



# MD Program Legal Requirement: Placement Agreements

## When supervising Temerty Faculty of Medicine learners.

### What is a placement agreement?

A placement agreement (PA) is a legal document between the University of Toronto and a student's placement site that is necessary in order to provide the University, the learner, and the site, with clear expectations of rights and responsibilities while a student is engaged in unpaid work with a selective placement site. It is a condition of any academic program at the University in order to obtain a degree from the University of Toronto. MD students are unable to attend experiential learning opportunities, such as 4<sup>th</sup> year electives or selectives at sites unless an active PA is in place.

### What department oversees placement agreements at the University of Toronto?

The *Office of the Vice-Provost, Students* (OVPS) manages policies and procedures for students and student organizations across the three campuses. Their mandate is to support and enhance the student experience. You can read more about student policies on placements at <https://www.viceprovoststudents.utoronto.ca/student-policies-guidelines/placements/>

### What are the steps in signing a placement agreement?

Step 1	• Connect with the TTR Office to determine if you or your site has an active PA.
Step 2	• If no PA exists for the site, or a previous agreement has expired, a new legal document will be sent to you from the TTR Office.
Step 3	• Review the PA document and/or forward the agreement to the appropriate signing agent at your site.
Step 4	• Return the signed PA document to the TTR Office, who will in turn have the agreement signed by the MD Program. The fully executed agreement will be sent to you for your records.

### How long will the placement agreement be active with the University of Toronto?

Generally, PAs are active for a 5-year term unless otherwise specified upon signing.

### My site has a placement agreement with the University of Toronto but it does not include medical students – what should I do?

In cases where an active PA exists with your site for other types of learners (for instance, social work or nursing students), an **addendum** must be added to the existing PA. This is a one-page document that can be facilitated by the [TTR Office](#).

### What is the “Letter to Placement Employers”?

This is a letter that is required in connection with the workplace safety insurance provided to students through the Ministry of Colleges and Universities. The term “Placement Employer” is the language used by WSIB in connection with coverage for unpaid work placements – even though as the Placement Site you are not the employer of students. Unfortunately, we can't change the language in this document – but rest assured, this does not create an employment relationship with the student. This document must also be signed and returned with the PA.

Questions concerning any of the information above, can be directed to the [TTR Office](#).

#### Developed by:

Dr. Kimberley Kitto, Electives Director  
Susan Rice, Curriculum Project Manager  
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Ezhil Mohanraj, TTR Coordinator