

# **RURAL WEEK 2019 VISIT COORDINATOR GUIDE**

**May 27 – May 31, 2019**



UNIVERSITY  
OF MANITOBA



# **RURAL WEEK 2019 VISIT COORDINATOR GUIDE**

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## Rural Week Personnel

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# Introduction

**Thank you for participating in the Rural Week for University of Manitoba medical students!**

**Rural Week 2019 will occur May 27 – May 31, 2019. This week is intended to introduce the first year medical student to the work and lifestyle of the rural physician.**

The students should be given the opportunity to spend time with other members of the health care team, as well as visit the high school to discuss their career choice of medicine.

The goal of Rural Week is to enhance the medical student's understanding of the rewards and challenges of rural practice, and to encourage students to consider a career in rural medicine.

This experience may also be the student's first taste of life in rural or northern Manitoba. The intent of the week is to let the student enjoy life in a small town, and to discover some of the benefits of rural life.

You will play an important role in educating the student about your community, your lifestyle, and various aspects of rural life in general.

Rural week would not be possible without your participation.

**Thank you again for your support and enjoy the week!**

# Educational Goals, Objectives & Expectations

## GOALS

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The goal of the rural week is to provide the first year medical student with exposure to the work and lifestyle of the rural family physician, with the intent to promote rural medicine as a career choice.

## OBJECTIVES

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At the end of the week the student will be able to:

1. **DEVELOP** a basic understanding, through hands on experience, of the role of the rural family physician in his/her community; in the office; in the hospital; for inpatient care and emergency room coverage; for obstetrical care, if applicable; in fulfilling other commitments to the community
2. **DESCRIBE** the importance of the rural physician as part of a multidisciplinary health care team
3. **DESCRIBE** the role of other members of the health care team after time spent with these team members
4. **APPRECIATE** the rural physician's lifestyle, and have participated in extracurricular activities when possible
5. **ASSESS** patients under the supervision of the family physician

## EXPECTATIONS

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Students are expected to maximize their time in your community. Students will travel the evening of Sunday, May 26. Formal Rural Week programming should begin the morning of Monday, May 27.

The student is expected to spend the majority of time with his/her family medicine preceptor. The student will go with the preceptor on morning rounds, attend at the office, and be on call with their preceptor as well. The student will have the opportunity to do histories and physical assessments under the supervision of the family medicine preceptor.

During the week, brief exposure to other members of the health care team, such as the public health care nurse, mental health care worker, and pharmacist, depending on availability is highly recommended.

The student is required to keep a log book. Expectations of the student are outlined in the student evaluation. Each student will review this prior to the beginning of the Rural Week. The student will complete an evaluation of the experience, and be evaluated by the preceptor.

**HIGH SCHOOL PRESENTATIONS:** In the past attempts have been made for Rural Week students to present to local high school students. We have had mixed reviews of this option and would like to encourage support; however, students ask that there is sufficient participant interest, and advance notice to them if you will be planning a high school visit.

## Visit Coordinator Checklist

<input type="checkbox"/>	Introduce yourself to MB Healthcare Providers Network as soon as possible. Phone: (204) 622-6210 or Toll-free: 1—866-244-6764(ORNH) Email: Ashley Shaw ( <a href="mailto:ashaw@ornh.mb.ca">ashaw@ornh.mb.ca</a> )
<input type="checkbox"/>	Provide a list of potential preceptors to MB Healthcare Providers Network. It is important for us to keep track of their ongoing support of the program.
<input type="checkbox"/>	Identify and reserve suitable accommodations. Please confirm accommodations with Ashley Shaw prior to April 12, 2019
<input type="checkbox"/>	Upon receipt, review <b>STUDENT PROFILE</b> forms; cross reference student preferences with current arrangements. Make adjustments if necessary.
<input type="checkbox"/>	Provide students with useful community information. Demographics, map, history, accommodations & restaurants. This could be in the form of a webpage or printed materials.
<input type="checkbox"/>	Contact local high school to determine if an informal information session is possible. Set a date and time. (Principal or Guidance Counselor). Provide Rural Week students with event details ASAP, allowing them time to prepare.
<input type="checkbox"/>	Organize a variety of community & evening events to coincide with Preceptor’s schedule. It is very important that there is a good balance between extra-curricular evening events, community events and clinic activities.
<input type="checkbox"/>	Get finalized clinic schedule from preceptor prior to student arrival.
<input type="checkbox"/>	Send your <b>Rural Week Community Form</b> to students and Ashley Shaw no later than Friday May 10 <sup>th</sup> , 2019
<input type="checkbox"/>	Contact student group <b>at least two weeks prior</b> to Rural Week to arrange a meeting place upon their arrival.
<input type="checkbox"/>	Upon arrival, welcome students to your community. Provide community orientation & schedule of clinic/community events.
<input type="checkbox"/>	Enjoy Rural Week!
<input type="checkbox"/>	Submit Rural Week Invoice.
<input type="checkbox"/>	Submit completed VISIT COORDINATOR EVALUATION. <a href="https://www.surveymonkey.com/r/VCEval2019">https://www.surveymonkey.com/r/VCEval2019</a>
<input type="checkbox"/>	Send Photos. You are welcome (and encouraged) to send photos of students participating in various activities you have planned. Forward digital images to the Ashley Shaw ( <a href="mailto:ashaw@ornh.mb.ca">ashaw@ornh.mb.ca</a> ). Images are used in a variety of formats and are used to promote Rural Week to future students. The images also are a great way for you to spotlight your community as an ongoing supporter of Rural Week initiatives.

