



Procedure Title: Housing for Community Based Rotations

Related Policy Number: 02-90-030

Applies to: Students, Trainees, Non-OHSU Health Professions Students, Academic Programs

1. **Policy Statement**

This policy establishes OHSU's commitment to coordinated housing for Students and Trainees while participating in eligible OHSU Community Based Rotations. The OHSU Office of Housing will support quality educational experiences for Students and Trainees on Community Based Rotations, promote OHSU's statewide mission, and create efficiencies through coordinated housing placements across schools and programs.

2. **Process for Determining Housing**

A. In partnership with each OHSU academic program or training program, the OHSU Office of Housing will secure and maintain housing options for Community Based Rotations. The OHSU Office of Housing will secure housing in geographic areas when there are anticipated or consistent OHSU Student and/or Trainee Community Based Rotations.

B. **Minimum Housing Standards.** The OHSU Office of Housing minimum housing standards include but are not limited to:

- (1) Working smoke alarms and carbon monoxide detectors with dated safety checks on file;
- (2) Locked door on individual student rooms;
- (3) Wireless internet;
- (4) Furnished accommodations with study space and an equipped kitchen for meal preparation;
- (5) Appropriate insurance for the property.

C. **Priority.** OHSU Office of Housing will prioritize Student and Trainee placement requests based on a combination of the following criteria:

- (1) Frequency of rotation offerings at a geographic site (i.e. rotations offered on an every block basis will be prioritized over a one per term offering);
- (2) Scheduling predictability and utilization;
- (3) Date of request;
- (4) Type of rotation (i.e. required vs. elective or longitudinal rural experiences over shorter rural electives, rural focused curriculum) with an emphasis on recruiting future providers to rural and/or underserved practice.

OHSU academic programs and training programs have first right of refusal on use of OHSU coordinating housing before it is offered to Non-OHSU Health Professions Students.

- D. **Registration for OHSU Housing(s).** Academic programs and training programs are encouraged to notify the OHSU Housing Office of anticipated housing needs one term in advance, but no less than one month before the start of the Community Based Rotation. When a Student or Trainee registers for a Community Based Rotation, the Rotation Coordinator within the academic program or training program will request housing. OHSU Office of Housing will secure housing by notifying the academic program or training program of the available housing options and the academic program or training program will confirm the housing placement. Once housing is confirmed/reserved the Student or Trainee will be contacted by email, at least two weeks prior to the first date of the rotation, where possible, with property specific information. The OHSU Office of Housing will also make every effort to notify Students or Trainees if other learners that will be sharing the space at any time during the rotation.
- E. **Cancellation.** If a Community Based Rotation is cancelled for any reason the Rotation Coordinator for the academic program, training program, or Non-OHSU Health Professions Student will notify the OHSU Office of Housing immediately. The OHSU Office of Housing will make every effort to fill the unused slot(s). If the OHSU Office of Housing is unable to fill the slot, the Student or academic program, training program or Trainee, or Non-OHSU Health Professions Student or program will be responsible for paying cancellation fees up to the total cost of the housing placement.

5. Responsibilities

A. OHSU Office of Housing

- (1) Coordinate with each academic program and training program to identify housing that meets program specific needs and maximize occupancy of existing housing to reduce overall costs to OHSU. Collaborate with regional partners to provide low or no cost housing, make recommendations for efficiencies and maintain a database of available housing across the State of Oregon and bordering regions.
- (2) Supply information to academic programs and training programs about OHSU Office of Housing services and regional capacity.
- (3) Ensure the property meets the minimum housing standards as established in section 2B of this procedure.
- (4) Maintain Rental Insurance policy on all properties including Personal Liability, Personal Property, Medical Payments and Loss of Use.
- (5) Ensure compliance with lease, property management and OHSU policies.

- (6) Communicate to Students and Trainees any site specific information such as safety alerts, maintenance, information about other occupants, etc. for the assigned property.
- (7) Communicate the anticipated cost of OHSU coordinated housing with academic programs and training programs according to the funding model.

B. Academic Programs and Training Programs

- (1) Determine which courses are eligible for coordinated housing services through the OHSU Office of Housing. Ensure Students and Trainees register for the appropriate course and/or placement and communicate program specific requirements for the Community Based Rotation.
- (2) Coordinate individual placements with the OHSU Office of Housing:
 - (a) Notify the OHSU Office of Housing of housing needs one term in advance, but not less than one month before the start of the Community Based Rotation;
 - (b) Review and approve housing options as identified by the OHSU Office of Housing;
 - (c) Notify the Office of Housing of any cancellations consistent with the requirements of section 2E of this procedure.
- (3) Make an annual determination about use of OHSU coordinated housing and if costs associated with the funding model will be absorbed by the program. The academic program or training program is responsible for communicating to Students or Trainees any anticipated costs associated with OHSU coordinated housing.

C. Students, Trainees and Non-OHSU Health Professions Students

- (1) Students and Trainees are not permitted to reside with OHSU faculty or staff, preceptors, or supervisors or staff of a host institution. Exceptions may be granted for family members who are employed by the host institution.
- (2) Students and Trainees are permitted to make their own housing arrangements that adhere to the requirements of Section 5(C)1.
- (3) Students and Trainees are responsible for notifying the OHSU Office of Housing of the need for accommodation at the time OHSU coordinated housing is requested. The OHSU Office of Housing will coordinate with the Office for Student Access to verify a student's disability status and the applicability of the accommodation request. Students requesting accommodations for OHSU coordinated housing must be registered with

the Office for Student Access and must provide appropriate documentation that supports the request.

- (4) Students, Trainees and Non-OHSU Health Professions Students may be responsible for assuming some or all of the costs associated with the OHSU coordinated housing placement, as determined by the academic program.
- (5) Students, Trainees and Non-OHSU Health Professions Students are expected to provide their own transportation throughout the length of the Community Based Rotation. Any costs associated with mileage, parking, or costs associated with parking in restricted areas is the responsibility of the Student, Trainee or Non-OHSU Health Professions Student and will not be reimbursed by OHSU.
- (6) Students, Trainees and Non-OHSU Health Professions Students are responsible for reading, understanding, and agreeing to the requirements of the OHSU Housing for Community Based Rotations Handbook prior to the first day of the Community Based Rotation. In addition, Students, Trainees and Non-OHSU Health Professions Students are expected to abide by any property specific rules.

Implementation Date: July 17, 2018

Revision History: N/A

Related Policies and Procedures: Housing for Community Based Rotations Procedure

Responsible Office: OHSU Office of Housing, academicpolicy@ohsu.edu

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