

Message from Assistant Dean

SWOMEN Windsor Update: September 2005

The Southwestern Ontario Medical Education Network (SWOMEN) Windsor was formed in November 2002 through the tri-partite collaboration between The University of Western Ontario, University of Windsor and the two community hospitals in Windsor (Hotel-Dieu Grace and Windsor Regional Hospitals). The University of Western Ontario is the major hub for all academic activities within the SWOMEN Windsor program.

We have recruited more than 175 Faculty Appointed preceptors for SWOMEN Windsor. Most of these preceptors are practising family doctors and specialists in the community. In 2003-2004, two SWOMEN Windsor faculty members received Teacher of the Year Awards from The University of Western Ontario. In 2005, a faculty member received the PAIRO Teacher of the Year Award. This demonstrates the high calibre of teaching provided by SWOMEN Windsor preceptors.

The University of Windsor is a strong partner in this endeavour. There will be opportunities for clerks and residents to do research with a group of investigators at the University of Windsor in cardiovascular, metabolic, microbiologic and environmental health research.

The SWOMEN Windsor office is located in the Anthony P. Toldo Health Education Centre on campus at the University of Windsor. There is a state of the art Weingarden Boardroom and a host of very well-equipped lecture rooms in the building. For the convenience of clerks and residents, we have satellite offices located at each of the two hospitals.

There are several accommodation options and locations where students and residents can be assigned during their educational placements in Windsor. Through a community effort, we have renovated homes adjacent to Windsor Regional Hospital for the use of part-time clerks and residents. Parker House, at the Canterbury College, is located on campus at the University of Windsor, close to the Detroit River with a beautiful trail for cycling, jogging or walking.

We are confident that students and residents will find Windsor to be a wonderful and hospitable community medicine experience. We extend a warm welcome to all Schulich School of Medicine and Dentistry students and residents!



Raphael Cheung MD, FRCPC
Assistant Dean Windsor
Schulich School of Medicine & Dentistry
The University of Western Ontario

SWOMEN ADMINISTRATIVE STAFF

The SWOMEN Windsor office is located on the University of Windsor Campus (corner of Fanchette Street and Sunset Avenue) in the new three-storey Anthony P. Toldo Health Education Centre.

Address: SWOMEN Windsor
University of Windsor
Anthony P. Toldo Health Education Centre
Room 201
401 Sunset Avenue
Windsor, Ontario N9B 3P4

SWOMEN Windsor Staff are listed below, together with their contact information:

Name	Title	Phone number	Email address
Dr. Raphael Cheung	Assistant Dean	519-561-1412	raphael.cheung@schulich.uwo.ca
Jay Orchard	SWOMEN Manager UWO Research Park Suite 120 – MOG	519-661-2111 Ext: 86326	jay.orchard@schulich.uwo.ca
Ann Sovan	Program Coordinator	519-561-1411	asovan@uwindsor.ca
Jeanne Hickey	Education Assistant - Medicine	519-561-1415 Pager: 255-3021	jhickey@uwindsor.ca
Linda Wright	Secretary/Receptionist	519-561-1411	lindaw@uwindsor.ca
Beverly Nicholls	Education Assistant – Surgery & Paediatrics	519 561 1411 Pager: 561 2930	beverlyn@uwindsor.ca
Kelly Ducharme	Education Assistant – Psychiatry	519 561 1411 Pager: 561 3715	kducharm@uwindsor.ca

WINDSOR CLERKSHIP AWARDS – Funded by The Southern Ambassadors

Award Title

- ◆ The SWOMEN Windsor Scholarship in Family Medicine
- ◆ The SWOMEN Windsor Scholarship in Medicine
- ◆ The SWOMEN Windsor Scholarship in Obstetrics & Gynaecology
- ◆ The SWOMEN Windsor Scholarship in Pediatrics
- ◆ The SWOMEN Windsor Scholarship in Psychiatry
- ◆ The SWOMEN Windsor Scholarship in Surgery
- ◆ The SWOMEN Windsor Prize in Anesthesiology
- ◆ The SWOMEN Windsor Prize in Emergency Medicine
- ◆ The SWOMEN Windsor Prize in Surgery
- ◆ The SWOMEN Windsor Clinical Clerk Award (non-Academic)
- ◆ The SWOMEN Windsor Compassion Award (non-Academic)

WINDSOR HOSPITALS

Rotations can be scheduled at one, or all, of the following hospitals:

Windsor Regional Hospital (WRH) - Metropolitan Campus

1995 Lens Avenue, Windsor Tel: 519-254-5577

Windsor Regional Hospital (WRH) – Western Campus

1453 Prince Road, Windsor Tel: 519-254-5577

Hotel Dieu Grace Hospital (HDGH)

1030 Ouellette Avenue, Windsor Tel: 519-973-4411

IMPORTANT NOTE:

One week before the start of your rotation at the hospitals, you must contact hospital administration staff/SWOMEN office staff to set up an appointment to get your hospital photo ID, parking pass, access to library, computer passwords, etc.

Your Administration contacts for the hospitals are:

Windsor Regional Hospital (WRH) Metropolitan Campus - 1995 Lens Avenue

Shana Janisse Tel: 519 254 5577 Ext: 52277 Fax: 519 254 3150

Email: sjanisse@wrh.on.ca

Windsor Regional Hospital (WRH) Western Campus – 1453 Prince Road

Shana Janisse Tel: 519 254 5577 Ext: 52277 Fax: 519 254 3150

Email: sjanisse@wrh.on.ca

Hotel Dieu Grace Hospital (HDGH) - 1030 Ouellette Ave (entrance to hospital is on Goyeau)

Andrea Donaldson Tel: 973-4411 ext 3148 Fax: 977-0018 Email: adonaldson@hdgh.org

SWOMEN Satellite offices located at the Windsor Hospitals as follows:

- **Windsor Regional Hospital (WRH) – both Metropolitan and Western Campus**
4th floor at the Metropolitan Campus, Room 4306
Contact: Beverly Nicholls, Education Assistant – Surgery, Paediatrics and Psychiatry
Tel: 561-1411 Fax: 561 1413 Email: beverlyn@uwindsor.ca Pager: 561 2930

A Student/Resident Lounge is located on the 4th floor at WRH – Metropolitan Campus. Two on call rooms are adjacent to the lounge.

