



Essential requirements refer to the bona fide academic requirements including those in the clinical environment of a course or program, which cannot be altered without compromising the fundamental nature of the course or program. Essential Requirements will vary from program to program depending on the nature of the discipline, the teaching methods employed and the knowledge and skills that are to be learned and/or demonstrated, and the prescribed manner in which they must be demonstrated. Medical Professionalism is a component of academic requirements, as well as are clinical skills.

3.2 Personal Health Information: Personal health information refers to any descriptors of the resident's health, wellness or physical condition. This may include but is not limited to, information on medical or mental health diagnoses, disabilities, physical or mental health restrictions and limitations, medical histories, and test and laboratory results.

## **4.0 PROCEDURES**

### **4.1 Collection of Confidential Information**

The resident's first point of contact for any wellness issue should be the Learner Affairs Officer (LAO) or Assistant Dean Resident Affairs (ADRA). Any information shared with the Assistant Dean Resident Affairs or Learner Affairs Officer will be handled confidentially and will not be disclosed outside of the Resident Wellness Program.

The personal information of Learners with disabilities shall be managed and protected in accordance with the Freedom of Information and Protection of Privacy Act and applicable University policies and Collective Agreements.

Examples of information that may be received by the Learner Affairs Officer or the Assistant Dean Resident Affairs include personal health information, accommodation needs, doctor's notes, Clinical Psychologist referral requests, and Functional Ability Forms. Residents should be comfortable discussing issues of a sensitive nature with Resident Wellness Program personnel, for example, health issues, workplace conflicts, incidents of harassment, or academic difficulties, without fear of disclosure beyond the Wellness Program.

### **4.2 Sharing of Confidential Information**

Personal health information will not be disclosed by the Assistant Dean Resident Affairs or the Learner Affairs Officer without the resident's explicit consent, including what information may be shared and to whom. To best meet residents' needs, the Assistant Dean Resident Affairs and Learner Affairs Officer are authorized to share information between them without the explicit consent of the resident.

If a referral is requested by the resident to the NOSM University clinical psychologist and is made by the Wellness Program on their behalf, appropriate details summarising the reasons

for the referral and any specific concerns by the Wellness Program will be shared in confidence with the office of the clinical psychologist. Residents have the option to self-refer to the NOSM University clinical psychologist.

Learners with Disabilities seeking an Academic Accommodation including in the Clinical Environment are expected to begin the process through a confidential meeting with a Learner Affairs Officer (LAO) or the Assistant Dean (ADRA), who will discuss the Learner's individual situation and answer questions. To proceed with a formal request for accommodation, a meeting with the Accessibility Advisor will be arranged. The Learner may bring a support person of their choice to the meeting(s) with the Accessibility Advisor. Once a formal request of Accommodations is made in the form of an Accommodations Plan, the request is then brought forward to the Advisory Committee on Academic Accommodations including in the Clinical Environment.

The Advisory Committee on Academic Accommodations including in the Clinical Environment ('the committee') serves as both a resource and the oversight body for the provision of academic accommodations including in the clinical environment for academic programs with NOSM University. This committee will make recommendations for learner accommodations and approve accommodation plans in a manner consistent with the Academic Accommodations including in the Clinical Environment Policy and the Procedure for Academic Accommodations including in the Clinical Environment

The process and procedure for assessing formal requests for accommodations is set out in the Procedure for Academic Accommodations including those in the Clinical Environment (Accommodations Procedure).

The Resident Wellness Program operates at arm's length from the Postgraduate Education Office. Without the resident's explicit consent, there is no disclosure of personal health information to the Associate Dean of Postgraduate Education or other personnel within PGME. Similarly, resident personal health information is not shared with Program Directors, faculty members, colleagues, or other training program personnel. The Wellness Program operates in consultation with the Postgraduate Education Office and the Academic Programs. The Wellness Program is a resource for programs and program directors who may seek advice, support or share information with the Wellness Program about wellness or academic concerns especially given that academic challenges and wellness are often interconnected. Sometimes residents are referred by a program or other individuals to the PGME Wellness Program, which reserves the right to confirm with the referring individual that we have connected with the Learner to assure that the safety concerns regarding the Learner are addressed.

### 4.3 Exceptions to Confidentiality

Confidential information may be shared without the resident's consent under the following circumstances:

- a) If information is subpoenaed by a court of law
- b) If there is credible reason to suspect that harm will come to the resident or others
- c) If there is reason to suspect that a child is being abused or neglected
- d) If reported incidents of intimidation and harassment are of a sexual nature
- e) If information must be reported to the College of Physicians and Surgeons of Ontario (e.g., suspensions, dismissals, restrictions, leaves of absence due to professional misconduct, incompetence, or incapacity)

### 4.4 Storage of Confidential Information

Confidential information provided by the resident may be stored in two places: a private Resident Wellness folder on SharePoint and a private Resident Wellness network drive. Both the folder and drive can only be accessed by specific Resident Wellness personnel including the Assistant Dean Resident Affairs the Learner Affairs Officer or designate from the Postgraduate Education Unit.

There are specific pieces of information that the Resident Wellness Program stores. Information that may be stored in each resident's file may include accommodations letters, meeting notes, doctor's notes, return-to-work letters, functional abilities forms, meeting notes with the program director with resident concerns or others who are bringing resident concerns forward to the Wellness Program, meeting notes with supporting parties such as the Physician Health Program or PARO.

When a resident no longer requires support from the Resident Wellness Program, their file will be designated as "inactive". It will be stored for three years following the completion of their residency program. The resident's confidential file will then be destroyed. The Resident Wellness Program will keep a record detailing who destroyed the file, the date the file was destroyed, the date the file was deemed inactive, the reason the file was destroyed, and how many documents the file contained.

## 5.0 ROLES AND RESPONSIBILITIES

The Procedural Officer (i.e., Assistant Dean Resident Affairs, Learner Affairs Officer) will ensure that the policy and procedures outlined in this document are followed. The Procedural Officer will also ensure that this document is reviewed annually, or as required, for accuracy.

## 6.0 RELATED DOCUMENTS

In support of this policy and procedure, the following related documents are included:

- [Academic Accommodations including in the Clinical Environment Policy](#)
- [Postgraduate Education Resident Leaves Procedure](#)

## AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: PGMEC
- b. Responsible Officer: Associate Dean, PGME & HS
- c. Procedural Authority: PGMEC
- d. Procedural Officer: ADRA

## Review and Revision History

**Review Period:** 3 years

**Date for Next Review:** 2025 12 08