



McGill

Dialogue McGill
Better Communication for Better Care

TRAINING AND RETENTION OF HEALTH PROFESSIONALS PROJECT

**MEASURE 2
RETENTION PROGRAM**

**EDUCATION INSTITUTIONS
RETENTION INCENTIVE INITIATIVES
2018-2023**

**GUIDE FOR PROJECT SUBMISSION
2021-2023**

Due Date: February 8, 2021

FORWARD

The results obtained in the previous phases of the Training and Retention of Health Professionals Project – Dialogue McGill confirm the important role the educational institutions play as regional capacity builders with regard to bilingual human resources in the health and social services field.

Through the Retention component of Dialogue McGill, education institutions have been engaged to create internships in the Quebec regions, support for interns and special supervisory needs and offer language courses to students. Educational institutions play a pivotal role in regard to increasing the presence of English-speaking health and social service professionals in public institutions. Renewal of funding provided through the 2021-2023 Retention component of Dialogue McGill will enable educational institutions to further leverage their unique position and expand it into the area of employment of young bilingual graduates in the regions.

McGill University is grateful for the opportunity to pursue the Project’s objectives for another two years and looks forward to working with stakeholders in achieving the targeted results.

We wish to thank Health Canada, which is funding this Project through its Official Languages Health Contribution Program, and the Québec government, in particular the ministère de l’Éducation, du Loisir et du Sport and the ministère de la Santé et des Services sociaux, for their support and collaboration in implementing this program.

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1. INTRODUCTION

This Guide gives an overview of the context and general objectives of Dialogue McGill, a description of the Retention Program and its various components, a description of the role accorded to education institutions in the 2018-2023 funding period and the expected outcomes. The Guide also identifies and explains what is required in each section of the Proposal Form for Education Institutions. The funding period for education institutions is 5 years. However, Dialogue McGill initially launched a call for proposals for 3-year projects and is now issuing a call for a 2-year extension or for new initiatives for 2 years.

2. DIALOGUE MCGILL 2018-2023

2.1 CONTEXT AND GENERAL OBJECTIVES

Through a 5-year funding agreement concluded between McGill University and Health Canada, Dialogue McGill will contribute to Government of Quebec initiatives aimed at ensuring that English-speaking Quebecers have access to the full range of health and social services in their language. Specifically, the Project will provide financial support to initiatives that will increase the number of health and social service professionals and intake personnel able to provide services in English, in accordance with regional access programs. The achievement of these goals depends on a solid partnership between McGill University, the ministère de la Santé et des Services sociaux (MSSS), the Education Institutions and the English-speaking community of Quebec.

2.2 PROJECT OVERVIEW

Three measures will be implemented over a five-year period.

1. **The Language Training Program** aims to provide language training initiatives in English for Professional Purposes and French for Professional Purposes for current and future health and social service providers in order for them to attain and maintain the threshold level of second language competency in their respective professional categories. The Program also supports skills maintenance activities in conjunction with the English-speaking community and the development and implementation of knowledge transfer in the workplace strategies and tools.
2. **The Retention Program** aims to create and support strategies designed to recruit, employ and retain bilingual health professionals across Quebec's health and social services network. Initiatives include support for development of practice education¹ placement opportunities, awarding of bursaries for students who commit to return to selected regions to work in health and social service institutions; awarding of targeted bursaries designed to respond to specific gaps in service; and support for community networks to further leverage their unique position to broker internships² for English-speaking students and facilitate their recruitment. Education institutions play a key role in working with health and social services institutions to provide access to a greater range of practica³ in the Quebec regions.

¹ Practicum : a course of practical training through experience working in a particular field. (Oxford Dictionary)

² Internship: the position of a student or trainee who works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification. (Oxford Dictionary)

³ Practica : Plural of practicum, practica, practicums. (Oxford Dictionary)

- 3. The Research Development Program** supports research projects that explore means to overcome barriers identified as limiting access to health and social services for English-speakers. The Program also promotes transfer of knowledge about winning strategies and best practices to respond to concerns of the English-speaking community surrounding health.

2.3 RETENTION PROGRAM 2018-2023

The Retention Program creates and supports strategies designed to recruit, employ and retain bilingual health professionals across Quebec's the Health and Social Services network. The Project has selected retention incentives and support measures among a range of interventions recommended by the World Health Organization (WHO)⁴. Results cannot be reached by relying solely on one initiative. Recourse to a combination of measures is essential to improve regional retention of health professionals and not all measures have the same strength, impact or timeline. Retention initiatives pay particular attention to the report's strong recommendation about the importance of targeting students most likely to practice in remote and rural areas⁵. A systematic review states, "It appears to be the single factor most strongly associated with rural practice".⁶

The Retention Program is composed of retention incentive initiatives and support measures for students in health care and social service programs and supervisors through educational institutions, community networks and health and social service institutions.

Support for Clinical Practice, Students and Supervisors

Priority is given to activities that support students in health and social service fields who come from outlying regions; enabling them to complete clinical practice in their home region with the goal of facilitating employment. Support for the development of clinical placements, students and supervisors will be viewed comprehensively with this in mind. Universities, CEGEPs and school boards will be solicited to participate in this renewed component and community networks will be invited to provide a contribution at the regional and local levels.

