

# Process for Collaborative Nursing Program Student Requests for Accommodation in Courses with Laboratory (Skills & Simulation) and/or Clinical Placement Components

**NOTE:** There may be slight differences in the process in Years 1 & 2 at the college sites, however, the need to **begin the process as early as possible**, and the **involvement of the CPO Placement Coordinator** are essential regardless of site.

## Step 1- Intake:

- Students who self-identify or who are identified as requiring an accommodation in courses that have a lab and/or clinical placement component will be encouraged to access the accommodations services at their site to meet with a Student Accommodation Facilitator.
  - **Toronto Metropolitan:** Student Academic Accommodation Support
  - **Centennial:** Centre for Accessible Learning and Counselling Services (CALCS)
  - **George Brown:** Accessible Learning Services
- The Student Accommodation Facilitator will collect all necessary accommodation documentation to determine if a lab or clinical accommodation is required to support the student.
- Once the lab or clinical accommodation is identified a letter describing the clinical accommodations needed will be prepared by the Accommodations Facilitator
- Aligned with other accommodations, the student will have the choice to decide whether they would like to exercise the accommodation request.

**Step 2- Accommodation Team Meeting:** Accommodation in the lab/clinical setting may require significant time to establish. Students who choose to exercise their right to request an accommodation in this setting will be encouraged to **identify their needs as early as possible** to mitigate any interruptions to their learning.

- To initiate the process, the student and their Accommodation Facilitator will arrange a Clinical Accommodation Planning Team Meeting.
  - The team that will meet is comprised of the Student, the Accommodations Facilitator (optional, dependent upon the circumstances of each student's situation), the Faculty Advisor/Clinical Instructor/ Lab Coordinator and/or the Course Lead, the Central Placement Office Manager, and the Placement Coordinator for the student's year in the program.
  - The Accommodation Facilitator will provide the student's clinical accommodations letter prior to the meeting.
- **The student initiates this process by reaching out to the course instructor (if known), the course lead and the Placement coordinator for their year with a request to set up the meeting.**
- The team will review the accommodation requirements detailed in the accommodation letter and collaborate in creating a Student Accommodation Plan to address the course outcomes/expectations for which an accommodation will be required and the strategies/resources that will be required to promote the student's success in the course. Changes to course/ program expectations/ outcomes will not be considered.

- The plan will address three key elements: 1) the student accommodation needs and safety; 2) client safety; 3) protection of partner agency liability.
- Once the accommodations are determined for clinical practice, the student will be asked to consent to disclosing the relevant elements of the accommodation plan to stakeholders who are directly involved in securing a clinical placement.
- Copies of the documented plan will be shared with the student and team members.

### **Step 3- Planning:**

- The team members will participate in the following activities to prepare for implementation of the students' plan. **Sufficient planning time should be given to mitigate avoidable delays.** The roles and responsibilities of each stakeholder is listed below:

#### ***Student Accommodation Facilitator:***

- Work with student to identify/refine the accommodation requirement and provide guidance to the student in securing the necessary documentation and arrangements of resources and/or persons required within the plan (e.g. special equipment, service provider)

#### ***Central Placement Manager and Placement Coordinator:***

- Will confirm a clinical placement commitment from a partner agency to support the student's accommodation requirements. The accommodation requirements will be disclosed to the agency, but not the student's identity during the process to maintain privacy.
- Student's identity will only be disclosed to the persons who are participating in the student's learning experience in order to ensure clear communication and implementation of the plan (e.g. clinical instructor, faculty advisor, preceptor, nursing lab coordinator).

#### ***Faculty Advisor/Clinical Instructor/ Lab Coordinator, Course Lead, Placement Manager and Accommodation Facilitator:***

- Ensure that all persons (in the lab and/or clinical setting) involved in implementing the student's plan receive a copy of the student's plan

### **Step 4- Implementation:**

- Once all the planning elements and resources are in place the student's plan will be implemented. The Accommodation Team will be available as a resource to the student and persons involved in implementing the plan. The team will reconvene to discuss possible changes, if the student or persons involved in the plan identify that the accommodation strategies required amendments or modifications.

### **Step 5- Debriefing:**

- The Team (including the student and Accommodation Facilitator) will meet after the completion of the clinical/lab course to discuss the effectiveness of the plan and initiate the preparation of a new plan, if necessary for the next lab/clinical course.