

POLICY: Reasonable Accommodation Policy – (based upon UC Policy PPSM-81)

PURPOSE: To reinforce our commitment in making a reasonable effort to accommodate trainees with disabilities as defined by the Americans with Disabilities Act (ADA). All house staff, with or without reasonable accommodation, must be able to meet the clinical and academic standards of their individual training programs as set forth by their respective ACGME & Residency Review Committee (RRC) in addition to the general Duties & Responsibilities listed within the Housestaff Handbook.

DEFINITIONS:

Disability: (1) A physical disorder or condition that limits a major life activity; (2) a mental or psychological disorder or condition that limits a major life activity; (3) a Medical Condition that is (a) a cancer-related physical or mental health impairment from a diagnosis, record or history of cancer; or (b) a genetic characteristic that is known to be a cause of a disease or disorder that is associated with statistically increased risk of development of a disease or disorder, though presently not associated with any disease or disorder symptoms; and (4) any other condition recognized as a disability under applicable law.

Interactive Process: The process by which the University and the employee engage in a dialogue about the employee's functional work limitations due to a disability and any accommodation that can be provided that would enable the employee to perform the essential functions of the position.

PROCEDURE:

Local procedures shall be implemented in accordance with the following Universitywide procedures.

- A. General – UCSF Fresno will provide reasonable accommodation to otherwise qualified house staff who has a disability or has become disabled and as a result needs assistance to perform the essential functions of their training. Reasonable Accommodation is addressed through the use of the interactive process to determine what, if any, reasonable accommodation will be made.
- B. The Interactive Process – The interactive process is an ongoing dialogue between the house staff and appropriate representatives of the University Disability Management Services, in conjunction with HR about possible options for reasonably accommodating the house staff's disability.

House staff may start the process by asking for an accommodation. A request for reasonable accommodation is a statement that the house staff needs a work-related adjustment or change for a reason related to a mental or physical disability. A request may be made orally or in writing by the house staff or someone on their behalf.

The Program Director should attempt to engage in the interactive process if they become aware of the disability and the possible need for an accommodation. Once Disability Management Services and HR are informed of the need for the accommodation, Disability Management Services will coordinate the interactive process. Participants in the process should include the house staff, the house staff's health care provider and other appropriate University representatives.

The house staff must respond to reasonable requests for information in a timely manner and must engage in the interactive process. This process includes the following steps:

1. Analyze the training requirements and identify essential and non-essential functions.

2. Identify training related limitations by consulting with the house staff and by reviewing documented functional limitations. The house staff and their healthcare provider must provide documented information concerning the house staff's work restrictions. A current job description that outlines essential and non-essential job functions must be used by the health care provider to determine functional capabilities information and as a basis for recommendations for the University to consider.
3. Identify possible reasonable accommodations. Generally, a reasonable accommodation is one that effectively enables the house staff to perform the essential functions of their training. University Disability Management Services and the house staff should identify possible reasonable accommodations.
4. Assess whether the proposed accommodation poses an undue hardship. UCSF Fresno need not provide a requested accommodation if to do so would pose an undue hardship. This determination is made on a case-by-case basis. Undue hardship is defined as any action requiring significant difficulty or expense. Individual programs are responsible for the costs, if any, associated with the provision of reasonable accommodations.
5. Implement the accommodation. Once the reasonable accommodation is implemented, the house staff and their Program Director should become fully familiar with any changes in their roles and responsibilities so that the accommodation plan may be fully implemented.
6. Monitor effectiveness of the reasonable accommodation. Any changes in circumstances, whether in the condition of the house staff, or training site factors, may warrant a re-evaluation of the reasonable accommodation.

The interactive process is an ongoing obligation. If a given accommodation is not effective, or no longer effective, the program, Disability Management Services and the house staff must continue to engage in the interactive process to identify possible alternatives, or additional accommodations.

7. Documentation. A written record should be kept of the interactive process and any reasonable accommodation that is considered and/or implemented.
- C. Medical Documentation – The house staff is responsible for providing medical documentation to assist in assessing the extent of the house staff's functional limitations and facilitate the interactive process to determine the possible reasonable accommodations.

This documentation may be subject to confirmation by Disability Management Services-appointed licensed healthcare provider. When necessary, Disability Management Services may require that the house staff be examined by a Disability Management Services-appointed licensed healthcare provider. In such a case, the University pays the costs of any medical examinations requested or required by the University.

Link to University of California PPSM-81 Reasonable Accommodation Policy:
<http://policy.ucop.edu/doc/4010420/PPSM-81>

(Original signed Policy is available in the UCSF Fresno Office of Medical Education)

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