



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.

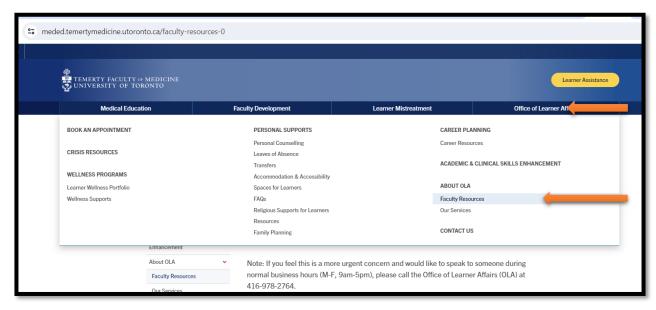
About the Recommendation Process:

- 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:







Benefits of Using the Recommendation Form over Emailing OLA Directly

 Provides clear contact information for the learner and faculty member making the recommendation. Assures OLA that the learner is consenting to the recommendation and agrees to be contacted directly. Informs faculty member and learner that appointments with OLA are voluntary and confidential. Displays OLA's Confidentiality statement. 	Your First Name:* Your Last Name:* Your Email:* I am a faculty/staff member completing this form for: Learner Group [UG] MD / MRS / OS&OT /PA Your Title/Position: Program Director Site Director Wellness Lead Administrative Supervisor Other Please confirm that learner is:* Consenting to this recommendation Aware that OLA contact is voluntary and confidential* Aware that OLA will be contacting the recommended learner directly to offer an appointment *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.
 Informs Faculty of OLA's resources available to medical learners. Informs OLA's Administrative Coordinators of the reasons for the recommendation to OLA's services, and the resources recommended to assist the learner. Helps OLA track circumstances of learners who are identified as "in difficulty". 	Service(s) requested: Select all that apply Academic Coaching PGME Accessibility Advisor Career Counselling Learner Life Specialist (formerly personal counselling) Director / Associate Director, Learner Affairs (Postgraduate) / Associate Dean, Learner Affairs Unsure Reason(s) for referral: Select all that apply Academic concerns Accessibility / Accommodation Board of Medical Assessors referral Community referrals Direction re financial concern Leave of Absence (LOA) Needs Primary Care Physician / Service(s) Navigation Professionalism issues Return-to-Work planning