

	Graduate Medical Education	
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Policy Title: Resident Services – Accommodations for Disabilities Policy		
ACGME Institutional Requirement: IV.I.4, III.B.7.d).(6)		Page 1 of 2

I. Purpose

LECOM is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified resident applicants may face barriers to employment without the accommodation process.

II. Policy

It is the policy of LECOM GME to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, residents, and residents seeking promotional opportunities.

III. Definitions

- A. Disability: For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.
- B. Reasonable accommodation: A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity.
 - 1. Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.
 - 2. Reasonable accommodation applies to three aspects of employment:
 - a. To assure equal opportunity in the employment process
 - b. To enable a qualified individual with a disability to perform the essential functions of a job; and
 - c. To enable a resident/fellow with a disability to enjoy equal benefits and privileges of employment.

IV. Procedure

- A. The Resident must notify the Human Resource Department and Program Director of a need for an accommodation.
- B. It is the responsibility of each and every applicant, candidate, and employee with a disability or handicap to submit a request for an accommodation pursuant to established procedures and to disclose on the appropriate supplemental application provided during the application process as well as disclose at the residency or fellowship interview.
- C. LECOM has no obligation to accommodate disabilities of which it is unaware, or disabilities or handicaps not covered by federal or state law such as the Pennsylvania Human Relations Act, the American with Disabilities Act, and other state and federal law.

- D. Both the resident will need to complete the ADA application, provide supporting documentation, and return it to the Human Resource Director.
- E. When a qualified individual with a disability has requested an accommodation, LECOM shall, in consultation with the individual, the HR Director, and the program director:
 - 1. Discuss the purpose and essential functions of the particular job involved.
 - 2. Completion of a step by step analysis may be necessary.
 - 3. Determining the precise job-related limitation.
- F. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
- G. Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, LECOM is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
- H. The HR Director, Program Director, and the DIO will work with the resident to obtain technical assistance, as needed.
- I. The HR Director will provide a decision to the resident within a reasonable amount of time.