



UNIVERSITY OF SASKATCHEWAN
College of Medicine
 MEDICINE.USASK.CA

COLLEGE OF MEDICINE
 ACADEMIC AND CLINICAL ACCESSIBILITY ACCOMMODATION COMMITTEE
 (CoMACAAC)
 Access and Equity Services (AES) / College of Medicine (CoM)

Terms of Reference (ToR)

Revised September 2023

Objective:

To develop, monitor, and revise, when necessary, accessibility accommodation plans for CoM students registered with AES.

Composition:

The following individuals must be available at all meetings:

Saskatoon Site:

- Student Affairs Coordinator, or designate
- Administrative Associate, Saskatoon
- Director AES, or designate
- Year Chair - Year 1/2/3/4
- The student requesting accommodations

Regina Site:

- Student Affairs Coordinator, or designate
- Student Affairs Associate, Regina
- Director AES, or designate
- Year Chair - Year 1/2/3/4
- The student requesting accommodations

The participation of the following individuals may be required:

- The student's mentor
- The professional(s) who assessed the disability
- The Associate Dean or ad hoc faculty member, as needed
- Other consultants as needed

Office of Student Affairs, Saskatoon Campus - College of Medicine
 Room 5B38 Health Sciences Building Tel: 306-966-4751

Office of Student Affairs, Regina Campus - College of Medicine
 Level 1B Regina General Hospital Tel: 306-766-0553

Email: med.studentaffairs.com@usask.ca

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September 2023

Will be 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

Appointment/ Term of Office:

1. The CoMACAAC is an AES team in which the CoM participates.
2. The CoMACAAC will be a unique ad hoc team for each CoM student registered with AES, and the exact composition will be dependent on the individual accommodation requirements of the student.
3. The accommodation team for each individual student requesting accommodation will be disbanded following the student's completion of or withdrawal from the Medical Degree program.
4. The Chair will be the Student Affairs Coordinator (or designate) at either site. The Chair position may be delegated to another individual at the discretion of the Student Affairs Coordinator.
5. Committee members will be selected by the virtue of their position.

Duties:

1. To keep a record 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.
2. To monitor the effectiveness of the accommodation at all stages of the academic and practicum/clinical experience.
3. To determine whether further accommodation is reasonable in the case of a student who does not progress as expected.
4. To ensure an accommodation plan is developed following an assessment that is consistent with the CoM's Essential Skills and Abilities document and an understanding of the CoM as a professional college.
5. To ensure that appropriate individualized accommodation is implemented proactively as the student moves through the program.

Meetings:

The CoMACAAC will meet after the student is registered with AES. The CoMACAAC will meet once annually for students in years 1, 2, and 3, and may be reconvened as often as required.

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Minutes:

1. Minutes of all meetings will be transcribed and kept in a secure electronic file.
2. If meetings are to be recorded, permission to do so must be granted noting that the recording will be transcribed and the recording deleted.
3. The minutes will be made available to all accommodation committee members. Additions or deletions to the meeting minutes will be noted and adjusted accordingly.

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