

**McMaster University – Resident Affairs, PGME
Accommodation Process Overview for Trainees**

This document is meant for information only. All related documents are available on the [PGME Accommodations](#) web page. Please review the [PGME Policy for Accommodation of Trainees with Disabilities](#) for the specifics of the processes described.

The basic steps for trainees are outlined below. Please consult the [PGME Accommodation Guidelines for Trainees](#) for a more detailed step-by-step overview.

- 1) **Submit a request** to an AP using the [PGME Accommodation Qualified Professional Documentation Form](#) completed by your healthcare provider.
 - Requests should be made to the trainee's *program director* unless the trainee feels there is a barrier to doing so. At any time in the process, Resident Affairs can support the trainee throughout the accommodation process including assisting with managing expectations for both the trainee and the program director.
- 2) **AP Assesses the Request:**
 - At any time, the AP may:
 - Request supporting documentation
 - Seek additional assessments or opinions
 - Implement an interim accommodation plan, in good faith, pending additional information.
- 3) **AP Develops the Accommodation Plan** in collaboration with the trainee:
 - AP uses [PGME Accommodation Plan Template](#) to develop the accommodation plan
 - AP will provide the approved accommodation plan to the trainee in writing.
- 4) **Implementation/ Communication of the Accommodation Plan:**
 - If the AP is Resident Affairs, the RA Director will send the accommodation plan to the Program Director for implementation/communication.
 - The PD will:
 - Obtain consent from the trainee to share the plan
 - Share the plan on a “need-to-know” basis to clinical supervisors (including outside of home program & electives outside of McMaster) and others (e.g., program administrators, chief residents) to implement and/or facilitate the implementation of the accommodation
- 5) **Maintenance and Monitoring of Accommodation Plan**
 - The trainee and the AP will review the plan no less frequently than once a year
 - If changes are needed, the trainee provides the related documentation from their healthcare provider to the PD and follow the relevant steps for submission of an accommodation request.

Information regarding how to manage complex situations, disagreement between the trainee and AP and/or PD on any step, examples of accommodation plans, and other important details can be found in the [PGME Accommodation Guidelines for Providers](#).