



Personal Care Attendant Policy & Agreement

In compliance with section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Meredith College is required to allow qualified persons with a disability to receive personal care services to access programs, activities, and services. Meredith College permits qualified students who require the assistance of a personal care attendant (PCA) to use these services to access all building facilities, classrooms, programs, activities and events.

Meredith College does not provide individuals with devices or services that are personal in nature including assistance with activities of daily living (i.e., dressing, bathing, feeding, transfers, errands, etc.). While the responsibility for hiring, training, supervising and paying for these services belongs to the student requiring care, Disability Services will provide students with a list of local agencies frequently used by other students to arrange these services.

I. Definitions

Disability: a physical or mental impairment that substantially limits one or more major life activities of an individual.

Qualified Student with a Disability: Qualified students with a disability are identified as individuals who have submitted medical documentation to Disability Services (DS) to support consideration for accommodations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Personal Care: Personal care is the provision of routine daily tasks of a personal nature (i.e., bathing, dressing, feeding, transfers, errands, light cleaning, etc.) that enables individuals to function independently in their daily lives and environment.

Personal Care Attendant: (PCA): A person who performs personal care duties/services for a student with a disability. The kind of activities that the PCA performs is comparable to those that family members would perform for the person with a disability and will vary from person to person. These activities may include, but are not limited to:

- Providing help with activities of daily living, such as, walking, bathing, dressing, toileting, grooming, preparing meals and feeding
- Monitoring any medical condition by observing vital signs
- Reminding to take prescribed medications
- Transporting and/or escorting
- Assisting with maintenance of the housing environment, including light cleaning, laundry, and keeping the environment safe
- Turning pages, retrieving books, assisting with activities making it possible for students to complete homework on their own.
- Taking off and putting on coats
- Opening doors
- Alerting to distracting repetitive movements
- Alerting to dangerous environments/situations

Classroom Assistants: Personal care attendants are NOT classroom assistants. Personal care attendants have no authority to assist any academically-related tasks (i.e. note taking, class participation, group activities) in the classroom or other academic settings.

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DISABILITY SERVICES

3800 Hillsborough Street • Raleigh, North Carolina 27607-5298 • Telephone (919) 760-8427 • Fax (919) 760-2383

II. Policy

Meredith College strives to reasonably accommodate students with disabilities in accordance with applicable laws and policies. Accommodations may require that Personal Care Attendants (PCAs) address the personal needs of a student with a disability in order for that student to fully participate in activities, services, and programs at the College. Students must request all accommodations through Disability Services. Disability Services will then determine if the student's documentation is sufficient to support the request for a PCA. It is the responsibility of the student with a disability to make appropriate arrangements to provide her/his own PCA service. Meredith College does not assume coordination or financial responsibilities for PCA services and is not responsible for any consequences resulting from a student's association with a PCA.

III. Agreement

Disability Services assists students requiring PCA services by:

- Generating ideas for obtaining PCA services.
- Communicating the student's need for PCA's in accommodation letters for faculty.
- Communicating with Residence Life regarding a student's needs for a PCA in the residence halls or apartments, while living on campus, and any ancillary issues that could result from having a PCA in the residence.
- Communicating with additional campus resources regarding the student's need for PCA services, when necessary.
- Providing PCA's with a Parking Pass through Campus Police.

It is the student's responsibility to:

- Provide Disability Services with all necessary documentation (see Disability Services Documentation Guidelines). Documentation must specify both (i) the need for the PCA and, (ii) the services to be provided by the PCA.
- Secure a PCA prior to attending any college-related activity, (i.e. orientation, placement testing, registration, programs, events, and class attendance). The college will not be responsible for providing a PCA on an interim basis. It is highly recommended that students requiring PCA's hire an impartial third party (rather than a friend or family member).
- Complete the Personal Care Attendant Agreement each academic year.
- Ensure that each PCA completes the Personal Care Attendant Agreement each academic year and completes a background check through Disability Services prior to beginning their duties on campus.
- Ensure that if PCA personnel changes occur during the semester, he/she and the new PCA completes the Personal Care Attendant Agreement through Disability Services prior to beginning their duties on campus.
- Ensure that Parking Passes are returned to Campus Police from departing PCA personnel and that new PCA personnel obtain a Parking Pass before beginning duties which require parking on the Meredith Campus.
- Ensure that each PCA clearly understands his or her duties and supervise these activities. The student is responsible for all actions of each PCA.
- Establish and maintain an alternative contingency plan should the regularly scheduled PCA be unavailable.
- Establish and maintain a plan for allowing the PCA entry into locked residence halls and/or apartments. The PCA will not be provided with a building/room key or CamCard access by the College.
- Follow College policies and abide by the Meredith College *Student Handbook*.

MEREDITH COLLEGE

It is the PCA's responsibility to:

- Follow all applicable Meredith College policies and abide by the Meredith College *Student Handbook* at http://www.meredith.edu/student_life/dean_of_students/student-handbook
- Submit to a background check and complete the Personal Care Attendant Agreement each academic year, prior to beginning work on campus.
- Be present on campus only when the student is present. The PCA is not allowed on campus if the student is not present or during holidays and/or inclement weather when the college and/or residence halls are closed.
- Follow all visitation policies when entering a residence hall as a non-resident and not within his/her responsibilities as a PCA.
- Provide only the agreed upon personal care services. PCA's should refrain from participating in academic and student activities (i.e. class discussions, writing papers, in or out of class assignments, providing classroom accommodations, such as note taking, or participating in campus programs and events.)
- Conduct themselves in a courteous and professional manner.
- Park in designated location.
- Refrain from bringing guests to campus facilities.
- In the event of an emergency evacuation, the PCA should assist the student with exiting the building safely. The PCA understands the importance of seeking immediate assistance from college officials (e.g. faculty, staff) in order to evacuate the student quickly and safely, since waiting for the arrival of Fire/Rescue could be fatal.

I understand that PCA's may be subject to removal from residence halls or the Meredith College campus, loss of privileges or any other action the College considers appropriate in the event the College decides that the PCA has acted in a manner inconsistent with the above.

I understand that a PCA's employment and individual services contract is between the PCA and the student and/or agency for whom I work, and that I have no employment relationship with Meredith College of any kind.

Personal Care Attendant Name (Please Print): _____ Date: _____

Personal Care Attendant Signature: _____ Date: _____

Student Name (Please Print): _____ Date: _____

Student Signature: _____ Date: _____

Disability Services Staff Signature: _____ Date: _____