RPAP know if anything is needed.**

Some of the accommodation is supplied with linens – basic bed linens and towels. However, for a number of reasons, this is not the case in all sites. Therefore, **it is recommended that students and residents provide their own bedding, including pillows, and their own supply of towels.**

In addition to personal linens, the following are recommended to bring while on rotation:

1. Alarm clock.
2. Personal toiletries (shampoo, soap, toothpaste, etc.)
3. Radio and CD player for your own use. (There are TV's and VCR's in RPAP leased accommodation).

While on rotation, students and residents should be able to consider the accommodation provided as their private space. It is not expected that there be sharing of accommodation. There may be requests to share from time to time, however there is no obligation to do so – RPAP supports each individual resident's and student's right to decline requests to share.

RPAP accommodation is intended for use by medical students and residents as a priority. Given that in some sites, rotations are not continuous throughout the year, RPAP does try to recover the costs of rent during periods of vacancy. As with sharing, while the accommodation is occupied by a student or resident, there is no expectation that locums or others may assume the space.

Please contact RPAP if there are any issues or concerns with accommodation – we will do our best to address the concern – there is little that can be done if we are not aware of problems.