

Appendices

Appendix 1: Postgraduate Medicine Accommodation Panel (PMAP)

POSTGRADUATE MEDICINE ACCOMMODATION PANEL (PMAP) TERMS OF REFERENCE

Mandate

The Panel will function as an advisory body to the Associate Dean, PGME in any situations in which there are concerns that an accommodation request may not be reasonable, appropriate and/or may be denied, that it is being requested retroactively, and/or there are other challenges related to the request or implementation which would benefit from discussion or additional expertise. The PMAP shall consider the trainee and the functional impairment related to the disability, the learning and training environments in which the trainee is situated, and understand the competencies, duties, requirements, and standards of the training program at a specific time in the trainee's educational journey.

Membership

The PMAP will consist of the following members from within McMaster.

Voting Members

- Accommodations Advisor, PGME (Chair)
- Two program directors, PGME (not the trainee's program director – chosen by the Chair)
- One faculty member (not involved in supervision of the trainee, outside of PGME leadership and known to have a solid understanding of disability in medicine)
- Education Advisory Board (EAB) faculty member (if required at the discretion of the Associate Dean, PGME)

Regular Observers

- Program Manager, PGME
- Assistant Dean, Resident Affairs
- Director of Equity, Diversity, Inclusion and Accessibility (EDIA), PGME

The PMAP may include any of the following ad-hoc members (or others not mentioned here) when required and based on relevance to trainee accommodation under consideration. These members will be non-voting and will be asked to provide specific advice to the voting members of the PMAP.

Hospital Representatives

- Occupational Health Professional Nurse (St Joseph's Hospital)
- Ability Services Case Worker (Hamilton Health Sciences)
- Delegate from a relevant clinical environment

Other Representatives

- PARO (Professional Association of Residents of Ontario) Resident representative
- Content experts specific to elements of a specific case (may include but not limited to, medical condition expert, workplace health specialist, PGME program director or equivalent from another Canadian university)
- Other experts as deemed necessary

Reporting Structure

The Postgraduate Medical Accommodation Panel (PMAP) reports to the Associate Dean, PGME. The Chair of the PMAP will provide an annual report to the Associate Dean, PGME and the Assistant Dean, Resident Affairs.

Frequency

The PMAP will be convened and chaired by the Accommodation Advisor, PGME, when requested by the Assistant Dean, Resident Affairs, or the Associate Dean, PGME, to:

1. Consider formal review of initial Accommodation Provider recommendations (see Section E1),
2. Assist with accommodation recommendations, planning, and implementation for complex or challenging situations,
3. Review all requests for retroactive accommodation,
4. Function as an advisory body to the Associate Dean, PGME, and Assistant Dean, Resident Affairs, on any accommodation-related matter when requested.

The Accommodation Advisor, PGME, prior to convening the PMAP, may request consultation with:

1. University offices/individuals including but not limited to:
 - Equity and Inclusion Office
 - Faculty of Health Sciences Professionalism Office
 - Office of Legal Services
 - Program Director
 - Assistant Dean, Resident Affairs
 - Associate Dean, PGME
2. Other experts may be involved in cases where there are concerns that the accommodation may or will:
 - Compromise the trainee's ability to meet the *essential requirements or duties* set out by the program (e.g., residency or fellowship), College (e.g., College of Family Physicians or Royal College) and/or licensing authority (e.g., CPSO)
 - Require *fundamental alterations* to the program structure or standards
 - Compromise *patient safety* and care
 - Cause *undue hardship* to the institution

Composition

The Postgraduate Medical Accommodation Panel (PMAP) is chaired by the Accommodation Advisor, PGME. The membership of each panel will be determined in every instance that the panel is convened. The members will be chosen from an informal network of experienced professionals who have the required knowledge and expertise to review, consider, and make recommendations to the program director, Assistant Dean, Resident Affairs, and Associate Dean, PGME, on denied, complex and/or retroactive accommodation requests, decisions, and requests for formal review. The trainee will also participate in the process as the focus of the PMAP is the trainee's equitable opportunity to meet academic and or/training standards, objectives, and requirements

PMAP will consist of a minimum of three (3) voting members (including the Chair), who must be FHS faculty members. The composition of PMAP for a given meeting is at the discretion of the Accommodation Advisor with approval from the Associate Dean, PGME.