SWOMEN Lounge:

Located on the 4th floor at the Metropolitan Campus, Room 4308 (beside the SWOMEN Satellite office).

The SWOMEN Lounge is now open and available for SWOMEN Clerks and residents use. The room comprises of a couch, 2 chairs, desk, fridge, television, lockers, computer, printer and photocopier/fax machine.

There is a combination to access the lounge and this will be given to you at orientation.

- Hotel Dieu Grace Hospital (HDGH) – 1030 Ouellette Avenue
5th floor – Suite Room 5469, Office Room #5472
 Contact: Jeanne Hickey, Education Assistant – Medicine
 Tel: 561-1415 Email: jhickey@uwindsor.ca Pager: 255-3021

SWOMEN administrative staff is assigned to both WRH and HDGH. Students and residents with issues or concerns should contact SWOMEN staff, not Hospital Administration if possible.

UNIVERSITY OF WINDSOR SWOMEN ID CARD

Students will receive a University of Windsor photo ID card which will allow you access to the library, computers, and use of the St. Denis Athletic Centre. If Residents are interested in using the Athletic Centre, please contact the SWOMEN Office to request an ID card.

Information about the St. Denis Athletic Centre - <http://cronus.uwindsor.ca/stdenis>

Information about the Leddy Library - <http://cronus.uwindsor.ca/leddy>

LIBRARY ACCESS

University of Windsor

SWOMEN students have been issued a modified version of the University of Windsor *all campus* card at the C.A.W. student centre with SWOMEN clearly marked on the card. This photo-ID card can be used for borrowing books and for remote access to Leddy online databases once it is activated at the Leddy Circulation desk, as with all other undergraduate ID cards.

SWOMEN students wishing to access online databases offered through the *University of Western Ontario* library system however, must use their UWO card for access and authentication purposes. The University of Windsor card won't work for this purpose.

Any questions or concerns can be forwarded to:

Joan Dalton
 Head, Access Services
 Leddy Library / University of Windsor
 ext. 3201

Hotel Dieu Grace Hospital (HDGH)

Library Resources

- Online card catalogue <http://207.67.203.60/h91000>
- 24/7 Computer Lab access with 8 stations
 - ◆ E-mail access via Explorer
 - ◆ Online databases including Medline, Up-To-Date, Cochrane
 - ◆ Microsoft Office Suite
 - ◆ Stat Ref
 - ◆ Printers, Scanner, CD-Burner, DVD Player
 - ◆ UWO computer proxy access via Netscape
- Journals and textbooks electronic and print
- Dr. J. McCabe Memorial Reading Area
- Individual study carrels with laptop Internet access
- Conference table for group meetings

Library Services

- Mediated Searches
- Advanced Search Strategy classes by appointment
- Document Delivery
- Interlibrary Loans
- Photocopying
- Borrowing privileges restricted to SWOMEN Collection

Library Hours 8am - 4pm, Monday - Friday

After Hours Access

- Via authenticated Prox Card after library orientation with librarian (please make an appointment with Toni Janik @ 519-973-4411 ext.3178 or tjanik@hdgh.org)

Please Note: The Library is a Food and Beverage Free Zone

Windsor Regional Hospital (Metropolitan Campus) (WRH)

The Windsor Regional Hospital, Metropolitan Campus, Health Sciences Library, has 7 computers for the exclusive use of physicians, medical students, residents, and staff. There is also a computer in the physician's lounge for your use.

Any questions or concerns can be forwarded to:

Mary-Ellen Bechard
Coordinator, Health Sciences Library
Windsor Regional Hospital – Metropolitan Campus
1995 Lens Ave.
Windsor, ON N8W 1L9
Tel: 254-5577 ext 52329
Email: library@wrh.on.ca

Library Services

If students wish to save electronic documents, a P drive can be set up by contacting Jeanne Hickey at 561-1415.

Library Hours 8:00 am - 4:00 pm, Monday – Friday

After Hours Access

If you wish to access the library before or after hours you may sign out a key from the switchboard which is located just steps away from the library.

RESEARCH OPPORTUNITIES

Research opportunities are available at the University of Windsor. Further details can be found in the current Clinical Clerkship Handbook under the SWOMEN Windsor section or at www.swomen.ca.

EMAIL ACCOUNTS

Please note, Windsor Regional Hospital will not accommodate any hotmail or yahoo email accounts. Please use your University of Western Ontario email account.

ARRIVAL IN WINDSOR

REMINDER: Bring your Western ID Badge.

Dress for the hospitals, clinics, physician offices
Proper attire - no blue jeans

Windsor has 2 hospitals

Windsor Regional Hospital (WRH)

CEO of WRH - Dr. Martin Girash, Chief of Staff - Dr. Gary Ing

Hotel Dieu Grace Hospital (HDGH)

President and CEO of HDGH - Mr. Neil McEvoy, Chief of Staff - Dr. Art Kidd

Windsor Regional Hospital (WRH) has 2 campuses

WRH Metropolitan Campus - 1995 Lens Ave

WRH Western Campus - 1453 Prince Rd.

Windsor Regional Cancer Centre (WRCC) - can be accessed through WRH - Metropolitan Campus (adjoining buildings) or they have their own entrance on Alsace.

University of Windsor (U of W) - is located at 401 Sunset Avenue. SWOMEN Administration office is located in the Anthony Toldo P. Health Education Centre (corner of Fanchette & Sunset), 2nd floor, Room 201. Dr. Ross Paul is the President of the University of Windsor.

Parking at the WRH – Metropolitan Campus - Please park in the Visitors Parking Lot located on Lens Ave. Take a ticket upon entering the lot. When exiting the parking lot, please print your name on the back of the parking ticket and provide your full name to the parking attendant. No parking fee will be necessary upon exit. The parking attendant will verify your name against a list that will be provided by the SWOMEN office.

There is also an overflow parking lot for WRH located on the west side of Kildare Road, just north of Kildare (Stodgell) Park. Follow signs reading "Windsor Regional Hospital Parking". A shuttle will pick up riders at the major laneways and drop off at the Byng Road entrance. Shuttle services operate Monday – Friday from 5:30 am to Midnight.

