

# FAQ Accommodations

## 1. How do I make a request for accommodation?

- a. You can request a meeting with Resident Affairs to discuss the accommodation process at Dalhousie ([Contact Us - Resident Affairs - Dalhousie University](#))
- b. You can submit your request ([Link for Request for Accommodation Form](#)) by email to the Asst. Dean Resident Affairs (for NS and PEI based residents) or the Asst. Dean Student & Resident Affairs DMNB for NB-based residents [Resident Affairs - Dalhousie University](#) (Assistant Dean =ADRA) (Assistant Dean =ADRA)
- c. Accommodation requests may vary from simple to complex. For complex requests, the Accommodations Advisory Committee (AAC) may be asked to review your request and provide guidance and recommendations. ([Link for Accommodation Advisory Committee \(ACC\) Process Map](#))
- d. The ADRA will assist the resident in preparing their submission to the AAC.

## 2. What will Resident Affairs ask me about if I want to pursue an accommodation in residency?

- a. Why are you seeking an accommodation?
- b. On what basis is your request being made, relative to what protected grounds for accommodations? ([Human Rights and Equity Services - Office of Equity and Inclusion - Dalhousie University](#))
- c. What are the identified/anticipated barriers the accommodation(s) will assist with? You include suggestions for possible accommodations that will reduce barriers to participation in PGME activities?
- d. Have you applied for accommodation through any other route?
- e. Have you had accommodations in the past? Related to this request or otherwise?
- f. You may be asked to provide additional documentation to support the request

## 3. Who may see my submitted information and is my request confidential?

- a. Resident Affairs retains your submitted information and only share what is required to review your accommodation request in a robust manner in accordance with policy. No sharing of information may be required at all. However, for more complex cases and with your written consent, the AAC will be provided certain documents to review. In some cases, the AAC may seek broader consultation requiring review of the documentation you provided.
- b. Your privacy is of utmost importance. It may be necessary to share your personal information, including limited personal health information, on a need to know and confidential basis with individuals involved in assessing the accommodation sought or in implementing the accommodation.
- c. You will be informed by the RA office of each step in the processing of your request to ensure ongoing consent to act on your behalf.

## 4. Will I have to have any in person/virtual meetings to review an accommodation request?

Initially, you will meet with ADRA to discuss your request.

### a. For Simple Requests

For simple requests, you will meet with the ADRA and Program Director/ Site Director to decide what accommodation(s) can be reasonably provided and how it will be implemented

**b. For Complex Requests**

For complex requests, the ADRA will forward your request to the AAC for review. All meetings are held in as timely a way as possible with the goal of minimal disruption to your schedule. You may be asked to meet with the committee only if they require further information. Should you be asked to attend a meeting with the AAC, the ADRA can attend with you to provide support. Your Site Director (SD)/Program Director (PD) may also be asked to attend depending on the complexity of the accommodation request.

**5. What about Family Status requests?**

Family Status requests can be submitted as per protected grounds under Human Rights legislation. As with other accommodation requests, barriers and means to address same must inform the request. As an example of this type of request, information on breastfeeding accommodations can be found on the Dalhousie Student Accessibility Center (SAC) link- note that the language refers to students, but similar principles may apply to residents. [Accommodation - Office of Equity and Inclusion - Dalhousie University](#).

**6. Who will cover any costs related to accommodations/ assistive technology?**

- a. The university will not cover costs incurred as part of making your accommodation request (example: consultation fees, costs for obtaining reports for submission will be paid by the trainee) i.e. equipment, adaptations to learning environment, some assistive technology.
- b. The university and/or employer have a duty to accommodate to the point of undue hardship and as such certain expenses may be covered once the accommodation is determined- ie. equipment, adaptations to learning environment, some assistive technology.

**7. Who is responsible to bring accommodation requests forward?**

It is a trainee's responsibility to bring an accommodation request forward. An accommodation request can be made prior to starting or at the beginning of residency or at any time during training.

**8. If I attended Dalhousie as an undergraduate medical student, do my accommodations automatically roll over to PGME/Program?**

No. There is no forward feeding of undergraduate accommodations by UGME to PGME at Dalhousie or by other institutions to Dalhousie. Trainees are encouraged at the time of admission to explore any accommodation requirements with RA, and/or their Program as a starting point.

**9. Do any accommodations with Dalhousie automatically apply to Medical Council of Canada (MCC), Canadian College of Family Physicians (CFPC) or Royal College of Physicians and Surgeons of Canada (RCPSC) certification exams?**

No. The MCC and each College have their own process for exam accommodation requests. Documentation from PGME/RA may be requested to support such requests. You are encouraged to carefully review the timelines and processes posted on the MCC, RC and CFPC websites as both require significant advance notice to work through accommodation requests.

**10. Do I need to advise preceptors of my accommodations directly or will they be informed by PGME/Program?**

- a. You must discuss accommodations with preceptors/unit teams when patient care and duties are impacted. Examples include sign out breaks to accommodate breastfeeding or when on-call duty hours differ from the usual. Rotation supervisors will be advised by your Program of accommodations, however, to ensure continuity of patient care and support of the accommodation, you should be prepared to address the accommodation in the learning environment

- b. Your consent is required for your Program to inform those who “need to know” such as clinical supervisors/preceptors.

**11. What is the duration of my accommodation?**

The duration of an accommodation will depend on the request. Typically, an accommodation will be approved for a defined period ranging from weeks to a full academic year at which point a review will take place between you and the ADRA. Should the accommodation require adaptations, you may be required to submit a new request and possibly additional documentation.

**12. What if I get push back, or experience mistreatment related to due to my accommodations while on my clinical rotations?**

In these circumstances, you are advised to contact the ADRA, Office of Professional Affairs and/or your PD/SD with any concerns about resistance to appropriate application of an approved accommodation, or any other form of mistreatment [Office of Professional Affairs - Faculty of Medicine - Dalhousie University](#).

**13. How long will the process take and what do I do meantime?**

You are encouraged to provide required documentation in as timely a way as possible which may involve discussion in advance of commencing your PGY1 year for new trainees. While under review, temporary accommodations may be offered on an interim basis. Timelines may vary from several days to several weeks depending on the complexity of the request.

**14. What if I no longer need the accommodation?**

If you no longer require or deny the need for an accommodation, you will meet with the ADRA. Updated medical documentation may be required. Such conversations will be documented and new medical documentation supporting this will be required by The ADRA who will subsequently inform PGME and your PD/SD.