



# Mac-CARE Travel and Housing Policy

- Medical Education Campuses (MEC)**
- Hamilton Campus
  - Niagara Regional Campus
  - Waterloo Regional Campus

- Clinical Education Campuses (CEC)**
- Burlington Clinical Education Campus
  - Grand Erie Six Nations Clinical Education Campus
  - Halton Clinical Education Campus
  - Osler Clinical Education Campus

★ MEC Academic Hub	All communities within campus regions may be clinical teaching sites
● CEC Academic Hub	
● DME Hospital Sites	
● Family Medicine CaRMS Site	



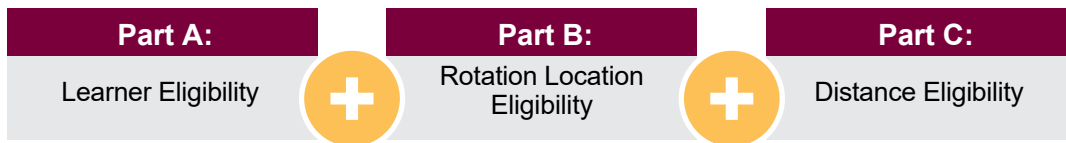


# Land Acknowledgement

We take this time to recognize that we meet virtually and in-person on the traditional territory shared between the Haudenosaunee confederacy and the Anishinabe nations, acknowledged in the Dish with One Spoon Wampum belt. We understand that reconciliation is an ongoing process and requires continuous reflection, learning, and action. We are committed to being accountable for our actions and to making meaningful progress toward reconciliation and healing as part of our work.

# Step 1

Are you eligible? Eligibility tool now online: **FHS Forms Manager**



# Step 2

You decide...temporary housing or commuting?



# Step 3

Registration of Mac-CARE Funding

Registration MUST be submitted **before or during the rotation start date**. No exceptions.



# Step 4

Submission & Reimbursement

Once the rotation has ended learners MUST log back into their *FHS Forms Manager* to **“submit reimbursement” and confirm rotation details** (see page 10).