Parking at HDGH - Please park in the Parking Garage located at Erie & Goyeau. Take a ticket upon entering the parking garage. The administration staff will be providing you with a parking pass on the first day of your rotation. The main entrance to the HDGH is located on Goyeau Street. You can also enter the hospital from Ouellette Ave.

Prayer Rooms at the hospitals

HDGH - 7th floor next to the Hospitalist Office, to the right off elevators.

WRH – Metropolitan Campus - located on the first floor of the hospital, turn right off the escalator and walk down hall, first left turn.

Video-conference room locations at the hospitals

You will be notified of the location of various events.

- HDGH – Video-conference Room (Old MRI Room) 1st floor, past library and elevators, towards the new section of hallway. Room is on the left-hand side.
- WRH - Metropolitan Campus – 1st floor, past Administration, in the new Clinical Education Centre. Room is on the left-hand side.
- WRH – Western Campus – Geriatric Assessment Program (GAP) Conference Room. 2nd floor, Room 2436.
- WRCC – take elevator to second floor, turn right, then immediate left, follow hallway. Room is facing you at the end of the hallway (Room 2057).

CONFERENCE ROOMS

Hotel Dieu Grace Hospital (HDGH)

ROOM & EXTENSION NUMBER
Conference Room 1 Ext 2239 (Renal area in Jeanne Mance Building)
Conference Room 2 Ext 3714 (1 st Floor outside Old Chapel Entrance)
Conference Room 3 Ext 3710 (1 st Floor outside Old Chapel Entrance)
Conference Room 4 Ext 3349 (Basement, behind Cardiac Cath. Lab.)
Conference Room 5 Ext 3771 (Basement, next to Organizational Development office)
Lobby Conference Room Ext 3496 (entrance off new Lobby and also off Diagnostic Imaging waiting room)
Video Conference Room Ext 3678 (Old MRI Suite, 1 st Floor)

Windsor Regional Hospital (WRH) – Metropolitan Campus

Conference rooms – The main conference room is referred to as the Clinical Education Centre located on the 1st floor, past Administration and into the new West Wing. The new Clinical Education Centre is on the left-hand side. Other locations may be announced.

SWOMEN MEDICAL STUDENT MAILBOXES

Below is the location of the SWOMEN Medical Student mailboxes at Hotel Dieu Grace Hospital (HDGH) and the Windsor Regional Hospital (WRH), Metropolitan and Western Campus

- HDGH - Library, 1st floor marked "SWOMEN Students"
- WRH - Mailroom, 1st floor diagonally opposite the Administration
Metropolitan office marked "SWOMEN Students"
Campus
- WRH - Dr. Cortese's office -
Western Room 2624, 2nd Floor, Psychology Department
Campus marked "SWOMEN Mailbox"

EMAIL

Email is the method of communication used by SWOMEN Windsor office. Please check your emails regularly to keep updated on events, rotation information, policies, etc. Students will be contacted using Email for Life accounts. Residents will be contacted using UWO accounts.

PAGERS

If you are to be assigned a pager, it will be provided by SWOMEN administration/hospital staff on the first day of your rotation. You are responsible for the pager. Fees will be levied to individuals damaging, losing or not returning the pagers. Please reference the Pager Policy at www.swomen.ca.

LOCKERS AND SCRUBS

Windsor Regional Hospital (WRH) - SWOMEN staff will assign scrubs and lockers at the beginning of your rotation, if and when needed.

Hotel Dieu Grace Hospital (HDGH) – Scrubs will available in the OR Department.

ACADEMIC HALF DAYS

SWOMEN will either provide the clerks with transportation to attend Academic Half Days in London or videoconference the session to Windsor based upon content and student representative input.

Please note: If you drive your own car, SWOMEN **will not pay mileage** for this return trip to London for Academic Half Day. Reasonable exceptions can be made if discussed with SWOMEN Administration prior to travel.

LIVING IN WINDSOR

Shopping for Authentic Foods

Wyandotte Street East – Middle Eastern
University Avenue and Wyandotte Street West – Chinese
Erie Street – Italian

Dinning in Windsor

Chanoso's. Creative, fusion Asian, affordable, a see and be seen place downtown. Items like avocado spring rolls. 255 Ouellette, 254-8530.

Three. A little more upscale, but loads of fun with appetizer dishes as the main menu, items can be combined and platters are offered. Creative, gourmet and a wonderful dessert menu. Very contemporary, downtown. 63 Pitt St. E. 258-3303.

Basil Court. Still the best Thai in the city, consistent. 327 Ouellette Ave. 252-5609.

Wah Court Inn. All around good Chinese, with authentic dishes, dim sum, too. 1689 University Ave. W. 256-4755.

Hikari. Asian-Japanese restaurant. Quality sushi and Japanese dishes to the subtly elegant decor and wonderful service. Former Joseph's/Casa Bianca, on Victoria Ave.

Spago Trattoria. The wood-oven baked pizza, the snappy service. This is a good entree to Erie St. It's informal, but creative. 614 Erie St. 252-9099

NOI. For the most urbane-looking and tasting restaurant, there's NOI on Erie. 888 Erie St. 252-8004

Patrick O. Ryan's. An all-around good pub, with a great burger and Celtic menu. 25 Pitt St. E. 977-5722

Kildare House. Sit on the deck, enjoy the outdoors. 1880 Wyandotte St. E. 252-4003

Rock Bottom. A neighbourhood pub that's a great people place with a good, solid menu. 3236 Sandwich St. 258-7553

Plunkett's. Stylish, see and be seen place for an older crowd and scene. 28 Chatham St. E. 252-3111

Mamo Bistro. Contemporary North American in an intimate setting with the chef-owner on call, with dishes like Fettucine with Mushroom Spinach Cream Sauce and White Truffle Oil. Informally elegant. 5880 Wyandotte St. E. 948-0693

For chains and locations further out and near Devonshire Mall, I suggest the **Keg** and **Moxie's Grill**.

In Tecumseh, there's the **Mongolian** grill restaurant, where customers can create their own stir-fry, **JB's Mongolian Grill**. 944-6939

La Cuisine, a formal, upstairs restaurant with a French accent and white tablecloths. 417 Pelissier. 253-6432

POLICE CLEARANCE

In planning for your Teen Health Centre rotation, note that POLICE CLEARANCE is required for this rotation.

