

Last updated: April 11, 2022

## Purpose

The purpose of this guideline is to establish a clear and transparent process for facilitating disability-related practicum accommodations for students living with disabilities. This includes students living with physical, mental health, and learning disabilities as defined in the Accessibility for Ontarians with Disabilities Act (AODA).

The Dalla Lana School of Public Health (DLSPH) works to ensure students are aware of the Accessibility Services registration process and strives to create a culture where accommodation is destigmatized, and diversity is celebrated. DLSPH also works closely with Accessibility Services to ensure accommodations are made in accordance with the Ontario Human Rights Code. This guideline is one component of those efforts.

## Guiding Principles

1. DLSPH is committed to providing practicum accommodations as advised by the University's Accessibility Services Office.
2. **The accommodation process is a shared responsibility and requires students to register with Accessibility Services.** Students with known physical health, mental health, or learning disabilities should register with Accessibility Services as soon as they accept their offer of admission. Students should also meet with their Accessibility Advisor to discuss practicum placements before the practicum application process begins. This helps ensure that DLSPH and practicum sites have adequate time to address practicum accommodation needs. DLSPH will always make reasonable attempts to address accommodation needs when they are brought to attention; however, practicum accommodations might not be possible if a known disability is raised by a student after their practicum begins.
3. **Accommodations are designed to create equitable access to practicum placements and are provided when a student's disability prohibits their demonstration of knowledge or skills.** Students that require practicum accommodations must still meet their program's standards and essential competencies for practicum completion, the same as their peers that do not require accommodations. DLSPH programs identify competency expectations and publishes them on the DLSPH website so students can consider them when applying to programs.
4. **All practicum accommodations necessary to support disability related barriers will be considered up to the point of undue hardship to the University or the practicum site organization.** For example, practicum accommodations will be considered so long as they do not compromise the safety of self and others, damage academic integrity of programs of study, or cause unreasonable impact to safe and effective operations of clinical settings. Accessibility Services should be consulted to determine whether an accommodation crosses the threshold of undue hardship to the University or the practicum site.
5. **Student privacy and confidentiality is respected.** Information concerning practicum accommodation requirements are shared within DLSPH and with practicum sites on an as needed basis and with student consent. In accordance with the [Accessibility Services Statement of Confidentiality on Use and Disclosure of Personal Information](#), Accessibility Services releases to DLSPH specific information on a limited and 'as needed' basis to administer accommodations. DLSPH is not provided with information about a diagnosis or disability related concern. DLSPH is only provided with the minimum information needed to support the student in applying to appropriate practicum placements. DLSPH, in turn, only shares with practicum sites the minimum information needed to support appropriate implementation of practicum accommodations.

6. **Communication is critical.** Developing, implementing, and revising accommodations requires all stakeholders involved communicate early and often. This includes communication between the Student, Accessibility Services Advisor, DLPSH Program Director, DLSPH Practicum Placement Officer, and Practicum Site Preceptor. Students are encouraged to contact their Accessibility Advisor as soon as possible should any accommodation-related concerns arise throughout their practicum placement.
  
7. **Disability-related accommodations and accommodation changes require Accessibility Services' involvement.** To ensure the fair and equitable implementation of accommodations DLSPH faculty and staff and Practicum Site Preceptors are required to consult with a student's Accessibility Advisor. This is for transparency and appropriate record keeping, and to ensure all efforts to help and support the student are consistent and documented in detail to enable future review and continuous process improvement.

## Process

### Steps and Responsibilities

- **Responsible** – the role responsible for executing, documenting, and communicating the results for the step.
- **Consulted** – the role(s) that need to be consulted if/as needed for information on requirements and competencies.
- **Informed** – the role(s) that need to be informed when a decision is made and executed.

Steps	Student	Accessibility Services Advisor	DLSPH Program Director	DLSPH Practicum Placement Officer	Practicum Site Preceptor
1. Register with Accessibility Services	<b>Responsible</b>	-	-	-	-
2. Assess practicum accommodation needs	Consulted	<b>Responsible</b>	Consulted*	-	-
3. Write and distribute Practicum Accommodation Letter to DLSPH	Informed**	<b>Responsible</b>	Consulted	-	-
4. Receive and distribute Practicum Accommodation Letter as necessary	Consulted and Informed	Consulted	<b>Responsible</b>	Informed	-
5. Apply and secure an appropriate practicum placement	<b>Responsible</b>	Consulted	Consulted	Consulted	-
6. Communicate practicum accommodation needs to Practicum Site Preceptor	<b>Responsible***</b>	Informed	Informed	<b>Responsible***</b>	Informed
7. Implement practicum accommodations (as soon as possible to allow time for addressing logistical challenges)	Consulted, Informed, Responsible as appropriate	Informed	Informed	Informed	<b>Responsible</b>
8. Monitor, evaluate, communicate, and remediate as necessary	<b>Responsible</b>	<b>Responsible</b>	<b>Responsible</b>	<b>Responsible</b>	<b>Responsible</b>

\*DLSPH Program Director provides information on competencies, skills, and expected demands of the student in the practicum placement.

