

The College of Dental Hygienists of Nova Scotia (CDHNS) Accommodation Practices for Applicants with Physical or Mental Disabilities

The CDHNS will make efforts to reasonably accommodate applicants with a disability.

Definitions

As defined in the NS *Human Rights Act* [Subsection 3(l)]:

“physical disability or mental disability” means an actual or perceived

- (i) loss or abnormality of psychological, physiological or anatomical structure or function,
- (ii) restriction or lack of ability to perform an activity,
- (iii) physical disability, infirmity, malformation or disfigurement, including, but not limited to, epilepsy and any degree of paralysis, amputation, lack of physical co-ordination, deafness, hardness of hearing or hearing impediment, blindness or visual impediment, speech impairment or impediment or reliance on a service dog as defined in the Service Dog Act, a guide dog, a wheelchair or a remedial appliance or device,
- (iv) learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (v) condition of being mentally impaired,
- (vi) mental disorder, or
- (vii) dependency on drugs or alcohol;

Reasonable Accommodation: Reasonable accommodation is defined as a modification or adjustment to the application process or the environment that enables a qualified applicant with a disability to be considered for registration and licensure that will not:

- cause “undue hardship” to the application or examination processes
- bypass regulatory or occupational requirements, or
- compromise accepted safety standards of the profession.

Qualified Applicant: A qualified applicant with a disability is defined as one who possesses the required skills, education, experience and training for a position, and who can, with reasonable accommodation, perform the essential functions of the position the individual desires or holds.

Request for Accommodation

- Requests for accommodations are to be made to the Registrar in writing. A request for an accommodation must include:
 - the nature of the disability,
 - the type of accommodation being requested, and
 - where available, a description of what accommodations the applicant has received in the past.

Depending on the nature of the disability and the type of accommodation being requested, the Registrar may request that the applicant provide additional evidence to support their request. Such additional evidence may include, but is not limited to, a formal medical diagnosis, or documentation from a health practitioner, explaining the need for the accommodation being requested.

Types of Accommodation

- The Registrar is not required to provide the applicant with their preferred type of accommodation. In cases where the applicant's specific request cannot be accommodated, the Registrar will work with the applicant to determine a reasonable accommodation, if any, that will enable the applicant to overcome the discriminatory effect of the application process.
- If the applicant and the Registrar cannot agree on what type of accommodation is appropriate, the CDHNS will make a determination as to what accommodation, if any, is to be provided.
- Examples of accommodations that can be made include, but are not limited to:
 - assistance in completing application forms,
 - methods of communication that differ from the CDHNS's regular process,
 - alternate times/locations for in-person meetings/interviews/hearings.
 - Other accommodations as deemed fit on a case-by-case basis.
- Examinations required for registration and licensing are offered through third party providers, who have separate accommodations policies in place e.g., NDHCB (written national examination), CDHA (Self-Initiation and/or Jurisprudence Examination for NS). Requests for accommodations during the examination process must be directed to the applicable third-party provider.
- The Registrar may decline to provide any accommodation when doing so would circumvent a *bona fide* regulatory or occupational requirement or professional safety standard.
- Notes related to the accommodation request are kept separate from other file materials in order to avoid inappropriate disclosure of personal health information.