Funding for students going to a region remote from their training location for clinical practice in health care and social service programs will be available. Allocation will be provided primarily through educational institutions and exceptionally may be available through health and social services institutions or community networks.

Funding will be provided to educational institutions to support special supervisory needs in situations where institutions cannot provide adequate supervision. Resources for supervisors will be made available through the Dialogue McGill website.

⁴ World Health Organization. (2010). *Increasing access to health workers in remote and rural areas through improved retention: global policy recommendations*, Geneva, Switzerland. Table 3.1, p. 17. <http://www.who.int/hrh/retention/guidelines>

⁵ World Health Organization. (2010). *Increasing access to health workers in remote and rural areas through improved retention: global policy recommendations*, Geneva, Switzerland, p.18

⁶ World Health Organization. (2010). *Increasing access to health workers in remote and rural areas through improved retention: global policy recommendations*, Geneva, Switzerland, p.18

Targeted Bursaries

Dialogue McGill anticipates allocating 50 targeted bursaries with 10 offered annually. Targeted bursaries are directed towards students in fields identified as problem areas for access to services in English and are not limited to students from selected regions. Within this category, special attention will be accorded to Speech-Language Pathology bursaries. Students who receive these targeted bursaries must commit to work in public health institutions or related organizations in Quebec for one year for each year that they are funded. Targeted bursaries can be applied for and administered through either educational institutions or community networks.

Support for Education Institutions

Funding will be allocated to Education Institutions for:

- Creation of internships: outreach
- Supervision
- Support for interns
- Language training for students of the targeted educational institutions

Health and Social Services Community Leadership Bursary Program

This program involves the allocation of bursaries for students from selected Quebec regions, who already have English and French language skills. These students must be pursuing full-time studies in health and social service programs and they must commit to return to (Category 1) or to stay (Category 2) in a Quebec region and work for a minimum of one year post-graduation in a public health and social services institution. A Category 3 bursary has been added for students enrolled in vocational training centers.

2.4 2018-2023 TARGETS

Dialogue McGill has set the following multi-year and annual targets for the Retention Program:

- 300 internship opportunities for students in health care and social service programs at an annual rate of 60
- 250 community leadership bursaries for students in health care and social service programs who commit to return to regions to work in health and social services institutions at an annual rate of 50
- 50 targeted bursaries for students in health care and social service programs who commit to return to regions to work in health and social services institutions, at an annual rate of 10
- 275 graduates who have benefited from internship opportunities and/or bursary allocations are employed, at an annual rate of 55
- 15 webinars
- 20 workshops
- 25 recruitment events
- 20 liaison events

3. ROLE OF EDUCATION INSTITUTIONS 2018-2023

McGill University is taking the necessary steps to encourage the participation of educational institutions offering programs in health and social services disciplines. The role accorded to education institutions in the 2018-2023 period will focus on activities designed to support students in health care and social service programs who come from outlying regions⁷. This enables them to complete practice education in their home region with the goal of facilitating employment; support for supervisors will be viewed comprehensively with this in mind. Four broad areas of activity have been identified for educational institutions intervention. Participating institutions will be eligible for funding for all or some of the following dimensions:

3.1 CREATION OF INTERNSHIPS: OUTREACH

Participating educational institutions will be eligible to receive funding towards the creation of internships for their students in health and social services institutions that are defined in the regional program of access to health and social services in English.

Priority will go to activities that support students in health and social service fields who come from outlying regions, enabling them to complete internships in their home region with the goal of facilitating employment. Support for internships, interns and supervisors will be viewed comprehensively with this in mind.

In 2020, Dialogue McGill has worked closely with John Abbott College and fund a study to assess the current structure of internships in Quebec regions. The study has reviewed best practices for funding internship programs, securing internship places in health and social services institutions in the regions and has proposed a collaboration among education partners on the management of these internships.

As a result of the above-mentioned study, and based on recommendations, Dialogue McGill announces a new funding proposal for this activity for the remaining 2 years (2021-2023).

3.2 SUPERVISION

Supervisory Training

McGill University, through its professional schools offering programs in health care and social services, will continue to offer online supervision training modules in English for use with an interprofessional group of field supervisors. The training is intended to increase the quality and capacity of professionals providing supervision in the regions. It offers first time supervisors or experienced supervisors who wish to develop their training skills, a range of materials and activities as well as the opportunity to be part of a community of on-line learners from a range of disciplines – dietetics and human nutrition, nursing, occupational therapy, physiotherapy, social work, speech-language pathology, etc.

