



Purpose:

The purpose of this policy is to outline the Accommodation and Access Policy specific to applicants and students of the College of Nursing and is in alignment with [The Saskatchewan Human Rights Code](#) and the University of Saskatchewan Policy: [Duty to Accommodate](#). This policy informs the procedures to be followed by College of Nursing faculty, * staff and students.

*Faculty includes Associate/Assistant Deans, faculty resource persons, course coordinators, clinical associates, clinical instructors and lecturers

Policy:

The College of Nursing admits students who are academically qualified and have the potential to be successful in their program of study. The student population should reflect the diversity of Canadian society, including students with disabilities.

[The Saskatchewan Human Rights Code](#) requires the University of Saskatchewan to make reasonable efforts to accommodate a student with a disability, as recognized by [Access and Equity Services](#) (AES). For the purposes of this policy, the term disability is defined as such by the code.

The College of Nursing recognizes that students with disabilities may require accommodations. These accommodations provide students with disabilities the opportunity to participate in our programs. All students are required to meet program intents. Additionally, the professional regulatory body, the College of Registered Nurses of Saskatchewan (CRNS) outlines entry level competencies that must be met by graduates of the Bachelor of Science in Nursing (BSN): [Registered Nurse Practice Standards \(2019\)](#), and entry level competencies for graduates of the Master of Nursing - Primary Health Care Nurse Practitioner RN (NP) program (MN-NP) and Post-Graduate Nurse Practitioner Special Certificate (PGDSPC-NP) program: [Nurse Practitioner Practice Standards \(2017\)](#)

Scope

This policy applies to all individuals with a disability who are admitted to or are current students in all programs.

This policy is applicable to all individuals involved in the planning and implementation of a student accommodation plan (AP).

Prospective students and applicants to the College of Nursing, should familiarize themselves with the College of Nursing Accommodation and Access Policy For Students with Disabilities and the College of Registered Nurses of Saskatchewan (CRNS) [requisite skills and abilities](#) required for the nursing program and the demands of the Profession of Nursing. In addition, please review College of Nursing Disability Accommodation Procedures section B #4

Integrity of the Program

The following are integral to the College of Nursing programs and will inform decisions related to the provision of accommodations.

- a) The CRNS has identified seven requisite skills and abilities that are foundational to meet the [Registered Nurse Practice Standards \(2019\)](#). The [Requisite Skills and Abilities \(2019\)](#) document will provide insight in to the profession of Nursing and the demands of the program, and will assist applicants in determining their suitability for the profession. All initial applicants to the BSN program should review this document to determine their suitability to practice nursing.

- b) The BSN program and Post-Degree BSN option is accredited by the Canadian Association of Schools of Nursing (CASN). The BSN program and the MN –NP and PGDSPC-NP programs are approved by the CRNS. As such, the integrity of the curriculum (including laboratory, clinical and theoretical components) cannot not be waived or compromised.
- c) Academic and clinical accommodations extended to a nursing student or graduate student must be reasonable and justifiable. Accommodations will be provided, or facilitated by, the University of Saskatchewan, and external agencies where applicable, in accordance with [The Saskatchewan Human Rights Code](#) and the University of Saskatchewan Policy: [Duty to Accommodate](#) in consultation with AES.
- d) Academic and clinical accommodations must not compromise the wellbeing and safety of patients and their families, College of Nursing employees, or external agency employees.
- e) Students with disabilities will meet the academic standards and clinical competencies required of all students in College of Nursing programs.
- f) BSN Nursing students, regardless of disability, must be able to demonstrate the CRNS [Requisite Skills and Abilities \(2019\)](#) and graduates of the BSN program must meet the [Registered Nurse Practice Standards \(2019\)](#).

All MN-NP and PGDSPC-NP program students must be able to demonstrate the CRNS [Requisite Skills and Abilities \(2019\)](#) and graduates of these programs must meet the [Nurse Practitioner Practice Standards \(2017\)](#). All College of Nursing students are responsible for meeting the requirements of their program, exhibiting professional behaviors, and adhering to the College of Nursing Attendance policy.

