



## Accommodation Planning Committee Terms of Reference

### 1) **Objective:**

To develop, monitor and revise (when necessary) accessibility accommodation plans for College of Medicine Residents registered with Access and Equity Services (AES).

### 2) **Appointment and Composition:**

- a) The PGME Academic Accommodation Planning Committee (APC) is a joint AES/College of Medicine Postgraduate Medical Education working group.
- b) The Academic Accommodation Planning Committee will be a unique team for each College of Medicine Resident registered with the AES and requesting accommodation, and the exact composition will be dependent on the clinical and/or exam accommodation requirements of the Resident.
- c) APC members will be selected by the virtue of their position.
- d) The following individuals are considered APC members and must be available at all meetings:
  - i) Resident Wellness Coordinator (RWC) in the Resident Resource Office (RRO);
  - ii) Manager AES (or designate);
  - iii) Postgraduate Medical Education (PGME) Program Director or Residency Training Coordinator;
  - iv) The Resident requesting accommodation.
- e) The following individuals will participate in the APC meeting when needed:
  - i) At the request of the RRO or the AES:
    - (1) Faculty member of Resident's specialty;
    - (2) PGME Coordinator of Assessment and Educational Programs;
    - (3) Associate Dean, PGME (or designate);
  - ii) At the request of Resident requiring accommodation:
    - (1) The professional who assessed the disability;
    - (2) One support person (i.e. Resident Doctors of Saskatchewan' representative, peer, mentor, consultant, etc.).

A need for/participation of the professional who assessed the disability or the support person must be requested by Resident from the Resident Wellness Coordinator prior to the meeting.
- f) The Chair will be the Resident Wellness Coordinator. The Chair position may be delegated to another individual at the discretion of the Resident Wellness Coordinator.
- g) The APC will be disbanded following the Resident's completion (including withdrawal or transfer) from the residency training.

A transfer into a different residency training program at the College of Medicine, U of S, will require forming a new APC should the Resident continue requesting accommodation.



**3) Meetings:**

- a) The PGME Academic Accommodation Planning Committee will meet as required.
- b) Calling a meeting will be dependent upon one or more of the following:
  - i) The request of any of the Accommodation Committee Members;
  - ii) The urgency/timelines of the meeting;  
It is recommended that the APC meets on an annual basis to review the plan.
  - iii) The accommodation needs of the Resident;
  - iv) The meeting topic (e.g. initial versus subsequent monitoring meetings);
- c) Meetings will be organized by the Resident Resource Office in the PGME Office, College of Medicine.
- d) Administrative support, including scheduling, generating agendas, distribution of documentation, and writing minutes will be provided by the Resident Resource Office.
- e) Minutes of all meetings will be transcribed and kept in electronic and/or paper file.
- f) The minutes will be made available to the APC Members and individuals present at the meeting.

**4) Duties:**

- a) To ensure an accommodation plan is developed and consistent with the College of Medicine's *Essential Skills and Abilities* document and an understanding of the College of Medicine as a professional college.
- b) To ensure an accommodation plan developed is consistent with the CanMEDS and discipline specific competencies of either the College of Family Physicians of Canada or the Royal College of Physicians and Surgeons of Canada.
- c) To ensure that appropriate individualized accommodation is implemented proactively as the Resident moves through the program.
- d) To keep a record of all information regarding the request for accommodation. This includes: the nature of the accommodation granted, the dates of implementation, as well as any subsequent modification to the original accommodation plan.
- e) To monitor the effectiveness of the accommodation plan at all stages of residency.
- f) To determine whether further accommodation is reasonable in the case of a Resident who does not progress as expected.

*Approved by the PGME Committee November 2018*