The Art of Supervision: A course that was collaboratively developed with University of Ottawa is offered on its online platform as widely accessible reference material. The course lists five repackaged and updated English supervision modules, with a new user-friendly asynchronous platform. These modules are available online at <https://www.mcgillclinicaleducation.ca/>

⁷ Outlying Quebec regions: Refer to Appendix 3

Clinical education video series: These videos were developed and produced through a partnership with the McGill School of Physical and Occupational Therapy as part of a training series for clinicians preparing to become clinical educators or improve their competency as a clinical mentor. They will continue to be maintained on the Dialogue McGill website at <https://mcgill.ca/dialoguemcgill/trainers/resources-internship-supervisors/clinical-education-video-series>

E tips for Practice Education: Developed by the University of British Columbia to provide free training support for supervisors working in practice education. They consist of eight online, open-access, inter-professional modules that can be completed independently at the learner's own pace. Hyperlinks from E-tips for Practice Education are maintained on the Dialogue McGill Project Web site at <https://www.practiceeducation.ca/>. Translation of the modules into French is also available at https://www.supervisionenfrancais.ca/etips/menu/story_html5.html

Support for Special Supervisory Needs

Funding to McGill professional schools and to other educational institutions will be provided to support special supervisory needs in situations where institutions cannot provide adequate supervision. Interdisciplinary in most cases, the health and social services institutions that accept interns referred by the educational institutions targeted by the Project have appropriate professional resources to provide supervision that meets the requirements of the educational institutions. However, internship opportunities may emerge in role-emerging environments less equipped with such resources. Further, innovative programs may require outside supervisors to support student learning. For this purpose, educational institutions can benefit from funding to cover special supervisory needs on an as-needed basis.

3.3 SUPPORT FOR INTERNS

Students who undertake an internship in a region remote from their training location will be able to benefit from financial support for travel, lodging etc. Students will be requested to submit an application to their educational institution which will forward it to Dialogue McGill where the application will be reviewed, and an amount will be allocated based on the file submitted. The institution will receive the funding and ensure the monitoring and control of the financial support, as well as the reporting. In some instances, it may be more practical for the organization hosting the internship to make this application on behalf of the student.

3.4 LINGUISTIC TRAINING FOR STUDENTS FROM TARGETED EDUCATIONAL INSTITUTIONS

Dialogue McGill has funded Cégep à Distance (entrusted with a provincial mandate to offer distance education programs under the direction of College de Rosemont) to host and make available online self-study modules in English language skills. These modules target French-speaking students pursuing studies in Health and Social Services programs. They include:

- Self-Study Online Module for Receptionists
- Facilitators' Guide – Receptionists
- Self-Study Online Module for Triage Nurses
- Facilitators' Guide – Triage Nurses
- Self-Study Online Module for Psychosocial Service Providers
- Facilitators' Guide – Psychosocial Service Providers

In total, 79 training videos were developed. They are currently hosted on a Microsoft Stream Server with increased accessibility (automatic closed captioning) and discovery (through automatically generated transcription of videos). CEGEP à Distance has made all the training videos available to CEGEPs offering health and social services programs.

French for Professional Purposes for Students

Students enrolled in health and social services sector programs in participating educational institutions will be able to take interprofessional courses in French as part of their academic program, in order to fully participate in professional practice in Quebec. The training is offered directly by the educational institution.

The expression “language courses for professional purposes” denotes a type of training designed to help adults in the workplace use professional terminology and vernacular language for the routine communicative tasks of their profession. The key words are “communication in the workplace.” Accordingly, educational content centers on language and communication geared to the specific profession. This type of training aims to turn learners into fluent users of the target language in their workplace. It does not aim to have them attain the level of communication of native speakers.

The following table outlines the application funding and schedule for Education institutions.

Table 1: Application Schedule for Education Institutions 2021-2023

Activity	Application for Funding and Schedule	
	2 years	As Needed
1. Creation of Internships	x	
2. Supervision	x	X
3. Support for Interns	x	X
4. Language Training	x	

Please note that if you are applying for a funding under Activity 4, you are required to fill out a separate Budget Summary Form Appendix 1B of the Project Submission Form.

4. 2018-2023 FUNDING ENVELOPE

The total envelope available for the educational component of the Retention Program – Retention Incentive Measures is \$348 000 annually. An envelope of \$170 000 has been allocated to Activity 4 Language Training for students and \$178 000 has been allocated for Retention incentives programs including internships and other projects. (Activity 1, 2 and 3).

Education institutions are eligible to apply for funding for special supervisory needs. The maximum amount that will be allocated per project is \$5000. The support to special supervision will be in addition to the funding of regular projects submitted by educational institutions.

Education institutions and health institutions will additionally receive funding for intern students support. The maximum allowable financial support per student is \$5000.

Table 2: Education Institutions Budget Forecast 2018-2023

Activity	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	TOTAL
1. Creation of Internships	\$134 000					
2. Supervision	\$24 000	\$178 000	\$178 000	\$178 000	\$178 000	\$890 000
3. Support for Interns	\$20 000					
4. Language Training	\$170 000	\$170 000	\$170 000	\$170 000	\$170 000	\$850 000
TOTAL	\$348 000	\$348 000	\$348 000	\$348 000	\$348 000	\$1 740 000

5. PROJECT PROPOSALS FOR EDUCATION INSTITUTIONS

Education Institutions are invited to submit 2-year proposals for the remaining period (2021-23). Education Institutions must use the [designated form](#) to submit their project proposals for retention incentive initiative funding for the 2021-2023 period. It is in fillable format and must be filled out by computer.