# Step 5

Tell us about your Mac-CARE experience

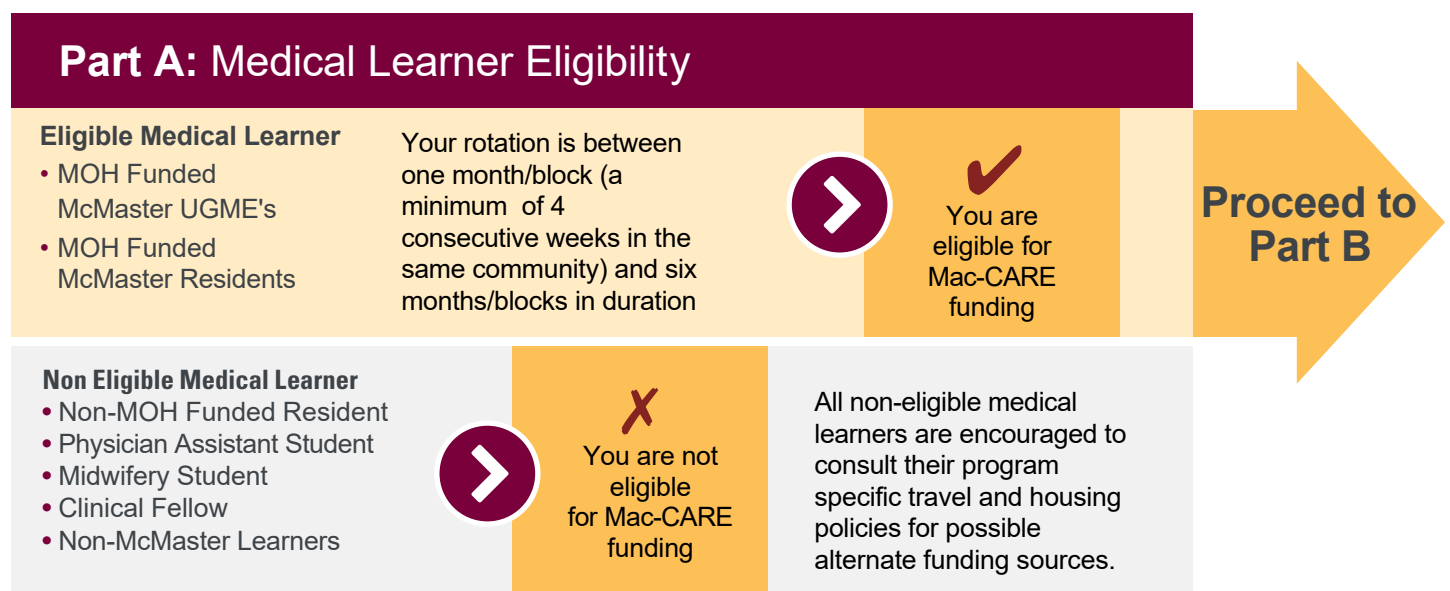
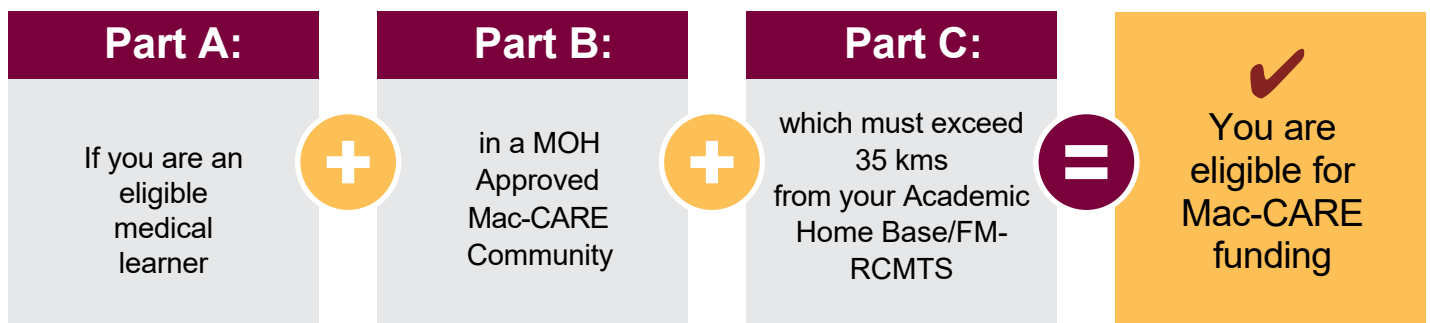
## Program Overview

The McMaster Community and Rural Education (Mac-CARE) Program **is funded by the Ministry of Health (MOH)** to support medical students and residents (medical learners) from the Michael G. DeGroote School of Medicine.

Mac-CARE encourages McMaster medical learners to travel away from their Academic Home Base or Family Medicine (CCFP) Rural Community Matched Teaching Sites (FM-RCMTS). (see page 5) and live temporarily in the community in which they are undertaking a clinical rotation. Mac-CARE funding is intended to offset the cost of a second residence or a daily commute to support clinical learning in a Mac-CARE community.

# Step 1. Are you eligible?

Learners may be eligible for Mac-CARE funding when they participate in rotations that are **between one month/block (a minimum of 4 consecutive weeks in the same community) and six months/blocks in duration**, AND meet the following criteria:



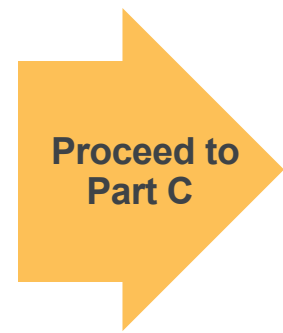
## Part B. Rotation Location Eligibility

To determine whether a rotation is eligible for Mac-CARE reimbursement, it must be located in a **MOH Approved Mac-CARE Community** as listed below.



