



## OHSU POLICY MANUAL

**Policy Number:** 02-90-030

**Policy Title:** HOUSING FOR COMMUNITY BASED ROTATIONS

**Effective Date:** July 17, 2018

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### 1. Policy Statement

This policy establishes OHSU's commitment to coordinated housing for Students and Trainees while participating in eligible OHSU Community Based Rotations when requested by the student, program or school. The OHSU Office of Learner Placement and 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. Definitions

- A. **Student.** For the purposes of this policy a student is an individual formally admitted, matriculated and currently enrolled in an OHSU or joint OHSU/partner institution academic degree or certificate program; or an individual formally classified and currently enrolled as a visiting health profession student.
- B. **Trainee.** An individual formally enrolled in an OHSU educational training program.
- C. **Community Based Rotation.** A for-credit course participated in by Students as part of their degree or certificate requirements or Trainees as part of their training program requirements, as approved by the academic program. Community Based Rotations include but are not limited to clinical training, clerkships, field experiences, and community based education.
- D. **Non-OHSU Health Professions Student.** An individual formally admitted and matriculated into an academic degree or certificate program at an institution other than OHSU that meets the following criteria:
  - 1) Enrollment at an accredited Health Professions Program;
  - 2) Participation in a Community Based Rotation that is overseen by the student's Academic Health Professions Program;
  - 3) Successful completion of a background check on file with their Academic Health Professions program;

### 3. Eligibility

The OHSU Office of Learner Placement and Housing shall determine capacity and coordinate housing options for Students and Trainees assigned to eligible in-state and select out-of-state Community

Based Rotations at a distance of 40 miles or more, or a 1 hour drive from the Portland Metropolitan Area or home campus, unless an exception is approved by the OHSU Housing Office and the Office of the Provost.

**4. Responsibilities**

- A. The OHSU Office of Learner Placement and Housing holds responsibility for:
  - 1) Coordinating with each school, college or academic program to identify housing that meets OHSU housing standards;
  - 2) Supplying information to academic programs and training programs about housing options and regional capacity.
  
- B. The academic program or training program holds responsibility for:
  - 1) Approving all eligible Community Based Rotations;
  - 2) Ensuring that Students and Trainees register for the appropriate course for the Community Based Rotation;
  - 3) Coordinating with the OHSU Office of Learner Placement and Housing all in-state and select out-of- state Student and Trainee housing placements for eligible Community Based Rotations.
  
- C. Students, Trainees and Non-OHSU Health Professions Students holds responsibility for:
  - 1) Complying with the OHSU requirement that Students and Trainees are not permitted to reside with OHSU faculty or staff, preceptors, or supervisors or staff of a host institution.
  - 2) Acknowledging and abiding by all OHSU Office of Learner Placement and Housing Procedures and property specific rules.

**5. Payments**

Academic programs, training programs, Non-OHSU Health Professions Programs are responsible for agreed upon payment terms as approved by the OHSU Office of Learner Placement and Housing.

**6. Procedures**

The OHSU Office of Learner Placement and Housing is responsible for developing and maintaining procedures pursuant to this policy. All procedures will be made available to each school or college, academic program, training program, Student, and Trainee.

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**Implementation Date:** July 17, 2018

**Related Policies and Procedures:** [Housing for Community Based Rotations Procedure](#)

**Responsible Office:** OHSU Office of Learner Placement and Housing, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

**Key Words:** Housing, Community Based Rotation, Students, Trainees, Non-OHSU Health Professions Students