



Northern Ontario
School of Medicine
École de médecine
du Nord de l'Ontario
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Policy

	Academic Accommodations for Dietetic Interns			Class:	A
Approved By:	Academic Council				
Approval Date:	2017 09 21	Effective Date:	2021 08 13	Review Date:	2022 08 01
Responsible Portfolio/Unit/Committee:	Academic Council				
Responsible Officer(s):	NODIP Program Manager				

1.0 Purpose

The Northern Ontario School of Medicine (NOSM) and the Northern Ontario Dietetic Internship Program (NODIP) are committed to ensuring that appropriate services are available to support the success of its learners with disabilities and respect their independence and dignity. In accordance with the Ontario Human Rights Code¹ and the Accessibility for Ontarians with Disabilities Act (AODA)², NOSM and NODIP will provide reasonable academic accommodations for students with disabilities to the point of undue hardship.

2.0 Scope

All intern candidates who have been admitted into the NODIP will have the opportunity to access academic accommodation services where required. Dietetic interns should be aware that accommodations provided by NODIP may not be granted by a provincial regulatory body for the licensing exam.

3.0 Definitions

- 3.1 Disability: A term used to summarize a great number of different functional limitations. It is recognized that people may have singular and multiple disabilities, such as learning disabilities, sensory impairments, ADHD, and

¹ <http://www.ohrc.on.ca/en/ontario-human-rights-code>

² <https://www.ontario.ca/page/accessibility-laws>

mental health, medical, and mobility issues. Such impairments, conditions or illnesses may be chronic or transitory in nature.

- 3.2 Academic Accommodation³: Any adjustment or modification given to students with a disability. This includes the way a student receives program curriculum and materials, participates in course/placement activities, and/or demonstrates task or program requirements. An academic accommodation provides equal opportunity for success, while ensuring that all academic and professionalism requirements are met.⁴
- 3.3 Essential Requirements: Essential requirements refers to the bona fide requirements of a task, course, or program that cannot be altered without compromising the fundamental nature of the task, course, or program⁴. The essential knowledge, skills, attitudes and judgements required for success in the NODIP are outlined in The Integrated Competencies for Dietetic Education and Practice (ICDEP).
- 3.4 Reasonable Accommodation: A reasonable accommodation upholds the essential requirements of the internship program and the available resources to NODIP. The academic integrity of the NODIP must be respected but all accommodation options must be considered. If there is a choice between two accommodations which are equally responsive to the student's needs in a dignified manner, then the one that is less expensive or that is less disruptive to the organization may be selected.⁵

4.0 Policy Statement

The Northern Ontario Dietetic Internship program (NODIP) is committed to⁶:

- 4.1 ensuring reasonable and appropriate academic accommodations for dietetic interns with disabilities in compliance with current legislation, while preserving the academic integrity and essential requirements of the program;

³Lakehead University (2017, January). Accommodations and access for students with disabilities/medical conditions (policy category: student related). Retrieved from <https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/accommodations-for-students-with-disabilities>

⁴ Levin, E. (2017). Draft policy on accommodations for NOSM learners requiring accessibility services. (personal communication)

⁵ Ontario Human Rights Commission (2004). Guidelines on accessible education (ISBN: 0-7794-7191-1). Retrieved from http://www.ohrc.on.ca/sites/default/files/attachments/Guidelines_on_accessible_education.pdf.

