

MD Accommodations Process: Student Information Sheet

The **MD Program Accommodations Process** ensures MD students with disabilities receive the necessary support to meet academic and clinical requirements. As an MD student, you are expected to meet program standards. However, accommodations aim to address functional disability-related limitations and enable full participation.

PROCESS

1. REGISTRATION

- Step-by-step process is available on [UTSG Accessibility Services](#) or [UTM Accessibility Services](#) webpages.
- If you already have a diagnosis or established accommodations need, proceed to Step 2. If you experience learning difficulties and suspect you have a disability, you should register with **Accessibility Services (AS)** as soon as possible (additional time will be required).
- Registration before the relevant deadlines (see page 2) ensures accommodations are in place for assessments, rotations, or clinical placements.
- The Director, Undergraduate Learner Affairs is available to discuss any concerns you may have in the decision to request accommodations (schedule meeting via the [OLA Appointment Booking form](#)).

2. GATHER REQUIRED DOCUMENTATION

- Obtain medical documentation from a regulated health practitioner licensed to diagnose, outlining your condition and its impact on learning (more info at [UTSG](#), [UTM](#) and [UTSC](#) webpages). A practitioner in Family Medicine (e.g. family doctor) may provide this documentation, depending on their familiarity with your disability and if the disability falls within their scope of practice and are licensed to make a diagnosis.
- Most requests require the Certificate of Disability as documentation (linked forms for [UTSG](#), [UTM](#), [UTSC](#)).

3. MEET ACCESSIBILITY ADVISOR (AA)

- During the intake appointment an **Accessibility Advisor (AA)** will review your Student Intake Package and discuss any barriers or difficulties you have been experiencing in your academic progress to determine necessary accommodations for: **1)** academic courses (written tests, in-class learning), **2)** oral examinations (OSCEs, in-class assessments), **3)** clinical rotations.

4. REVIEW AND APPROVE ACCOMMODATION LETTERS

- After your intake appointment, you will have access to a system-generated letter for **1)** academic courses.
- You must review and approve the letters for **2)** oral examinations and **3)** clinical rotations via email before your AA can send them to the MD Program.

5. IMPLEMENTATION + FOLLOW-UP

- For testing accommodations, you need to register with [Accommodated Testing Services \(ATS\)](#) with your letter for **1)** academic courses at least two weeks in advance of *each* written test to confirm your intent to use accommodations.
 - If you are a learner at UTM or UTSC, your AA and the academy admin office will provide more details about campus specific procedures (e.g. test writing location, frequency of confirming intent to use, etc.)

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- For oral (OSCE) accommodations, you must confirm with the MD Program administrator of your intent to use accommodations by the relevant important dates (see page 2), who will then distribute letters for 2) oral examinations to the OSCE team for implementation. You will receive an email reminder of this.
- For clinical accommodations and in-class accommodations, the MD Program will distribute letters for 3) clinical rotations and 1) academic courses to your current Course Directors to begin implementation.
- If you experience any issues or require modifications, contact your Accessibility Advisor (AA) promptly.

6. RENEWAL OF ACCOMMODATIONS

- Accommodations expire annually, unless documentation supports ongoing needs or otherwise stated by your AA. You will need to keep track of when your accommodations expire, and reach out to your AA in advance of this date to start the renewal process. You can find your expiry date on each of your accommodation letters.
 - You must notify the MD Program if you want existing clinical accommodations sent to electives.
- In your initial appointment, your AA will inform you which (if any) accommodations you can auto-renew online and which require a renewal appointment.

IMPORTANT DATES AND DEADLINES

If you require accommodations and miss a date, please still start the process or get in touch with us as soon as possible. All efforts will be made to implement accommodations quickly, however this will depend on the specific accommodation needs.

- UTSG Accessibility Services deadlines for new registrations (exact dates available on [UTSG AS webpage](#)).
 - Mid-July - to have accommodations for start of Fall term
- MD Program guidelines for receiving accommodation letters
 - 1) Oral test accommodations
 - Clerkship OSCE (Feb/March): by end of December
 - Foundations OSCEs (May): by mid-March
 - 2) Clinical accommodations:
 - Year 2 (to ensure for start of Year 3): 6 weeks prior to first day of Year 3
 - If accommodations involve rotation order (in rare cases): mid-January of Year 2
 - Year 3 or 4 (to ensure for start of next rotation): 6 weeks prior to rotation start

KEY CONTACTS AND LINKS

- [Director, Undergraduate Learner Affairs](#): book via [OLA Appointment Booking form](#)
- U of T Accessibility Services offices: [UTSG \(downtown\)](#), [UTM](#), [UTSC](#)
- MD important dates for [incoming MD learners](#), [Foundations](#), [Clerkship](#)
- [Graduate and Professional Program Student Handbook](#)

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FREQUENTLY ASKED QUESTIONS (FAQ)

Q1: What if I am an out-of-province or international student, and/or my health practitioner is far from Toronto?

- If you cannot obtain documentation, [U of T Health & Wellness](#) may be able assist with assessments or referrals. If preferable or more accessible, you may also ask your out-of-province healthcare team to complete the form if the clinician is willing.

Q2A: Who will know I have accommodations?

- The specific group of university administrative staff (e.g. Curriculum Project Managers, Course Administrators) and faculty physician leads (e.g., Director, Undergraduate Learner Affairs; Director, Academic Advising; Course Directors) who support the setting up of your accommodations.
- Course Directors + administrators and Clinical Supervisors support the implementation of these accommodations in class or in clinical sites. Your AA will share more details within your intake appointment.