Any questions about the role of education institutions in the 2021-2023 Retention Program or the submission process should be directed to:

CEGEPS & VOCATIONAL TRAINING CENTRES
Mr. Jean Robert
Senior Advisor for Partnership Development
Dialogue McGill
McGill University

E-mail address: Jean.robort2@mail.mcgill.ca
Telephone: 418 569-9073

UNIVERSITIES
Prof. Caroline Storr
Retention Program Director
Dialogue McGill
McGill University

E-mail address: Caroline.storr@mcgill.ca
Telephone: 514 398-6561

All education institutions must submit their completed application duly signed **on or before February 8, 2021** and by email to:

Ms. Jacqueline Vachon
Project Officer
Dialogue McGill
McGill University

E-mail address: dialoguemcgill@mcgill.ca
Telephone: 514 398-7555

APPROVAL PROCESS

Your proposals will be reviewed by the Dialogue McGill Retention Project Evaluation Committee using the following criteria:

Evaluation Criteria

1. Proposal is complete
2. Project activities are clearly described
3. Project activities are in line with the role accorded to education institutions
4. Output and outcomes are clear and measurable
5. Budget does not exceed amount allotted and is in line with the proposed activities

Once your request has been approved by Dialogue McGill, a contribution agreement setting out the funding amount as well as the commitments and responsibilities of both parties will be signed by your organization and McGill University.

5.1 FILLING OUT THE PROJECT PROPOSAL FORM

Below are the specific instructions for filling out the various sections of the application form.

1. IDENTIFICATION OF APPLICANT ORGANIZATION

This section provides information about the education institution. In Section 1.2 we ask that you provide the name of the Director General of the organization. The name given in section 1.3, the contact person, identifies the individual who will oversee the project and will liaise with its regional partners and McGill University.

2. INFORMATION ABOUT THE 2021-2023 EDUCATION RETENTION INCENTIVE INITIATIVES

2.1 PROJECT TITLE

The project title should reflect the content of your project and include the name of your region.

2.2 PROJECT OBJECTIVES AND TARGETS

State the objectives of your project and what you expect to achieve. The objectives must be in line with role accorded to education institutions as described in Section 3 of the Guide for Project Submissions. Targets should be quantitatively described.

2.3 PROJECT DESCRIPTION

Provide a summary of your project, explaining the strategies you intend to implement to achieve the project objectives. Your description, which should not exceed 225 words, will be posted on the Dialogue McGill website.

2.4 PLANNED ACTIVITIES

In this section, describe the activities you intend to carry out under each of the relevant activity categories, indicating your target group. Your proposed activities must be in keeping with the objective of the Retention Program as a whole. They must also be in line with one or all activities described in Section 3 of this guide. The combination of activities should support the achievement of the objective, but your proposal does not necessarily have to include all dimensions.

2.5 SCHEDULE OF ACTIVITIES, TARGET AUDIENCE, OUTPUTS AND IMMEDIATE OUTCOMES FOR 2021-2023

Use the table in Section 2.5 to list the activities you have described in detail in section 2.4 for each of the two years. Enter each of the activities next to the appropriate dimension, identify the target audience, the anticipated outputs and the immediate outcomes as well as the indicators you will use for your reporting.

Dimension Code: Each activity must fall under one of the Dimensions listed in the Guide. If you are not planning activities in certain dimensions, simply mark N/A for the year and dimension in question.

- D1: Creation of internships: outreach
- D2: Supervision
- D3: Support for interns
- D4: Language Training for Students of the Targeted Educational Institutions

Target Audience: Refers to the population targeted by the activity, their institutional affiliation (if applicable), and geographic location.

Output: An output (deliverable) is a direct product or service related to the specific activity.

Immediate Outcome: An immediate outcome (anticipated result or target) is a desired state or change attributable to the output that has a direct influence in the short term and should be described both qualitatively and quantitatively.

Intermediate and ultimate outcomes: You will note that you are only being asked to identify immediate outcomes in your proposal form. However, intermediate and ultimate outcomes are also important and will essentially be the same for most activities. The intermediate outcome for community retention incentive initiatives is “that more English-speaking youth choose and are successful in studies leading to careers in health and social services”. The ultimate outcome is “that more English-speaking youth are employed in health and social services institutions in the region”. In order to report on these intermediate and ultimate outcomes, we must first determine baselines or starting points from which to measure progress in these areas. We intend to work together with you in the early stages of the project to develop strategies for determining baselines and for measuring progress.

2.6 PROJECT PARTNERS

Please list the names of the partners your education institution intends to work with in relation to any of the activities outlined in Section 2.4. For example, you might collaborate with one or more institutions to provide social support for interns or you might work together with school boards and educational institutions to inform students about specialized training programs and internships. That collaboration could also help identify students who qualify for bursaries.

Indicate here the expected part that each partner will play in your project. If the partner sends you a letter of support, kindly provide a copy of that letter along with your proposal form.

