

Title: <b>GME Accommodation for Disabilities</b>	*Applicable to: <b>Beaumont Health</b>	Effective Date: <b>03/27/2018</b>
		Last Periodic Review Date: <b>03/27/2018</b>
Policy Owner: <b>Graduate Medical Education Committee</b>	Document Type: <b>Policy</b>	Functional Area: <b>GME Human Resources</b>

**\*For This Document, Beaumont Health Includes:**

Beaumont Corporate Shared Services  
 Beaumont Hospital, Dearborn  
 Beaumont Hospital, Farmington Hills  
 Beaumont Hospital, Grosse Pointe  
 Beaumont Hospital, Royal Oak  
 Beaumont Hospital, Taylor  
 Beaumont Hospital, Trenton  
 Beaumont Hospital, Troy  
 Beaumont Hospital, Wayne  
 Beaumont Medical Group

**I. PURPOSE**

The purpose of this policy is to define requirements under the Americans with Disabilities Act (ADA) and outline the process for residents and fellows to request accommodation.

**II. POLICY**

Beaumont Health is committed to the fair and equal employment of individuals with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants for residency/fellowship programs face barriers to employment without accommodation. It is the policy of Beaumont Health to reasonably accommodate qualified individuals with disabilities, unless the accommodation would impose an undue hardship. In accordance with the Americans with Disabilities Act (ADA), 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.

**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.

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**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. Such accommodations shall not jeopardize the quality of patient care or the safety of either patients or the health-care team. Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; and modifying work schedules.

1. Reasonable accommodation applies to three aspects of employment:
  - a. To ensure equal opportunity in the recruitment, selection and appointment processes;
  - 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. REQUEST FOR ACCOMMODATION**

- A. The qualified individual with a disability should notify the Graduate Medical Education (GME) Office of a need for an accommodation. The GME Office will provide the ADA application.
- B. The qualified individual with a disability will need to complete the ADA application and return it to the GME Office. When a qualified individual with a disability has requested an accommodation, the Beaumont ADA Team shall, in consultation with the individual and the department:
  1. Discuss the purpose and the essential functions of the specific job involved. Completion of a step-by-step analysis may be necessary.
  2. Determine the precise job-related limitation.
  3. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
  4. 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, Beaumont is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
  5. The ADA Team designee will work with the resident/fellow to obtain technical assistance, as needed.
  6. The ADA Team will provide a decision to the resident/fellow within a reasonable amount of time.

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**V. REFERENCES**

Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements, Section IV.H.4

Approved by the Beaumont Health Graduate Medical Education Committee (GMEC),  
June 20, 2017

**CORPORATE AUTHORITY:**

Beaumont Health (“BH”) as the corporate parent to William Beaumont Hospital, Botsford General Hospital, and Oakwood Healthcare Inc., (“Subsidiary Hospitals”) establishes the standards for all policies related to the clinical, administrative and financial operations of the Subsidiary Hospitals. The Subsidiary Hospitals, which hold all health facility and agency licenses according to Michigan law, are the covered entities and the providers of health care services under the corporate direction of BH. The Subsidiary Hospitals’ workforces are collectively designated as BH workforce throughout BH policies.