

A decorative graphic at the bottom of the page. It features a series of overlapping, semi-transparent, colored shapes (yellow, orange, red, pink, blue, green, and black) arranged in a curved, arch-like pattern. Below this arch is a solid dark blue horizontal line. The background of the entire page is white.

WELCOME TO THE NORTHERN ONTARIO SCHOOL OF MEDICINE

Congratulations on your new position! I am pleased that you've made the decision to join the School.

It's my hope that you find a rewarding career here with us. NOSM has a thriving academic and research community in which to get involved. Opportunities for personal development are available—we want you to shine in your new role!

Your unique qualities enhance the NOSM community. We've recently launched a School-wide movement with a focus on diversity, inclusion, respect, social accountability and wellness. We embrace employees of different races, ethnicities, languages, nationalities, sexual orientations, gender identities, values and lived experiences. Learn more about the Respect the Difference movement at culture.nosm.ca.

To truly prepare our learners to care for people in our communities, you must model being a compassionate and socially accountable member of our school. At NOSM we believe in safe and caring work environments. Your commitment to professionalism is the key to our success.

It's an exciting time to be joining the Northern Ontario School of Medicine. As a new employee, you will be directly contributing to the School's mission to improve the health of Northern Ontarians by being



Dr. Sarita Verma

NOSM Dean, President and CEO

– Employee since 2019

socially accountable in our education and research programs and advocating for health equity.

I look forward to meeting you sometime soon. I hope this handbook will guide you in your career here!

Sincerely,

Dr. Sarita Verma



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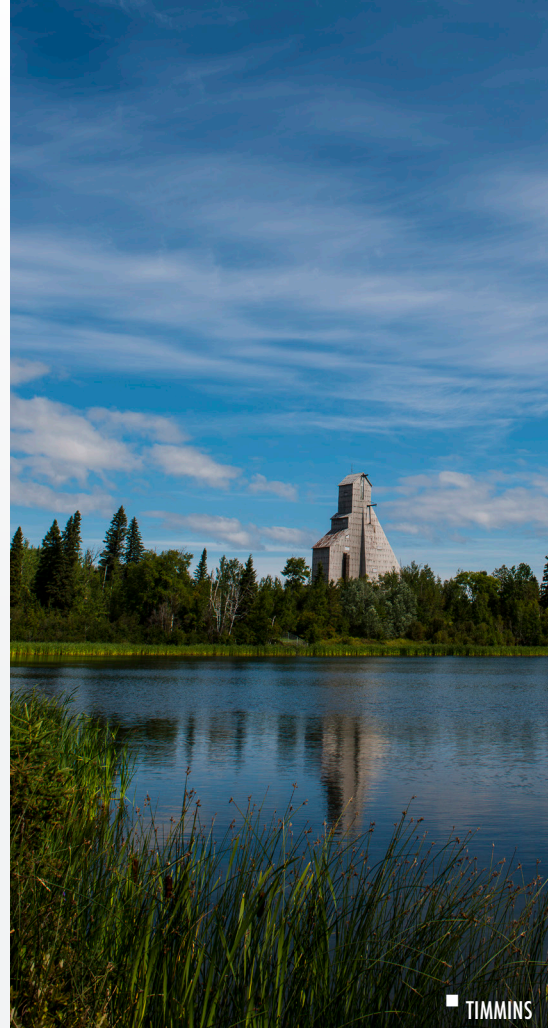
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The Northern Ontario School of Medicine respectfully acknowledges that the entirety of the School's wider campus of Northern Ontario is on the homelands of First Nations and Métis Peoples. The medical school buildings at Laurentian University and Lakehead University are located on the territory of the Anishinabek Nation, specifically Atikameksheng and Wahnapiatae First Nations and Fort William First Nation.



WHO WE ARE

Sarah Jacko

Administrative Assistant,
Indigenous Affairs
- Employee since 2019



The Northern Ontario School of Medicine
serves as the faculty of medicine for Lakehead
University in Thunder Bay and Laurentian
University in Sudbury.





Shreedhar Acharya
Student Assessment Coordinator
- Employee since 2014

LOOKING FORWARD

In the fall of 2020, NOSM will launch its third strategic plan in the School's fifteen-year history.

Our plan, The NOSM Challenge 2025, is grounded in input from nearly 2,000 stakeholders including learners, staff, faculty, partner organizations, and community members from across Northern Ontario. Input was gathered through a mix of interviews, community visits, town halls, focus groups with learners, staff, faculty, Indigenous and Francophone leaders, in-person advice from two newly constituted Social Accountability Advisory Groups, an external environmental scan of best practices and an online survey.

This input provided essential insights and commentary that informed a draft of the plan that was presented to the Strategic Plan Steering Committee, and ultimately, the NOSM Board of Directors. We hope that this level of engagement at NOSM represents the reality that everyone's voice is valued and you have a role and a stake in NOSM's success.

Learn more at strategicplan.nosm.ca.

OUR VISION

Innovative Education and Research for a Healthier North.

OUR MISSION

The Northern Ontario School of Medicine is committed to the education of high- quality physicians and health professionals, and to international recognition as a leader in distributed, in learning-centered, community engaged education and research.

NOSM will accomplish this by:

- Being socially accountable to the needs and the diversity of the populations of Northern Ontario. Actively involving Indigenous, Francophone, remote, rural and underserved communities.
- Leading and conducting research activities that positively impact the health of those living in Northern communities.
- Fostering a positive learning environment for learners, faculty, and staff.
- Achieving an integrated, collaborative approach to education, learning, and programming.
- Increasing the number of physicians and health professionals with the leadership, knowledge and skills to practice in Northern Ontario.

OUR VALUES

NOSM's success is very much a result of many partnerships and collaborations with individuals, communities and organizations including Indigenous and Francophone, hospitals and health services, physicians and other health professionals, universities and colleges, information communication technology organizations, and other medical schools.