Trainees are invited to attend at the beginning of the PMAP meetings and/or can submit a written description of their accommodation needs and any other details that they wish to convey to the committee. In the spirit of ensuring equity and inclusion, trainees can request University-recognized support persons as observers at the meeting, but these are not guaranteed and must be approved by the Director, EDIA PGME and either the Assistant Dean, Resident Affairs, or the Associate Dean, PGME.

Trainees bringing legal representation to the meeting should notify the Chair, Assistant Dean, Resident Affairs, or the Associate Dean, PGME, in advance of the meeting. This request may result in delays in scheduling the meeting as University legal counsel will be required.

The primary Accommodation Provider(s) must attend the meeting and/or must provide a brief, written description of the issues or challenges related to the accommodation request or its' implementation or any other details which will benefit from the opinion of and recommendations by the PMAP. If the Program Director is not the Accommodation Advisor, they may be requested to attend and/or provide written information to the PMAP with direction from the Chair.

All attendees will be required to sign confidentiality agreements in advance of each meeting.

Functioning

The PMAP will be convened by the Accommodation Advisor, PGME (Chair). The trainee is invited to attend and/or provide written documentation. The Accommodation Provider must attend or provide written documentation. Panel meetings will consist of a minimum quorum of three voting members, selected by the Advisor based on the nature of the accommodation issues or challenges, and the learning or training environments in which the accommodations are requested. The Chair may invite ad-hoc members when case-specific advice or opinion(s) are required.

The Program Manager, PGME, will:

- Schedule the Panel meeting.
- Work with the Chair to determine which, if any, ad-hoc members are required for advice and expertise.
- Notify the trainee of the referral and, if the PMAP is for a formal review, request relevant supporting documentation for consideration by the Panel.
- Provide a list of Panel members to the trainee to identify potential conflicts of interest.
- Obtain all pertinent documentation from the referring office, including but not limited to the reasons for the referral.
- Distribute all documentation on a secure digital platform to the Panel members with sufficient time for review ahead of the meeting.

Meetings may be virtual or in-person and, when possible, held within thirty (30) business days of the Chair receiving the meeting request. If there is a delay beyond 30 business days, the trainee will be notified of the reason for the delay.

The Program Manager, PGME, will take minutes of the meeting. The Chair may request a portion of the meeting for private deliberation with the voting members and any non-voting members whom the Chair feels are needed to inform the discussion. The trainee and their approved representatives (where applicable) will not attend the private deliberation portions of the meeting. This section of the meeting will not be recorded as it is intended for deliberation and time to reach consensus in making a

recommendation only. The final recommendation of the PMAP will be made to the entire group of participants prior to the end of the meeting and it will be part of the minutes.

Recommendations

Recommendations of the Panel will be supplied in writing by the Chair for the consideration of the Associate Dean, PGME, after the Panel meeting.

- The Chair will typically have this information available within two (2) weeks of the meeting, but this timeline may change based on extenuating circumstances. If there are delays, this will be communicated to the trainee and the Associate Dean, PGME.

The Associate Dean, PGME, will notify, in writing, the final decision to the following individuals:

- Trainee
- Trainee's Program Director
- Assistant Dean, Resident Affairs
- Accommodation Provider (if not the trainee's Program Director)
- Accommodation Advisor (Chair, PMAP)

The final accommodation plan decision, as determined by the Associate Dean, PGME, will be implemented expeditiously.

The trainee shall have the right to appeal the decision of the Associate Dean, PGME, to the Vice-Dean, Education, FHS (see Section *E2: Appeal of a Formal Review Decision*). The trainee must submit the appeal within fifteen (15) working days after being notified of the decision by the Associate Dean, PGME.

Minutes of the Panel meeting, all submitted and considered documentation, any associated correspondence, and the final decision of the Associate Dean, PGME, will be retained in the trainee's confidential accommodation record (and is NOT part of the academic record) as outlined in section *D9: Data Gathering & Record Keeping*.