 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p><b>PRIMARY HEALTH CARE OPERATIONAL GUIDELINE</b></p>	<p><b>Operational Guideline:</b> Home for the Summer Program–Medical Students</p>	<p><b>Guideline Number:</b> PCOG#22</p>
	<p><b>Approved By:</b> Primary Care Service Area Leadership</p>	<p><b>Pages:</b> 1 of 4</p>
	<p><b>Approval Date:</b> April 20, 2022</p>	<p><b>Supercedes:</b> April 29, 2020</p>

**1. INTENT:**

- To ensure consistent processes regarding Administration, Finance, Human Resources, Payroll, Orientation, and Personal Health Information Act (PHIA) training are in place to better support Home for the Summer Program medical students when placement is accepted and/or coordinated by a Winnipeg Regional Health Authority (WRHA) Primary Care Direct Operated Clinic or the Centralized Primary Health Care Program
- To identify the roles and responsibilities of the Repatriation Coordinator, Team Manager (or site designate), Preceptor, and medical student


**2. DEFINITION:**

- **Home for the Summer Program** - The program was designed to provide Manitoba residents attending medical schools outside of Canada or at a Canadian university an opportunity to return to their home community within Manitoba to experience the Canadian health care system through clinical practice.
- **Medical Student** – Any first or second year medical student registered with the University of Manitoba Summer Early Exposure Program and the College of Physicians and Surgeons of Manitoba (CPSM). To participate in this program the student is required to have malpractice insurance, criminal record check and PHIA training.

**3. GUIDELINE:**


3.1 The Repatriation Coordinator at the Max Rady College of Medicine-Rady Faculty of Health Sciences coordinates all Home for the Summer Program medical student placements within the Winnipeg Region. The role of the Repatriation Coordinator is as follows:

- Confirm funding for the program
- Identify students and ensure their interest is within the context of primary care
- Identify a preceptor/site/clinic (where applicable)
- Coordinates approvals of nil-salaried appointments with Faculty of Health Sciences for new Preceptors
- Inform the student of the placement and confirm acceptance
- Provide the student with:
  - Date of the placement
  - Preceptor name and contact information
  - Site/Clinic name (including link to website)
  - Site/Clinic Team Manager (or site designate) name and contact information
- Provide the Team Manager (or site designate) with the student:
  - Name and contact information
  - Placement start date and end date
  - Rate of pay

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	<p><b>Approved By:</b> Primary Care Service Area Leadership</p>	<p><b>Pages:</b> 2 of 4</p>
	<p><b>Approval Date:</b> April 20, 2022</p>	<p><b>Supercedes:</b> April 29, 2020</p>

3.2 The role of the Team Manager (or site designate) is as follows:

- Identify a preceptor/site/clinic
- Coordinate connection with Repatriation Coordinator to set up university appointments if necessary
- Be point of contact for the student throughout the placement
- Determine and discuss topic of research project with student and provide input as necessary
- Coordinate detail of student placement with Preceptor and/or other site contact(s) who may be involved (i.e., establish clinical component vs research component including hours and locations (if different), arrange building access, arrange computer access, determine perch space, confirm who student is to report to day one, etc.)
- Coordinate the onboarding of the student for Day 1
- Provide student with a work schedule and detail of their placement once finalized
- Provide or coordinate for a designate at the site/clinic where the student placement is to occur to provide a high level overview of the:
  - Community served by that primary care clinic;
  - Primary care team composition; and
  - Clinic services offered at that site
- Provide or coordinate for a designate at the site/clinic where the student placement is to occur to provide a general orientation and review of all established processes at that site. *For any placement occurring within a WRHA Primary Care Direct Operated Clinic, there is a [Orientation Information – Primary Care](#) listing available on the Primary Health Care webpage to help guide these efforts.*
- Ensure student is enrolled for WRHA payroll purposes:
  - Confirm with WRHA Financial Analyst if there is an existing Student position number available in the appropriate program/cost centre. If a position number is not available, work with WRHA Financial Analyst to complete a Position Budget Request Form (PBRF) and obtain the necessary approvals to create the new position number in SAP. This may include submitting a Hiring Restrictions Appeal Form.
  - Once the position number is confirmed, complete the Staff Requisition and Employee Status Form (ESF) including the student's name, home address, phone number, social insurance number and date of birth
  - Staff Requisition should indicate “**Do Not Post**” and include the applicable cost centre
  - ESF should indicate “**Summer Student**” and under Position–Budget additional information section indicate “**Home for the Summer Medical Student**”
  - The Staff Requisition and ESF are sent to WRHA Finance and WRHA Human Resources with a copy to the responsible Time-Keeper for entering of the student work schedule into SAP
  - Human Resource Shared Services (HRSS) will create a posting and send the link to the TM or designate. The TM or designate will be required to send this link to the candidate with instruction to apply for the posting.