INNOVATION

The Northern Ontario School of Medicine encourages ingenuity, creativity, a culture of inquiry and discovery, and the importance of learning from others in every aspect of the School's education, research, social accountability, and corporate mandates. NOSM uses innovative approaches to ensure continuous improvement of our distributed model of education and research.

SOCIAL ACCOUNTABILITY

NOSM adheres to the World Health Organization's (WHO) definition of the Social Accountability of Medical Schools as "the obligation to direct their education, research and service activities towards addressing the priority health concerns of the community, region and the nation that they have a mandate to serve. The priority health concerns are to be identified jointly by governments, health care organizations, health professionals and the public." As part of its social accountability mandate, NOSM has the responsibility to engage stakeholders at all levels of its broad community.

COLLABORATION

NOSM pursues education and research goals in close partnership with its host universities. Collaboration and partnership is also important to NOSM with its teaching hospitals, community physicians, health professional clinical teachers, health system stakeholders, and communities, it serves. NOSM values the insights, contributions, and support of its many partners that work to improve the health of the people and communities of Northern Ontario. NOSM recognizes that collaboration is both a process and outcome that engages different perspectives to better understand complex problems and leads to the development of integrative solutions that could not be accomplished by any single person or organization.

INCLUSIVENESS

NOSM fosters inclusiveness by supporting an environment, which embraces differences in staff, faculty and learners and respectfully creates value from the differences of all members of the NOSM community, in order to leverage talent and foster both individual and organizational excellence.

RESPECT

NOSM's faculty, staff, and learners seek to learn and listen to one another respectfully and communicate openly. NOSM's staff, faculty, and learners treat others and their ideas in a manner that conveys respect as differences are discussed, fosters an open academic debate, and which respects academic freedom.



LEARN MORE ABOUT NOSM'S STRATEGIC PLAN.

OUR PAST

In May 2001, the Ontario Government announced its intention to fund a new medical school in Northern Ontario. It also emphasized on the fact that the School would focus primarily on the Northern needs, so the word 'rural' was dropped from the name, and, hence, be called as Northern Ontario Medical School. Then came the announcement to designate Sudbury, in Northeastern Ontario, as the main campus and Thunder Bay, in Northwestern Ontario, as the clinical education campus.

In January 2002, Dr. Arnie Aberman, the former Dean of Medicine of the University of Toronto, was appointed as consulting dean to the northern medical school project.



In April 2002, Dr. Roger Strasser, the former Head of the school of Rural Health at Monash University, Melbourne, Australia, was appointed as Founding Dean of NOSM.

December 2003 saw the inaugural meeting of the School's Board of Directors. In June 2004, NOSM announced provisional accreditation of its first-year program. It was around that time that the Northern Ontario Medical School changed its name to Northern Ontario School of Medicine. And finally, September 2005 marked the official opening of the School with the Charter Class of 56 students arriving on campus.

(Excerpts taken from the book *The Making of the Northern Ontario School of Medicine: A Case Study in the History of Medical Education* by Geoffrey Tesson, Geoffrey Hudson, Roger Strasser)

OUR PRESENT

Nurtured by their surroundings, the people of Northern Ontario are passionate about their roots in the North. In fact, Northern Ontarians fought for and inspired the creation of the Northern Ontario School of Medicine, which was developed to help realize the dream that all Northern Ontarians—no matter who they are, or where they live—have access to quality health care.

Dr. William Hettenhausen
Associate Professor
- Employee since 2005



For years, Northern Ontario has historically suffered from a lack of medical health-care professionals. According to a 2017 report from Health Quality Ontario: "Ontario's northern regions lag behind provincial averages in quality of health and health care. The some 800,000 people living in Northern Ontario are more likely to have worse health, poorer access to health care, and die earlier than people in other parts of Ontario."

The Northern Ontario School of Medicine was established in 2005 with an explicit social accountability mandate of contributing to improving the health of the people and communities of Northern Ontario. NOSM is a strategy to address the health needs of Northern Ontarians, improve access to quality health care, and contribute to the economic development of communities across the North.

It is committed to corporate, social and academic accountability, and this is reflected in the School's organizational structure. The School is registered as a not-for-profit corporation and maintains an independent budget, administration, and Board of Directors, while academic affairs are deeply connected with both host universities.

NOSM is a made-in-the-North solution that is attracting attention from around the world for its innovative model of community-engaged medical education and research, while staying true to its social accountability mandate of contributing to improving the health of the people and communities of Northern Ontario.



Natalie Lefort
Research Lab Coordinator
- Employee since 2017

OUR FUTURE

We are proud of our accomplishments, and we remain focused on advancing our education and research mandates. We remain committed to being a socially accountable organization and will work as a whole School with our communities, partners, and other collaborators to address the health care needs of Northern Ontario.

Guided by the 2015-2020 Strategic Plan, we are confident of success. We will work together to achieve our strategic goals and strive to fulfil our vision of *Innovative Education and Research for a Healthier North.*





QUICK FACTS

- The Northern Ontario School of Medicine (NOSM) opened its doors in 2005, making it Canada's newest medical school.
- It is the first Canadian medical school hosted by two universities, **Lakehead University** in Thunder Bay and **Laurentian University** in Sudbury, which are more than 1,000 kilometres apart.
- NOSM was the first medical school in the world in which all students undertake a longitudinal integrated clerkship—wherein NOSM students spend their entire third year of medical school (eight months) in a mid-sized community in Northern Ontario.
- More than **90 communities** across Northern Ontario contribute to educating NOSM learners.
- The entire geography of Northern Ontario (800,000 km²) is considered NOSM's campus.
- NOSM inspired the TVO television series, ***Hard Rock Medical***, which provides insight into the unique features and challenges of delivering health care in Northern Ontario.
- Two documentaries were made about NOSM: one by Dr. Hoi Cheu titled ***The Rural Challenge***, and one by TVO titled ***The Doctor Can See You Now***.
- NOSM is a founding member of the ***Training for Health Equity Network*** (THEnet), a group of socially accountable medical schools from around the world.
- Among many other accolades, NOSM has received three Global Best Awards by the International Partnership Network (IPN), which celebrate outstanding and effective business, education, and community organization partnerships that have a significant impact on the communities in which they operate.
- NOSM regularly hosts conferences and gatherings to seek input from Indigenous and Francophone peoples in Northern Ontario to ensure that the School tailors its initiatives to meet the needs of these communities.