Fee

There is a \$40 fee that is charged by Windsor Police for this clearance. Please pay this fee and obtain a receipt. You can then expense this on a Western expense claim form.

RESIDING OUTSIDE WINDSOR: If you are living outside Windsor during your rotation i.e. LaSalle, Amherstburg, Lakeshore, or Tecumseh, you will need to go through the respective municipality Police Department for your Police Clearance. Fees may vary.

Photo ID Cards

Please take both your University of Windsor and The University of Western Ontario photo ID cards. Windsor Police give an exception of 2 weeks to get Police Clearance for students who hold a University of Windsor photo ID card. Normally this process takes 12-14 weeks.

Below are steps on how you are to obtain this clearance (please check with your local municipality, i.e., LaSalle, Lakeshore or Tecumseh as the process may differ). **It is suggested to start this process four weeks prior to the start date of your rotation.** Please contact Ann Sovan at 561-1411 if you require further information or clarification regarding this process.

Steps to obtain Police Clearance	Where	Action
Step 1	Teen Health Centre - Police Clearance Form Address: 1585 Ouellette Avenue	Please call Shelby Rohrer at 253-8481 Ext 226 at the Teen Health Centre to arrange the pick up this form up in person. Shelby will spend 5 minutes with you going through the form.
Step 2	Windsor Police - main entrance 150 Goyeau Windsor ON Tel: 519-255-6700 Contact: Kelly Kipling Ext 4141	PLEASE TAKE WITH YOU: • Teen Health Centre Form • Photo ID for University of Windsor and University of Western Ontario cards • FEE \$40.00 - obtain a receipt to expense the fee to UWO . NB: If Windsor Police state no sticker on the back of the U of Windsor Card, please draw their attention to the "end date" printed on front of your SWOMEN University of Windsor ID card. This serves the same purpose as the enrolment sticker.

TRAVEL AND ACCOMMODATIONS

Students and residents are eligible to receive mileage reimbursement for SWOMEN Windsor rotations. Windsor accommodations costs are covered through SWOMEN.

SWOMEN Windsor Travel Guidelines

As a Windsor based Clerk or Resident, SWOMEN will provide mileage reimbursement up to a maximum of \$400 per training month relating to medical education within the network, based on the Ministry of Health and Long Term Care travel guidelines. The University of Western Ontario mileage rate is \$0.40/km; therefore, one round trip from London to Windsor would result in a claim of \$160. (400 kms x \$0.40 = \$160)

Travel reimbursement can be claimed by submitting the following travel details:

- The date(s) and kilometers traveled
- The originating location and the destination
- Your permanent mailing address in which the cheque can be mailed

Please submit completed requests in the form of email or a Short Travel Expense Form from The University of Western Ontario (<http://www.uwo.ca/finance/forms/shortexp.pdf>) to:

Brenda Hennessey
Administrative Coordinator
Southwestern Ontario Medical Education Network
Rm M111A, Medical Sciences Building
Schulich School of Medicine and Dentistry
The University of Western Ontario
London, ON N6A 5C1
brenda.hennessey@schulich.uwo.ca

Your request for expenses incurred as it relates to travel implies that the information within the request is correct and falls within The University of Western Ontario audit standards. All submissions are kept on file for audit purposes.

SWOMEN does not reimburse any meal expenses.

SWOMEN Windsor Accommodations

SWOMEN accommodations for medical students and residents:

1. Byng Road (four – 3 bedroom homes and one - 4 bedroom home)
2. Vimy Avenue Apartment (an upper 2 bedroom unit)
3. Canterbury College – Parker House Townhouse- 12 self contained bedrooms with shared bathrooms and kitchen facilities

Family Accommodation

All family housing requests are to be made to Ann Sovan at the SWOMEN Windsor office.
asovan@uwindsor.ca

NB: Upon confirmation that a student or resident will be completing a rotation in Windsor, the SWOMEN Windsor office will proceed with booking accommodations based on availability.

BYNG ROAD

Situated across the street from Windsor Regional Hospital – Metropolitan Campus, five homes on Byng Road are available for medical student and resident accommodations. Byng homes are primarily reserved for Residents.

You may be placed in one of the following homes:

House	Tel #
2226 Byng	560-3853
2244 Byng	985-1172
2250 Byng	254-6744
2258 Byng	258-1767
2266 Byng	258-1832

PARKING

Parking is available at the homes. Parking for 2226 Byng is located behind the house – access via the alley. All other Byng Rd homes have driveways. If you find parking a problem at the Byng Road properties, please park at Windsor Regional Hospital and sign the back of the ticket as indicated under “WRH Parking directions”.

Please note you cannot park on the sidewalk or the street. Any parking ticket issued by the City of Windsor Parking Authority is your responsibility and not the responsibility of SWOMEN.

KEYS

Sharon Keech is the Property Manager for the Byng Road homes. She and her husband Bob reside at 1994 Loraine Street, side street off Byng Road. Upon arrival in Windsor, keys will be available for pick up from the Keech’s mailbox.

Contact information: Home telephone: 519-977-5614 Cell Phone: 519-259-7678

Email: bobkeech@hotmail.com

UPON COMPLETION OF YOUR ROTATION IN WINDSOR, PLEASE RETURN KEYS TO THE PROPERTY MANAGER'S MAILBOX, 1994 LORAIN STREET.

Byng Road Check - In

Your room will be ready the evening before the start date of your rotation. If you have any questions or concerns regarding this, please contact the Property Manager.

Byng Road Check-Out

You must vacate your room the morning of your last rotation day. If you are on call, please vacate your room on Sunday morning, no later than 12 noon. Please drop off your accommodation keys in the mailbox at 1994 Loraine Street.

❖ **NOTE:** Any other arrangements must be made through the Property Manager.

LAUNDRY FACILITIES

A washer and dryer are available on premises.

BATH FACILITIES

There is at least one full shower, sink and toilet on the main floor in all the homes.

KITCHEN/DINING FACILITIES

A fully equipped kitchen with a full sized refrigerator, stove, microwave oven, coffee pot, all cooking utensils, pots and pans, plates, glasses, toaster, kettle, etc. is provided.