⁶ Lakehead University (2017, January). Accommodations and access for students with disabilities/medical conditions (policy category: student related). Retrieved from <https://www.lakeheadu.ca/faculty-and-staff/policies/student-related/accommodations-for-students-with-disabilities>

- 4.2 ensuring accommodations are provided on an interim basis for students seeking documentation;
- 4.3 ensuring dietetic interns are fully integrated and participating in their accommodation and its processes;
- 4.4 protecting the privacy, confidentiality, independence, and dignity of dietetic interns with disabilities, with the understanding that in order to implement some accommodations in a clinical placement, it may be necessary to disclose specific information about the academic accommodation(s) to preceptors or administrators of the facility⁷;
- 4.5 exercising flexibility and creativity in the provision of academic accommodations in support of individualized accommodation;
- 4.6 meeting the needs of dietetic interns with disabilities in a timely manner through the implementation of this policy and its related procedures and guidelines;
- 4.7 considering the rights of dietetic interns with disabilities when developing and implementing admission requirements, courses, placements, assessment methods, services, and informational material;
- 4.8 providing an appeals process to dietetic interns seeking academic accommodations for their disability within the NODIP;
- 4.9 providing ongoing training for NODIP staff, faculty, and preceptors on an understanding of their role in the accommodation process including their responsibilities under the Code; and
- 4.10 supporting the dietetic intern in communicating with the provincial regulatory body regarding the access of any required accommodations for the licensing exam.

5.0 Procedures

- 5.1 Dietetic interns seeking accommodations should self-identify by June 15th, preceding the start of their academic year in NODIP. Planning of the dietetic interns' individualized practicum program commences in June. Interns must provide a written assessment by an appropriate health care provider outlining what accommodations are being sought or what the functional limitations are. Note that disclosure of the diagnosis is not required. Interns must be willing to participate in

⁷ However, an intern's medical diagnosis will not be disclosed.

all procedures related to the accommodation process. It is expected that during the program, dietetic interns will continuously self-evaluate whether they can meet the standards of the NODIP as outlined by the ICDEP. Any concerns should be addressed in a timely manner with the NODIP Program Manager.

- 5.2 NODIP will endeavor to accommodate all dietetic interns with a disability and will determine on a case-by-case basis what reasonable academic accommodations can be provided. Accommodations that cannot be provided without compromising the essential requirements of the NODIP or that have unreasonable costs associated may not be permissible⁸ (i.e. lead to undue hardship).
- 5.3 The procedures for providing academic accommodation services to dietetic interns will involve the dietetic intern requesting the accommodation to the Assistant Dean, NOSM Learner Affairs who shall inform the NODIP Accommodation Committee and NODIP Program Manager (where applicable). Outlined procedures will include individual party responsibilities in reviewing, developing, and executing academic accommodation services and the appeal process.

Program Responsibilities:

- 5.4 All dietetic interns will be sent an internship package four months prior to the internship commencement that includes information regarding requests for Academic Accommodations.
- 5.5 The Assistant Dean, NOSM Learner Affairs will contact the dietetic intern requesting accommodations for their disability, at least three months prior to the program commencement to determine what reasonable accommodations are required.
- 5.6 The Assistant Dean, NOSM Learner Affairs will discuss accommodations with the NODIP Program Manager and any that require significant support will be forwarded to the NODIP Accommodations Committee for their review and recommendation.

NODIP Accommodations Committee

- 5.7 The membership of the NODIP Accommodations Committee will consist of three (3) members: the Assistant Dean, NOSM Learner Affairs who will act as the committee chair, a representative from NOSM's Office of Equity & Quality, and a Registered Dietitian. No member of the panel may be, nor anticipate in the near future to be, in conflict of interest, being in a teaching, supervisory, or professional/clinical relationship with the dietetic intern.

⁸ Ontario Human Rights Commission (2004). Guidelines on accessible education (ISBN: 0-7794-7191-1). Retrieved from http://www.ohrc.on.ca/sites/default/files/attachments/Guidelines_on_accessible_education.pdf.