714
MD graduates
since 2009



92% of NOSM MD
students are from
Northern Ontario.
The remaining **8%**
are from other rural and
remote areas of Canada.



In 2019, NOSM had an
estimated economic impact of
\$129 - \$142
million in Northern Ontario.



Since 2005, NOSM faculty
members have published
more than **3,117**
scholarly articles.



Overall spending in 2019
was estimated to support
817 - 898 full-time
equivalent jobs in the region.



1,783 faculty
members teach learners
lacross the North.



171 Registered Dietitians
have graduated from NOSM's
Northern Ontario Dietetic
Internship Program since the
internship began in 2007.



More than **90**
communities participate
in the education of NOSM
learners.



Since 2011,
214 NOSM-educated
family physicians and
31 NOSM-educated
specialist physicians now
practice in Northern
Ontario, which translates
to better access to care for
approximately
251,000
Northern Ontarians.



NOSM's 2019 incoming
MD Class:
16% are Francophone
3% are Indigenous
28% are from rural areas

HOW WE OPERATE



Monique Loach
Community Relations Coordinator
- Employee since 2016

NOSM is registered as a not-for-profit corporation and maintains an independent budget, administration, and Board of Directors from Lakehead University and Laurentian University, while academic affairs are deeply connected with both host institutions.



Following provides an overarching view of how NOSM works.

JOINT SENATE COMMITTEE

The Senate of the two universities provide academic authority to NOSM. A Joint Senate Committee for NOSM has been established to receive academic proposals from the NOSM Academic Council. The NOSM Academic Council provides the framework to ensure the involvement of NOSM's faculty members in all aspects of academic governance and makes recommendations on academic policy matters to the Senates of the two host universities via the Joint Senate Committee. The Joint Senate Committee is a standing committee of both Lakehead University and Laurentian University Senates.



[READ MORE ABOUT THE JOINT SENATE COMMITTEE.](#)

ACADEMIC COUNCIL

The Academic Council serves as the Faculty Council under the authority of the Senates of both Lakehead University and Laurentian University and is responsible for the oversight of the Academic Programs of the Northern Ontario School of Medicine Corporation in accordance with the Constitution of Academic Council and the By-Laws.

The Academic Principles create a framework for the development, deliver and evaluation of NOSM's distinct model of education and research.



[READ MORE ABOUT THE ACADEMIC COUNCIL.](#)

BOARD OF DIRECTORS

The Board consists of Directors who reflect the geographic, cultural, and linguistic diversity of Northern Ontario. Dr. Fred Gilbert, President of Lakehead University, was the inaugural Chair of the Board and Dr. Judith Woodsworth, President of Laurentian University, was the inaugural Vice Chair.

The Board of Directors manage the affairs of the Corporation. The Board of Directors is responsible for the fiscal management of the Northern Ontario School of Medicine as well as the appointment and evaluation of the Dean, President and Chief Executive Officer (CEO).



[READ MORE ABOUT THE SCHOOL'S BOARD OF DIRECTORS.](#)

EXECUTIVE GROUP

The Executive Group (EG) is the most senior administrative body for operational matters at NOSM. The Executive Group is responsible for ensuring all operational, financial, and academic administrative aspects of NOSM function successfully.

The Executive Group includes the Dean, President and CEO; the Vice Dean, Academic; the Chief Operating Officer; and, the Associate Deans, who are responsible for academic programs including Research, Undergraduate Medical Education, Postgraduate Medical Education, Faculty Affairs, and Continuing Education and Professional Development (CEPD).



[READ MORE ABOUT NOSM'S EXECUTIVE GROUP.](#)

DEAN, PRESIDENT AND CHIEF EXECUTIVE OFFICER

The Dean, as an Academic Dean, is accountable for NOSM academic activities through the NOSM Academic Council and the Joint Senate Committee for NOSM to the two University Senates. The Dean, as President and CEO of the NOSM Corporation, is accountable to the Board of Directors for the organization and management of the School. The Dean is accountable to the Board and is responsible for all aspects of the School's direction except for those assigned to the Board itself.

OUR ORGANIZATIONAL STRUCTURE

NOSM is comprised of nine (9) overarching portfolios – each broken down into units – as detailed in the following organizational chart.

Northern Ontario School of Medicine organizational charts for each portfolio can be accessed through SharePoint.

THE NINE PORTFOLIOS

Understanding the complexities of NOSM can be difficult. Here, we provide you with a general understanding of the responsibilities of each portfolio as a starting point.

◆ OFFICE OF THE DEAN, PRESIDENT AND CHIEF EXECUTIVE OFFICER (CEO)

The Office of the Dean, President and CEO sets the direction for the Northern Ontario School of Medicine by establishing priorities that support the overall strategy, vision, and mission of NOSM.

The primary responsibilities of the Office of the Dean, President and CEO include overseeing school operations, communicating and advancing the School's vision, and developing strategies to ensure the School meets its corporate, academic and social accountability mandates.

The Office of the Dean, President and CEO includes:

- Communications and External Relations
- Office of Institutional Intelligence
- Advancement
- Board of Directors
- Academic Council

◆ VICE DEAN, ACADEMIC

The Office of the Vice Dean, Academic is tasked with overseeing the day-to-day academic functions as well as enhancing the focus on fulfilling NOSM's social accountability mandate, while continuing to achieve the academic mission.

◆ EQUITY AND INCLUSION

The Equity & Inclusion portfolio provides vision and leadership to the Office of the Dean by promoting equity, increasing diversity, and strengthening the culture of inclusion among the School's faculty, staff, learners, alumni, and friends, in collaboration with community and academic partners.