## Coordinator's Role in Detail

What does the Visit Coordinator need to do?

### BACKGROUND

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Each community will provide the Visit Coordinators identity to Rural Week organizers. The Regional Physician Recruitment Coordinator will assign the Visit Coordinator.

The Visit Coordinator will arrange accommodations for students and plan extracurricular activities.

The Visit Coordinator will work collaboratively with a family medicine preceptor who will coordinate the students' clinical experience. Provide a list of all potential preceptors to MB Healthcare Providers Network.

Students will be randomly placed in groups of (1-8) and will travel to different communities throughout rural and northern Manitoba.

Students will begin to arrive the **evening of Sunday May 26, 2019** (Unless they are travelling to a fly-in community and other plans have been made). Please notify the MB Healthcare Providers Network if other arrangements have been made.

Students in northern communities will fly to their respective communities, the remainder will drive. Travel arrangements will be made by Rural Week organizers. An itinerary will be provided. Students traveling by car will be reimbursed a fixed travel allowance. Student groupings will be such that they have access to (at least) one vehicle. Students are covered under the University of Manitoba Travel Insurance Policy.

Provisions should be made to include students' exposure to a variety of other health care professionals as well as community resource personnel. (OT, EMT, PT, Administrators, Dentist, Mayor, etc) The Visit Coordinator will attempt to arrange an informal information session at the local high school so that Rural Week students can promote Medicine as a viable career option to interested high school students.

### BEFORE RURAL WEEK

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The Visit Coordinator will identify appropriate accommodations for the student prior to their arrival. *Appropriate accommodation is defined as living space that will provide the student a reasonable amount of comfort and privacy and enhance their community experience.* The program has had good experiences with bed and breakfasts and private homes that provide an opportunity for the students to stay in the same location and get a better sense of community life. We will reimburse the community for 5 nights at a maximum of up to **\$55 per student per night (this amount includes taxes)** for accommodations. If a private home/billet is used please forward contact details to MB Healthcare Providers Network in advance.

**Does your community have limited access to the internet? Will students have access to a gym? If so, please inform the students so that they can make appropriate arrangements.**

When organizing student schedules remember that students will likely have access to only one vehicle amongst the group. Arrange schedules accordingly. If your schedule requires students have access to more than one vehicle let organizers know immediately to allow for any adjustments.

The Visit Coordinator should contact the local high school early on in planning to allow coordination of an informal information session where the medical students can chat with interested high school students regarding career opportunities in health related fields. In order to allow medical students sufficient time to prepare, let rural week students know well in advance.

Thanks to the ongoing help of visit coordinators, an extensive online database of participating Rural Week communities has developed. The information provides students with an overview of community including such information as population, number of patient beds & physicians on staff, as well as types of clinical/non-clinical exposures students may experience. Also included are the community's main source of employment & interesting features. Contact information for the visit coordinator, names of the preceptors & community webpage's are made available for students to reference prior to their arrival. If changes are required please let Ashley Shaw know and updates will be made to the webpage. [http://www.ornh.mb.ca/rural\\_week\\_communities.php](http://www.ornh.mb.ca/rural_week_communities.php)

Student profiles will be sent to the Visit Coordinator and Lead Preceptor by the end of March or early April.

Approximately one month prior to the beginning of Rural Week, at least one person from the group should have made contact with the Visit Coordinator. It is recommended that a time and place be set for the group to meet upon arrival in the community.

A schedule should be made available to the student **2 weeks prior to arriving**. To coincide with the clinic schedule the Visit Coordinator should plan a few community events for the students to participate in. These could include golfing, watching a local baseball game, a barbeque, a fishing excursion, sight-seeing or other community based activity.

The Visit Coordinator is an integral link between Rural Week organizers, preceptors, students and communities. On-going communication is a key factor to success. If at any time you have questions or concerns please contact Ashley Shaw (204) 622-6210.