3. SIGNING AUTHORITIES

If your project is approved, a contract will be drawn up between your education institution and McGill University, which must be signed by both parties. You will also be required to provide cashflow forecasts and record of expenditures that must be signed by the person in charge of the project and the financial officer.

In Section 3.1 provide the name and title of the person authorized to sign the contract with McGill University. If your organization requires two signatures, provide the information for the second person in this section.

In Section 3.2 provide name and job title of the person in charge of the project and the name and job title of the financial officer responsible for the cashflow forecasts and record of expenditures.

4. DECLARATION BY THE ORGANIZATION

Section 4 is the education institution's official declaration that the information provided in the proposal is accurate and that should the project be accepted, the organization is committed to providing information on the outputs of the initiatives and all relevant reporting data. Signing this section represents engagement.

In Section 4 you must provide the name and contact information of the person authorized to sign this proposal and ensure that it is signed by that person. If your organization requires two signatures, provide the information for the second person, and obtain the second signature.

APPENDICES 1A AND 1B BUDGET SUMMARY

NOTE: If you are applying for funding for Dimension 4, you are required to fill out a Budget Summary for Dimensions 1 – 3 (Appendix 1A) and a Budget Summary for Dimension 4 (Appendix 1B)

1. BUDGET SUMMARY FOR 2021-2023

Complete Appendix 1 – Budget Summary for 2021-2023 Use the Budget Summary table to calculate the anticipated expenses related to the project: all purchases of goods or services involving an outlay and all employee salaries paid for time spent on the project, including employee benefits.

2. BUDGET ITEMS

All eligible expenses must include the applicable taxes.

Personnel – Salaries and Benefits

Salaries and benefits of staff members are entered in this section.

This cost item includes employee benefits, meaning the employer's total share of salary withholdings for employment insurance and the Quebec pension plan [*Régime de rentes du Québec*] and for all other contributions applicable to salaried employees.

Contractual Personnel

Goods and services received from contractual personnel are entered here.

Travel & Accommodations

This cost item includes travel for the activities mentioned in section 2.4, meaning activities involved in planning, coordinating, monitoring and reporting on your regional project. Travel and accommodation rates must not exceed those set by the Treasury Board of Canada. All expenditures for international travel must be pre-approved by Dialogue McGill.

Materials & Supplies

This cost item is for amounts that the education institution plans to spend for the purchase and distribution of project-related materials. It also includes the amounts paid to a printer, as well as delivery expenses (e.g. stamps, transportation and courier service).

Equipment

This cost item covers special equipment required for project activities. It does not include the cost of leasing existing computers or other equipment owned by the education institution. The organization's contribution in kind is expected to include use of its existing equipment by project personnel. The amounts entered here must relate to the activities set out in section 2.4.

Rent and Utilities

Rent includes the cost of any necessary premises. This item does not include rent for premises owned by the education institution since such premises are normally part of its contribution in kind to the project. For utilities, include the cost of additional utilities that are not already part of the education institution's normal operating costs. Examples of such costs could be additional phone lines, long distance charges, teleconferencing, etc.

Performance Measurement and Knowledge Translation

This category includes the cost of data collection designed to measure performance, assess the impact of your program and report on it. It also includes communication and knowledge transfer activities such as promotional activities, annual reports and publications.

Other costs

This category is to be used to show the cost for all expenditures that are directly related to the project but do not fit within any of the specific sections. You are asked to clearly specify what the activity is.

The annual itemized budget of your education institution will present these budget items in detail.

APPENDIX 2

LIST OF CLINICAL PLACEMENTS BY REGION AND INSTITUTION

REGION	HSS ESTABLISHMENT	CLINICAL PLACEMENTS	EMAIL	CONTACT AND PHONE
01	CISSS du Bas-Saint-Laurent	https://www.cisss-bsl.gouv.qc.ca/enseignement-et-recherche/enseignement/faire-un-stage-au-cisss		
02	CIUSSS du Saguenay – Lac-Saint-Jean	https://santesaglac.gouv.qc.ca/enseignement-et-recherche/81-enseignement/534-stages-en-sciences-de-la-sante-et-autres-stages	02.reg02.demandestage.de@ssss.gouv.qc.ca	
03	CIUSSS de la Capitale-Nationale	https://www.ciusss-capitalenationale.gouv.qc.ca/carrieres-et-stage/stage/demande-de-stage	enseignement.ciusscnc@ssss.gouv.qc.ca	
	CHU de Québec – Université Laval	https://www.chudequebec.ca/etudiants/demande-de-stage.aspx		
	Institut universitaire de cardiologie et de pneumologie	http://iucpq.qc.ca/fr/enseignement/stages/accueil		
04	CIUSSS de la Mauricie-et-du-Centre-du-Québec	https://ciusssmcq.ca/carrieres/stages/pourquoi-faire-un-stage-au-ciusss-mcq/	stages.ciusssmcq@ssss.gouv.qc.ca	
05	CIUSSS de l'Estrie – Centre hospitalier universitaire de Sherbrooke (CHUS)	https://www.santeestrie.qc.ca/fr/carrieres/stages/	infoenseignement.ciusse-chus@ssss.gouv.qc.ca	General Contact (819) 780-2220 Ext. 47200
06	CIUSSS de l'Ouest-de-l'Île-de-Montréal	https://ciusss-ouestmtl.gouv.qc.ca/emplois-et-stages/stages/stages-universitaires/	stage.universitaire.comtl@ssss.gouv.qc.ca	
	CIUSSS du Centre-Ouest-de-l'Île-de-Montréal	https://www.ciussscentreouest.ca/a-propos-du-ciusss/mission-de-l-enseignement/stages/	enseignement.ccomtl@ssss.gouv.qc.ca	

