

UTHSCSA Graduate Medical Education Policies

Section 7	Health & Wellness	Effective:	January 2002
		Revised:	December 2019
Policy 7.4.	Accommodation of Residents with Disabilities	Responsibility:	Designated Institutional Official (or designee)
<b>Accommodation of Residents with Disabilities</b>			
Purpose	The purpose of this policy is to outline the process whereby a resident in a graduate medical education (GME) program sponsored by UTHSA may request accommodation for disability.		
Policy	<p>Process - If a resident wishes to request accommodation, s/he will submit the Employee Request for Accommodations Under the American with Disabilities Act (ADA), form ADA-100, to his/her residency program director, with copies to the Designated Institutional Official (DIO) and to the ADA Coordinator for UTHSA. The form is available from the UTHSA EEO/AA Office. The program director, DIO, and ADA Coordinator will review the request. If it is determined that additional medical information is needed, the resident will be provided with any forms/questionnaires necessary for his/her health care provider to complete. The ADA Coordinator will evaluate information to determine eligibility within the guidelines of ADA.</p> <p>The ADA Coordinator, DIO, and program director will then coordinate with the necessary institutional staff and the resident to determine whether the requested accommodation would be effective, reasonable, and enable the resident to perform the essential functions of the position and achieve the essential educational goals and program objectives, or make a good faith effort to negotiate another accommodation. A Memo of Accommodation will be drafted outlining the agreed upon accommodation by the Program Director. This memo will not contain diagnosis. The ADA Coordinator will follow-up on the resident's status/progress on annual basis, or earlier as need arises.</p> <p>A request for accommodation may be made at any time during residency training. In order for the resident to receive maximum benefit from his/her residency training time, requests for accommodation should be made as early in the training process as possible.</p> <p>Confidentiality of records - <b>All medical-related information will be kept confidential and maintained separately from other resident records.</b> However, supervisors and managers may be advised of information necessary to make the determinations they are required to make in connection with a request for an accommodation. Given the University Hospital System Human Resources (HR) relationship with residents, the Memo of Accommodation will be forwarded to the UHS Office for Professional Staff Services for their records. First aid and</p>		

## UTHSCSA Graduate Medical Education Policies

safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any 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. Form ADA-100 and attached documentation submitted to the ADA Coordinator will be maintained in a confidential manner in accordance with applicable federal and state mandated retention schedules.