



TERMS OF REFERENCE

OBJECTIVE

When necessary to help develop, monitor, and revise disability accommodation plans for University of Ottawa (uOttawa) Post Graduate Medical Education (PGME) trainees consistent with the PGME Accommodation Policy and Process.

MEMBERSHIP

The Accommodation Planning Committee (APC) will be unique for each uOttawa PGME trainee. The exact composition will be dependent on the clinical, educational and/or accommodation requirements of the trainee.

The APC will be disbanded following the trainee's completion (including withdrawal or transfer) from the PGME training.

1. APC members will be selected by the virtue of their position.
 - a. The following individuals are considered core APC members and must be available at all meetings:
 - Assistant Dean, Faculty Wellness Program or delegate - CHAIR
 - Assistant Dean, PGME
 - Program Director of the trainee's program
 - The trainee involved
 - PARO representative (at the discretion of the trainee)
 - b. The APC might also seek input or request membership on the APC from the following:
 - Senior representative from specific clinical site i.e., The Ottawa Hospital (TOH), Montfort, CHEO, Royal Ottawa, Community Unit Director
 - uOttawa Human Rights Director
 - uOttawa legal counsel
 - The professional who assessed the disability (only with the consent of the trainee and with adherence to confidentiality as per the PGME Accommodation Policy and Process)
 - A support person for the trainee (i.e.: peer, mentor) at the discretion of the trainee
 - OMA Physician Health Program representative where they are already involved in supporting the trainee



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- c. APC members member must declare a potential conflict of interest with any case presented. The concerns will be disclosed by the member to the Chair, who will decide on the appropriate course of action. If the Chair of the committee declares a conflict of interest, an interim chair from the faculty membership of the committee will be appointed by the Vice Dean, Faculty Affairs.

MEETINGS

1. Calling a meeting will be dependent upon one or more of the following:
 - a. The request of any of the core Accommodation Committee Members;
 - b. The urgency/timelines of the meeting;
 - c. The accommodation needs of the trainee.
2. Frequency of meetings will be dependent upon the requests that are made. The Committee will meet as expediently as possible, ideally within 3 weeks of the request.
3. Meetings will be organized by the FWP. Administrative support, including scheduling, generating agendas, distribution of documentation, and writing minutes will be provided by the FWP.
4. Minutes of all meetings will be transcribed and kept in electronic and/or paper file in a confidential location. The minutes will be made available to the APC Members and individuals present at the meeting.

DUTIES

1. To ensure an accommodation plan is developed and consistent with the PGME Accommodation Policy and Process.
2. To keep a record of information regarding the request for accommodation that come to the APC. This includes: the nature of the accommodation granted, the dates of implementation, as well as any subsequent modification to the original accommodation plan.
3. To help determine whether further accommodation is reasonable in the case of a trainee who does not progress as expected.

CONFIDENTIALITY

The committee shall meet via video conference. The documents provided to the committee at meetings shall be retained by the Program Officer, Faculty Wellness Program. All deliberations of the committee and all information received by the committee shall be confidential except for when such disclosure as is necessary for the committee's report. Confidential records of all information regarding the committee minutes shall be



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placed and kept secure with the FWP. This information will not form part of the trainee's academic record.

APPEAL

Should the trainee wish to appeal the recommendations of the APC the matter will be referred to the Vice Dean of PGME whose decision is final. Further information on appeals is outlined in the PGME Accommodation Policy and Process.

Committee

Postgraduate Medical Education Committee (PGEC)
Faculty Council

Approval Date

June 16, 2021
September 14, 2021