Disability Registration, Self-Disclosure and Timing

- a) To receive accommodations in the College of Nursing a student must be registered with AES.
- b) Students with disabilities are encouraged to register with AES as soon as possible. Late registration with AES may cause a delay in receiving accommodations.
- c) A newly admitted student, previously registered with AES, **must** notify AES of their admission to the College of Nursing as soon as possible, so that appropriate accommodation planning can be initiated. *(For further details please see section B)*

College Responsibilities

- a) Maintain the academic integrity of all programs in the College of Nursing.
- b) Fulfill its obligation related to its duty to inquire, relative to students, who, based on observed performance in class, lab, or clinical practice, may require disability accommodation. Faculty, clinical associates and instructors who are concerned about a student’s performance and query a possible disability should refer the student to an academic advisor.
- c) Convene an Accommodation Planning Committee (APC) when a student in the College of Nursing requests accommodations through AES. The purpose of the APC is to create an individualized, systematic, collaborative plan, outlining reasonable accommodation strategies for a student in clinical and lab courses in both the BSN and MN NP programs. The Committee reviews academic accommodations and assists with developing accommodations for the clinical and laboratory settings. The Committee is comprised of adequate representation to ensure appropriate linkages with AES, the College of Nursing and the external community (as needed).
- d) Create a learning environment that is respectful of diversity, privacy and confidentiality.
- e) Confidentiality of all students’ personal information will be respected at all times.
- f) Implement reasonable accommodation plans in an accepting and supportive environment.
- g) Reconvene an APC meeting as necessary.

- h) A clinical instructor, clinical associate, or faculty resource person (FRP) who believes an AP requires adjustment, must immediately contact AES and the Professional Academic Advisor for their campus.
- i) For undergraduate students, the APC reports to the Associate Dean, Central Saskatchewan. For graduate students, the APC reports to the Graduate Programs Chair.

Student Responsibilities

- a) Students must review the CRNS [Requisite Skills and Abilities \(2019\)](#) document and assess their own abilities and suitability as evidenced by the document.
- b) It is the student's responsibility to register with AES if they are aware that they require accommodations. As disability registration and accommodation planning may take time, students are responsible for meeting all deadlines related to their disability accommodations. Please see: <https://students.usask.ca/health/centres/access-equity-services.php>
- c) Students are required to actively participate in the accommodation planning in order to receive appropriate accommodations. An AP is designed to assist the student in meeting program requirement; however, it does not guarantee successful completion of the program.
- d) A student has the right to waive an accommodation; however, he/she will then be expected to meet the performance standard set for all students without accommodation.
- e) If applicable, the student will have in place and be proficient in the use of assistive technology as outlined in their AP (e.g. Smart Pen), prior to entering the clinical setting.
- f) A student using assistive technology in clinical must abide by the Saskatchewan Health Authority (or other external agency clinical placement) policy/conditions for use of this technology and sign any required agreements, prior to use.
- g) The student is responsible for ensuring the AP is being upheld and noted. (See Section B Student Responsibilities).
- h) A student who believes their AP requires adjustment, must immediately contact AES and the Professional Academic Advisor for their campus.

Joint Student and University Responsibilities

- a) The APC will work to ensure the College of Nursing is meeting the principles of accommodation, as outlined by [The Saskatchewan Human Rights Code](#). However, it should be recognized that students must also take an active role in identifying that accommodation needs are/are not met.
- b) This mutual responsibility will help ensure that the students' accommodation needs are being addressed during the diverse educational activities both on and off campus and throughout the varied student evaluations.

Documentation

- a) AES will house all medical and supporting documentation that provides evidence for the required accommodation. It is kept separate from and is not part of the student's academic file.
- b) The final AP and meeting notes will be included in the student's file, separate from their academic file, in the College of Nursing. Any other relevant information will be included with the student's consent.
- c) In order for a requested accommodation to be implemented, it may be necessary to share relevant information, on a need to know basis, with others outside of the APC. Students will be asked to provide written consent for the information to be shared with the relevant people (i.e. clinical coordinators) at the first APC meeting (see Appendix 1).