\*\*Accessibility Services Advisor reviews and student signs the Accessibility Services "Notification of How Your Information Will Be Used form".

\*\*\*This should be done as soon as possible; if feasible during the application process, or as soon as the placement is accepted.

## Description of Steps

Step	Description
<p><b>1. Register with Accessibility Services</b></p>	<ul style="list-style-type: none"> <li>• <b>Early registration with Accessibility Services is critical. Students should register as soon as they accept their offer of acceptance to their program.</b></li> <li>• This can be done via website forms (<a href="#">LINK</a>) or by email <a href="mailto:Accessibility.services@utoronto.ca">Accessibility.services@utoronto.ca</a> or by calling 416-978-8060.</li> <li>• Student will be required to provide medical documentation from a registered practitioner and collaborate on deciding on reasonable and appropriate accommodations. Documentation should outline relevant functional limitations and barriers and severity. This documentation should be from a registered health professional with an appropriate scope of practice to diagnose the disability.</li> <li>• Student is also advised to review the Accessibility Services Graduate Handbook (<a href="#">LINK</a>) and Ontario's "Guide to your rights and responsibilities under the Human Rights Code" (<a href="#">LINK</a>).</li> </ul>
<p><b>2. Assess Practicum Accommodation needs</b></p>	<ul style="list-style-type: none"> <li>• Student participates in a preliminary interview with an assigned Accessibility Services Advisor and provides additional information as required to complete a fulsome assessment of practicum accommodation needs.</li> <li>• Accessibility Services Advisor               <ul style="list-style-type: none"> <li>- Reviews documentation to verify the presence of a disability on behalf of the University.</li> <li>- Formulates a preliminary accommodation plan through a review of documentation and discussion with the student around functional limitations.</li> <li>- Consults with the DLSPH Program Director regarding nature of the practicum demands and expectations in relation to the student's disability and any out of the ordinary accommodations.</li> <li>- Decides on appropriate and viable accommodations that will enable the student to meet practicum requirements.</li> </ul> </li> </ul>
<p><b>3. Write and Distribute Practicum Accommodation Letter</b></p>	<ul style="list-style-type: none"> <li>• Accessibility Services Advisor               <ul style="list-style-type: none"> <li>- Documents accommodations required for the student to meet practicum learning and performance requirements in the Practicum Accommodation Letter.</li> <li>- Notifies student of how their information will be used at the University, and with other institutions with which the student might engage as part of their program.</li> <li>- Obtains student signature on "<i>Notification of How Your Information Will Be Used</i>" form. See appendix for example.</li> <li>- Sends the Practicum Accommodation Letter to the relevant Program Director: For PHS program directors can be found here: <a href="https://www.dlsp.utoronto.ca/divisions/division-heads-and-program-leaders/">https://www.dlsp.utoronto.ca/divisions/division-heads-and-program-leaders/</a>. For IHPME program directors can be found here: <a href="https://ihpme.utoronto.ca/community/connect/">https://ihpme.utoronto.ca/community/connect/</a> The IHPME or PHS graduate coordinator can assist with identifying the relevant program director if necessary.</li> </ul> </li> </ul>

