

Checklists before leaving your Academic Home Base to complete a Community Clinical Placement (core & elective):

When you leave your academic home base to complete a clinical placement at a McMaster distributed community teaching site, you must check that you have finished all requirements to ensure there are no placement overlaps and that all mandatory hospital credentialing is completed.

There are two components in preparation for a clinical placement: 1) [Clinical Placement Process](#) 2) [Mac-CARE Funding Process](#)

The below checklists have been developed to help you:

CLINICAL PLACEMENT PROCESS

BEFORE THE START OF ROTATION:

- ✓ McMaster community teaching site: [Map reference](#)
- ✓ You must request a clinical placement for a Distributed Campus/Community Placement through the proper channel:
 - UGME (Elective): [MedSIS Electives Registration](#)
 - PGME (Core and Elective): [Distributed Campus Clinical Placement Application](#)
- ✓ Confirmation from a Campus Coordinator/Placement Contact for a clinical placement (core rotation, elective or ½ day clinic)
- ✓ Complete all hospital credentialing forms and health screening documentation
- ✓ Ensure your LOGS, immunization, flu shot, mask fit and venerable screening documentation is up to date and ready to present when you arrive at your clinical teaching site

NOTE: Above steps must be completed in order to start your clinical placement.

AFTER THE ROTATION ENDS:

- ✓ At the end of rotation complete evaluations through MedSIS
- ✓ Return your hospital ID badge or pager

UGME Electives: mdelecthome@mcmaster.ca
PGME Core and Electives: pgmeve@mcmaster.ca

Mac-CARE FUNDING PROCESS

BEFORE THE START OF ROTATION:

- ✓ Check your eligibility for the Mac-CARE Funding: [Eligibility Tool](#)
- ✓ Review your options (temporary housing or commuting) to determine which funding option is best suited to you:
 - **Temporary Housing:** Mac-CARE provides housing reimbursement up to \$800.00 per 4 weeks/block, plus one return trip from your academic home base. A receipt must be provided noting payment in full.
 - **Commuting:** Mac-CARE provides travel reimbursement up to \$450.00 per 4 weeks/block, inclusive of all travel related expenses (any form of transportation, e.g. public transit, carpool or use your own vehicle). No receipts are required.
- ✓ Complete your [Registration](#)

AFTER THE ROTATION ENDS:

- ✓ At the end of rotation you must log-in to the [Mac-CARE Travel & Housing website](#) to confirm your rotation details.
 - Add any absent dates
 - Upload housing receipt (if applicable)
- ✓ Ensure your mailing address is complete (apartment or unit number)
 - This information is used by the McMaster Finance/Accounts Payable. Any omissions or errors, will delay your receipt of payment.

NOTE: It can take up to 90 days from the last day of rotation for you to receive your cheque via Canada Post to the address identified in the online registration system.

Mac-CARE: finmcare@mcmaster.ca