

Medical School

Medical Students with Disabilities



FULL POLICY CONTENTS

Policy Statement
Reason for Policy
Procedures
Additional Contacts

ADDITIONAL DETAILS

Definitions
Appendices
Related Information

Effective: February, 2012
Last Updated: February, 2012

Responsible University Officer:
Senior Associate Dean for Undergraduate Medical Education

Policy Owner:
Office of Undergraduate Medical Education

Policy Contact:
Jill Eck, Director of Student Support, jeeck@umn.edu

Policy Statement

The University shall:

- (a) provide equitable access to and opportunity in its programs, facilities, employment, and educational programs to people with documented disabilities;
- (b) provide reasonable accommodations to persons with documented disabilities in accordance with applicable state and federal law; and
- (c) promote and practice adopting accessible media, technology, instructional methods, building design for new and renovated facilities, and procurement practices that are inclusive to students, faculty, staff, and guests with disabilities.

Reason for Policy

The Education Council recognizes that the Medical School has an ethical and legal responsibility to provide equal opportunities for qualified medical students with disabilities. This policy exists to provide qualified medical students who have a documented disability with equal opportunity to participate in all aspects of each course/clerkship.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) require colleges and universities to provide reasonable accommodations to meet the needs of qualified students who have disabilities. Recent revisions to these laws by the ADA Amendments Act of 2008 that took effect on January 1, 2009, are bringing renewed attention to this issue and may result in more students qualifying as students who have disabilities and therefore requesting accommodations. It is important that faculty and staff understand their roles in the accommodation process and treat any disability related information as confidential.

Procedures

- Medical Students who report or suspect they have a disability condition may go directly to, or will be referred to, the Health Sciences Disability Services Coordinator, Suite 180 McNamara Alumni Center, (612) 626-1333. The Disability Services Coordinator will assist eligible students with documentation of disability conditions, and will work with the students and the medical school to identify and implement reasonable accommodations.
- The Disability Services Coordinator will create an electronic letter once the reasonable accommodations have been determined. The letter is created in a PDF format that allows the student to send it by email and to communicate accommodation needs directly to faculty and staff. A copy of this electronic letter will be sent to the student and to the Director of Student Support, Office of Student Affairs.
- In Years 1 and 2, accommodations will be arranged by the student and course director and will follow the identified "Disability Accommodations for Year 1 and 2 Medical Students" (see Appendix A). The student will be responsible for notifying the course directors of students' needs for accommodations, and work with course directors and Disability Services to implement accommodations.
- Medical students requesting accommodations during clinical clerkships in Years 3 and 4 will follow the "Accommodation Process for Medical Students involved in Clinical Training" (see Appendix B and C).
- Faculty who have questions or concerns about specific accommodations should contact the Disability Services Coordinator.

Additional Contacts

Subject	Contact	Phone	Email
Disability Services Coordinator for Health Sciences	Barbara Blacklock	(612) 626-1333	black005@umn.edu
Medical Student Support	Jill Eck	(612) 625-5180	jeeck@umn.edu

Definitions

Disability

A disability is a mental or physical impairment that substantially limits one or more major life activities such as seeing, hearing, walking, sleeping, eating, concentrating, learning or self care.

Reasonable Accommodation

An accommodation is a modification that is made to a course, program, service, job, activity or facility that eliminates or minimizes disability-related barriers. For an accommodation to be considered reasonable it must not compromise essential requirements of a course, program, job, activity or facility nor cause undue administrative or financial hardship. In addition, it must not compromise the safety of the student receiving the accommodation or of others and it must not fundamentally alter a course or program.

Appendices

Appendix A

To ensure that the recommended accommodations are provided, both the student and the institution have specific responsibilities. Therefore, it is necessary that the medical student understand his/her role and carry out his/her responsibilities in arranging reasonable accommodations during Year 1 and 2 coursework.

