

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 University distributed community teaching site, you must check that you have completed all requirements to ensure there are no placement overlaps and that all mandatory community hospital credentialing is completed.

There are two components in preparation for a community clinical placement:

- 1) [Clinical Placement Process](#) 2) [Mac-CARE Funding Process](#)

| CLINICAL PLACEMENT PROCESS | Mac-CARE FUNDING PROCESS |
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| <p>BEFORE THE START OF ROTATION:</p> <ul style="list-style-type: none"> ✓ McMaster community teaching site: Map reference ✓ You must request a clinical placement for a Distributed Campus/Community Placement through the proper channel: <ul style="list-style-type: none"> ○ 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 prior to the start date. ✓ Ensure your Letter of Good Standing (LOGS), immunization, flu shot, mask fit, annual TB update, and VSC are up to date at least two weeks prior to the start date of the community placement and for the entire duration of rotation. ✓ Note that your vulnerable sector check (VSC must be valid for the entire duration of your placement). This means you may have to request a new VSC earlier than anticipated to ensure your VSC does not expire during a clinical placement. Failure to do so may result in a cancelled placement. <p>NOTE: Above steps must be completed to start your clinical placement.</p> | <p>BEFORE THE START OF ROTATION:</p> <ul style="list-style-type: none"> ✓ Check your eligibility for the Mac-CARE Funding: Mac-CARE Travel and Housing Policy ✓ Review your options (temporary housing or commuting) to determine which funding option is best suited to you: <ul style="list-style-type: none"> ○ 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 in FHS Forms Manager <ul style="list-style-type: none"> ○ FHS Forms Manager Guides |
| <p>AFTER THE ROTATION ENDS:</p> <ul style="list-style-type: none"> ✓ At the end of rotation complete evaluations through MedSIS ✓ Return your hospital ID badge, pager | <p>AFTER THE ROTATION ENDS:</p> <ul style="list-style-type: none"> ✓ At the end of rotation you must log-in to your FHS Forms Manager to confirm your rotation details. <ul style="list-style-type: none"> ○ Add any absent dates ○ Upload housing receipt (if applicable) ✓ Ensure your mailing address is complete (apartment or unit number) <ul style="list-style-type: none"> ○ This information is used by the McMaster's Finance/Accounts Payable Department. Any omissions or errors will delay receipt of payment. <p>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.</p> |
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