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- 5.8 The Accommodations Committee will strictly uphold the dietetic intern's privacy and confidentiality with respect to the accommodations process. The intern must recognize that in order for some accommodations to be implemented in a clinical placement, it may be necessary to disclose some information, such as specifics about the accommodation to preceptors or administrators of the facilities. The interns' diagnosis will not be disclosed to the Accommodations Committee, NODIP or facility administrators, staff, preceptors, or other learners.
- 5.9 The Accommodations Committee reviews all significant accommodation requests, which may include any of the following:
- The request goes beyond a minor modification
 - The requested accommodation may compromise the integrity of the internship program.
 - There are issues about how to provide the requested accommodation.
 - There are issues with the documentation
 - The dietetic intern does not have a documented disability and is requesting accommodations.
- 5.10. The Accommodations Committee will request (as needed) further information regarding the accommodation assessment from the dietetic intern's regulated health care provider or previous University official, off-site placement, and/or request further assessment.
- 5.11. The Accommodations Committee will meet with the dietetic intern, if required.
- 5.12. The Accommodations Committee will liaise with the NODIP Program Manager regarding accommodations required in clinical placements.
- 5.13. The Accommodations Committee will prepare a report/plan at least six (6) weeks prior to the commencement of the program, stating what accommodations are to be provided or whether it is not possible to provide the requested accommodations with reasons. The report will be kept confidential and shared only with the intern's written consent.
- 5.14. The Assistant Dean, Learner Affairs will notify the dietetic intern of the Accommodations Committee's decision with respect to providing the requested accommodation within two weeks of the Accommodations Committee meeting and as soon as possible, after the initial request.
- 5.15. If the intern wishes to appeal the Assistant Dean, NOSM Learner Affairs and/or Accommodations Committee's decision(s) regarding the requested accommodation(s), the Assistant Dean and Accommodations Committee members

will participate in the appeals process as outlined by Academic Council's Policy on Academic Appeals.⁹

- 5.16. The NODIP Program Manager, will endeavour to execute the intern's accommodation plan depending on the resources that will be required.
- 5.17. A member of the Accommodations Committee will review the accommodation plan with the dietetic intern every 2 months (or as needed) and convene the Accommodations Committee if modifications to the plan are required.
- 5.18. The NODIP is not responsible for arranging licensing exam accommodations with the provincial regulatory body but will support interns in their communication with these organizations in this regard.

Dietetic Intern Responsibilities:

- 5.19 Dietetic interns wishing to receive reasonable accommodations for their disability must self-identify by contacting the Assistant Dean, NOSM Learner Affairs by June 15th (if this date falls on a weekend, then the following Monday is appropriate), preceding the start of the academic year, before receiving accommodations within the NODIP.
- 5.20 The dietetic intern will provide a written assessment by an appropriate health care provider outlining what accommodations are being sought and why based on the functional limitations caused by the disability.
- 5.21 The dietetic intern will continuously self-evaluate whether they can meet the standards of the NODIP as outlined by the ICDEP. Any concerns should be addressed in a timely manner with the NODIP Program Manager.
- 5.22 Dietetic interns who are dissatisfied with the outcome of the review by the Accommodations Committee can appeal to the committee, and failing that, according to an academic appeals process of the NODIP, see below.
- 5.23 The dietetic intern will meet with the Assistant Dean, NOSM Learner Affairs (and/or a member of the Accommodations Committee) every 2 months to review the accommodation plan and will participate in any revisions of the plan.

⁹ see Academic Council Procedure: Appeal.

- 5.24 The dietetic intern will initiate and complete the process to obtain any required accommodations for the licensing exam with their provincial regulatory body.

Appeal of Academic Accommodation Service Request

- 5.25 The appeals procedure as outlined by Academic Council, Policy for Academic Appeals, shall be used.

6.0 Related Documents

In support of this policy, the following are included:

- NOSM Policy Regarding Academic Appeals
- Academic Appeals Process Overview Chart

7.0 Getting Help

Queries regarding interpretations of this document should be directed to:

NODIP Program Manager, or Assistant Dean, Learner Affairs, or Administrative Director,
Community Engagement and Integrated Clinical Learning

DO NOT REMOVE THIS VERSION RECORD FROM THIS DOCUMENT

Version	Date	Authors/Comments
1.0	2017 09 21	Approved by Academic Council