Privacy

- a) Confidentiality of all students' personal information will be respected at all times.
- b) Particulars of a student's disability will not be disclosed to anyone without the express consent of the student except as outlined in this Policy or the College of Nursing Disability Accommodation Procedures.
- c) Particulars regarding a student's accommodation plan will be shared on a need to know basis, e.g. clinical coordinators. Students are responsible for sharing their own plan with their course coordinator, clinical instructor and FRP.

Program Completion

- a) When necessary and when feasible, the College will attempt to provide accommodation for students with disabilities which will facilitate the completion of the program within the designated timeframes as per the College [Program Completion](#) policy.
- b) Extensions for students with disabilities may be granted under specific circumstances for those students making steady progress towards successful completion of the program.

Appeals

A student who disagrees with the recommendations of the APC has the right to appeal, as per the [Duty to Accommodate](#) policy.

References:

The Saskatchewan Human Rights Code, SS 2018, c. S-24.2. Retrieved from

<http://www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Repealed/S24-1.pdf>

College of Registered Nurses of Saskatchewan. (2019). *Registered Nurse Practice Standards*. Retrieved from.

https://CRNS.org/wp-content/uploads/2017/09/Standards_and_Foundation_2013_06_10_Web.pdf

College of Registered Nurses of Saskatchewan. (2019). *Becoming a Registered Nurse in Saskatchewan: Requisite Skills and Abilities*. Retrieved from

https://www.CRNS.org/wp-content/uploads/2019/03/CRNS_Requisite_Skills_Abilities_2019.pdf

College of Registered Nurses of Saskatchewan. (2017). *Nurse Practitioner Practice Standards*. Retrieved from

https://CRNS.org/wp-content/uploads/2017/09/RN_NP_Practice_Standards_2017_04_26.pdf

Section B

College of Nursing Disability Accommodation Procedures

Purpose

The purpose of this document is to outline the procedures students must follow regarding registration of a disability.

To outline the procedures for the provision of academic and exam accommodations and accommodations in the laboratory and clinical practicum settings.

Scope

These procedures are applicable to all individuals with a disability who are admitted to, or are current students in, the following programs:

- a. Bachelor of Science in Nursing (BSN)
- b. Post-Degree Bachelor of Science in Nursing (PDBSN)
- c. Master of Nursing (MN) (Course-Based and Thesis)
- d. Master of Nursing - Nurse Practitioner (MN-NP)

- e. **Post-Graduate Nurse Practitioner Certificate (PGDSPC-NP)**
- f. Doctor of Philosophy in Nursing (PhD)

These procedures are applicable to all individuals involved in the planning and implementation of a student accommodation plan (AP).

Prospective students and applicants to the College of Nursing, should familiarize themselves with the College of Nursing Accommodation and Access Policy For Students with Disabilities and the College of Registered Nurses of Saskatchewan (CRNS) [requisite skills and abilities](#) required for the nursing program and the demands of the Profession of Nursing

Reference Material

The College of Nursing Disability Accommodation Procedures has been developed based on the following two guiding policy documents:

- 1) [Duty to Accommodate](#) policy
- 2) College of Nursing Accommodation and Access Policy For Students With Disabilities (Section A of this Document)

To facilitate the process of disability accommodation, it is essential that individuals with disabilities familiarize themselves with the above mentioned documents. Students who require assistance in interpreting and/or clarifying components of the above documents are welcome to contact the College of Nursing, or Access and Equity Services (AES).

Prospective Students and Applicants to College of Nursing Programs

Prospective students and applicants to College of Nursing Programs, University of Saskatchewan, are required to review the relevant documentation from the College of Registered Nurses of Saskatchewan (CRNS). BSN program applicants regardless of disability, must be able to demonstrate the CRNS [Requisite Skills and Abilities \(2019\)](#) and all BSN graduates, must be able to demonstrate the [Registered Nurse Practice Standards \(2019\)](#). All MN-NP and **PGDSPC-NP** program applicants must be able to demonstrate the [Requisite Skills and Abilities \(2019\)](#) and all MN-NP and **PGDSPC-NP** program graduates must be able to demonstrate the [Nurse Practitioner Practice Standards \(2017\)](#).

