

# MEDICAL ACCOMMODATION - ADAPTIVE EQUIPMENT GUIDE FOR EMPLOYEES



You may require adaptive equipment as part of a medical accommodation. The equipment is medically required and not a preference or preventive. It is important that the implementation of the equipment is in line with your treating health practitioner's recommendations.

Additional information is available in the sit-stand desks medical accommodation guide



## ADAPTIVE EQUIPMENT MEDICAL ACCOMMODATION – How it works:

1. Employee submits a Request for Accommodation form to supervisor
2. Supervisor reviews current job duties and set-up – implements workplace modifications
3. If modifications do not work and employee requires further accommodation, WLC provides letter for employee to take to Physician – returned medical reviewed by WLC, advises supervisor
4. Supervisor drafts simple accommodation – reviewed by employee and WLC
5. If equipment is required and approved for purchase as a result of a medical accommodation, supervisor arranges next steps (i.e. desk order, request of loaner desk (4-6 weeks), FMGT follow-ups). Supervisor arranges annual accommodation review follow-up
6. Supervisor advises WLC if employee leaves department or the university

It is the legal duty of the university to reasonably accommodate University employees with disabilities as regulated by the British Columbia *Human Rights Code* and the [Employment Accommodation policy \(HR6115\)](#). The Accommodation process is a collaborative process involving departments, unions, and employees at UVic. The program provides a planned approach to returning or remaining at work following an injury or illness, whether occupational or non-occupational.



## STAYING HEALTHY

The most important thing you can do to protect yourself against illness injury is to take care of your health. UVic encourages all employees to be proactive about their health.

[onlineacademiccommunity.uvic.ca/wellness/](https://onlineacademiccommunity.uvic.ca/wellness/)

## Employee Assistance Program

UVic staff and faculty and dependents can find support through our employee and family assistance program (EFAP).

[EFAP](#) is a confidential program that includes professional counselling, information and referral services. Our EFAP service catalogue includes a number of programs to support you through the challenges of daily life. Topics include:

- Achieve well-being
- Manage relationships and family
- Deal with workplace challenges
- Tackle Addictions
- Find child and elder care resources
- Get legal advice
- Receive financial guidance
- Improve nutrition
- Focus on your physical health

Access [EFAP](#) through online resources, e-counselling, telephone counselling, and face-to-face counselling. Access [EFAP](#) by phone, web or mobile app. For telephone and in-person counselling - call **1.844.880.9142** [uvic.ca/hr/services/home/health/employee-and-family-assistance-program](http://uvic.ca/hr/services/home/health/employee-and-family-assistance-program)



### TIPS FOR SITTING LESS:

- Stand up every 30 minutes – schedule reminders!
- Conduct standing meetings
- Suggest Walking Meetings when appropriate
- Stand up to answer the phone
- Use the printer that is further away
- Walk to a colleague's desk instead of phoning or emailing
- Stretch at your desk
- Eat healthy and stay active
- Drink more water