Equity and Inclusion includes:

- Indigenous Affairs
- Francophone Affairs
- Learner Affairs and Equity

◆ FACULTY AFFAIRS

The mission of Faculty Affairs is to provide leadership, supervision and representation for the faculty of the Northern Ontario School of Medicine in order to ensure that NOSM always has the teaching resources to provide the highest quality education experience for learners, while building the capacity and commitment of teaching resources in the North.

◆ CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT (CEPD)

Continuing Education and Professional Development provides high quality, learner-centred, continuing medical education, faculty development and professional development opportunities. These activities are offered to faculty and other Northern Ontario health care professionals as a way to meet educational needs and ensure the appropriate development of subsequent programming in order to meet accreditation requirements.

◆ UNDERGRADUATE MEDICAL EDUCATION (UME)

Undergraduate Medical Education (UME) is a four-year accredited MD program with five themes taught to learners throughout that time.

Theme 1 – Northern and Rural Health

Theme 2 – Personal and Professional Aspects of Medical Practice

Theme 3 – Social and Population Health

Theme 4 – Foundations of Medicine

Theme 5 – Clinical and Communication Skills in Healthcare

The four-year MD curriculum is split into three phases: Phase 1 spans years one and two and involves a sequence of 11 modules with ongoing community integrated learning. Phase 2 consists of an eight-month comprehensive community clerkship. Phase 3 consists of seven clinical block rotations as well as elective rotations.

There is a focus on social accountability and Northern and Rural Health. Each year, the program admits 64 students between both main campuses.

◆ POSTGRADUATE MEDICAL EDUCATION AND HEALTH SCIENCES (PGME & HS)

The Postgraduate Education Office (PGE Office) of the Northern Ontario School of Medicine is responsible for the provision, administration and support of all postgraduate residency training programs in Northern Ontario.

The role of the Postgraduate Education Office is to coordinate administration with residents, teaching hospitals, placement sites, and with all our NOSM residency programs. Along with Program Coordinators and Program Directors, the PGE Office staff and management are here to be helpful, to answer questions and to assist with problem solving.



◆ RESEARCH, INNOVATION, AND INTERNATIONAL RELATIONS (RIIR)

Research at NOSM is reflective of the School's mandate to be socially accountable to the diverse cultures of Northern Ontario, tackling important questions related to improving the health of the people of Northern Ontario. Research by our faculty and learners covers a breadth of topics in clinical, community and population health, biomedical sciences, environmental health, health education and health services.

NOSM has two biomedical research labs, one at each of the campuses at Laurentian University in Sudbury and Lakehead University in Thunder Bay. In addition, NOSM is affiliated with universities, private sector organizations, and health centres across the North to facilitate research initiatives.

The Health Sciences Library is committed to meeting the information needs of the Northern Ontario School of Medicine community by providing quality services and resources that support research and education activities.

◆ ADMINISTRATION AND OPERATIONAL SUPPORT

The Chief Operating Officer (COO) oversees Administration and Operational Support. The Portfolio is responsible for the efficient and effective management of the resources, infrastructure and systems essential to the administration of the School, including those pertaining to finance, budget and grants administration, human resources and labour relations, planning and risk, legislative compliance, administrative procedures and systems, support staff, occupational health and safety, and physical facilities.

Administration and Operational Support includes:

- Community Relations
- Finance
- Facilities
- Human Resources
- Planning and Risk
- Information Technology

Dr. William McCready
Special Advisor +
Senior Associate Dean
- Employee since 2005



GETTING STARTED



Vin Auld
Executive Assistant, Senior
Associate Dean & Dean's Office
- Employee since 2005

Starting in a new role is more challenging if you are not provided a solid foundation to build on. The following information is intended to start you on the right path to your employment with NOSM.

YOUR COMPENSATION AND BENEFITS

In addition to competitive salaries, NOSM contributes to your and your family's well-being through our comprehensive medical, dental, and pension benefits.

Depending on the type of employment, we also offer:

- generous vacation time, including additional time off in December;
- tuition benefits for Lakehead University and Laurentian University;
- employee and family assistance program;
- professional development funding;
- equity and diversity support and initiatives; and,
- financial and retirement planning workshops.

POLICIES & PROCEDURES

The Northern Ontario School of Medicine has established a number of policies and procedures that help guide you during your employment. It is important for you to read and understand the information contained within these policies.

Should you have questions, please reach out to the Human Resources Unit at hr@nosm.ca and we would be happy to clarify.

OCCUPATIONAL HEALTH & SAFETY

NOSM is committed to providing and maintaining a safe and healthy working environment and has an ongoing objective of protecting its employees from injuries or occupational diseases while working, studying, or visiting within its facilities at all campus locations and affiliated teaching sites.

It is in the best interest of every individual on the Northern Ontario School of Medicine premises to consider Health and Safety in every function and activity. Contravention of the NOSM Occupational Health and Safety Policy, or the Occupational Health and Safety Act and Regulations, or other relevant legislation may result in disciplinary action.



FOR MORE DETAILS:

Intranet > Administration > Human Resources > Policies and Procedures > Occupational Health and Safety Policy

REPORTING OF WORKPLACE INJURIES

All learners/employees must complete and submit an Injury/Incident Reporting Form to their supervisor as soon as possible following an injury or incident. If the learner/employee is unable to complete this form, the supervisor must do so on their behalf. Please see the document titled Injury/Incident Report Form Information Sheet for assisting in completing this form. Once complete, please email the form to hr@nosm.ca within 24 hours of the occurrence.



FOR MORE DETAILS, LOGON TO (ENSURE YOU SELECT THE CORRECT CAMPUS):

Intranet > Committees and Groups > Joint Health and Safety Committee > Health and Safety Policies, Procedures, Programs and Forms > In Case of Injury at Work Poster

CONFIDENTIALITY – PERSONAL & CONFIDENTIAL INFORMATION

The Northern Ontario School of Medicine is fully committed to protecting the privacy and security of all personal information obtained while carrying out the regular business of the School.