TELEPHONE

Local Calls: Free.

Long Distance: You must use a calling card to make long distance phone calls.

CABLE

A color TV /DVD with basic cable is available for viewing in the living room (DVD pending at 2226 Byng – currently no DVD at that property).

COMPUTERS

Currently, only two Byng Road properties (2226 and 2258) have a desktop computer. You should bring your own computer/laptop and Ethernet cable. Please note that computer access is available at both hospitals (WRH and HDGH) and at the University of Windsor.

INTERNET

All Byng Road accommodations have high speed internet access and is accessible via several almond coloured data boxes throughout the property. You just have to plug in the Ethernet cable to the data box and your computer and you should be connected. You will require an Ethernet cable. ANY INTERNET PROBLEMS, please contact the SWOMEN office at 561-1411 or email Linda Wright (lindaw@uwindsor.ca). A computer technician service charge will be levied to any trainee who tampers with SWOMEN equipment requiring a service call.

OUTSIDE YARD WORK

Supervised by the Property Manager. Any issues please contact the Property Manager.

GARBAGE DAY

Pickup is early Wednesday AM. Please put the garbage container out on Tuesday evening.

RECYCLE BINS

Every other Thursday AM. Please put bins at front curb Wednesday evening.

Blue: bottles & cans Red: cardboard & paper

CLEANING

Please do the day-to-day clean up. Housekeeping services will be performed every other Thursday of each month. **Housekeeping services do not make beds or wash dishes.** Each house has cleaning supplies.

WHAT TO BRING?

- ✓ Your own food and drink
- ✓ Your own laundry sundries
- ✓ Your own toiletries
- ✓ A calling card for long distance phone calls
- ✓ Ethernet cable if bringing your laptop computer

YOUR RESPONSIBILITIES

- Keep your room and the house tidy
- Treat the furniture, home, accessories and neighbours with respect.
- A signed tenancy agreement before you occupy SWOMEN accommodations

Report any damages or issues immediately to the Property Manager.

If you have any questions, please contact:

Ann Sovan, Program Coordinator
Southwestern Ontario Medical Education Network
Anthony P. Toldo Health Education Centre
Room 201- 401 Sunset Ave.
Windsor, Ontario N9B 3P4
Tel: (519) 561-1411
Fax: (519) 561-1413
Email: asovan@uwindsor.ca

BYNG ROAD DIRECTIONS

Directions from LONDON to Windsor to Byng Rd homes

(about 2 to 2 ½ hrs depending on traffic)

- From Wellington Road South take the RTE-401 O/ HWY-401 W ramp toward WINDSOR
- Merge onto Provincial Route 401 W.
- Take the Essex Road 46 West exit – exit number 14 - toward Windsor
- Turn Slight Right onto Provincial Rd/CR-46
- Continue to follow Provincial Rd
- Turn Right onto Walker Rd
- Turn Left onto Vimy Ave
- Turn Right onto Byng Rd.

Directions from BYNG ROAD to Hotel Dieu Grace Hospital 1030 Ouellette Ave. (about 10 mins)

- Start out going Northwest on Byng Rd towards Lens Ave.
- Turn Left onto Tecumseh Rd E.
- Turn Right onto Ouellette Ave

Directions from BYNG ROAD to the University of Windsor (about 20 mins)

- Start out going Northwest on Byng Rd towards Lens Ave.
- Turn Left onto Tecumseh Rd. E.
- Turn Right onto Campbell Ave.
- Turn Left onto Wyandotte St. W.
- Turn Right onto Sunset Ave
- We are located in the middle of the block – Health Education Centre

Visitor parking is available for a fee at corner of Wyandotte & Sunset

Trainee Accommodation Agreement – Byng Road

Between:

The University of Western Ontario, operating as Southwestern Ontario Medical Education Network, Schulich School of Medicine and Dentistry, herein referred to as “SWOMEN”

And

Resident Physicians and Medical Students, herein referred to as “the trainee”

Whereas SWOMEN has entered into a Tenancy Agreement with the Windsor Regional Hospital with respect to premises known municipally as 2226, 2244, 2250, 2258 , 2266 Byng Street , which premises will be referred to herein as “SWOMEN Windsor Accommodations”;

And whereas SWOMEN has agreed to allow the trainee to occupy part of the SWOMEN Windsor Accommodations during the period _____.

In consideration of being allowed to occupy the premises, and other good and valuable consideration, the parties agree as follows:

1. During occupation of the premises by the trainee, the trainee will abide by the Schulich School of Medicine and Dentistry, The University of Western Ontario Code of Conduct and The University of Western Ontario Code of Student Conduct.
2. The trainee will abide by the terms and conditions of the lease between SWOMEN and the Windsor Regional Hospital.
3. The trainee will be solely responsible for insuring his or her own personal property, and agrees that SWOMEN will not be responsible for any damage to that property during the trainee’s occupation of the premises.
4. The trainee will be solely responsible for any loss or damage to the premises or the property of SWOMEN or the Windsor Regional Hospital located on the premises, including any loss or damage caused by the trainee and his or her guests or invitees. The trainee agrees that any such loss or damage may be recovered by SWOMEN from the trainee in the same manner as outstanding fees or fines, including the sealing of the trainee’s academic record, until the loss or damage has been paid.
5. The SWOMEN Windsor Property Manager will issue keys to trainees at the commencement of training. Keys must be turned in to the SWOMEN Windsor Property Manager upon completion of training. The trainee is responsible for SWOMEN Accommodation keys. Loss of these keys should be immediately reported to the SWOMEN Windsor Property Manger.

