

Policy Name:	Essential Skills and Abilities (Technical Standards) for Admission, Promotion or Graduation in the PGME Program, and Accommodation
Application/ Scope:	All PGME Programs
Approved (Date):	PGME Executive Committee: October 22, 2013 Faculty Executive Council: April 30, 2014 PGME Policy Development Committee: December 13, 2019
Review Date:	
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BACKGROUND

The Manitoba Human Rights Code identifies that all individuals be accorded equality of opportunity, and that failure to reasonably accommodate a special need based on a protected characteristic is discrimination. The University of Manitoba is committed to facilitating the integration of residents with disabilities into the University's Postgraduate Medical Education Programs.

The University of Manitoba is specifically committed to reasonable accommodation of the needs of residents with documented disabilities by making efforts to create a barrier-free learning environment and by providing other supports and services within the limits of available resources. The University of Manitoba will endeavour to meet the identified needs of each resident by adapting services, courses, and programs if feasible and as resources allow, while maintaining appropriate academic standards. The University expects that the responsibility for making reasonable accommodations will be shared by the resident, employer, instructors and support staff. Within the College of Medicine, each resident with a disability is entitled to reasonable accommodation that will assist them to meet the academic as well as the technical standards.

DEFINITIONS

Accommodation Team (AT) – the Faculty/School or College team established to work with Student Accessibility Services on the provision of Reasonable Accommodations when Student Accessibility Services identifies the Reasonable Accommodation as Non-Standard or unusual for the circumstances. It is intended that AT will be engaged early on in the process when necessary

CaRMS – Canadian Resident Matching Service

CFPC – College of Family Physicians of Canada

CPSM – College of Physicians and Surgeons of Manitoba

Disability – For the purpose of this policy and related procedures a resident with a disability is a person who experiences a mental, cognitive, physical or sensory impairment for which they may require accommodation

Home Residency Program – the Residency Program in which the resident is based.

MCCQE Part II – Medical Council of Canada Qualifying Examination Part II

PARIM – Professional Association of Residents and Interns of Manitoba

PGME – means Postgraduate Medical Education and refers to the Office of Postgraduate Medical Education, which operates within the Max Rady College of Medicine. It represents postgraduate medical education at the University of Manitoba through residency, fellowship, Areas of Focused Competence, post-doctoral and other training programs. The programs which PGME oversees are those accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), the Canadian Psychological Association (CPA), the Canadian Academy of Clinical Biochemistry (CACB), the Canadian College of Microbiology (CCM) and the Canadian College of Medical Genetics (CCMG). Applicable to all of its training programs, PGME develops and administers policies and governs through the PGME committees. The PGME Office is overseen by the Associate Dean, PGME, Max Rady College of Medicine

PGME Student Affairs and Wellness Office – serves as a liaison to many campus services such as career and personal coaching, student accessibility services and student advocacy. Work on behalf of postgraduate trainees with all levels of medical program administrators, Deans, faculty and various departments in the Max Rady College of Medicine

RCPSC – Royal College of Physicians and Surgeons of Canada

Reasonable Accommodation – refers to a modification of service, equipment or special arrangement put in place to create an accessible learning, training and work environment in a university or other training or work setting for a resident with a documented disability. A Reasonable Accommodation must not result in an undue hardship on the University or the Employer (i.e. Shared Health)

Resident – an individual enrolled in one of the accredited Residency Programs under the authority of the Associate Dean, PGME. The following is a listing of Resident categories within PGME at the Max Rady College of Medicine:

- A postgraduate learner who has obtained a Doctorate of Medicine (MD) or Doctorate of Osteopathic Medicine (DO) and has an educational or a general license from the College of Physicians and Surgeons of Manitoba (CPSM)
- A learner enrolled in the Clinical Psychology Program
- A learner enrolled in one of the Post-Doctoral Residency Programs:
 - Clinical Biochemistry
 - Genetics and Genomic Diagnostics (formerly known as Molecular Genetics and Cytogenetics)
 - Clinical Microbiology
- A learner enrolled in one of the College of Dentistry Programs

- Oral and Maxillofacial Surgery
- Pediatric Dentistry

SAS – Student Accessibility Services, University of Manitoba

Shared Health – is the organization that delivers specific province-wide health services and supports centralized administrative and business functions for Manitoba health organizations

1. PURPOSE

- 1.1 To outline the required skills and abilities (technical standards) that all candidates for admission, promotion or graduation in the PGME Program must meet to successfully demonstrate the required competencies
- 1.2 To provide guidance to support and to promote the training of residents requesting accommodation, in compliance with applicable laws and the [University of Manitoba Accessibility Policy](#) and [Student Accessibility Procedure](#)

