

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

Subject: AMERICANS WITH DISABILITIES ACT – COMPLIANCE	Original Issue Date: April 29, 2008	Policy #: 801
	Supersedes: April 29, 2008	Effective Date: March 8, 2012
Committees Consulted: ADA Committee SON Admissions and Promotions SON Clinical Practice	Reviewed & Approved by: Dean, Administrative & Student Services Administrative Committee Planning Committee	Approved by: Provost, College of Nursing & Allied Health (Signature on file)

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.

Reasonable Accommodations: Arrangements for qualified student to enable them to perform the essential functions of a student. Reasonable accommodations cannot impose an undue hardship on the College.

Essential Function Standards for School of Nursing Students: The essential capacities and attributes required for admission, progression and graduation from the College and are commensurate to those required to satisfactorily function as a registered nurse. The College requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential 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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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 College 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.

- Students must contact the Dean of Administrative and Student Services to initiate requests for reasonable accommodations.
- Students who receive accommodations are responsible to notify their instructors in writing with a letter provided by the Dean of Administrative and Student Services.

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 disabilities.

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

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

- ADA Coordinator
- One faculty member and one alternate from each semester/program

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

- Documentation provided by the student regarding their disability from an evaluator with professional expertise in the related disability (educational psychologist, psychiatrist, etc.)
- Strategies to mediate the student's disability
- Essential Function Standards Required of Nursing Students
- Functional requirement of the clinical sites
- Safety of the student in the clinical sites
- LAC+USC Medical Center Employee health clearance

Confidentiality: At no time shall any information about a student's disability be shared with any person outside of the ADA Compliance process.

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.

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PROCEDURE:

Dean, SON appoints annually:

- ADA Compliance Coordinator
- One faculty member and one alternate from each semester/program to the ADA Compliance Committee.

Student:

- Schedules meeting with the Dean, Administrative and Student Services to request accommodations at the beginning of the nursing program or as soon as disability is identified
- Prepares a Request for ADA Accommodation form and documentation of disability from an evaluator with professional expertise in the related disability (educational psychologist, psychiatrist, etc.)
- Submits request for accommodations to the Dean, Administrative and Student Services for review
- Provides semester/program coordinator with letter explaining accommodations from the Dean, Administrative and Student Services, if determined reasonable by the ADA Compliance Committee.

Dean, Administrative and Student Services:

- Assists student to prepare forms and documentation of disability to be presented to the ADA Compliance Committee
- Forwards the student's request for accommodations to the ADA Compliance Coordinator
- Informs the student of the Committee's decision and provides a letter stating the approved accommodations if indicated.

ADA Compliance Coordinator:

- Chairs the ADA Committee
- Notifies designated faculty in writing of their membership annually
- Orients members to the ADA compliance process annually or as needed
- Provides copies of the ADA Compliance Policy and related forms as needed
- Schedules Committee meeting within one week of receiving request for accommodations from the Dean, Administrative and Student Service
- Provides information and resources regarding accommodations to the ADA Compliance Committee
- Informs Dean, Administrative and Student Services of Committee's decision.

The ADA Compliance Committee:

- Reviews the student's request and supporting documentation for accommodations
- Discusses possible accommodations and resources available to meet the student's needs
- Determines if the request for accommodations is reasonable and does not impose an undue hardship on the College or SON
- Approves or denies the student's request within one week of receipt.

PROCEDURE DOCUMENTATION:

Request for ADA Accommodation

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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

REVISION DATES:

April 29, 2008
March 8, 2012