### Note for Family Medicine Rural Stream Residents

As Family Medicine Rural Stream Residents are expected to reside in the community to which they are matched, there is no Mac-CARE travel and/or housing funding for the 5 core Family Medicine rotation blocks (4 FM core and Block 7) at their Rural Stream matched location (i.e. FM-RCMTS, located on page 5). Additionally, if the PGFM Y2 Rural Block is scheduled within their Rural Stream matched location, there is no Mac-CARE funding available. When a rotation is scheduled outside their matched location, the Mac-CARE Travel and Housing Policy will apply.



Part B: Rotation Location Eligibility		
Campus	Location of Rotation	McMaster Learner (Clerks and Residents)
Hamilton Campus	<i>City of Hamilton (including Ancaster, Dundas, Waterdown and Flamborough)</i>	<b>X</b> (*Exception for RCPSC)
Burlington Clinical Education Campus	<b>Burlington</b>	✓
Grand Erie Six Nations Clinical Education Campus	<b>Brantford Caledonia Delhi Dunnville Hagersville Ohsweken Paris Simcoe</b>	✓
Halton Clinical Education Campus	<b>Georgetown/Halton Hills Milton</b>	✓
	<b>Oakville</b>	✓
Niagara Regional Campus	<b>Beamsville Fort Erie Grimsby Niagara Falls Niagara-on-the-Lake Port Colborne St. Catharines Smithville Welland</b>	✓
Waterloo Regional Campus	<b>Cambridge Fergus/Elora Guelph Kitchener-Waterloo Mount Forest Palmerston</b>	✓
Osler Clinical Education Campus	<b>Brampton Etobicoke</b>	✓
Community Teaching Sites outside Mac-CARE region	<b>Collingwood Owen Sound Penetanguishine</b>	Rural Ontario Medical Program (ROMP)

#### \*Exception for Postgraduate Royal College Specialty (RCPSC)

Housing and/or Travel reimbursement is provided for Waterloo Regional Campus and Niagara Regional Campus CaRMs – matched Postgraduate Royal College specialty (RCPSC) residents who must return to Hamilton for specialty rotations necessary for accreditation and that are not available in the regional campuses.

## Part C. Distance Eligibility

To determine if you meet the distance criteria that exceeds 35 kms, please use the chart below to identify addresses used for Academic Home Base/FM-RCMTS, Clinical location site must be within a Mac-CARE Community Teaching Site and is based on the closest community hospital for mileage calculation. For communities that do not have a hospital site, distance will be calculated to the preceptor's clinic location.

### Part C: Distance Eligibility - Academic Home Base Reference

Student Level	Campus/Teaching Site	Communities within Campus	Address used for Mileage Reimbursement		
UGME	Hamilton Campus	City of Hamilton ( <i>including Ancaster, Dundas, Waterdown and Flamborough</i> )	1200 Main Street West		
	Niagara Regional Campus	St. Catharines	Brock University Cairns Family Health & Bioscience Research Complex 1812 Sir Isaac Brock Way		
	Waterloo Regional Campus	Kitchener	10B Victoria Street South		
PGME	Royal College Specialty (RCPSC)	Hamilton Campus	City of Hamilton ( <i>including Ancaster, Dundas, Waterdown and Flamborough</i> )	1200 Main Street West	
		Niagara Regional Campus	St. Catharines	Brock University Cairns Family Health & Bioscience Research Complex 1812 Sir Isaac Brock Way	
		Waterloo Regional Campus	Kitchener	10B Victoria Street South	
	Family Medicine (CCFP)	Community Teaching Sites	Hamilton	City of Hamilton ( <i>including Ancaster, Dundas, Waterdown and Flamborough</i> )	David Braley Health Science Centre 100 Main Street West
					Stone Church Family Health Centre 1475 Upper Ottawa Street
		Brampton	Brampton	William Osler – Brampton Civic Hospital Site 2100 Bovaird Drive East	
		Halton	Burlington Oakville	Joseph Brant Hospital 1230 North Shore Blvd	
		Grand Erie Six Nations	Brantford	Brantford General Hospital 200 Terrace Hill	
		Niagara	St. Catharines	McMaster Niagara Family Health Centre Cairns Family Health & Bioscience Research Complex 1812 Sir Isaac Brock Way	
		Waterloo	Kitchener	10B Victoria Street South	
		Rural Community Matched Teaching Sites	Fergus, Grimsby, Mount Forest, Simcoe		Address of Local Community Hospital
	Collingwood, Owen Sound		ROMP Address of Local Community Hospital		