Step	Description
	<ul style="list-style-type: none"> <li>- On a need-to-know basis, supports faculty and staff to assess and meet their legal obligations for providing practicum accommodations.</li> </ul>
<p><b>4. Receive and distribute Practicum Accommodation Letter as necessary</b></p>	<ul style="list-style-type: none"> <li>• Program Director (for program in which the student is enrolled)               <ul style="list-style-type: none"> <li>- Receives the Practicum Accommodation Letter.</li> <li>- Clarifies understanding of accommodation requirements with Accessibility Services Advisor, if needed</li> <li>- Has conversation with student regarding consent to share accommodation letter with Practicum Placement Officer and Practicum Preceptor.</li> <li>- With student verbal consent, shares Practicum Accommodation Letter with DLSPH Practicum Placement Officer.</li> </ul> </li> </ul>
<p><b>5. Apply and secure practicum</b></p>	<ul style="list-style-type: none"> <li>• Student applies to appropriate practicums with support and guidance from Practicum Placement officer, DLSPH Program Director, and Accessibility Services Advisor as needed.</li> </ul>
<p><b>6. Communicate accommodation needs to Preceptor</b></p>	<ul style="list-style-type: none"> <li>• Practicum Placement Officer or Student (as agreed on in step 4) shares Practicum Accommodation Letter with Practicum Preceptor.</li> </ul>
<p><b>7. Implement practicum accommodations</b></p>	<ul style="list-style-type: none"> <li>• Practicum Site Preceptor               <ul style="list-style-type: none"> <li>- Reviews Practicum Accommodation Letter.</li> <li>- Meets with student prior to start of practicum to clarify accommodation requirements and establish mutual expectations.</li> <li>- Consults with Program Director and Accessibility Advisor if any concerns arise related to the requested accommodations.</li> <li>- Implements agreed upon accommodations.</li> </ul> </li> </ul>
<p><b>8. Monitor, evaluate, communicate, and remediate as necessary</b></p>	<ul style="list-style-type: none"> <li>• Student               <ul style="list-style-type: none"> <li>- Notify the Practicum Preceptor and/or Accessibility Services Advisor as soon as possible regarding issues regarding accommodations, learning and performance.</li> <li>- Raise concerns regarding the accommodations with the Practicum Site Preceptor and/or the Accessibility Services Advisor as appropriate.</li> <li>- Notify the Accessibility Services Advisor if new disability related impacts emerge that warrant modifying the practicum accommodation plan.</li> </ul> </li> <li>• Practicum Site Preceptor               <ul style="list-style-type: none"> <li>- Raise concerns regarding the student's accommodations and performance as soon as possible with the student and / or practicum placement officer or program director as appropriate.</li> <li>- If the placement site raises concerns about the student's performance, or if the student reports new disability related impacts, the Accessibility Advisor must re-evaluate and assess whether the accommodation plan must be modified as soon as possible.</li> </ul> </li> </ul>

## Responding to Needs That Emerge During a Practicum

New or modified student needs sometimes emerge during practicum. This can be a change in a pre-existing disability or the development of a new disability. This can also occur when a student living with a disability does not register and work with Accessibility Services prior to the practicum.

The Student, Practicum Site Preceptor, and DLSPH Program Director have the following responsibilities when they recognize or are notified of a potential change in accommodation needs during a practicum.

Student	Practicum Preceptor	DLSPH Program Director
<ul style="list-style-type: none"> <li>• Discuss with their Accessibility Services Advisor as soon as possible to develop a new or modified accommodation plan</li> <li>• Notify their Practicum Preceptor that they have a new or modified accommodation need and that they are working with the Accessibility Services Advisor to develop a new or modified accommodation plan.</li> <li>• Notify their DLSPH Program Director.</li> </ul>	<ul style="list-style-type: none"> <li>• Ask the student if they have a new or changed accommodation need - without asking about the disability causing the potential need.</li> <li>• Encourage the student to assess the potential new or modified accommodation need with their Accessibility Services Advisor.</li> <li>• Notify the DLSPH Program Director.</li> <li>• Implement new or modified accommodations recommended by the Accessibility Services Advisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm the Accessibility Services Advisor is assessing the change and preparing a new or modified accommodation plan.</li> <li>• Confirm the Practicum Preceptor will be implementing the new or modified accommodation plan.</li> <li>• Check-in with the Student to ensure they are comfortable with how their new or modified accommodation needs are being understood and assessed.</li> </ul>

## **Appendix: Accessibility Services Student Notification Form for How Information is Used**

*Please note this is an example as of March 2022. Accessibility Services provides students with most recent form during the registration and assessment process.*

Accessibility Services collects medical documentation and other information pertaining to your functional limitations, your history of learning or personal circumstances for the following purposes:

- To verify the need for disability related accommodations for academic work and,
- To develop and implement effective disability related accommodations and supports.

Accessibility Services respects your privacy and keeps your information confidential. Information may be shared with university staff, but only on a need-to-know basis for them to perform their duties and to provide academic or other disability related accommodations on campus.

If you participate in an exchange at another institution your information may be shared, on a need-to-know basis, as necessary, with, and by, staff at the host institution for them to perform their duties and to provide academic or other disability related accommodations while you are on exchange at the host institution.

### **Examples:**

- Test and Exam accommodations will be shared with the Accommodated Testing Services (ATS) office for invigilation purposes.
- The name of students with a reduced course load as an accommodation may be shared for fees adjustment purposes or to arrange bursaries.
- Accessibility Advisors may speak to a professor, registrar, or residence staff to arrange accommodations and supports.
- When a student encounters difficulties that require attention from other University units, such as Academic Progress, Crisis Response, Health & Wellness necessary information is shared with those units.

To protect your information, all University staff receiving information follows University policies and guidelines, the **Freedom of Information and Protection of Privacy Act** (where applicable) and other legal requirements.

If you have any questions, please send an email to [accessibility.services@utoronto.ca](mailto:accessibility.services@utoronto.ca). Your email will be forwarded to the Director or the Assistant Director for follow up as soon as possible.

By signing this form, you acknowledge that you have read and understand the above.

Print Name Student Number

Signature Date  
February 2020