

**McMaster University – Resident Affairs, PGME  
Guideline for Requesting a Formal Review of an Accommodation Plan**

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.

It is expected that throughout the accommodation process, the trainee and the Accommodation Provider will work collaboratively to establish an accommodation plan which is agreeable to both parties. However, if an accommodation request is denied or there are difficulties in establishing a mutually acceptable accommodation plan, a request for a formal review of the decision may be submitted to the Assistant Dean, Resident Affairs and Associate Dean, PGME.

1. The request can be submitted by either the trainee or the Accommodation Provider, in writing and within 15 business days of receipt of the denied request or proposed accommodation plan.
2. The appeal submission must include a written statement with relevant details.
3. The Accommodation Advisor, PGME, will convene the Postgraduate Medicine Accommodation Panel (PMAP) when requested by the Assistant Dean, Resident Affairs and Associate Dean, PGME if the request meets the requirements for a review.
4. The Accommodations Advisor, PGME, acts as the Chair of PMAP and will determine the composition of the PMAP based on requisite expertise and relevance to the trainee's accommodation
  - A written summary of recommendations by PMAP will be provided to the Associate Dean, PGME, by the Accommodation Advisor
5. The Associate Dean, PGME, will notify the trainee and Accommodation Provider of the final decision in writing.
  - If the decision is a new or revised accommodation plan, it will be carried out as quickly as possible.
  - If the PMAP recommends that even with an accommodation plan, the trainee will be unable to successfully fulfil the essential requirements necessary to complete the training program due to the nature of their functional limitation due to disability, the issue will be referred to the Vice-Dean, Education, Faculty of Health Sciences.
6. The trainee shall have the right to appeal the decision of the Associate Dean, PGME based on the formal review. The appeal of a formal review decision may be submitted to the Vice-Dean, Education, Faculty of Health Sciences. For details of making an appeal of a formal review decision, please refer to the [PGME Policy for Accommodation of Trainees with Disabilities](#).