



Max Rady College of Medicine Policy

Policy Name:	Accommodation for Undergraduate Medical Students with Disabilities
Application/Scope:	
Approved (Date):	April, 2010
Review Date:	
Revised (Date):	March 2012
Approved By:	Faculty Executive Council

1. **PURPOSE**

The Manitoba Human Rights Code identifies that all individuals be accorded equality of opportunity, and that reasonable accommodation be made for those with special needs. The University of Manitoba is committed to facilitating the integration of students with disabilities into the University community. The University of Manitoba is specifically committed to reasonable accommodation of the needs of persons with documented disabilities by making efforts to create a barrier-free campus and provide other supports and services within the limits of available resources. The University will endeavour to meet the identified needs of each student by adapting services, courses, and programs as feasible and as resources allow, while maintaining appropriate academic standards. The University expects that the responsibility for making reasonable accommodations will be shared by the students, instructors and support staff. Within the Max Rady College of Medicine, each student with a disability is entitled to reasonable accommodation that will assist her or him to meet the academic as well as technical standards; the technical standards are identified in a policy entitled *Essential Skills and Abilities (Technical Standards) for Admission, Promotion and Graduation in the MD Program*.

2. **DEFINITIONS**

- 2.1 Disability - A term used to summarize a great number of different functional limitations. It is identified that people may be disabled by physical, intellectual or sensory impairment, medical conditions or mental illness. Such impairments, conditions or illnesses may be permanent or transitory in nature.

3. **POLICY STATEMENTS**

ACCOMMODATION FOR STUDENTS WITH DISABILITIES

- 3.1 This policy and the document entitled [*Essential Skills and Abilities \(Technical Standards\) for Admission, Promotion and Graduation in the MD Program*](#) is posted on the Max Rady College of Medicine Undergraduate Medical Education website. This document is consistent with the University of Manitoba [*Accessibility for Students with Disabilities policy*](#). Students are informed of the procedures to request accommodation for disabilities via orientation sessions organized just prior to classes for incoming students and through an e-mail sent to all students at the beginning of each academic year.

- 3.2 The [admissions information](#) posted on the Max Rady College of Medicine website will contain the statement “Students concerned about the extent to which they meet the technical standards as outlined in the policy entitled [Essential Skills and Abilities \(Technical Standards\) for Admission, Promotion and Graduation in the MD Program](#), with or without accommodation, are advised to contact the Associate Dean, Student Affairs for the Max Rady College of Medicine.” Pre-application advice that is given to students will be confidential and independent of the admissions process, any records generated in this regard shall be retained independently from a student’s application file, and if applicable, the student’s academic record of the Max Rady College of Medicine.
- 3.3 An Accommodation Committee of the Max Rady College of Medicine will be established to oversee the process of facilitating the integration of students with disabilities who meet the technical standards as identified in the document entitled [Essential Skills and Abilities \(Technical Standards\) for Admission, Promotion and Graduation in the MD Program](#). The Accommodation Committee will be chaired by the Associate Dean, Students, or designate, and membership will include the Coordinator of the University of Manitoba Student Accessibility Services or designate, and two members of full-time faculty drawn from each of a basic science and a clinical department. None of the Accommodation Committee members will be in a position of directly evaluating a student at any point in that student’s program of studies. The Accommodation Committee may elect to consult with other individuals who may include: other members of faculty who may be directly involved with specific components of the program and/or student; legal counsel; the Registrar of the College of Physicians and Surgeons of Manitoba, or designate; and others as deemed appropriate by the Committee. The Accommodation Committee shall correspond with the Administrator, Enrollment services and/or the Associate Dean, Undergraduate Medical Education as dictated by the circumstances of individual students. The Accommodation Committee shall submit an annual report of the Committee’s work to Faculty Executive Council.
- 3.4 It is the student’s responsibility to self-identify to the Chair of the Accommodation Committee in a timely proactive fashion. Where possible students are requested to declare their needs to Student Accessibility Services at the time of application, or upon admission, or as soon as possible before registration. Accommodations cannot be made retroactive to an examination or clinical evaluation.
- 3.5 There are circumstances in which an intermediary may be appropriate. However, no disability can be accommodated if the intermediary has to provide cognitive support, substitute for cognitive skills, perform a physical examination and/or in any way supplement clinical and ethical judgment. The appropriateness of an intermediary will be assessed on a case-by-case basis.
- 3.6 Confidential records of all information regarding accommodation will be kept secured in the Student Accessibility Services Office. The nature of the disability, the nature of the accommodation, the dates of implementation, as well as any subsequent modification to the original accommodation will be kept on file.
- 3.7 Information on the recommended accommodations, the dates of implementation, as well as any subsequent modification to the original accommodation will also be kept in the UGME active file. Access to the active files is governed by the Faculty Executive Council policy and procedure on [Student Records](#).
- 3.8 Students will be informed that in order for a requested accommodation to be implemented it may be necessary to share relevant information on a *need to know, confidential basis* with individuals involved in providing the accommodation (e.g., medical faculty, clinical supervisors, physical plant, etc.) The specific logistical requests for accommodation will

be forwarded to those responsible for facilitating them; disclosure of the nature of the disability may be required. Students must consent in writing to this degree of communication in order to permit the Max Rady College of Medicine to meet their needs.

