

Attention to All Residents

This note is intended to explain the on call system. The system is designed to reimburse residents doing overnight call.

- 1) **In House Call:** - An “in-house call” can be claimed under these conditions:
 - The work was scheduled and was done in the hospital on call; or
 - The work was scheduled for home call and was done for more than four (4) hours in the hospital **AND** at least one of the four (4) hours happened after midnight and before 6 a.m.
- 2) **Home Call:** - Home call can be claimed if scheduled and done during “home-call”.
- 3) **Qualifying Shift:** - A qualifying shift can be claimed if scheduled and worked during a shift within the hospital where at least one full hour occurred between midnight and 6 a.m.

Note: A “qualifying shift” cannot be claimed for days claimed either as a “home-call” or as an “in-house call” payment.

4) **How to Claim:**

- (a) Forms are available at CHEO, The Ottawa Hospital (both campuses), all Family Medicine Centres, NOSM offices and the Montfort Hospital.
- (b) Forms to be completed, marking in “on call” and “qualifying shift” dates.
- (c) If call is converted from “home-call” to “in-house”, please indicate the exact times spent in-hospital performing clinical duties.
- (d) Forms to be approved and signed by the **Chief or Senior Resident on the service.**
- (e) Copy of the on-call schedule to be included.
- (f) Forms to be sent directly to Nicole Carrière, Paymaster Office, University of Ottawa via email to ncarrie2@uottawa.ca and returned **NO LATER THAN 10 DAYS AFTER THE END OF THE BLOCK. CLAIMS RECEIVED MORE THAN 30 DAYS AFTER THE END OF THE BLOCK WILL NOT BE PAID.**
- (g) Forms will be randomly checked against call schedules for error.
- (h) Payments will be processed not less than quarterly.
- (i) If forms are not filled out correctly, they will be returned to the residents’ programs for re-submission.
- (j) MOHLTC funded Residents will be paid via the University of Ottawa, Faculty of Medicine Paymaster, while Foreign sponsored residents will be paid by the sponsor. The Claim forms for the latter will be submitted to sponsors via the UO Postgraduate Office on a monthly basis.

<p style="text-align: center;">Please send the completed and signed form to: Nicole Carrière, Financial & Payroll Officer, University of Ottawa by email to: pairores@uottawa.ca or by fax to: 613-562-5394 For information: Please call 613-562-5800 ext. 1656</p>