The policy outlines the principles and practices that the Northern Ontario School of Medicine will follow with respect to the collection, storage and dissemination of confidential information, in particular, confidential information related to staff and faculty. This policy applies to all employees of the Northern Ontario School of Medicine and can be found on SharePoint using the following pathway:

Intranet > Organization > Administration > Human Resources > Policies and Procedures.

HUMAN RIGHTS, ANTI-DISCRIMINATION & HARASSMENT POLICY

This policy applies to all NOSM administration, faculty, staff, residents, members of the Board of Directors, visitors, guests, volunteers and third-party contractors while they are acting in a capacity defined by their relationship with the School.

This policy is not restricted to conduct within NOSM offices and buildings, but also applies to all activities that occur in the capacity of a person's relationship with NOSM, wherever these activities may occur.

Nothing in this policy will limit or amend the provisions of any Collective Agreement in force at NOSM.



FOR FURTHER DETAILS CONTACT THE OFFICE OF EQUITY OR VISIT SHAREPOINT:

Human Rights, Anti-Discrimination & Harassment Policy

WORKPLACE VIOLENCE POLICY

This policy applies to workers as defined by the Occupational Health and Safety Act; however, for the purposes of this policy, it includes all members of the NOSM community, including members of the board, administration, faculty, staff, learners, visitors, guests, volunteers and third-party contractors while they are acting in a capacity defined by their relationship with NOSM.

The policy applies at NOSM workplaces as defined by the Act as any land, premises, location or thing at, upon, in or near which a worker works, and may include principal campus facilities, satellite offices/laboratories, community placements, rental vehicles, and at off-campus events. Nothing in this policy will limit or amend the provisions of any Collective Agreement in force at NOSM.

All members of the NOSM community have a professional and shared responsibility to ensure compliance with this policy and its procedures to create and maintain a zero tolerance environment that is, free from workplace violence and workplace harassment. Please contact the Human Resources Unit should you require a copy of the policy.

UNIT-SPECIFIC POLICIES AND PROCEDURES

All unit-specific policies and procedures can be found under their respective SharePoint pages found on the Intranet.

PAYROLL

In order to ensure you have a smooth transition the NOSM payroll system, new employees are encouraged to submit all payroll documentation as soon as they are able.

If you would like to update or change your payroll information, all payroll documents can be found on **SharePoint under Administration > Human Resources > Forms > Payroll**. All documents are to be sent to Payroll through email at payroll@nosm.ca for processing. See below for a list of required documents:

ALL EMPLOYEES

- Personal Direct Deposit Information form along with mandatory void cheque or bank form for set up;
- Personal Tax forms TD1 & TD1ON.

ADDITIONAL REQUIREMENTS FOR EMPLOYEES WITH BENEFITS

- Canada Life Application for Group Benefits;
- Manulife Pension Enrollment forms;
- Registered Pension Plan Payroll Deduction Authorization form.



Dr. Lorrilee McGregor

Assistant Professor, Indigenous Health
- Employee since 2018

EMPLOYEE ID

Each NOSM employee is assigned a unique ID number. As part of your onboarding, the Human Resources Unit should provide you with this number. If you lose or do not receive this information, please connect with us through hr@nosm.ca.

ACCESS

Ensuring you can access your physical space as well as the electronic information pertinent to your unit is a critical piece of employment at NOSM. On your first day, you should receive your access card as well as the username and temporary password (NOSM credentials) required to start working.

If have issues using your keys or NOSM credentials provided to you as part of the onboarding process, please contact the Human Resources Unit at hr@nosm.ca.

PHOTO ID CARD

All NOSM employees at the West Campus are required to have a NOSM photo ID card. At this time, there are no photo ID requirements at the East Campus.

LAKEHEAD UNIVERSITY PHOTO ID

Staff and faculty are issued Lakehead University photo ID cards by the Chancellor Paterson Library located on the Lakehead University Campus. When required, the Human Resources Unit will submit and authorize the photo ID request through Lakehead University. You will be required to present additional photo identification such as Driver's License, Passport, or Canadian government issued document.

REPLACEMENT CARD

If you need to replace a lost or damaged Card, you must get Human Resources to authorize a new photo ID. Please note there is a \$10.00 charge for replacement cards payable at the Chancellor Paterson Library.

NAVIGATING NOSM



Between the physical spaces of two campuses in separate cities, getting to know important contact information, as well as the countless acronyms used on a daily basis, navigating NOSM can sometimes be a challenge. If you have questions about where to find something or how to get around, be sure to reach out to someone within your Unit or to Human Resources. We are happy to help!

Alexandra Poling
Communications Coordinator
- Employee since 2015



PARKING

Employees who wish to obtain a parking permit in any parking area on campus shall pay the fee established by the applicable University.

NOSM AT LAKEHEAD UNIVERSITY

Parking at NOSM West (Lakehead University) is regulated by Security Services, located in the University Centre, Room UC 1016.

Contact Lakehead University Security Services at (807) 343-8569 or [visit the Lakehead University security website](#).

Please contact payroll@nosm.ca to obtain a form.

Lakehead University allows NOSM employees to pay for parking through payroll deductions. This applies to all continuing employees as well as term employees with contracts of at least one year in duration beginning in September and ending in August.

NOSM AT LAURENTIAN UNIVERSITY

Parking at NOSM East (Laurentian University) is regulated by Security.

Contact Security at 705-675-1151 ext . 1521 or [visit the Laurentian University parking website](#).

Laurentian University allows NOSM employees to pay for parking through payroll deductions. This applies to all continuing employees as well as term employees with contracts of at least one year in duration beginning in September and ending in August.

PUBLIC TRANSPORTATION

For those who wish to travel using public transportation, following are the links to the transportation departments located in both Thunder Bay and Sudbury.

