

## Office of Learner Affairs (OLA) Faculty Form: Recommendation for OLA Services

OLA has developed a form for faculty to recommend Undergraduate and Postgraduate medical learners to OLA's services.

### About the Recommendation Process:

- When faculty submit the "Recommendation for Services Form", triaging information is sent directly to OLA's Administrative Coordinators.
- Once the form is received at OLA, an Administrative Coordinator will confirm its' receipt to the faculty member who completed the form.
- Administrative Coordinators generally reach out to the learner by email within 48 hours to help them book an appointment with OLA resources.
- OLA's Administrative Coordinators will make every concerted effort to actively reach out to learners who have been recommended for our services; however, reaching out to a learner does not guarantee a booking with OLA, as our services are voluntary.
- While faculty receive a confirmation when the form is received, in accordance with OLA's privacy policies, OLA cannot confirm with faculty if/when a learner has engaged with our services.

### Direct Link to Faculty's OLA Recommendation Form:

<https://meded.temertymedicine.utoronto.ca/form/recommendation-for-ola-services>

### Locating the Faculty Recommendation Form on the OLA Website:

The screenshot shows the website [meded.temertymedicine.utoronto.ca/faculty-resources-0](https://meded.temertymedicine.utoronto.ca/faculty-resources-0). The header includes the Temerty Faculty of Medicine logo and a 'Learner Assistance' button. The main navigation bar has four categories: Medical Education, Faculty Development, Learner Mistreatment, and Office of Learner Affairs. Below this, there are three columns of links. The 'Office of Learner Affairs' column has a link for 'Faculty Resources' which is highlighted with a blue bar and an orange arrow. Another orange arrow points to the 'Office of Learner Affairs' header. At the bottom, there is a note: 'Note: If you feel this is a more urgent concern and would like to speak to someone during normal business hours (M-F, 9am-5pm), please call the Office of Learner Affairs (OLA) at 416-978-2764.'

## Benefits of Using the Recommendation Form over Emailing OLA Directly

<ul style="list-style-type: none"> <li>● Provides clear contact information for the learner and faculty member making the recommendation.</li> <li>● Assures OLA that the learner is consenting to the recommendation and agrees to be contacted directly.</li> <li>● Informs faculty member and learner that appointments with OLA are voluntary and confidential.</li> <li>● Displays OLA's Confidentiality statement.</li> </ul>	<div style="margin-bottom: 10px;"> <p>Your First Name:* <input type="text"/></p> <p>Your Last Name:* <input type="text"/></p> <p>Your Email:* <input type="text"/></p> </div> <p>I am a faculty/staff member completing this form for:</p> <p> <input type="radio"/> Learner Group [UG]  <small>MD / MRS / OS&amp;OT / PA</small> </p> <p> <input checked="" type="radio"/> Learner Group [PG]  <small>Resident / Clinical Fellow</small> </p> <p>Your Title/Position:</p> <p> <input type="radio"/> Program Director  <input type="radio"/> Site Director  <input type="radio"/> Wellness Lead  <input type="radio"/> Administrative Supervisor  <input type="radio"/> Other     </p> <p>Please confirm that learner is:*</p> <p> <input type="checkbox"/> Consenting to this recommendation  <input type="checkbox"/> Aware that OLA contact is voluntary and confidential*  <input type="checkbox"/> Aware that OLA will be contacting the recommended learner directly to offer an appointment     </p> <p><small>*Confidentiality: The provided information is confidential, will not form part of any learner's Temerty Faculty of Medicine record, and will not be shared beyond OLA, except by written consent from the learner or as required or allowed by law.</small></p>
<ul style="list-style-type: none"> <li>● Informs Faculty of OLA's resources available to medical learners.</li> <li>● Informs OLA's Administrative Coordinators of the reasons for the recommendation to OLA's services, and the resources recommended to assist the learner.</li> <li>● Helps OLA track circumstances of learners who are identified as "in difficulty".</li> </ul>	<p>Service(s) requested:</p> <p>Select all that apply</p> <p> <input type="checkbox"/> Academic Coaching  <input type="checkbox"/> PGME Accessibility Advisor  <input type="checkbox"/> Career Counselling  <input type="checkbox"/> Learner Life Specialist (formerly personal counselling)  <input type="checkbox"/> Director / Associate Director, Learner Affairs (Postgraduate) / Associate Dean, Learner Affairs  <input type="checkbox"/> Unsure     </p> <p>Reason(s) for referral:</p> <p>Select all that apply</p> <p> <input type="checkbox"/> Academic concerns  <input type="checkbox"/> Accessibility / Accommodation  <input type="checkbox"/> Board of Medical Assessors referral  <input type="checkbox"/> Community referrals  <input type="checkbox"/> Direction re financial concern  <input type="checkbox"/> Leave of Absence (LOA)  <input type="checkbox"/> Needs Primary Care Physician / Service(s) Navigation  <input type="checkbox"/> Professionalism issues  <input type="checkbox"/> Return-to-Work planning  <input type="checkbox"/> Transfer of programs  <input type="checkbox"/> Other     </p>