

PROCEDURE GME09

Subject:
ACCOMMODATION OF RESIDENTS
WITH DISABILITIES

Effective Date:
DECEMBER 2004

Applies to:
THE METHODIST HOSPITAL

Date Revised:
JANUARY 2009

Originating Area:
GRADUATE MEDICAL EDUCATION

Target Review Date:
JANUARY 2012

I. GENERAL STATEMENT

This procedure outlines the process by which an [applicant](#) or a [Resident](#) in a [Program](#) of Graduate Medical Education (GME) sponsored by The Methodist Hospital may request [reasonable accommodation](#) for [disability](#).

II. PROCEDURE

- A. Attestation of Essential Abilities. Per Procedure GME03 – *Resident Eligibility, Selection, and Appointment*, Residents will be required to sign a certificate stating that they possess the [essential abilities](#) required for training. The use of a third party to fulfill these attributes will not be considered adequate. However, individual residency programs may require different specific abilities for training.
- B. Request for an Accommodation. It is recommended that Residents request accommodations as early in residency training as possible in order to maximize the benefit derived from their training. All accommodations requested by a Resident must be detailed and should be agreed to by the Resident before training begins. However, a Resident may request an accommodation at any time during residency training.
- C. Information Necessary for Request. The Resident will submit a Form ADA-100, *Student/Resident Request for Accommodation Under the Americans with Disabilities Act (ADA)*, to the Program Director with copies to The Methodist Hospital [ADA Compliance Committee](#) chairman. The Program Director and the [ADA Compliance Committee](#) chairman will review the request and determine whether additional information is needed from the Resident's health care provider. The Resident will be furnished any additional forms or questionnaires needed for his or her health care provider to complete.
- D. Determination of Reasonable Accommodation. The [ADA Compliance Committee](#) will evaluate the information received from and about the Resident to determine the Resident's eligibility within the ADA guidelines. The [ADA Compliance Committee](#) and the Program Director will coordinate with faculty, institutional staff, and resident to determine whether the requested accommodation would be reasonable,

effective, and enable the Resident to perform the essential functions of the position and achieve the essential educational goals and program objectives. The ADA Compliance Committee will follow up on the Resident's status/progress at least annually or more often if needed.

- E. Confidentiality of Records. All medical-related information will be kept confidential and maintained separately from the Resident's other records. However, supervising physicians may be advised of information needed to determine the accommodation that they are required to make for the Resident. First aid and safety personnel may be also informed, when appropriate, if the disability might require emergency treatment or if specific procedures are needed in the case of fire or other evacuations. Government officials investigating compliance with the ADA may also be provided relevant information as requested.
- F. Retention of Documentation. The completed Form ADA-100 and documentation submitted to the [ADA Compliance Committee](#) will be maintained in a confidential manner in accordance with applicable federal mandated retention schedules.

IV. **COMMITTEE REVIEWING/APPROVING PROCEDURE**

Graduate Medical Education Committee [approved 9 December 2004] [8 January 2009]

V. **AUTHORITATIVE REFERENCES**

Americans with Disabilities Act of 1990 (ADA)