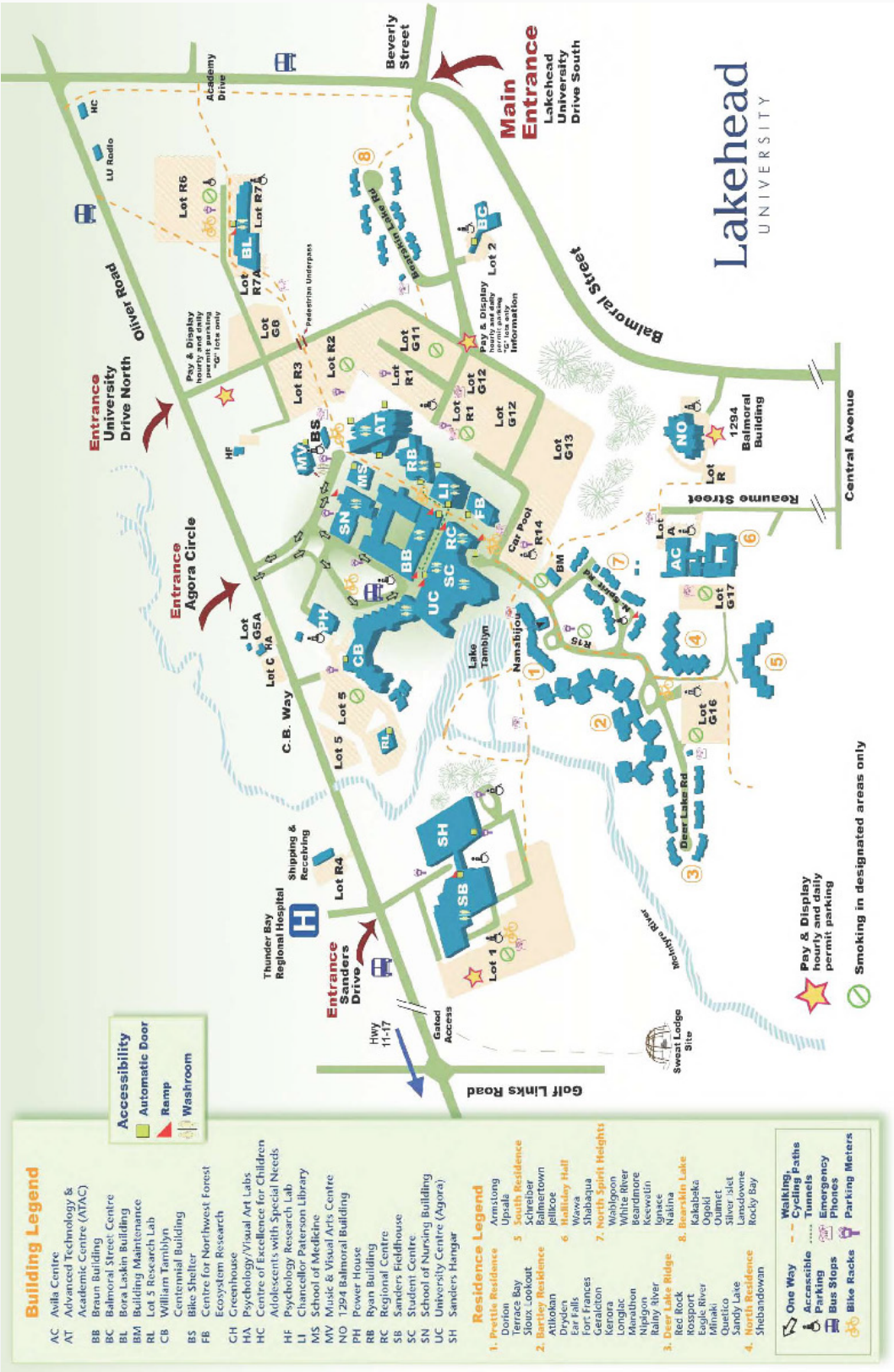
NOSM AT LAKEHEAD UNIVERSITY

Information regarding public transportation in Thunder Bay can be obtained by contacting the 24 hour automated information line Monday to Friday from 8:30 a.m. to 4:30 p.m. at 807-684-3744 or [visit their website at thunderbay.ca](#).

NOSM AT LAURENTIAN

Information regarding public transportation in Sudbury can be obtained by contacting the Sudbury Transit office Monday to Friday from 8:30 a.m. to 4:30 p.m. at 705-675-3333 or [visit their website at greatersudbury.ca](#).

CAMPUS MAP NOSM AT LAKEHEAD UNIVERSITY



Main campus | campus principal

McEwen School of Architecture | École d'architecture McEwen

Legend:

- Bus Stop / Arrêt d'autobus
- Parking / Stationnement
- Private Beach / Plage privée

Buildings and Locations:

- 1 (LL) Vale Living with Lakes Centre
- 2 (WG) Willet Green Miller Centre
- 3 (MO) Centre Willet Green Miller
- 4 (FA) Fraser Building and Auditorium
- 5 (CF) Cliff Fielding Research, Innovation and Engineering Building
- 6 (F) Science II Building and Doran Planetarium
- 7 (S) Science III Building and Doran Planetarium
- 8 (D) J.N. Dewar Library
- 9 (C) Classroom Building
- 10 (A) Arts Building
- 11 (PS) Dining Hall
- 12 (P) B.D. Parker Building / Welcome Centre / My Laurentian Hub
- 13 (P) Indigenous Sharing and Learning Centre
- 14 (WR) West Residence
- 15 (MD) Maize Student Residence
- 16 (SS) Residence des étudiants mariés et adultes
- 17 (UC) University College Residence
- 18 (ER) East Residence
- 19 (US) University of Sudbury
- 19a (US) Locom Motus Residence
- 20 (HU) Huntington University and Residence
- 21 (TA) Thorneby University and Residence
- 22 (AR) Alton Towers Building
- 23 (OC) Laurentian Child and Family Centre
- 24 (SE) School of Education
- 25 (NR) Northern Ontario School of Medicine
- 26 (NS) Northern Ontario School of Medicine
- 27 (NS) Northern Ontario School of Medicine
- 28 (PC) Student Recreation Centre
- 29 (B) B.F. Avery Physical Education Centre
- 30 (SD) Sports Stadium