Applicants to the College of Nursing will be asked to acknowledge that they have read the CRNS's [Requisite Skills and Abilities \(2019\)](#) document and self-declare whether or not they believe they meet the requirements, on their application.

Students with disabilities who are concerned about the extent to which they will meet the academic and/or lab and clinical requirements and standards of their program, are advised to contact AES regarding their concerns. Pre-application advice is confidential and independent of the College of Nursing. AES may convene an Accommodation Planning Committee (APC) to facilitate this discussion.

Students with disabilities are also encouraged to contact the College of Nursing Academic Advisors regarding academic and/or lab and clinical requirements of their program. This can be done either in person, or by phone, or anonymously via phone, if preferred.

Accommodations in the College of Nursing

Registration with Access and Equity Services (AES)

Students who wish to pursue registration with AES should refer to the [Duty to Accommodate](#) policy, and the College of Nursing Accommodation and Access Policy For Students With Disabilities. Students are responsible for organizing their own assessment of disability and accommodation requirements. Student support for this is available through AES.

Students with disabilities who are accepted into the College of Nursing, or who are currently in the College of Nursing, and who anticipate the need for accommodation in their program **MUST** be registered with AES. AES will verify the disability and review potential accommodation requirements with the students. Students registered with AES prior to admission to the College of Nursing must advise AES that they are now a student in the College of Nursing.

Investigation of the feasibility of accommodation options and implementation of accommodation plans can take time. As such, the sooner a student registers with AES, the sooner the process for accommodation can begin. A student's progress may be delayed if the time to investigate the feasibility of accommodation options, organize an APC, and finalize an Accommodation Plan (AP) is insufficient. Additionally, time may be required to become proficient in the use of devices/ assistive technology recommended in the AP.

Accommodation Planning Committee

Given the unique requirements of the College of Nursing programs, all students who have a documented disability (i.e. registered with AES) and who **wish to seek accommodations** in their program, will have an APC. Upon verification of student's disability, AES will ask the College of Nursing to convene an APC. The APC will review and develop an accommodation plan with the student. In the event that a student does not register with AES and/or inform the College of Nursing of their need for accommodations, in class and or in clinical, no accommodation can be provided.

Membership of Accommodation Planning Committee:

The following individuals will participate in all meetings, either in-person or via remote connection:

- Manager AES (or designate)
- Professional Academic Advisor (Designate of Leadership Team)
- Faculty/Clinical Associate (clinical expert)
- Clinical Coordinator (as required)
- Student (Student support person, as required)

As required:

- Associate Dean Undergraduate Program or
- Assistant Dean or
- Graduate Chair or
- Director Nurse Practitioner Program

It is expected that the student requesting accommodations is present for all meetings. In certain situations where the student requiring accommodation is not available due to illness, or in situations where code of conduct, academic discipline, or when there are concerns with the students' progress in the program, the student may be absent or not included. Alternative means will be provided to fully inform the student of meeting proceedings, seek input from the student, and involve the student in all decisions relating to their accommodations.

Dependent upon one or more of the following:

- The urgency/timeliness of the meeting
- The accommodation needs of the student
- The meeting topic (e.g. initial versus subsequent monitoring meetings)
- The desire of the student

One or more of the following individuals may be invited to participate in an APC meeting:

- The Professional(s) who assessed the disability

- Other consultants as needed (i.e. CRNS representative, Health Authority representative, legal counsel)