REGION	HSS ESTABLISHMENT	CLINICAL PLACEMENTS	EMAIL	CONTACT AND PHONE
06	CIUSSS du Centre-Sud-de-l'Île-de-Montréal	https://ciusss-centresudmtl.gouv.qc.ca/emplois-et-stages/stages/?L=70	stages.ccsmtl@ssss.gouv.qc.ca	
	CIUSSS du Nord-de-l'Île-de-Montréal	https://ciusss-nordmtl.gouv.qc.ca/emploi-stage-et-benevolat/stage/	enseignement.cnmtl@ssss.gouv.qc.ca	
	CIUSSS de l'Est-de-l'Île-de-Montréal	http://ciusss-estmtl.gouv.qc.ca/emplois-et-stages/offres-de-stage/		
	Centre hospitalier de l'Université de Montréal (CHUM)	https://www.chumontreal.qc.ca/enseignement-academie/je-veux-faire-un-stage		
	Centre universitaire de santé McGill (CUSM)	https://cusm.ca/resultats-recherche?query=stages		
	Centre hospitalier universitaire (CHU) Sainte-Justine	https://enseignement.chusj.org/fr/Etudiants-en-stage	centre.du.savoir.hsj@ssss.gouv.qc.ca	
	Institut de cardiologie de Montréal (ICM)	https://www.icm-mhi.org/en/career/make-an-internship	jeanne-sophie.lavoie@icm-mhi.org	Jeanne-Sophie Lavoie, (514) 376-3330 Ext. 2622
	Institut Philippe-Pinel de Montréal	https://pinel.qc.ca/stages/		
07	CISSS de l'Outaouais	https://ciyss-outaouais.gouv.qc.ca/enseignement-et-recherche/coordination-des-stages-cliniques/		
08	CISSS de l'Abitibi-Témiscamingue	http://www.ciyss-at.gouv.qc.ca/carrieres/		
09	CISSS de la Côte-Nord	https://www.ciyss-cotenord.gouv.qc.ca/carriere/stages-et-bourses/	stages.09ciyss@ssss.gouv.qc.ca	
10	Centre régional de santé et de services sociaux (CRSSS) de la Baie-James	http://www.crsssbaiejames.gouv.qc.ca/1279/Tableau_des_stages_disponibles.crsssbaiejames	10_recrutement_crssbj@ssss.gouv.qc.ca	

REGION	HSS ESTABLISHMENT	CLINICAL PLACEMENTS	EMAIL	CONTACT AND PHONE
11	CISSS de la Gaspésie	https://www.cisss-gaspesie.gouv.qc.ca/emplois-et-stages/	lisa.cleary.cisssgaspesie@ssss.gouv.qc.ca	Lisa Cleary
	CISSS des Îles	http://www.cisssdesiles.com/enseignement-medical/		
12	CISSS de Chaudière-Appalaches	https://www.cisssca.com/emplois-et-stages/	enseignement.cisssca@ssss.gouv.qc.ca	General Contact (418) 835-7128
13	CISSS de Laval	http://www.lavalensante.com/enseignement-et-recherche/enseignement-et-stages/	jbrisson2.csssl@ssss.gouv.qc.ca jaroberge.csssl@ssss.gouv.qc.ca	Jimmy Brisson, General Contact Julie-Alexandra Roberge, Nursing (450) 668-1010 Ext. 23829
14	CISSS de Lanaudière	http://www.cisss-lanaudiere.gouv.qc.ca/carrieres/stages/demande-de-stage/	coordination.enseignement.cissslan@ssss.gouv.qc.ca	
15	CISSS des Laurentides	http://www.santelaurentides.gouv.qc.ca/carriere/realisez-un-stage/	stages.cissslau@ssss.gouv.qc.ca	
16	CISSS de la Montérégie-Centre	https://santemonteregie.qc.ca/ouest/emplois-stages-et-pratiquez-la-medecine/nos-stages	patricia.brown.cisssmo16@ssss.gouv.qc.ca	(450) 455-6171 Ext. 72350
	CISSS de la Montérégie-Est	https://santemonteregie.qc.ca/est/stages-au-cisss-de-la-monteregie-est	deur.stages.cisssme16@ssss.gouv.qc.ca	
	CISSS de la Montérégie-Ouest	http://www.santemonteregie.qc.ca/ouest/emplois-stages-et-pratiquez-la-medecine/nos-stages		David Bessette, General Contact (450) 455-6171 Ext. 72350 Diane Benoit, University Practicum (450) 845-1751 Ext. 7300 Josée Ferland, Nursing (450) 763-5951 Ext. 315