Byng Road

6. An inventory of furnishings, bedding, dishes and similar ancillary items will be agreed upon before the trainee takes residence in the premises. A similar inventory will be taken upon completion of the trainee's rotation by the SWOMEN Windsor Property Manager. The trainee and the trainee's roommates will be responsible for ensuring all furnishings and SWOMEN property remains on the premises. SWOMEN will invoice the trainee for any costs of damaged or removed property. Failure to pay the invoice will be treated as a failure to pay a fee or fine pursuant to the UWO Academic Calendar.
7. Any damage to the premises, furnishings or property (including any maintenance requirements with respect to plumbing, electrical, etc.) should be reported as soon as possible to the SWOMEN Windsor Property Manager.
8. The trainee will not make long distance telephone calls billable to the premises while staying in the premises. Personal Cellular or third party credit card billing is suggested.
9. No pets, reptiles, animals, fish, etc are allowed in the premises at any time.
10. The trainee will be responsible and cognizant of utility costs and play a responsible role in controlling SWOMEN Windsor housing costs.
11. The Byng Road residence is entirely a no-smoking building. Persons wishing to smoke must do so outside the building and away from buildings.
12. Any alternation to the property (i.e. wallpaper, paint, etc), must first be approved by the SWOMEN Property Manager.
13. SWOMEN reserves the right to make additional reasonable rules with respect to the use and occupation of the premises from time to time. Such rules, when communicated to the trainee in writing, shall be deemed to be part of this Agreement.
14. In addition to any other remedies available to it, SWOMEN may terminate this agreement for any breach thereof.

In witness whereof the parties have executed this agreement this ____ day of _____, 200__.

Signature: SWOMEN

SIGNATURE: Trainee

Print Name

Print Name

CANTERBURY COLLEGE – PARKER HOUSE

Primarily reserved for undergraduate trainees. This property consists of 12 self contained bedrooms on three floors with shared bathrooms and kitchen facilities.

LOCATION

The property is located at 105 Sunset Ave, the corner of Sunset and Riverside Drive, on the University of Windsor campus. Telephone: 519-985-6276

PARKING

Parking is provided along the laneway in the interior of the College block campus. The Canterbury Administration Office requires your name, license plate number, make and model of your vehicle, so that a parking permit can be issued. If you do not have this parking permit your car will be towed away. Any expenses incurred will be your responsibility.

KEYS

Arrangement of key pickup must be done prior to your arrival in Windsor. Please contact:

Ms. Debbie Bacon
Canterbury College
2500 University Avenue West – Rom 304
Windsor Ontario N9B 3B9
Telephone: 519-256-6442 Fax: 519-256-3382 email canter@uwindsor.ca

Parker House Check-In

The day before the start of your rotation after 5:00 pm or the day of your rotation after 9:00 am.

Parker House Check-Out

Before NOON on the last day of your rotation.

❖ **NOTE:** Any other arrangements must be made with Ms. Bacon at the above listed address.

BEDROOMS

Each bedroom has a double closet, single bed, dresser, desk, bookshelf, closet, chairs (2), lamps, 1 pillow with cover, 2 sheets, 1 blanket and 1 bedspread.

BATHROOMS

Each floor has a common bathroom:

Main floor – a 4 piece bath

2nd floor – 2 rooms – one room with sink and toilet, another room with sink and shower

3rd floor – 2 rooms – one room with sink and toilet, another room with sink, shower and toilet.

COMMON AREAS

Kitchen

On the main floor of the townhouse there is a fully equipped communal kitchen with refrigerators, freezer, stoves, microwave, kettle, toaster, one table & chairs. Twelve secure, lockable kitchen cupboards are provided in the kitchen, one for each tenant.

Sitting Room

A fully furnished common area offers sofas, one table and chairs, end tables, lamps and a coffee table with a large television and a VCR/DVD player.

LAUNDRY FACILITIES

Located on the 2nd floor. The washer and dryer at Parker House have been upgraded and are operated by use of a Smartcard which needs to be loaded with money from your bank account (debit or visa) directly to the card. A Smartcard machine is located in the Canterbury College office during normal office hours (9 am – 5 pm Monday to Friday), with three other machines located on campus (Vanier and Electa Halls). Laundry facilities also include an iron and an ironing board.

TELEPHONE

The unit has one telephone located in the common room for local calls only. Trainees are encouraged to use their own personal cellular phones or calling cards.

CABLE TELEVISION

Cable television is provided only in the common room.

COMPUTERS

SWOMEN does not provide computers in Parker House. Trainee accessible computers are available in the hospital libraries and at the University of Windsor. Most trainees bring their own personal computers to Windsor.

INTERNET

An Ethernet connection is available in each bedroom. Please note one jack is phone and one is internet. Please bring your own Ethernet cable. **Emails can be sent and received using Webmail access on the University of Windsor website.** If there are any IT issues, please contact Chris at clw@uwindsor.ca or the Canterbury Administration Office at 256-6442 or canter@uwindsor.ca during regular business hours.

BICYCLES

The College has two bicycle garages. Bicycles should be locked within these garages and keys may be obtained from the College office.

WHAT TO BRING?

- ✓ Extra bedding if you wish (beds are extra long-special size bedding would be needed)
- ✓ towels, toiletries and food.
- ✓ Cellular phone and computer if desired. Phone is not capable of making long distance calls.
- ✓ Bicycle, rollerblades or running shoes. Parker House is adjacent to the Detroit River parkway!

Canterbury College – Parker House

MAIL & DELIVERIES

All mail and deliveries to a student will be accepted at the College office. Students will be notified by message in the mail box, by telephone or email if available.

Address for mail or deliveries: Student's name
 Parker House
 2500 University Avenue West
 Windsor, ON N9B 3Y1

HOUSEKEEPING

Canterbury College housekeeping staff will come in once a week to clean the building. The cleaning day will be posted in the house.

❖ **NOTE:** Bedding is changed by housekeeping staff at the end of your rotation only.

Housekeeping will:

- wash bathroom, laundry room and kitchen floors
- vacuum the common room and hallways
- wipe down furniture and window sills in the commonly used areas
- clean the bathroom fixtures
- clean the kitchen counters
- remove garbage that day
- re-stock the kitchen utility cupboard with toilet paper and garbage bags for the week

The housekeeping staff will not remove newspapers, magazines, dirty dishes, or personal items left about. They will not clean the refrigerators when they are being used.

The house is equipped with a vacuum cleaner, a broom, a bucket and mop. Students must remove the kitchen and bathroom garbage to the dumpster on other days and empty the recycling boxes to the blue bins. The dumpster is located next to the parking lot behind Parker House. The blue bins are along the laneway beside the white garage behind Parker House.

ROOM CHANGEOVER

The Administration office (Ms. Debbie Bacon) should be advised when a student is to move out so that the room can be cleaned that day or the next day.

