

Alternate Access Plan

Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC's identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses and maintains. When informational materials and technologies do not conform to those guidelines, an alternative access plan will be developed to address the accessibility. This form is used to describe the alternate access plan.

Instructions

1. Alter the bolded areas in brackets ([]) to reflect the titles of the responsible persons for this plan.
2. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 3 below.
3. The requesting department will obtain the appropriate administrative approvals in section 4.
4. The appropriate administrator will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
5. The [department executive administrator] or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

Section 1. Plan Creator Information

Name Cheryl McCall	Title Professor	Unit Nursing/Health Programs	Date 5/7/2024
Office Phone 6993	Office Location: Tech 106D	Postal	

Section 2. Description of the Affected Informational Material and Technology Purchase

Affected product is a:	Web-based product used for orientation to select area healthcare facilities
Product Name:	Tennessee Clinical Placement System (TCPS)
Product Description:	System for Students requiring clinical placement in select area healthcare facilities
Product Purpose:	System to request clinical placements required for successful completion of healthcare programs. System for entering student and faculty information required for placement in select healthcare facilities. Platform for students and faculty to complete required clinical orientation materials.

Section 3. How will "Alternate Access" (AA) be provided?

<p>1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>All areas are currently supported by the platform.</p>
<p>2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.).</p>	<p>Students and faculty completing requirements for clinical and/or orientation for select area healthcare facilities. The maximum number of students/faculty per year that use system would be 300-350.</p>
<p>3. Responsible person(s): List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.</p>	<p>Cheryl McCall – Director of Nursing program; Marissa Miller – Director of PTA program Courtney Boren – Director of OTA program Stephanie Austin – Director of Surgery Tech program. Sarah Smith – Director of Respiratory Care program Gail Winkler – Director of HIM program Kimberly Brown – Director of Pharmacy Tech program Tommy Barry – Coordinator EMS programs</p>
<p>4. How will AA be provided: Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.</p>	<p>Alternate Access will be provided should issues arise and will be addressed on an as-needed basis.</p>
<p>5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>Additional resources include communication with the Health and Public Safety faculty and Disability Services for needed accommodations.</p>
<p>6. Repair Information: Include the following information in this section: a. Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date. Attach applicable documentation and the Accessibility Conformance and Remediation Form.</p>	<p>No areas currently addressed that do not conform.</p>

7. Timeline for Unforeseen events:

A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.

Issues will be addressed as needed should they occur.

Section 4. Administrative AAP Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR AIMT Accessibility Guidelines.

Department Head [or other responsible party]	Cheryl McCall	Date:	5/8/2024
Executive [or other responsible executive]	Shelb Williams	Date:	5/8/2024

AAP attachment

4. How will AA be provided: (continue from item 4 in section 3)