

**LOS ANGELES COUNTY
COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING POLICY & PROCEDURE MANUAL**

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| Policy #: 801 | |
| Effective Date: April 29, 2008 | |

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| Subject: AMERICANS WITH DISABILITIES ACT – COMPLIANCE | Original Issue Date: April 29, 2008 |
| | Supersedes: |
| Committees Consulted: ADA Ad Hoc Committee Admissions and Promotions Clinical Practice | Reviewed & Approved by: Faculty Organization Committee |
| Approved by: (Signature on file) Dean, School of Nursing | |

PURPOSE:
To provide equal educational opportunities to all Americans with Disabilities Act (ADA) qualified persons

Definitions:

Disability: to be covered by ADA an individual must meet at least one of the following criteria:

- Have a physical or mental impairment that substantially limits one or more major life activities e.g., caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working
- Have a record of such impairment
- Be regarded as having such impairment.

Qualified Student: A student with a disability who meets the skill, experience, education and other requirements of the student role and who, with or without reasonable accommodation, can perform the essential functions of a nursing student.

Reasonable Accommodations: Possible arrangements for qualified student to enable them to perform the essential functions of a nursing student. Reasonable accommodations cannot impose an undue hardship on the School of Nursing (SON).

Essential Function Standards: The essential capacities and attributes required for admission, progression and graduation from the SON nursing program and are commensurate to those required to satisfactorily function as a registered nurse.
The SON requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical and social abilities are required to perform these functions satisfactorily. These skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty and other health care providers. Nursing Student Essential Function Standards are in the Student Handbook and College Catalog.
Nursing students must meet these standards with or without reasonable accommodation for successful completion of the program.

ADA Coordinator: The College officer designated to coordinate ADA accommodation and compliance hearings.

ADA Compliance Committee: The selected group of faculty who give a ruling on ADA accommodation and compliance hearings.

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AMERICANS WITH DISABILITIES ACT – COMPLIANCE

Dean, Administrative and Student Services: The College officer designated to first meet with the student seeking accommodations for a disability and to initiate the student's request with the ADA coordinator and committee.

POLICY:

The SON does not discriminate against qualified persons with disabilities and complies with the 1990 Americans with Disabilities Act.

Students with disabilities have the right to seek reasonable accommodations. The students must contact the Dean of Students to initiate their requests for reasonable accommodations.

The Dean, Administrative and Student Services shall be available to:

- Advise students of their rights and responsibilities
- Assist students in the preparation of forms and documentation of their disabilities.

The **ADA Coordinator** is assigned by the Dean, SON and shall be a resource on strategies to accommodate disabled students.

The **ADA Compliance Committee** membership shall consist of:

- ADA Coordinator
- Two faculty from each semester/program

ADA Compliance Review Process: Determines on the basis of materials presented, whether the student's request for accommodations is reasonable and does not impose undue hardship on the School. This determination shall be based upon:

- Documentation provided by the student regarding their disability
- Strategies to mediate the student's disability
- Essential Function Standards Required of Nursing Students
- Functional requirement of the clinical sites used by the SON
- Safety of the student in the clinical sites
- Clearance by Employee Health Services

Confidentiality: At no time shall any information about a student's disability be shared with any person outside of the ADA Compliance process. Students who receive accommodations are responsible to notify their instructors in writing with a letter provided by the Dean of Students.

Students have the right to grieve violations of the ADA Compliance Policy.

The ADA Compliance Policy and the Grievance Hearing Coordinator contact information are published in the Student Handbook and the College Catalog.

PROCEDURE:

Dean, SON will annually appoint:

- The ADA Compliance Coordinator
- Two faculty members from each semester/program to the ADA Compliance Committee.

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Student will:

- Schedule meeting with the Dean, Administrative and Student Services to request accommodations.
- Prepare forms and documentation of disability
- Submit request for accommodations to the ADA Compliance Committee for review
- Provide semester coordinator with letter explaining accommodations, if determined reasonable by the ADA Compliance Committee.

Dean, Administrative and Student Services will:

- Assist student to prepare forms and documentation of disability to be presented to the ADA Compliance Committee
- Forward the student's request for accommodations to the ADA Compliance Coordinator
- Inform the student of the ADA Compliance Committee's determination of their request
- Provide the student with a letter stating their eligibility for accommodations.

ADA Compliance Coordinator will:

- Chair the ADA Committee
- Notify designated faculty in writing of their membership annually
- Orient members to the ADA compliance process annually or as needed
- Provide copies of the ADA Compliance Policy and related forms as needed
- Schedule Committee meeting within one week of receiving request for accommodations from the Dean, Administrative and Student Service
- Provide information and resources regarding accommodations to the ADA Compliance Committee
- Inform Dean, Administrative and Student Services of Committee's decision.

The ADA Compliance Committee will:

- Review the student's request and supporting documentation for accommodations
- Discuss possible accommodations and resources available to meet the student's needs
- Determine if the request for accommodations is reasonable and does not impose an undue hardship on the College or SON
- Approve or deny the student's request.

PROCEDURE DOCUMENTATION:

Request for ADA Accommodation

REFERENCES:

DHS Policy #189 Americans With Disabilities Act Compliance
College Policy # 507: Nondiscrimination
College Catalog
School of Nursing Student Handbook
School of Nursing: Nursing Student Essential Function Standards