Disability Accommodations for Year 1 and 2 Medical Students

- Students meet with the Disability Services Coordinator at the beginning of each academic year or more frequently to determine reasonable accommodations. Once determined eligible for services, the Disability Services Coordinator gives an electronic letter to the student, outlining their reasonable accommodations, and sends a copy to the Director of Student Support.
- Student is responsible for contacting the course director for each course in which disability accommodations will be used at the beginning of each term to discuss how the accommodation(s) will be provided. If it is determined that the student takes exams at Disability Services, the student must inform the Disability Services Testing Center of all testing needs seven days prior to the administration of exams via the online form available at on the Disability Services website under 'testing'.
- For all scientific foundation courses, the Office of Medical Education course directors will send copies of exams to the testing center at least 24 hours in advance.
- Students are responsible for notifying the testing center if they will not be using accommodations for a particular exam, or if they wish to start the exam before the scheduled time.
- All course directors are responsible for contacting Disability Services at (612) 626-1666 with any changes to the exam during the exam period.
- Disability Services will courier exams back to the Medical School, as indicated on the email confirmation from Disability Services.

Appendix B

Accommodation Process for Medical Students involved in Clinical Training

Part I: Medical Student Responsibilities

To ensure that the recommended accommodations are provided, both the student and the institution have specific responsibilities. Therefore, it is necessary that the medical student understand his/her role and carry out his/her responsibilities in arranging reasonable accommodations during clinical training.

The medical student will be responsible for the following:

- Provide documentation of condition(s) that may be disabling to the Disability Services Coordinator at the University of Minnesota. The Disability Services Coordinator determines if the student's condition(s) is a disability and maintains the documentation in a confidential manner.
 - If the student has been receiving academic accommodations through the Medical School during Years 1 and 2, the **student needs to contact the Disability Services Coordinator at least six weeks prior to the beginning of Year 3 clinical rotations** to ensure the documentation is current and to begin the process of identifying reasonable accommodations for the clinical rotations.
- Identify, in collaboration with the Disability Services Coordinator, reasonable clinical accommodations designed to remove barriers in the clinical setting. These will be general recommendations, which may not be applicable for all clinical settings and must be reviewed in relation to the essential components of each rotation. The accommodations will be described in a letter (PDF) with copies to the student and the Director of Student Support.
- Email the PDF file of the accommodation letter to the Course Coordinator and Physician Course Director for each rotation he/she wants to request accommodations in. This should be done at least one week before the start of the rotation. The letter should also be given to and reviewed with the Physician Site Preceptor at the start of the rotation to confirm how the accommodations will be provided during the rotation.
- Notify and request immediate assistance from the Director of Student Support and/or the Disability Services Coordinator if the site director has questions about the accommodation letter, the accommodations cannot be provided at the clinical site, or the accommodations are determined to be unreasonable due to the expectations of the site.
- Contact the Disability Services Coordinator if a change in his/her disability occurs or accommodation needs change. If the accommodation changes, the Disability Services Coordinator will create a new PDF letter to be sent to the student and the Director of Student Support informing them of any new accommodations.

Appendix C

Part II: Responsibilities of Faculty and Administration

This document outlines the responsibilities of the Office of Medical Education, the clinical course/clerkship directors and coordinators for arranging and providing reasonable accommodations during clinical training. Clerkship directors, clerkship coordinators and physician site directors are responsible for working directly and in a confidential manner with medical students with disabilities who provide them with a letter from Disability Services. These letters will outline the accommodations students need to have an equal opportunity to acquire and demonstrate their knowledge, skills and behaviors within the clerkship setting.

The responsibilities of faculty and staff who receive a Disability Services' accommodation letter from a medical student are to:

- Maintain the information in a confidential manner.

- Discuss with the student how the accommodations will be provided within the requirements of the clerkship.
- Inform the student if there is a need to share the accommodation information and with whom it will be shared.
- Contact the Disability Services Coordinator or the Director of Student Support if they have questions about the accommodations or how the accommodations can be implemented in a specific course or clerkship.
- Work together with the student to implement the accommodations.

Related Information

- University of Minnesota Disability Services – <http://ds.umn.edu/>