REGION	HSS ESTABLISHMENT	CLINICAL PLACEMENTS	EMAIL	CONTACT AND PHONE
17	Régie régionale de la santé et des services sociaux du Nunavik	https://nrbhss.ca/	jocelyne.desjardins@ssss.gouv.qc.ca Melanie.lepage.mnq@ssss.gouv.qc.ca Rh.ungava@ssss.gouv.qc.ca	Jocelyne Desjardins, Professional Services Melanie LePage, Inuulitsivik Health Centre Ungava Tulattavik Health Centre Professional Services
18	Conseil Cri de la santé et des services sociaux de la Baie-James	http://www.crsssbaiejames.gouv.qc.ca/1239/Bourses_et_stages.crsssbaiejames	10_recrutement_crssbj@ssss.gouv.qc.ca	

Please consult the Dialogue McGill website for periodic updates to this list.

APPENDIX 3

LIST OF OUTLYING SELECTED QUEBEC REGIONS

The support for student's interns is applicable to those students whose primary residence is in one of the following selected Quebec regions:

Region 01	Bas-Saint-Laurent	Region 11	Gaspésie—Îles-de-la-Madeleine
Region 02	Saguenay—Lac-Saint-Jean	Region 12	Chaudière-Appalaches
Region 03	Capitale-Nationale	Region 14	Lanaudière (except for communities within the MMC*)
Region 04	Mauricie-et-Centre-du-Québec	Region 15	Laurentides (except for communities within the MMC*)
Region 05	Estrie	Region 16	Montérégie (except for communities within the MMC*)
Region 07	Outaouais	Region 17	Nunavik
Region 08	Abitibi-Témiscamingue	Region 18	Terres-Cries-de-la-Baie-James
Region 09	Côte-Nord		
Region 10	Nord-du-Québec		

Please be advised that students residing within communities belonging to the Montreal Metropolitan Community (MMC*) are not eligible to apply for the support for internship. The list of MMC communities can be found at the following link: <http://cmm.qc.ca/a-propos/municipalites/>.

ENGLISH COMMUNITY NETWORKS

REGION 01: BAS-SAINT-LAURENT

Heritage Lower Saint Lawrence

130, rue Principale, Métis-sur-Mer, QC, G0J 1S0

Name of contact: [Guy Caron](#) **Title:** Executive Director
Tel. number: (418) 936-3239, Ext. 222 **E-mail:**
Website: heritagelsl.ca

REGION 03: CAPITALE-NATIONALE

Jeffery Hale Community Partners (JHCP)

1270, chemin Ste-Foy, Suite 2000, Quebec, QC, G1S 2M4

Name of contact: Jean-Sabastien Jolin Gignac **Title:** Director – Support to the community
Tel. number: (418) 684-5333, Ext. 1307 **E-mail:** jsjolingignac@jhpartners.net
Fax number: (418) 684-2295 **Website:** www.jefferyhale.org

REGION 04: MAURICIE ET CENTRE-DU-QUÉBEC

Centre for Access to Service in English (CASE)

1045 Chabanel Street, Drummondville, QC, J2B 2J4

Name of contact: Shannon Keenan **Title:** Executive Director
Tel. number: (819) 609-9009 **E-mail:** case.exdir@gmail.com
Toll Free: 1-855-609-9009 **Website:** www.casemcq.com

REGION 05: ESTRIE

Townshippers' Association – Estrie Network

3355 College, Sherbrooke, QC, J1M 0B8

Name of contact: Rachel Hunting **Title:** Executive Director
Tel. number: (819) 566-5717 **E-mail:** dg@townshippers.org
Fax number: (819) 566-0271 **Website:** www.townshippers.org
Knowlton office: 1-877-242-4421

REGION 06: MONTREAL

REISA East Island Network for English-language Services

8370, Lacordaire blvd, Suite 312, Montreal QC, H1R 3Y6

Name of contact: Fatiha Gatre Guemiri **Title:** Executive Director
Tel. number: (514) 955-8370, Ext. 2332 **E-mail:** fguemiri@reisa.ca
Website: www.reisa.ca

REGION 06: MONTREAL**Collective Community Services (CCS)**

451, de l'Église Street, Montreal, QC, H4G 2M6

Name of contact: Vaughan Roche **Title:** CEO
Tel. number: (514) 937-5351, Ext. 235 **E-mail:** vaughanr@ccs-montreal.org
Website: www.ccs-montreal.org

African Canadian Development and Prevention Network (ACDPN)

6585, Cote-des-Neiges, Montreal, QC, H3S 2A5

Name of contact: Tania Callender **Title:** Executive Director
Tel. number: (514) 737-3213 **E-mail:** tcallender@acdpn.org