MAINTENANCE/REPAIRS

Ms. Debbie Bacon
Canterbury College
2500 University Avenue West
Windsor Ontario N9B 3B9
Tel: 519-256-6442
Email: canter@uwindsor.ca

CAMPUS POLICE

EMERGENCIES:
253-3000 Ext 4444
NON EMERGENCIES:

253-3000 Ext 1234

AFTER HOURS KEY LOCKOUT

Mr. Tom Coke
Student Head of College
Augustine House Room B1
Windsor, ON Tel: 519-971-7815

AFTER BUSINESS HOURS - EMERGENCY ONLY

Mr. Dave Dupuis
Superintendent Geoffrey Fisher Hall
Apt 8 -270 Patricia
Windsor, ON Tel: 519-254-5151

PARKER HOUSE – CANTERBURY COLLEGE DIRECTIONS

Directions from London to Parker House within Canterbury College residence (University of Windsor) (about 2 to 2 ½ hrs depending on traffic)

- From Wellington Road South take the RTE-401 O/ HWY-401W ramp toward WINDSOR
- Merge onto Provincial Route 401 W.
- Stay on 401 until it ends in Windsor
- Highway 401 will turn into Huron Church Road
- Stay straight to go onto Patricia Rd (keep in right hand lane for through traffic)
- Turn Right onto Wyandotte St. W.
- Turn left onto Sunset Ave
- Turn left onto University
- Immediately turn right into Canterbury College
- Parker House is located at the corner of Sunset Avenue and Riverside Drive West

Directions from PARKER HOUSE (within Canterbury College Residence) to Hotel Dieu Grace Hospital – 1030 Ouellette Avenue (about 10 mins)

- Start out going East on Riverside Drive West toward California Avenue
- Turn Right onto Ouellette Avenue
- End at 1030 Ouellette Avenue

Directions from PARKER HOUSE (within Canterbury College Residence) to Windsor Regional Hospital – 1995 Lens Ave (about 15 mins)

- Start out going northeast on Riverside Drive West toward California Avenue
- Turn Right onto Campbell Avenue
- Turn Left onto Tecumseh Road West
- Turn Right onto Byng Road
- Turn Right onto Lens Avenue

Directions from PARKER HOUSE (within Canterbury College Residence) to SWOMEN Windsor office (about 2 mins)

- Start out going southeast on Sunset Avenue toward University Avenue West
- SWOMEN office is located at the intersection of Sunset and Fanchette (stop sign) in the new Health Education Centre – Room 201. See separate parking directions for SWOMEN Windsor office, University of Windsor.

Trainee Accommodation Agreement - Parker House

Southwestern Ontario Medical Education Network (SWOMEN) Windsor
2005-2006 Clerkship Accommodations Policy, Canterbury Townhouse Property – Parker House.

Preamble:

The Schulich School of Medicine & Dentistry, The University of Western Ontario, SWOMEN Program has leased a twelve bedroom townhouse from Canterbury College – Parker House, University of Windsor, for the exclusive accommodations of medical trainees in Windsor.

Parker House is not a hotel, nor is it a bed and breakfast. Though housekeeping services are provided, trainees must pick up after themselves and are expected to participate in the day to day care of Parker House to ensure that it be a clean, quiet and comfortable place for all to reside.

Trainees will abide by the following rules:

1. During occupation of the premises by the trainee, the trainee will abide by the Schulich School of Medicine and Dentistry, The University of Western Ontario Code of Conduct and The University of Western Ontario Code of Student Conduct.
2. The trainee will be solely responsible for insuring his or her own personal property, and agrees that SWOMEN will not be responsible for any damage to that property during the trainee's occupation of the premises.
3. The trainee will be solely responsible for any loss or damage to the premises or the property of SWOMEN or Canterbury College located on the premises, including any loss or damage caused by the trainee and his or her guests or invitees. The trainee agrees that any such loss or damage may be recovered by SWOMEN from the trainee in the same manner as outstanding fees or fines, including the sealing of the trainee's academic record, until the loss or damage has been paid.
4. Any damage to the premises, furnishings or property (including any maintenance requirements with respect to plumbing, electrical, etc.) should be reported as soon as possible to Administration, Canterbury College, address herein.
5. The trainee will not make long distance telephone calls billable to the premises while staying in the premises. Personal Cellular or third party credit card billing is suggested.
6. No pets, reptiles, animals, fish, etc. are allowed in the premises at any time.
7. The trainee will be responsible and cognizant of utility costs and play a reasonable role in controlling SWOMEN Windsor housing costs.
8. Any alteration to the property (i.e. wallpaper, paint, etc.), is not allowed under any circumstances.

Canterbury College – Parker House

9. SWOMEN reserves the right to make additional reasonable rules with respect to the use and occupation of the premises from time to time. Such rules, when communicated with the trainee in writing, shall be deemed to be part of this Agreement.
10. In addition to any other remedies available to it, SWOMEN may terminate this agreement for any breach thereof.
11. The Parker House residence is entirely a no-smoking building. Persons wishing to smoke must do so outside the building and away from buildings.

In witness whereof the parties have executed this agreement this ____ day of _____, 200__.

Signature: SWOMEN

SIGNATURE: Trainee

Print Name

Print Name

VIMY AVENUE APARTMENT

LOCATION

An upper 2 bedroom unit located adjacent to Windsor Regional Hospital – Metropolitan Campus. 1920 Vimy Avenue Telephone: 519-253-7743

PARKING

One parking spot is available in the 2 car garage. Parking is available on the street or use the parking pass from the WRH to park car in designated lot.

KEYS

Sharon Keech is the Property Manager for the Vimy Avenue Apartment. She and her husband Bob reside at 1994 Loraine Street, side street off Byng Road. Upon arrival in Windsor, keys will be available for pick up from the Keech's mailbox.

Contact information: Home telephone: 519-977-5614 Cell Phone: 519-259-7678

Email: bobkeech@hotmail.com

UPON COMPLETION OF YOUR ROTATION IN WINDSOR, PLEASE RETURN KEYS TO THE PROPERTY MANAGER'S MAILBOX, 1994 LORAIN STREET.

Vimy Avenue Apartment Check - In

Your room will be ready the evening before the start date of your rotation. If you have any questions or concerns regarding this, please contact the Property Manager.