Accommodation Planning Committee Mandate

- Ensure an accommodation plan (AP) is developed following an assessment that is consistent with the College of Nursing program intents, the [Requisite Skills and Abilities \(2019\)](#) document and the [Registered Nurse Practice Standards \(2019\)](#) or the [Nurse Practitioner Practice Standards \(2017\)](#).
- Schedule an APC as needed, with all the relevant committee members in attendance and additional persons as necessary.
- Keep accurate meeting notes.
- Ensure that appropriate individualized accommodations are implemented proactively as the student moves through the program.
- Sharing of relevant information about the plan, on a need to know basis, such as clinical placement coordinators, to ensure appropriate implementation of the plan. Student consent required (see Appendix 1).
- Keep records of all information regarding the request for accommodation. This includes, the nature of the accommodation granted, the dates of implementation, as well as any subsequent modification to the original accommodation
- Monitor the effectiveness of the accommodation at all stages of the academic and practicum/ clinical experience.
- Determine whether further accommodation is reasonable in the case of a student who does not progress as expected.
- Make any recommendations for program extensions to the campus Associate/ Assistant Dean. Certain conditions may be applied to the granting of an extension e.g. retaking a class already completed.
- Convene additional APCs as necessary.
- Review policy and procedures annually.
- Provide yearly generic data to the Associate Dean on types of accommodations and numbers of students.

Student Responsibilities

- Attend APC meetings.
- Respond to communications in a timely manner, regarding meeting times, minutes and AP.
- Present their AP, outlining the approved accommodations, to their clinical instructor or faculty resource person, and the course coordinator, **prior** to the start of the clinical, **even if no accommodations are needed at that time**. It is important to provide the instructor with the information so they are aware that accommodations may be required at some point during the course.
- If a student does not provide their AP to the course coordinator and clinical instructor, or faculty resource person at the beginning of the course, accommodations may not be able to be provided retroactively e.g. some clinical accommodations are time sensitive and provided at the beginning the course.
- A student with an AP who believes they are not receiving the accommodations, as outlined in their plan, must notify their clinical instructor/ FRP as soon as possible. If, the situation continues following this notification, the student must contact the Professional Academic Advisor for their campus and AES, as soon as possible.

- f) A student who believes their AP requires adjustment, must immediately contact AES and the Professional Academic Advisor for their campus.

Faculty, Clinical Instructor, Course Coordinator, Faculty Resource Person Responsibilities

- a) Review and adhere to the AP.
- b) Questions or concerns should be addressed to the campus Professional Academic advisor.
- c) If the accommodations, as outlined in the student's AP, are not feasible or possible, the preceptor/clinical instructor must inform the FRP/course coordinator, who will inform the professional academic advisor and the campus Associate/Assistant Dean.

Disclaimers

The College of Nursing acknowledges that technologies are always being developed, adapted and improved; however, the College of Nursing is only able to evaluate a request for accommodation given the technologies available at the time in which the request is being considered.

The College of Nursing will make all reasonable attempts to accommodate a student with disabilities in their program. However, given the nature of services and processes in the health care system, the College of Nursing concedes that not all accommodations may be possible.

The timing of the accommodations may have the consequence that the normal time frame for completing the program is not met.

Appendix 1
Accommodation Planning Committee
Confidentiality and Consent to Share Information

Student Name: _____ Student #: _____

In order for the Accommodation Planning Committee (APC) to implement your accommodation plan, it may be necessary for a committee member to consult with individuals within the College of Nursing and elsewhere who may need to be involved in the provision of your accommodations. For example, consult with Clinical Coordinators regarding specific clinical placement accommodations or work with the Health Authority Privacy officer on Smart Pen agreements. The level of information provided is on a “need to know” basis, meaning that only pertinent information is shared. Your APC regards information learned about students, as confidential. Your information will be used in a professional manner and will be kept confidential by all parties as governed by *The Local Authority Freedom of Information and Protection of Privacy Act of Saskatchewan*.

By signing this form, I give my consent for a member of my APC to release information regarding my accommodations to individuals within the College of Nursing or Saskatchewan Health Authority for the purposes of provision of accommodations, or accommodation planning.

_____ (initial) I understand that I may withdraw my consent at any time by notifying my APC members in writing. I realize that this could result in a limited provision of accommodations.

Student Signature _____ **Date:** _____

Witness Signature _____ **Date:** _____