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- Students attend for observation purposes mostly and therefore do not require access to technology (i.e., Outlook, EMR Accuro, eChart, etc.) for clinical purposes. The student will require basic log-in for accessing the internet.
- Work with the WRHA Financial Analyst to coordinate and generate an invoice for the cost of the student at the end of the placement, if required. Forward the invoice to the Repatriation Coordinator for review and processing.
  - Once reviewed, the Repatriation Coordinator will forward to WRHA Finance who will reimburse the site for the cost of the student
  - WRHA Finance will in turn invoice Manitoba Health and Seniors Care for 50% of the provincial contribution of the costs incurred

3.3 The role of the Preceptor is as follows:

- Supervise the student during the clinical component of the placement. The Preceptor may assign supervisory responsibility to another health care professional. This is a shadowing experience with an opportunity to allow for some hands-on experience depending on the student's level of education.
- Maintain communication with the TM or designate of changes to clinical schedule that may impact placement
- Provide contact information to the student
- Notify patients when the student is going to be present during any portion of the examination/treatment
- Discuss patients with the student
- Complete student evaluation (if applicable)

3.4 The responsibilities of the student include:

- Send *Summer Early Exposure Visiting Student* application package to the Undergraduate Medical Education (UGME) Office at Max Rady College of Medicine-Rady Faculty of Health Sciences at least 45 days prior to the placement start date
  - The following documents are not required at the time of application, but are required prior to the start date:
    - Name of Preceptor/Clinic
    - Proof of N95 Mask Fitting
    - Proof of Malpractice/Liability Insurance (minimum of \$5M)
    - Completed immunization record
- Send CPSM application package to CPSM at least 45 days prior to the placement start date
- Create student application profile on Success Factors via the [Manitoba Health-Care Careers](#) webpage:
  - Apply to posting once received from TM or designate
  - Complete onboarding package received from HRSS
- Complete PHIA confidentiality training online before exposure starts (instructions will be provided by the UGME Electives Coordinator)
- Maintain patient confidentiality
- Adhere to the policies and procedures of the site/clinic
- Complete a research project as assigned by the site/clinic

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	<p><b>Approved By:</b> Primary Care Service Area Leadership</p>	<p><b>Pages:</b> 4 of 4</p>
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- Complete a program evaluation

**4. SOURCES/REFERNCES:**

- Consultation with Primary Care Service Area Leadership, My Health Teams (Allison Murphy, Program Specialist) and Max Rady College of Medicine-Rady Faculty of Health Sciences (Paula Healy, Repatriation Coordinator) (April 2022)

**SCOPE:** Applicable to all WRHA Primary Care Direct Operated Clinics and the Centralized Primary Health Care Program.

**NOTE:**

- Medical student placements coordinated by a WRHA Primary Care Direct Operated Clinic will occur within that clinic;
- Medical student placements coordinated by the Centralized Primary Health Care Program may occur within WRHA Primary Care Direct Operated Clinics, Community Health Agencies or any Fee-For Service Clinic involved as a My Health Team partner.

***\*Questions regarding this or any other Primary Care Operating Guideline should be directed to Primary Care Service Area Leadership***