REGION 07: OUTAOUAIS**Connexions Resource Centre**

80, rue Daniel-Johnson, Gatineau, QC, J8Z 1S3

Name of contact: Danielle Lanyi **Title:** Executive Director
Tel. number: (819) 777-3206 **E-mail:** d_lanyi@centreconnexions.org
Website: <http://centreconnexions.org>

REGION 08: ABITIBI-TÉMISCAMINGUE**Neighbours Regional Association of Rouyn-Noranda**

P.O. Box 2277, (139, av. Murdoch), Rouyn-Noranda, QC, J9X 5A9

Name of contact: Sharleen Sullivan **Title:** Executive Director
Tel. number: (819) 762-0882 **E-mail:** neighbours@cablevision.qc.ca
Website: www.neighbours-rouyn-noranda.ca

REGION 09: CÔTE-NORD**Coasters Association of the Lower North Shore**

P.O. Box 10, St. Paul's River, QC, G0G 2P0

Name of contact: Cornella Maurice **Title:** Executive Director
Tel. number: (418) 379 2006 **E-mail:** cmroberts@xplornet.ca
Fax number: (418) 379-2621 **Website:** www.coastersassociation.com

North Shore Community Association (NSCA)

P.O. Box 6102, Baie-Comeau, QC, G4Z 1Z3

Name of contact: Jody Lessard **Title:** Executive Director
Tel. number: (418) 296-1545 **E-mail:** nsca@quebecnorthshore.org
Fax number: (418) 296-4883 **Website:** www.quebecnorthshore.org

REGION 11: GASPÉSIE-ÎLES-DE-LA-MADELEINE**Council for Anglophone Magdalen Islanders (CAMI)**

787, chemin Principal, Grosse-Ile, QC, G4T 6B5

Name of contact:	Helena Burke	Title:	Executive Director
Tel. number:	(418) 985-2116, Ext. #1	E-mail:	helena@micami.ca
Fax number:	(418) 985-2113	Website:	www.micami.ca

Committee for Anglophone Social Action (CASA)

168, Gerard D Levesque, New Carlisle, QC, G0C 1Z0

Name of contact:	Cathy Brown	Title:	Executive Director
Tel. number:	(418) 752-5995	E-mail:	cathy@casa-gaspe.com
Fax number:	(418) 752-6864	Website:	www.casa-gaspe.com

Vision Gaspé-Percé Now (VGPN)

28 St. Patrick Avenue, P.O Box 67, Douglastown, Gaspé, QC, G4X 1H0

Name of contact:	Jessica Synnott	Title:	Executive Director
Tel. number:	(418) 368-3212	E-mail:	j.synnott@vgpn.ca
Fax number:	(418) 368-4253	Website:	www.visiongaspeperce.ca

REGION 12: CHAUDIÈRE-APPALACHES**Megantic English-speaking Community Development Corporation (MCDC)**

906 Mooney St. West, Thetford Mines, QC, G6G 6H2

Name of contact:	Brian Gignac	Title:	Executive Director
Tel. number:	(418) 332-3851	E-mail:	director@mcdc.info
Fax number:	(418) 332-3153	Website:	www.mcdc.info

REGION 13: LAVAL**Youth and Parents AGAPE Association Inc. (AGAPE)**

3950 Notre-Dame Street, Laval, QC, H7W 1S7

Name of contact:	Kevin McLeod	Title:	Executive Director
Tel. number:	(450) 686-4336	Website:	www.agapeassociationinc.com
E-mail:	kevin.mcloed@agapeassociationinc.com		

REGION 14: LANAUDIÈRE**English Community Organization of Lanaudière (ECOL)**

3590, rue Metcalfe, Rawdon, QC, J0K 1S0

Name of contact:	Michelle Eaton-Lusignan	Title:	Executive Director
Tel. number:	(450) 421-5379	E-mail:	ecollanaudiere@hotmail.com

REGION 15: LAURENTIDES

4 Korner's Family Resource Center

200, rue Henri-Dunant, Deux-Montagnes, QC, J7R 4W6

Name of contact: Stephanie Helmer **Title:** Executive Director
Tel. number: (450) 974-3940 **E-mail:** stephanie@4kornerscenter.org
Website: www.4kornerscenter.org

REGION 16: MONTÉRÉGIE

Assistance and Referral Centre (Montérégie Centre sector)

95 Lorne Ave., St- Lambert, QC, J4P 2G7

Name of contact: Chris Lapointe **Title:** Executive Director
Tel. number: (514) 604-9455 **E-mail:** arc.exdir@gmail.com
Website: <http://arc-hss.ca>

Townshippers' Association – Montérégie East Network

3355 College, Sherbrooke, QC, J1M 0B8

Name of contact: Rachel Hunting **Title:** Executive Director
Tel. number: (819) 566-5717 **E-mail:** dg@townshippers.org
Fax number: (819) 566-0271 **Website:** www.townshippers.org

Montérégie West Community Network (MWCN)

P.O. Box 47045, Chateauguay, QC, J6K 5B7

Name of contact: Pauline Wiedow **Title:** Executive Director
Tel. number: (450) 617-0513 **E-mail:** mwcn2016@gmail.com
Website: <https://mwcn.weebly.com/>