Vimy Avenue Apartment Check-Out

You must vacate your room the morning of your last rotation day. If you are on call, please vacate your room on Sunday morning, no later than 12 noon. Please drop off your accommodation keys in the mailbox at 1994 Loraine Street.

❖ **NOTE:** Any other arrangements must be made through the Property Manager.

INTERNET

Vimy Avenue accommodation has high speed internet access. You will need to bring an Ethernet cable with you. ANY INTERNET PROBLEMS, please contact the SWOMEN office at 561-1411 or email Linda Wright at lindaw@uwindsor.ca.

VIMY AVENUE APARTMENT DIRECTIONS

Directions from LONDON to Vimy Avenue

(about 2 to 2 ½ hrs depending on traffic)

- From Wellington Road South take the RTE-401 O/ HWY-401 W ramp toward WINDSOR
- Merge onto Provincial Route 401 W.
- Take the Essex Road 46 West exit – exit number 14 - toward Windsor
- Turn Slight Right onto Provincial Rd/CR-46
- Continue to follow Provincial Rd
- Turn Right onto Walker Rd
- Turn Left onto Vimy Ave and stop at 1920 Vimy

Directions from VIMY AVENUE to Hotel Dieu Grace Hospital – 1030 Ouellette Ave.

(about 10 mins)

- Start out going southwest on Vimy Ave. toward Kildare Road
- Turn Right onto Kildare Road
- Turn Left onto Tecumseh Road East
- Turn Right onto Ouellette Ave.

Directions from VIMY AVENUE to Windsor Regional Hospital – 1995 Lens Ave. (about 2 mins.)

- Start out going northeast on Vimy Avenue toward Byng Road
- Turn Left onto Byng Road
- Turn Left onto Lens Avenue.
- End at 1995 Lens Avenue

Directions from VIMY AVENUE to SWOMEN Windsor office (about 15 mins)

- Start out going northeast on Vimy Avenue toward Byng Road
- Turn Right onto Walker Road
- Take the E.C. Row Expressway West ramp
- Merge onto E.C. Row Expressway
- Take the Huron Church Road exit toward Bridge to U.S.A.
- Take the Huron Church Road North ramp
- Turn slight Right onto Huron Church Road/Provincial Route 3N. Continue to follow.
- Stay straight to go onto Patricia Road
- Turn Right onto Wyandotte Street West
- Turn Left onto Sunset Avenue
- SWOMEN office is located at the intersection of Sunset and Fanchette (stop sign) in the new Health Education Centre – Room 201. See separate parking directions for SWOMEN Windsor office, University of Windsor.

Trainee Accommodation Agreement – Vimy Avenue Apartment

Between:

The University of Western Ontario, operating as Southwestern Ontario Medical Education Network, Schulich School of Medicine and Dentistry, herein referred to as "SWOMEN"

AND

Resident Physicians and Medical Students, herein referred to as "the trainee"

Whereas SWOMEN has entered into a Tenancy Agreement with "Mr. Bob Keech" herein referred to as "the landlord" with respect to premises known municipally as 1920 Vimy Avenue, which premises will be referred to herein as "SWOMEN Windsor Accommodations";

And whereas SWOMEN has agreed to allow the trainee to occupy part of the SWOMEN Windsor Accommodations during the period _____.

In consideration of being allowed to occupy the premises, and other good and valuable consideration, the parties agree as follows:

1. During occupation of the premises by the trainee, the trainee will abide by the Schulich School of Medicine and Dentistry, The University of Western Ontario Code of Conduct and The University of Western Ontario Code of Student Conduct.
2. The trainee will abide by the terms and conditions of the lease between SWOMEN and the "landlord".
3. The trainee will be solely responsible for insuring his or her own personal property, and agrees that SWOMEN will not be responsible for any damage to that property during the trainee's occupation of the premises.
4. The trainee will be solely responsible for any loss or damage to the premises or the property of SWOMEN or the "landlord" located on the premises, including any loss or damage caused by the trainee and his or her guests or invitees. The trainee agrees that any such loss or damage may be recovered by SWOMEN from the trainee in the same manner as outstanding fees or fines, including the sealing of the trainee's academic record, until the loss or damage has been paid.
5. The SWOMEN Windsor Property Manager will issue keys to trainees at the commencement of training. Keys must be turned in to the SWOMEN Windsor Property Manager upon completion of training. The trainee is responsible for SWOMEN Accommodation keys. Loss of these keys should be immediately reported to the SWOMEN Windsor Property Manger.

Vimy Avenue Apartment

6. An inventory of furnishings, bedding, dishes and similar ancillary items will be agreed upon before the trainee takes residence in the premises. A similar inventory will be taken upon completion of the trainee's rotation by the SWOMEN Windsor Property Manager. The trainee and the trainee's roommates will be responsible for ensuring all furnishings and SWOMEN property remains on the premises. SWOMEN will invoice the trainee for any costs of damaged or removed property. Failure to pay the invoice will be treated as a failure to pay a fee or fine pursuant to the UWO Academic Calendar.
7. Any damage to the premises, furnishings or property (including any maintenance requirements with respect to plumbing, electrical, etc.) should be reported as soon as possible to the SWOMEN Windsor Property Manager.
8. The trainee will not make long distance telephone calls billable to the premises while staying in the premises. Personal Cellular or third party credit card billing is suggested.
9. No pets, reptiles, animals, fish etc are allowed in the premises at any time.
10. The Vimy Avenue residence is entirely a no-smoking building. Persons wishing to smoke must do so outside the building and away from buildings.
11. The trainee will be responsible and cognisant of utility costs and play a responsible role in controlling SWOMEN Windsor housing costs.
12. Any alternation to the property (i.e. wallpaper, paint, etc), must first be approved by the SWOMEN Property Manager.
13. SWOMEN reserves the right to make additional reasonable rules with respect to the use and occupation of the premises from time to time. Such rules, when communicated to the trainee in writing, shall be deemed to be part of this Agreement.
14. In addition to any other remedies available to it, SWOMEN may terminate this agreement for any breach thereof.

In witness whereof the parties have executed this agreement this ____ day of _____ , 200__.

Signature: SWOMEN

SIGNATURE: Trainee

Print Name

Print Name