



Accommodation of Residents with Disabilities- Procedures

Residents are informed of the procedures to request accommodation for disabilities via:

1. Statement appended to the letter of offer: Any PGME resident requiring human rights accommodations for disabilities may do so by contacting the Resident Resource Coordinator (RRC) located in the PGME or University of Saskatchewan Disability Services for Students (DSS). All such requests will be considered in accordance with applicable laws and policies.”
2. Orientation Sessions:
 - a. organized for all residents and
 - b. through program-based orientation sessions and
3. Through an e-mail sent to all residents at the beginning of each academic year.

1. Identification of residents requiring accommodation.

The residents requiring accommodation can be identified by any of the following means:

1. The resident may be known to DSS already and is now applying to a University of Saskatchewan residency program. On selection to the residency program he/she may indicate in the selection package the desire to continue receiving accommodation.
2. On matching to a residency program, the resident should indicate a need for accommodation to the RRC / DSS to ensure a timely development of an Accommodation Plan (AP) (if needed) so that their residency commences on the official start date.
3. During the course of the residency program, a resident may disclose the need for accommodation to the Residency Program Director (PD), the RRC or DSS indicating that he/she would benefit from accommodations.
4. If the PD has been the first point of contact then the PD will contact the RRC. The RRC will determine the next steps.
5. Residents will be referred to DSS to determine required medical documents in order to complete registration.

2. Development of an Accommodation Plan:

Implications of the time required for an assessment and development of an Accommodation Plan (AP): Given the intensive nature of the residency training, as well as the specialized needs of the medical profession, investigation of the feasibility of accommodation options may take some time. In addition, the implementation of accommodation plans, when deemed feasible, may involve some modifications to the scheduling of components of the residency program. As such, the sooner a student registers, the sooner the process for accommodation can begin.

Learners who anticipate requiring time to organize suggested accommodations may choose to exercise the following options:

1. **Admission deferral:** Learners who have been accepted into a residency program may choose to exercise admission deferral.
2. **Medical leave:** Residents who are currently enrolled in a residency program, and who have been identified as having a disability, may apply for a medical leave

3. Process for developing the accommodation plan:

Once DSS is informed of a resident requesting an accommodation, DSS will meet with the resident and confirm a Documented Disability. Once the resident has registered with DSS, DSS will request through the RRC an Accommodation Planning Committee (APC) meeting. The APC will develop recommendations for Reasonable Accommodations in an AP. If a resident has a prior AP (e.g.; undergraduate MD program or another institution), it is the Residents responsibility to contact the RRC to coordinate an APC meeting. Residents should not presume the continuation of a previous accommodation plan. If a resident has had a previous AP and does not wish to have accommodations for PGME training, he/she must provide the APC in writing that this is not required within 30 days of registering with DSS

1. The RRC will take the lead in coordinating discussion with DSS, any required outside parties, the Residency Program Director, the Associate Dean, PGME and relevant College of Medicine PGME Office staff in regards to planning accommodations.
 - a. An APC will be created to assist in developing and implementing a plan of reasonable accommodation.
 - b. If there is a delay in acquiring a comprehensive assessment, the APC will meet to develop an interim plan with consultation from DSS.
2. An APC meeting is designed to allow the student to meet program requirements; however, it does not guarantee successful completion of the program.
3. Confidential records of all information regarding accommodation shall be placed and kept secure in the RRC's office and DSS resident file. The nature of the accommodation, the dates of implementation as well as any subsequent accommodation will be kept on file. This information will not form part of the resident's academic record.
4. The resident shall be provided with a copy of all documents and other information applicable to him/her that is reviewed, created or discussed by the APC. The resident shall be provided with an opportunity to make submissions to the APC pertaining to the meaning, accuracy and applicability of any such documents or other information.

4. Implementation of the Accommodation Plan:

1. The APC will meet to develop the plan.
2. The PD is responsible for working with the APC and Resident to make sure the accommodations are implemented by the program.

3. Once an AP is approved by the Accommodation Planning Committee (APC), the Resident is expected to distribute the AP to all preceptors.
4. The specific logistical requests for accommodation will be forwarded to those responsible for facilitating them without disclosure of the nature of the disability
5. The Accommodation Planning Committee will ensure that appropriate individualized accommodation is implemented proactively as the student moves through the residency program. The APC will work with the Resident at any point during residency to review accommodations.

5. Monitoring of the Accommodation Plan:

1. An AP is a living document and as such changes to the AP can happen at any time during residency training.
2. Accommodation plans must be reviewed regularly to ensure accordance between accommodation needs of the resident and requirements of the Residency Program.
3. Plans will be reviewed by the accommodation planning committee to determine whether further accommodation is reasonable in the case of a student who does not progress as expected.

Accommodations for certification examinations with national colleges:

1. For certification examinations, residents requiring special examination accommodations, the RCPSC and CFPC guidelines will apply.
 - a. Residents who require particular consideration at the examination must notify the RCPSC/CFPC Offices of Education by the registration deadlines. Residents must include the following:
 - i. A complete description of the requested accommodation with supporting documentation as follows:
 1. Documentation regarding their disability from their health care provider
 2. Reports on past accommodations, if any
 3. Copies of evaluation reports in sufficient detail to allow the RCPSC and the CFPC to make reasonable decisions regarding accommodation

Failure to successfully achieve competencies despite accommodations:

If it becomes apparent that despite reasonable training accommodations, the nature of the disability may prohibit the resident from successfully achieving the educational standards of the Residency Program, the resident is encouraged to seek career counselling from a mentor, faculty member, Residence Resource Coordinator, Associate Dean PGME, for advice regarding alternate career options. Alternate career options may include transferring to another Residency Program, geographic speciality or both, or withdrawal from residency.

Review of PGME Accommodation Policy:

The PGME Accommodations Policy, Procedure, and Essential Skills Document will be reviewed for revision if one or more of the following apply:

1. The document is no longer legislatively or statutorily compliant
2. The document is now in conflict with another University governing document.
3. The University overarching Accommodation Policy is revised or repealed.
4. The PGME Accommodation Team will review this implementation policy annually for the first three years and biannually thereafter.
5. The Associate Dean, PGME, will seek consultation from the U of S Legal Counsel, U of S Human Rights and Advisory Services, CPSS, RHA, Sask Health, PAIRS for any policy review or revisions to the Accommodations policy.

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