



Frequently Asked Questions....

What constitutes the Greater Toronto Area (GTA)?

The GTA refers to the City of Toronto plus the surrounding regions of Durham, York, and Halton which include 24 municipalities: Ajax, Aurora, Brampton, Brock, Burlington, Caledon, Clarington, East Gwillumbury, Georgina, Halton Hills, King Township, Markham, Milton, Mississauga, Newmarket, Oakville, Oshawa, Pickering, Richmond Hill, Scugog, Uxbridge, Whitby, Whitchurch-Stouffville and Vaughan. *(Please note that Milton and Burlington are a part of McMaster University catchment area, however they are still a part of the GTA. Note that at least **ONE** of the three choices on your application form must **NOT** be the GTA due to the high demand for these areas and the limited number of available sites)*

What is the placement procedure? NFPS will make every effort, within reason, to place a student in the site of their choice. There is, however, no guarantee of a placement matching the request. It is the student's responsibility to fill out the application form clearly and concisely to help NFPS's placement efforts match the student's placement needs. Once NFPS receives an application form, contact is made with sites that match the student's first choice criteria. If that is unsuccessful we move on to the second and third choice. If that is unsuccessful, we will make an attempt to find an alternative placement. If that too is unsuccessful then the student's application will be deemed unsuccessful and will be returned to the university to be placed back in catchment.

If NFPS is able to secure a placement offer for a student, their University Fieldwork Coordinator is contacted, who in turn contacts the student to see if they would like to accept the offer. The University has **72 hours** to reply to a placement offer before it is passed on to another student. When a student accepts a placement offer, NFPS completes a Student Placement Information sheet which is given to both the University Fieldwork Coordinator and the site providing the placement.

What are my chances of getting a placement?

This depends very much on your choice of geographic area and placement preferences. If for example your geographic choices are GTA, Vancouver, London (Ontario) your chances are much lower than a student who requests an area that is not in demand or an area where we have a large number of sites. Please refer to the statistics section for additional information.

What happens if I decline a placement?

If a student declines an offer that matches their application request, no other offers will be made to that student by NFPS and the application will be returned to the University Fieldwork Coordinator for an in-catchment placement. No refund will be made by NFPS. If a student declines an offer that is not an exact match to their application then NFPS will continue to work on their application to find an appropriate placement.

What is the best way for me to increase my chances of NFPS finding me a placement? The best way for students to increase their odds of finding an out-of-catchment placement is to be as open as possible to geographic region, preferred field of practice and so on. For example, it is less likely a student wanting only a mental health placement in the GTA will get an offer than a student who wants a mental health placement anywhere in Alberta. The statistics section of the website will help you determine your chances of obtaining a placement in the geographic areas you are considering.

How does NFPS choose between students who have asked for the same type of placement?

Rarely do we have two students competing for a placement. There is a natural selection process that takes place; sites will request a student with a car or a student of a certain level or university, a student with a specific session date or

specific previous placement experience. On the rare occasion when we do end up with two students matched with one placement offer – if they are from the same university we let the universities fieldwork coordinator decide. When it is two students from different universities we let the site decide which student they prefer. If the first student turns down the offer, we approach student number two.

Am I allowed to contact the sites myself? It is **strictly** forbidden for students, their family or friends, to contact any sites or facilities looking for a possible placement. Any placements "found" in such a manner will not be recognized by NFPS or the university and the student's application will be returned to their University. In addition, the university maintains the right to then pull the student immediately back into catchment.

I want a placement in Northern Ontario – do I still go through NFPS?

No, you must go through Northern Ontario School of Medicine (NOSM). Students looking for a placement in northern Ontario should first speak to their University Fieldwork Coordinator as each University has a different system. For more information on NOSM you can visit their website: www.nosm.ca.

Please note that NOSM deadlines are months in advance of the placement dates, so ensure that you speak to your University Fieldwork Coordinator well before your placement.

If I am offered a placement how long do I have to decide if I want to accept it? Once NFPS has informed the University Fieldwork Coordinator of a placement offer, your university fieldwork coordinator has **three** days to inform NFPS if you would like to accept the placement. If NFPS does not get a response within this timeframe then, unfortunately, NFPS will move on and offer the placement to another student. This is out of courtesy and respect for the site and OT making the placement offer – it is unprofessional to leave them waiting for a reply before they can make necessary arrangements to accommodate you. Long delays and declines of matches can mean a site may choose to stop offering student placements.

Is it possible to find a placement in a rural/off the beaten track location?

Yes, NFPS is working with the Universities to identify sites, particularly in rural locations, that would like to offer a placement. It is often difficult to find students who are interested in these types of placements despite the remarkable learning opportunities they provide. If you are interested in such a location, please inform your University Fieldwork Coordinator, who will have access to any possible placements that NFPS has been able to secure.

Why NFPS does not give refunds? NFPS starts work on each application as soon as we receive them. Our fee of \$150 covers our time and administrative expenses. As a result, refunds are not provided if an appropriate placement is not found for a student. Refunds are also not given if a student withdraws their application or declines a match.