

Resident and Fellow Guide to the Interactive Process for Reasonable Accommodation

If you believe you may have a medical condition that impacts your ability to perform your job, notify your Program Director and contact **Disability Management Services (DMS)**. This is the beginning of the interactive process. **It is important to start this process as**



early as possible to try to avoid delays or interruptions in your ability to work. You do not need to share any information about your condition with your Program Director.

Below are the steps we will take once you begin the interactive process.

1. After you contact DMS, you will receive an email with a form that your health care provider can complete to provide information about your functional limitations. **We do not ask for your diagnosis.**
2. A **Functional limitation** is a medical restriction or limitation that impacts an individual's ability to perform their job duties. For example, "no keying more than 30 minutes/hour", "no standing more than 3 hours without a 5-minute seated break," or "requires 10-minute break every 2 hours to self-administer medication."
3. After you submit information about your functional limitations, DMS will discuss with you the limitations you are experiencing at work and ideas you have about accommodation(s) that may work for you. DMS may schedule an interactive meeting with you and your Program Director to explore reasonable accommodations. During this meeting we will:
 - Review your functional limitations in reference to the demands of your program.
 - Identify essential functions, meaning the core duties a person in this role must be able to do to meet your program's training requirements.
 - Determine if your limitations interfere with your residency or fellowship.
 - Discuss possible accommodation options. DMS will assist with exploring ideas and suggest reasonable accommodation options and solutions with you and your Program Director. If there are no reasonable accommodations, we may discuss other options with you.

****** The interactive process may be delayed if there is incomplete or insufficient medical documentation, we are trying out different accommodation options, or we need to research accommodation options.