If you are eligible

Proceed to Step 2

# Step 2. You decide...

## Temporary Housing **OR** Commuting?

Mac-CARE funding will be offered  
only if the previous eligibility criteria have been met.

You will choose **EITHER** to:  
live temporarily in the Mac-CARE community **OR** to commute daily.



### Choosing Temporary Housing?

Mac-CARE strongly encourages trainees to live and learn in the community to optimize their experience. Funding for housing is provided to learners who maintain **two places** of residence during the rotation month/block(s): a primary residence at the Academic Home Base/FM-RCMTS and a secondary residence in the community for the duration of the rotation. It is not intended to pay rent/mortgage for the learner's primary residence and/or locations that you would otherwise stay for free.

Living in the 'community' is considered to be living temporarily within the rotation location which exceeds 35 kms from your Academic Home Base/FM-RCMTS (see page 5).

Mac-CARE provides funding, up to \$800.00 per month/block (HST included) plus, one return trip from Academic Home Base/FM-RCMTS.

Locations that are selected as temporary housing in the community must be within a 35 km radius of the rotation site.



### Choosing to Commute?

You are strongly encouraged to live and learn in the community to optimize your experience, however, there may be situations when commuting is the necessary choice. When making this decision, please **consider call schedules, weather and travel time.**

Learners who do not choose to live in temporary housing in the community, may qualify for travel reimbursement to support daily commute up to a maximum of \$450 per four weeks.

## You've chosen Temporary Housing



### REQUIREMENTS

- A. Temporary housing funded by Mac-CARE MUST BE used for living/overnight stays for the full duration of the rotation.
- B. Learners are responsible to arrange their own housing. Locations that are selected as temporary housing in the community must be within a 35 km radius of the rotation site.
- C. Temporary housing MUST NOT be owned/rented by a classmate/another learner or a family member or people with whom you have a personal/intimate relationship.
  - Learners who choose to exchange housing with each other is permitted, however, there is no monetary compensation from Mac-CARE.
- D. Housing owned or operated by the supervising preceptor is not permitted and is considered in violation of McMaster University Ethical Principles, Principle 5.
- E. All learners are required to adhere to the landlord's housing rules.
- F. A receipt MUST be provided noting payment in full. Mac-CARE funding is provided at the end of rotation.

### PROFESSIONALISM

Once booked, learners are responsible for communicating to both the landlord and to Mac-CARE any change that would impact the confirmed housing, including date changes and/or cancellation. **The learner will be responsible for any accommodation costs associated with the learner's cancellation or non-use of housing** (which may include the confirmed rental rate).

**Complaints from Landlord:** Any complaints received as a result of a learner's unacceptable living practices or damage incurred while staying in temporary housing will be forwarded to the appropriate University Program Director and may be highlighted as a professionalism issue. **The learner will be responsible for any associated costs.**

FEEDBACK

Please contact: [finmcare@mcmaster.ca](mailto:finmcare@mcmaster.ca)



# Housing with Travel Funding



Learners who have selected housing in MOH Approved Mac-CARE Community (see page 4), may also be eligible for additional travel funding for the following:

**ONE**

**A. One return trip** from the community rotation site to the Academic Home Base/FM-RCMTS (see page 5).

**B. Travel to preceptor's clinics(s)** which exceeds 35 kms, (one-way) from the Mac-CARE approved clinical rotation site. Maximum of one weekly return trip will be reimbursed. Mileage will be calculated by the Mac-CARE Program using shortest Google Map distances. Clinical travel that is unrelated to the claimed rotation is not eligible.