Other locations:

- 19a (US) Locom Motus Residence
- 20 (HU) Huntington University and Residence
- 21 (TA) Thorneby University and Residence
- 22 (AR) Alton Towers Building
- 23 (OC) Laurentian Child and Family Centre
- 24 (SE) School of Education
- 25 (NR) Northern Ontario School of Medicine
- 26 (NS) Northern Ontario School of Medicine
- 27 (NS) Northern Ontario School of Medicine
- 28 (PC) Student Recreation Centre
- 29 (B) B.F. Avery Physical Education Centre
- 30 (SD) Sports Stadium

INTRANET

As an employee of NOSM, there are countless resources such as form, policies and procedures, etc. available to you through the Intranet, SharePoint. To access this information, simply login from the NOSM main landing page at nosm.ca.

CONTACT INFORMATION

Following is a list of contact information you may find useful as a new employee. In addition, you may wish to search for employees using the [online directory](#).

Contact	Phone Number	Email
Directory Assistance	1-806-766-7300 (West) 1-705-662-4883 (East)	—
Facilities	1-807-766-7348	facilities@nosm.ca
Information Technology (Help Desk)	1-807-766-7500 (West) 1-705-662-7120 (East)	helpdesk@nosm.ca
Human Resources	1-807-766-7425	hr@nosm.ca
All Emergencies	NOSM Telephone: Press “East Security” pre-set button, (705-673-6262) NOSM Telephone: Press “West Security” pre-set button, (807-343-8911)	—
Critical Injury	Call for emergency assistance, provide/obtain first aid, then call: Director, Human Resources 1-705-662-7270	hr@nosm.ca
Payroll	1-705-662-7280	payroll@nosm.ca
Employee and Family Assistant Program (EFAP)	1-844-880-9142	www.workhealthlife.com
Canada Life (Benefits)	1-800-957-9777	
Manulife Financial (Pension)	1-888-727-7766 Policy #10000494	
Canada Life (Workplace Strategies for Mental Health)	—	workplacestrategiesformentalhealth.com

ACRONYMS

Knowing the lingo at NOSM is helpful in day-to-day conversations as well as when you are participating in meetings. The Communications Unit has prepared a comprehensive list of common acronyms used at NOSM. [Login to SharePoint > Communications > Documents > General Documents > NOSM Acronyms](#) for a complete listing.

NOSM MEETING ROOM/CLASSROOM INFORMATION

Working at NOSM means you will need to utilize technology on a daily basis in order to communicate with your team and the School.

To book rooms and arrange for technical support, login to myEvents.

EMERGENCY TECHNICAL SUPPORT

NOSM at Laurentian University:
705-662-7120

NOSM at Lakehead University:
807-766-7500

OTN Helpdesk:
1-866-454-6861

Location	Room #	Room Type	Seating Capacity	Telephone Directory	Videoconference Capabilities
ATAC	6020	Meeting Room	8	807-766-7345	YES
ATAC	6022	Classroom	40	807-766-7344	YES
ATAC	6030	Classroom	N/A	807-766-7437	YES
ATAC	6032A	Clinical Simulation Lab	N/A	807-766-7316	YES
ATAC	6033	Meeting Room	12	807-766-7342	YES
BSC	1013	Meeting Room	9	807-766-7468	YES
BSC	1014	Meeting Room	18	807-766-7462	YES
BSC	2002	Meeting Room	16	807-766-7455	YES
HSERC	109	Classroom	50	705-662-7173	YES
HSERC	218	Meeting Room	20	705-662-7244	YES
HSERC	224C	Admin – Meeting Room	5	705-662-7162	N/A
HSERC	234	Classroom	15	705-662-7179	YES
HSERC	242	Classroom	35	705-662-7178	YES
MSE	107	Classroom	84	705-662-7219	YES
MSE	119	Classroom	40	705-662-7229	N/A
MSE	215	Meeting Room	40	705-662-7176	YES
MSE	322	Meeting Room	10	705-662-7293	YES
MSW	1011	Classroom	40	807-766-7401	YES
MSW	2007F	Meeting Room	12	807-766-7431	YES
MSW	2007G	Meeting Room	10	807-766-7439	YES
MSW	2015	Meeting/Smudging Room	12	807-766-7412	N/A

HOW WE WORK



Joey McColeman
Director, Continuing Education
and Professional Development
- Employee since 2005

In addition to having your specific employee information to build your foundation, it is important to understand the basics about how NOSM works in terms of collective bargaining, holidays, hours of operation, etc.



LABOUR RELATIONS

The Northern Ontario School of Medicine is a unionized environment with two (2) collective agreements that have been negotiated with OPSEU Local 677. OPSEU Unit 1 represents faculty, librarians and professional staff and OPSEU Unit 2 represents office, clerical, administrative, technical and service employees (exclusions listed in Article 6.1a).

Questions regarding the collective agreements can be forwarded to an immediate supervisor, a member of the Human Resources Unit or a local union steward. The Union has several union stewards located throughout the two campuses. List and contact information are posted in all the common areas by the Union.

Following are links to the Collective Agreements for unionized employees:

[OPSEU Unit 1 Collective Agreement](#)

[OPSEU Unit 2 Collective Agreement](#)

HOLIDAYS

The Northern Ontario School of Medicine recognizes the following eleven (11) observed holidays:

New Year's Day	Easter Monday	Civic Holiday	Christmas Day
Family Day	Victoria Day	Labour Day	Boxing Day
Good Friday	Canada Day	Thanksgiving Day	

HOURS OF WORK

The established workweek at NOSM consists of a 35 hours per week, with regular hours of operation from 7:00 a.m. to 5:00 p.m., Monday through Friday. The precise schedule is determined by the supervisor and is based on the needs of the individual unit.

