



Procedure for Accommodation of Residents with Disabilities

Procedure:	Accommodation of Residents with Disabilities
Policy reference:	Accommodation of residents with disabilities
Contact:	Resident Wellness Coordinator, PGME Office 306-966-1669
Last update:	November2018

1. PURPOSE

To establish a procedure for Accommodation of Residents with Disabilities.

2. INTRODUCTION

The University of Saskatchewan, College of Medicine, PGME is committed to reasonable accommodation of the needs of Residents with documented disabilities by making efforts to create a barrier-free learning environment and by providing other supports and services within the limits of available resources.

3. SCOPE

This document applies to all individuals with disabilities who: are considering applying to the PGME residency training programs; have applied to the PGME residency training programs; have been accepted into a PGME residency training program; are currently enrolled in a PGME residency training program.

4. DEFINITIONS

n/a

5. RESPONSIBILITIES

n/a

6. SPECIFIC PROCEDURE

1) Identification of Residents requiring accommodation

- a) Residents are informed of the procedures to request accommodation for disabilities via:
 - i) Statement appended to the letter of offer: Any PGME Resident requiring human rights accommodations for disabilities may do so by contacting the Resident Resource Office (RRO) located in the PGME Office, or University of Saskatchewan Access and Equity Services. All such requests will be considered in accordance with applicable laws and policies.
 - ii) Orientation sessions organized for all Residents and through program-based orientation sessions;
 - iii) Through an e-mail sent to all Residents at the beginning of each academic year.

- b) The Residents requiring accommodation can be identified by any of the following means:
 - i) The Resident may be known to Access and Equity Services 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.
 - ii) On matching to a residency program, the Resident should indicate a need for accommodation to the RRO/Access and Equity Services to ensure a timely development of an Accommodation Plan (AP) (if needed) so that their Residency commences on the official start date.
 - iii) During the course of the residency program, a Resident may disclose the need for accommodation to the Residency Program Director (PD), the RRO or Access and Equity Services indicating that he/she would benefit from accommodations. If the PD has been the first point of contact then the PD will contact the RRO. The RRO will determine the next steps. Residents will be referred to Access and Equity Services to determine required medical documents in order to complete registration.

2) Implications of the time required for an assessment and development of an Accommodation Plan

- a) 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.
- b) Learners who anticipate requiring time to organize suggested accommodations may choose to exercise the following options:
 - i) Admission deferral: Learners who have been accepted into a residency program may choose to exercise admission deferral.
 - ii) 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.
- c) The timing of this process may have the consequence on timeframe for completing the program.

3) Process for developing the Accommodation Plan

- a) Once the Access and Equity Services is informed of a Resident requesting an accommodation, the Access and Equity Services will meet with the Resident and confirm a documented disability.
- b) Once the Resident has registered with the Access and Equity Services, the Access and Equity Services will request through the Resident Resource Office an Accommodation Planning Committee (APC) meeting. The APC will develop recommendations for Reasonable Accommodations in an Accommodation Plan (AP).

If a Resident has a prior AP (e.g. undergraduate MD program or another institution), it is the Resident's responsibility to contact the RRO 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 the Access and Equity Services.
- c) The RRO will take the lead in coordinating discussion with the Access and Equity Services, 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.

- d) An APC will be created to assist in developing and implementing a plan of reasonable accommodation. If there is a delay in acquiring a comprehensive assessment, the APC will meet to develop an interim plan with consultation from the Access and Equity Services.
- e) The APC will meet to develop the plan. An accommodation plan is designed to allow the student to meet program requirements; however, it does not guarantee successful completion of the program.
- f) Confidential records of all information regarding accommodation shall be placed and kept secure in the Resident Resource Office and the Access and Equity Services' Resident file.
Any medical documents or documents containing information regarding diagnosis will be kept on file with Access and Equity Services. The accommodation plan, Accommodation Planning Committee (APC) minutes, dates of implementation, and any subsequent modifications to the original accommodation will be kept on both files. This information will not form part of the Resident's academic record.
- g) 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

- a) Once an AP is approved by the Accommodation Planning Committee (APC), the Resident is expected to distribute the AP to all preceptors.
- b) The Program Director is responsible for working with the APC and Resident to make sure the accommodations are implemented by the program.
- c) The specific logistical requests for accommodation will be forwarded to those responsible for facilitating them without disclosure of the nature of the disability.
- d) 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

- a) An AP is a living document and as such changes to the AP can happen at any time during residency training.
- b) Accommodation plans must be reviewed regularly to ensure accordance between accommodation needs of the Resident and requirements of the residency program.
- c) Plans will be reviewed by the Accommodation Planning Committee to determine whether further accommodation is reasonable in the case of a Resident who does not progress as expected.

6) Failure to successfully achieve competencies despite accommodations

If it becomes apparent that despite reasonable 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, Resident Resource Office, Associate Dean, PGME, for advice regarding alternate career options. Alternate career options may include transferring to another residency program, geographic specialty or both, or withdrawal from residency.



7. FORMS AND TEMPLATES

n/a

8. REFERENCES

Disability Accommodations policy

UofS Students with Disabilities: Academic Accommodation and Access

9. CHANGE HISTORY

November 2018

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

- i) The document is no longer legislatively or statutorily compliant*
- ii) The document is now in conflict with another University governing document*
- iii) The University overarching Accommodation Policy is revised or repealed.*

The PGME Accommodation Team will review this implementation policy annually for the first three years and biannually thereafter.

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, Resident Doctors of Saskatchewan for any policy review or revisions to the Disability accommodations policy.