APPEALS

- 3.9 A student who disagrees with the recommendations of the Accommodation Committee should in the first instance address his/her concerns with the Accommodation Committee. A student has the right to appeal through the standard appeal process within the Max Rady College of Medicine. The student may appeal a judgment to the relevant appeal committee of the University of Manitoba. Students are encouraged to consult with the Student Advocacy office for information and assistance about the appeal processes. For information about Respectful Work and Learning Environment policy, students are encouraged to contact Equity Services.

DOCUMENT REVIEW

- 3.10 The Accommodation Committee will review this policy annually for the first three years and biannually thereafter.

4. **PROCEDURES**

INITIAL IDENTIFICATION OF STUDENTS

- 4.1 Students can be identified in one of four ways:
- The student may already be known to Student Accessibility Services (SAS) and is now entering the MD program. On acceptance to the program if he/she wishes to continue receiving accommodation they will have indicated this in the admission package. SAS will meet with these students and confirm accommodations requested for the MD program and forward recommendation to the Advisor, SA.
 - On acceptance to the MD program the student may indicate a need for accommodation in the admission package. These students will be contacted by Student Affairs (SA) and asked to meet with SAS. SAS will meet with these students and forward accommodation recommendations for the MD program to the Advisor, SA.
 - In the course of the MD program, a student may disclose information to Student Affairs or UGME suggesting they would benefit from exam accommodations. These students will be directed to SAS.
 - In the course of the MD program, a student may contact SAS directly to request accommodations.

DISCLOSURE OF THE NATURE OF THE DISABILITY

- 4.2 At all times, the student will be encouraged to disclose the nature of the disability to the Advisor, SA as this will assist the Faculty in planning their educational course and aid in career counseling. The Advisor, SA will only disclose further, on an, as needed basis, and, with the student's permission, the following.
- Types of disabilities and prevalence will be presented, in aggregate form only, to the Progress Committee, Faculty Executive Council and the Vice-Provost Students as requested.
 - At the level of the Accommodations Committee (AC) the nature of a student's disability will only be discussed with the student's permission.

- All medical and confidential material that relates to the nature of the disability is kept on file by SAS.

RECOMMENDATIONS FOR ACCOMMODATION (POST CONTACT WITH SAS)

- 4.3 SAS generates recommendations for accommodation and forwards these to the Advisor, SA.
- 4.4 The Advisor, SA in turn presents the recommendations for accommodation to the AC for discussion and approval.
- 4.5 The Advisor, SA can grant interim approval on behalf of the AC if the request involves an examination that will take place prior to the next meeting.
- 4.6 If the committee is concerned that a recommendation is beyond what can be reasonably accommodated by the Faculty or compromises the academic integrity of the MD program then the matter is referred to Progress Committee for review.

ONCE RECOMMENDATIONS FOR ACCOMMODATION ARE APPROVED:

- 4.7 A letter is sent to the student confirming that the recommended accommodations will be in place.
- 4.8 A copy of the letter, along with the SAS recommendation, are sent to Undergraduate Medical Education, Evaluations for implementation and inclusion in the student's active file.

TIMEFRAMES

- 4.9 An initial request for accommodations to SAS should normally be initiated at minimum, 3 weeks prior to the next examination. Requests initiated later than that cannot be guaranteed to be processed and approved in time for the upcoming scheduled examination.
- 4.10 A request initiated in a short time frame, that cannot be considered and approved prior to the exam seating, will not be considered grounds for an exam deferral.
- 4.11 A request for exam accommodation does not constitute a request for an invigilator. A separate request, initiated by the student, through submission of the online "Request: Examination and Test Booking" form to SAS must be made.

EXAM PROCEDURES (STUDENTS WITH APPROVED ACCOMMODATIONS ONLY)

- 4.12 It will be the student's responsibility to request SAS support for private/semi-private exams. No later than two weeks prior to the exam, a student must complete a "Request: Examination and Test Booking" form online and submit to SAS so that they can supply an invigilator.
- 4.13 It will be the responsibility of the UGME Evaluation personnel to organize booking of appropriate private/ semiprivate spaces and confirm with students the date and location of the examination

- 4.14 It will be a SAS responsibility to organize the invigilator and communicate with UGME Evaluation personnel if special considerations are in place for an accommodated student i.e. oral reader.
- 4.15 The invigilator meets the designated UGME Evaluations personnel prior to the examination start to collect examination materials.
- 4.16 If an invigilator does not present to collect materials for a private/semi-private exam, due to failure of the student to request accommodation via the online form to SAS within the minimum timeframe, UGME Evaluation personnel will cancel the arranged room booking and the student will write the exam in the large exam setting for the general examination time. In such a case, no accommodations will be in place for that specific exam.

FOLLOW UP

- 4.17 Students will be expected to:
- Meet annually with the Advisor, SA as a minimum
 - Meet annually with SAS

MCC EXAMS

- 4.18 Requests by MCC for confirmation of exam accommodations provided should be directed to Student Affairs.

5. **REFERENCES**

- 5.1 [Max Rady College of Medicine Essential Skills and Abilities \(Technical Standards\) for Admission, Promotion and Graduation in the MD Program.](#)
- 5.2 [University of Manitoba Policy: Accessibility for Students with Disabilities.](#)

6. **POLICY CONTACT**

Advisor, Student Affairs