During the summer, NOSM offers employees the ability to shorten their lunch period to allow for an earlier end to the day. Watch for the announcement each year in The NOSM Pulse for further details.

WORKPLACE ATTIRE

Dress code is business casual Monday to Friday. On Friday, employees are permitted to wear jeans.

Examples of business casual attire include:

- non-denim pants; e.g. chino, corduroy, or khakis (no shorts)
- shirt with a collar, buttoned down or polo shirts
- appropriate footwear
- business shirts and blouses with modest necklines
- appropriate length skirt or capri pants in summer (no shorts)
- tailored pants
- open toed shoes are permitted provided not beach attire

Examples of unacceptable attire for both men and women include:

- no low-cut tops, tank tops or tops that reveal the midriff section
- no logos with foul language or slogans
- no beach footwear/flip flops

EMERGENCY PREPAREDNESS & EVACUATION

NOSM takes your safety at work seriously. Emergency procedures signage is affixed to the wall at all fire alarm pull stations and in elevator lobbies.

Note: It is mandatory to evacuate the NOSM building upon sounding of the fire alarm.

NOSM AT LAKEHEAD UNIVERSITY

Upon discovery of fire or hearing fire alarm:

- Call the Thunder Bay Fire and Rescue Services (TBFRS) from a safe location at 9-1-1
- Call Lakehead University Security Services 8-9-1-1

NOSM AT LAURENTIAN UNIVERSITY

Upon discovery of fire or hearing fire alarm:

- Call the Greater Sudbury Fire Service from a safe location at 9-1-1
- Call Laurentian University Security Control Centre, at (705)673-6562

SCHOOL CLOSURE DUE TO INCLEMENT WEATHER OR EMERGENCIES

In severe weather conditions, information about the status of the host universities' operations will be available through the following central telephone numbers:

Laurentian University

Security Control Centre

705-673-6562 ext . 6562

Lakehead University

Lakehead Security Services

807-343-8569

STAY INFORMED

There are several ways to keep informed as a NOSM employee. Be sure to stay on top of the various communication channels available to you.

THE NOSM PULSE

The NOSM Pulse is a weekly newsletter sent through Communications detailing important events and providing updates on relevant information to you as a NOSM employee.

SOCIAL MEDIA

Be sure to follow us on social media! We share stories about the NOSM family as well as news articles and job postings. Be sure to [like us on Facebook](#), and [follow us on Instagram](#), [Twitter](#), [YouTube](#), and [LinkedIn](#) to stay up-to-date on all that is happening at NOSM.

NORTHERN ROUTES

Bi-weekly, Dr. Sarita Verma, the Dean, President and CEO of NOSM, sends an email to all employees detailing relevant and important topics to the School.

NOSM CHECK UPS

Quarterly, NOSM hosts staff meetings, which we call the NOSM Check Up. This is an opportunity to hear from a variety of areas of the School about matters of importance. Fairly informal, these meetings are also a chance to ask questions!

ANNUAL REPORT

Each year, NOSM publishes an annual Report to Northern Ontario. [Check out the latest version, Rooted in the North, for full details](#) on the impact of NOSM across our region.

INTERNAL MASTER CALENDAR

Be sure to add the Internal Master Calendar to your Gmail calendar. This calendar is populated with all events at the School. Some may not pertain to your work, but it is helpful to keep up with what's going on at the School.

WORK LIFE



NOSM is committed to the wellness and physical, mental and emotional well-being of all its employees.

Laila Faivre

Coordonnatrice du soutien à la communauté et aux étudiants
Community and Learner Support Coordinator
- Employee since 2019

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

The Employee and Family Assistance Program (EFAP) is available to all NOSM employees and their immediate families through Morneau Shepell.

EFAP offers timely access to a team of health care professionals who possess the skills to assist employees with a wide variety of personal difficulties or wellness concerns. These services may include, but are not limited to, personal counseling for managing stress and tension, family issues, credit counseling and legal consultations.

Access your Employee and Family Assistance Program 24/7 by phone, web or mobile app.

Morneau Shepell

1-844-880-9142

TTY: 1-877-338-0275

workhealthlife.com

For more details, logon to:

[Intranet > Organization > Administration > Human Resources > Employee Assistance Programs \(EAP\)](#)

GYM MEMBERSHIPS

NOSM understands the importance of physical activity. All employees are entitled to obtain gym memberships at both campuses for a discounted price.

LAKEHEAD GYM RATES

To reach the C.J. Sanders Fieldhouse, please call: 807-343-8585.

In order to obtain Lakehead faculty and staff rates, you must provide the front desk with a staff card. Memberships can be purchased at the front desk, as well as lockers and towel tags.

LAURENTIAN GYM RATES

NOSM employees are able to obtain a Laurentian Voyageur Athletics and Campus Recreation memberships through payroll deduction.

CHILDCARE CENTRES

Both NOSM at Lakehead University and NOSM at Laurentian University offer convenient, on-site childcare. In addition to these centres, you will find several other childcare options through the online registries.

NOSM AT LAKEHEAD UNIVERSITY

Nanabijou Childcare Centre is located on the Lakehead University campus. To register, logon to the Childcare Registry through the District of **Thunder Bay Social Services Administration Board**.

NOSM AT LAURENTIAN UNIVERSITY

Laurentian Child and Family Centre is located on the Laurentian University campus. Submit the centralized application on the **City of Greater Sudbury website**.

If you have any questions while completing this form, please call 3-1-1 (or 705-671-2489) from 8:30 a.m. to 4:30 p.m., Monday to Friday.

HEALTHY WORKPLACE GROUP

The Healthy Workplace Group (HWG) is a NOSM committee dedicated to promoting and fostering a healthy work life balance for NOSM employees. Examples of events and activities the group oversees are:

- Yoga
- Be Active with NOSM
- Healthy Workplace Month
- Running Clubs
- Lunch and Learns
- Not Myself Today

Be sure to watch for specific information about events happening.