## **MANDATORY ACADEMIC SESSIONS**

**C. Mandatory Academic Sessions** requiring travel back to the Academic Home Base/FM-RCMTS will be considered if travel exceeds 35 kilometres (one way trip). For Learners based in communities where videoconferencing cannot be delivered or where personal attendance is deemed necessary (by the Program Director), additional trips either to the Academic Home Base/FM-RCMTS (see page 5) or to an alternate videoconferencing site (whichever distance is shorter) will be considered.

Mandatory Academic Sessions funded by Mac-CARE are (maximum allowance is one mandatory session per week):

- Exams (written or oral)
- UGME (Clerkship) Tutorial Group Session
- PGME Family Medicine Academic Half-day/Mental Health Behavioural Sciences
- PGME Multidisciplinary Academic Half Days (MAD)

**Proof of attendance may be requested in order for claim to be considered.**

## You've chosen to commute



>35km

Travel costs will only be reimbursed if the clinical rotation site:

- is in an **MOH Approved Mac-CARE Community** (see page 4)

and

is greater than **35 kilometres** (one way) from the learner's Academic Home Base/FM-RMCTS (see page 5).



Mac-CARE funds are available for travel incurred by learners for whatever means they choose (public transportation, car rental, carpooling, etc.) Receipts for travel costs are not required. Funding for commuting is \$450.00 per 4 weeks/one month. **Local community transportation, parking, and vehicle servicing expenses are not reimbursable.**

# Step 3. Mac-CARE Travel and Housing Funding Registration



To register visit **FHS Forms Manager**

*Visit Forms Manager Guides*

## **CLAIM POLICY**

BY CLAIMING FUNDS through Mac-CARE, all trainees confirm that they have read and agree to abide by the **Mac-CARE Travel and Housing Policy**.

ALL McMASTER LEARNERS are subject to the **McMaster University, Faculty of Health Sciences Professional Behaviour Code of Conduct for Learners** and also the **Professionalism in Practice (PIP) © 2012**.

For questions or concerns regarding the Travel & Housing Policy, or the submission of expense forms, please contact the Mac-CARE office: [finmcare@mcmaster.ca](mailto:finmcare@mcmaster.ca)



# Step 4. Submission & Reimbursement

The following documents are required when submitting expenses:

## FOR HOUSING

For Reimbursement of Learner Arranged Housing, accommodation receipts must include:

- Learner's name
- Address of the accommodations
- Dates of occupancy
- Amount Paid
- Name and signature of the landlord
- Telephone number at which the landlord can be reached
- Proof of payment must be an original, detailed, itemized receipt with a notation that payment has been made in full



## FOR TRAVEL

The Learner's primary residence is the Learner's MedSIS registered current living address during the academic year. Cheques will be mailed to medical learners via Canada Post.



Mileage is calculated between the Learner's Academic Home Base/FM-RCMTS AND the clinical rotation site, which distance is shorter. All distances are calculated using the shortest route identified on Google Maps.



Round-trip kilometres are reimbursed at McMaster University's current kilometer allowance. The maximum eligible travel allowance provided for each rotation is \$450.00 per month/block. This maximum takes into consideration all funds claimed under the Travel Policy.

**60**  
DAYS

All claims for Mac-CARE funding must be submitted within 60 days of the final day of the rotation. Claims that are submitted late **will not be processed.**

Expenses will be processed for reimbursement after the rotation completion. Payment may then take up to 90 days for processing.

# Step 5.

## Tell us about your Mac-CARE experience

Have you recently finished a Mac-CARE rotation? Please provide us with feedback about your experience.

# Mac ■ CARE

McMaster Community & Rural Education Program

[finmcare@mcmaster.ca](mailto:finmcare@mcmaster.ca)

<https://maccare.mcmaster.ca/>