Q2B: What will they know about my accommodations?

- Information about what the accommodations are shared on a 'need to know' basis. However, why the accommodations are requested or details about your disability is not shared.

Q3: What happens if I miss an important date/deadline or don't inform the right contacts?

- While efforts will be made to accommodate late requests, delays may affect your exam or rotation arrangements. If you haven't previously registered as a student with AS, start this process as soon as possible (even if a registration deadline has passed). If you're a student already registered with AS, contact your AA immediately if you miss an important MD Program date.

Q4: What happens if I choose not to use my approved accommodation?

- If a student chooses not to use approved accommodations and the student fails the assessment for which the accommodations were approved, the student will not automatically be given the chance to re-take that exam with accommodations without going through the formal remediation process.

Q5: Will information about my accommodations show up on my Medical Student Performance Record (MSPR), impact my CaRMS applications, or be available to the College of Physicians and Surgeons of Ontario (CPSO)?

- No. Accommodations are confidential and not disclosed by any staff or faculty involved with your accommodations.

Q6: Will information about my accommodations be shared with the Board of Examiners (BOE)?

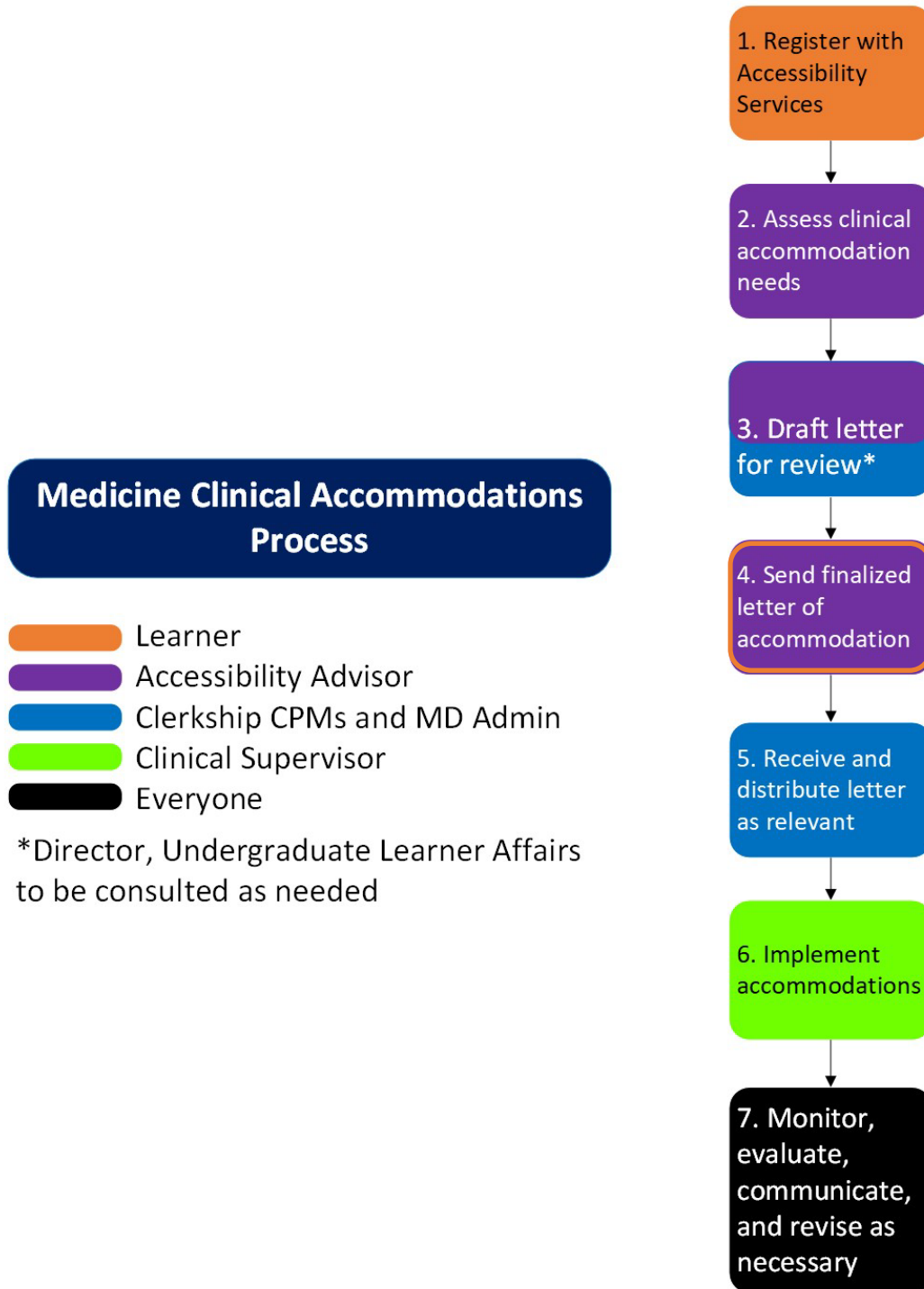
- Your specific accommodation needs or disability will not be shared. However, information about whether you did or did not use approved accommodations will be shared in assessing cases.

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APPENDIX 1 – MD Clinical Accommodations Process

*note: this visual aid does not include role in process for academic or oral test accommodations.



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APPENDIX 2 – MD Clinical Accommodations Responsibilities

*note: this visual aid does not include learner student responsibilities for academic or oral test accommodations.