### **Personal Health Information Act (PHIA)**

PHIA is provincial legislation to provide the individual access to information and protection of privacy rights concerning personal health information. All students have signed a PHIA pledge and are aware of their obligations regarding protection of privacy and the patient's right to access health information. For more information regarding the act, please see:

<http://www.gov.mb.ca/health/phia/>

## **DURING RURAL WEEK**

The Visit Coordinator's perspective on rural life and accessing health care in a rural setting is a very important component of the student's educational experience.

The Visit Coordinator will greet the student, show them their accommodations and provide them contact information and a schedule outlining their week. The student will then begin their clinical and community experience.

Please make students aware of meal arrangements and availability of food at all hours. (Where is the cafeteria? What Restaurants do you suggest? What are their hours of operation & locations?)

The Visit Coordinator and other community members are encouraged to cooperatively participate in any of the extra-curricular activities planned during Rural Week.

## **CONCLUSION & FRIDAY WIND-UP**

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An open invitation is extended to everyone involved in Rural Week to attend the wind-up session in Winnipeg at the University of Manitoba – Medical School. The event takes place on **Friday May 31, 2019 at 7 PM**, supper and drinks will be served while students share their Rural Week experiences.

Whether or not you can attend -- We would love to see your community! Please send any digital pictures to Ashley Shaw at ([ashaw@ornh.mb.ca](mailto:ashaw@ornh.mb.ca)). Images received prior to noon on May 30 will be displayed at the wind-up session.

## Frequently Asked Questions

Visit Coordinators are encouraged to contact MB Healthcare Providers Network if unexpected situations arise. MB Healthcare Providers Network is pleased to provide answers to any and all questions.

1. **What types of accommodations are recommended?**

In the past, communities have successfully used hotels, cabins, bed & breakfasts, as well as private billets. When making accommodations carefully consider the provided student profiles when finalizing arrangements. Students come to you from a variety of ethnic & religious backgrounds. The Student Profiles have been carefully designed to inform you of these personal preferences.

2. **How much is the per diem accommodation allowance?**

The accommodation allowance up to a maximum of **\$55/night per student** (this price includes taxes)

3. **What types of community events are recommended?**

Barbeques are very popular, as is golf and sight-seeing, fishing, horseback riding, hiking, or a community sporting event. For many students this is their first rural experience. Show them a good time, they have been anticipating this experience for months.

4. **When do students arrive?**

**Formal clinical scheduling begins Monday May 27, 2019.** Students are expected to arrive in your community the evening of the **Sunday May 26, 2019.** Students will arrive by plane in northern communities and by car to all others. Provide students with directions. Make arrangements to meet your students upon arrival, acquaint them with the community. They have been looking forward to this event and are anxious to meet you.

5. **How/when do we submit a claim for accommodation expenses & preceptor fees?**

Upon the conclusion of Rural Week, submit a completed **RURAL WEEK INVOICE FORM** to MB Healthcare Providers Network.

## Rural Week 2019 Community Form

Please complete the following form and send back to Ashley Shaw ([ashaw@ornh.mb.ca](mailto:ashaw@ornh.mb.ca))  
before Friday May 10<sup>th</sup>, 2019.

**Community:**

**Student :**

Name:

Email:

Phone Number:

**Main Contact:**

Phone Number:

Email:

Cell Phone (for after hours- if available):

**Primary Preceptor Contact:**

Name:

Email:

**Address of hospital/clinic/nursing station:**

**Name of Accommodations:**

Accommodation Address:

Is there wifi?  Yes  No

The student needs to bring:  Bedding  Towels  Food  Other: \_\_\_\_\_

**Schedule**

	<b>Morning</b>	<b>Afternoon</b>	<b>Evening</b>
<b>Sunday</b>			
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

**If you are having a hard time planning evening events, please let Ashley know and she will do her best to assist with providing suggestions. If you need to get in touch with Ashley after office hours please call her cell phone (1-204-648-6763).**

## Sample Schedule

**The following activities may be worked into the schedule:**

- Clinic duty
- Emergency room duty
- High school visit
- Visit health care team member(s) as available
- Operating Room (if applicable)
- Visit Personal Care home
- Community Event  
(baseball game, golf, tour of local industry, sightseeing, fishing etc)
- **Please ensure that students are aware of all meal options.  
(Cafeteria hours, restaurant locations & hours of operation)**

	Morning	Afternoon	Evening
<b>Sunday</b>			Student arrives. If possible check in at hospital or hotel/B&B/etc
<b>Monday</b>	Meet Visit Coordinator Community Orientation		
<b>Tuesday</b>		1300 Meet with public health nurse 1430 Meet with mental health worker	On call with Preceptor
<b>Wednesday</b>	0800 Hospital rounds 0830 OR	1300 Clinic 1500 Meet with social worker	Free Time
<b>Thursday</b>	0800 Hospital rounds 0830 Personal Care Home 0930 High school visit	1300 Emergency Room coverage	Community Event
<b>Friday</b>	0800 Hospital rounds 0900 Clinic	Depart community allow sufficient travel time	1900 Windup at the Medical School in Winnipeg

The above is only a sample. The visit coordinator will provide schedule to students upon arrival. Students are expected to attend all scheduled events.

## Rural Week Invoice 2019

FROM:		COMMUNITY:
ADDRESS:		DATE:
PHONE:	FAX:	CONTACT PERSON:
BILL TO: MB Healthcare Providers Network Unit D – 101 1 <sup>st</sup> Ave N.W. Dauphin, MB R7N 1G8   Phone: 204-622-6210		NOTES:

**ACCOMMODATIONS** (MAXIMUM AMOUNT OF \$55 (fifty-five) per student per night. Inclusive of taxes)

**PLEASE ATTACH ORIGINAL RECEIPTS**

STUDENT NAME	NAME OF ACCOMMODATIONS	NUMBER OF NIGHTS	RATE	AMOUNT
1.)				
2.)				
3.)				
4.)				

If you do not require payment for accommodations please initial and this amount will be provided to support the activities of the Manitoba Medical Student Rural Interest Group (RIG). INITIAL: \_\_\_\_\_ TOTAL \$

Cheque Payable to:
Address:

**PRECEPTOR FEE** (\$50/STUDENT PER DAY)

STUDENT NAME	PRECEPTOR NAME	DAYS	RATE	AMOUNT
1.)				
2.)				
3.)				
4.)				

If you do not require payment for preceptor fee please initial and this amount will be provided to support the activities of the Manitoba Medical Student Rural Interest Group (RIG). INITIAL: \_\_\_\_\_ TOTAL \$

Cheque Payable to:
Address:

INVOICE NUMBER:
RW2019 -

In certain situations we will require a SIN to complete reimbursement:

- 1) If we are paying an individual for accommodations (example: John Smith), and the amount is over \$500.00
- 2) If we are paying an individual for preceptor fees (example: Dr. John Smith). If the payment is going to a medical clinic or to a medical corporation no SIN is required.

# VISIT COORDINATOR EVALUATION - 2019

Name: \_\_\_\_\_ Community: \_\_\_\_\_

1. How long have you been the RURAL WEEK Visit Coordinator in your community?

This is my first time	1 – 2 years	3-4 years	5 years
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2. Did the Visit Coordinator Guide provide you with enough information? [YES] [NO]

\_\_\_\_\_

\_\_\_\_\_

3. Did you feel the student profile provided sufficient information? [YES] [NO]

\_\_\_\_\_

\_\_\_\_\_

4. This year, who initiated contact between student and visit coordinator?  
[ STUDENT ] or [ VISIT COORDINATOR ] or [ BOTH ]

5. Did you find communicating difficult? [YES] [NO]

If yes, please explain why \_\_\_\_\_

6. Did you have sufficient time to organize student schedules? [YES] [NO]

\_\_\_\_\_

\_\_\_\_\_

7. Rate your experience in organizing various elements of RURAL WEEK?

	5	4	3	2	1	0
	Excellent		Average		Poor	N/A
Accommodations						
Extra-curricular activities						
Meals						
Clinic Schedule						
High School Presentation						

Explain: \_\_\_\_\_

\_\_\_\_\_

8. Did you arrange an opportunity for students to present at the local high school?  
[YES] [NO]

\_\_\_\_\_

\_\_\_\_\_

>>>> Continue on next page

**Visit Coordinator Evaluation (cont'd)**

9. Did your students attend Rural Week for all 5 days?

[YES] [NO]

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10. What other extra-curricular activities did you plan?

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11. Did your students attend the community events/activities?

[YES] [NO]

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12. Are there elements of the RURAL WEEK program that you believe need to be reviewed?

[YES] [NO]

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13. Do you have suggestions for organizers to consider when facilitating RURAL WEEK in the future? [YES] [NO]

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14. Additional Comments:

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**PLEASE SUBMIT TO:**

**MB HEALTHCARE PROVIDERS NETWORK**

101 1<sup>st</sup> Ave NW – Unit D, Dauphin, MB R7N 1G8

**Fax:** 204-622-6211 **Phone:** 204-622-6210; 1-866-244-6764 **Email:** [ashaw@ornh.mb.ca](mailto:ashaw@ornh.mb.ca)