2. POLICY STATEMENTS

- 2.1 All candidates for admission, promotion or graduation in the Postgraduate Medical Education Program must have the following essential skills and abilities (“Technical Standards”) to successfully achieve the required competencies. The skills and abilities are grouped in five broad areas:
 - 2.1.1 **Observation and Perception Skills:** A resident must be able to acquire required information as presented through demonstrations and experiences in the basic sciences. Also, the resident must participate progressively in patient encounters and observe a patient accurately and acquire relevant health and medical information from written and electronic documents, images, and digital or analog representations of physiologic data. The required observation and information acquisition and analysis necessitate the functional use of visual, auditory and somatic sensation. Candidates may demonstrate the ability to acquire essential observational information with or without accommodation that may include the use of assistive technology
 - 2.1.2 **Communication Skills:** In the course of study in the PGME Program, the resident must be able to progressively create rapport and develop therapeutic relationships with patients and their families and establish effective communication with all members of the medical school community and healthcare teams. A resident must facilitate the education of students and physicians in training, colleagues and co-workers in academic and clinical settings. A resident must be able to effectively elicit and clarify information from individuals and groups of individuals. A resident must also be able to progressively acquire the ability to coherently summarize and effectively communicate a patient’s condition and management plan verbally, and in written and electronic form. Candidates may demonstrate effective communication with patients and teams with or without accommodation that may include the use of assistive technology
 - 2.1.3 **Motor Skills:** A resident must possess sufficient motor function to develop the skills required to safely perform a physical examination on a patient, including palpation, auscultation, percussion, and other diagnostic maneuvers. The examination must be done independently and competently in a timely fashion. Such

actions may require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch. A resident must be able to execute motor movements reasonably required to attain the skills necessary to perform diagnostic procedures, and provide general and emergency medical care to patients in outpatient, inpatient and surgical venues. Candidates may demonstrate the ability to complete and interpret physical findings with or without accommodation that may include the use of assistive technology

- 2.1.4 **Intellectual-Conceptual and Integrative Skills:** A resident must demonstrate higher-level cognitive abilities necessary to measure, calculate, and reason in order to conceptualize, analyze, integrate and synthesize information. In addition, the resident must be able to comprehend dimensional and visual-spatial relationships. All of these problem-solving activities must be achieved progressively in a timely fashion. These skills must contribute to sound judgment based upon clinical and ethical reasoning
- 2.1.5 **Behavioural Attributes, Social Skills and Professional Expectations:** A resident must consistently display integrity, honesty, empathy, compassion, fairness, respect for others, professionalism, and dedication. Residents must take responsibility for themselves and their behaviours. The resident must promptly complete all assignments and responsibilities attendant not only to the study of medicine, but also to the diagnosis and care of patients. It is essential that a resident progressively develop mature, sensitive and effective relationships with patients and their families, members of the medical community, and healthcare teams. The resident must be able to tolerate the physical, emotional, and mental demands of the PGME Program and function effectively under stress. It is necessary to adapt to changing environments, and function in the face of uncertainties that are inherent in the care of patients. A resident must care for all individuals in a respectful and effective manner regardless of gender, age, race, sexual orientation, religion, or any other protected status identified in the University of Manitoba Respectful Work and Learning Environment Policy
- 2.2 Home Residency Programs may define any discipline-specific essential skills and abilities in addition to those outlined in 2.1, and these shall be posted on the respective CaRMS websites. The objectives for achieving certification and the essential competencies are determined by each individual Home Residency Program. To become certified, all residents must demonstrate a full understanding of the required competencies of their Home Residency Program
- 2.3 All applicants to the PGME Program of the Max Rady College of Medicine must review this document to assess their ability to meet these standards. All prospective trainees are made aware of this policy on the PGME website under the [Prospective Trainees](#) section. All applicants offered admission will be required to acknowledge such review and assessment, via sign off in their letter of offer
- 2.4 Any candidate for residency who cannot attain the required skills and abilities through their course of study may be required to withdraw from the PGME Program
- 2.5 Reasonable accommodations may be required by a resident to meet these standards. Requests for University-provided accommodations will be granted if the requests do not cause a fundamental alteration of the PGME Program, do not cause an undue hardship on the University and/or Shared Health, are consistent with the standards of the medical profession and are recommended by SAS. The Max Rady College of Medicine is required to follow the University of Manitoba Accessibility Policy and Student Accessibility Procedure

- 2.6 Residents requiring accommodation shall register with SAS and register with the RCPS or CFPC and follow the process in accordance with the University of Manitoba Student Accessibility Procedure. Timely requests are essential and encouraged. The PGME Student Affairs and Wellness office works collaboratively with SAS and PGME programs to support residents with accommodation needs. The Max Rady College of Medicine will consider each resident's accommodation request in accordance with the University of Manitoba Student Accessibility Procedure. This will include input from the Residency Program, Department/Section, Shared Health, as the employer and may also include input from other relevant bodies
- 2.7 Residents with granted accommodations might require or may request an extension of time within which to complete their Residency Program but must complete their training within the required time as per the guidelines from the RCPSC or the CFPC. Such requests are considered on a case-by-case basis and must be approved by the Associate Dean, PGME
- 2.8 Regulations are issued from time to time by the RCPSC and the CFPC regarding the accommodation of candidates undertaking examinations as a component of eligibility for licensure: such regulations are supplemental to general information available to all candidates. Accordingly, residents are encouraged to contact the RCPSC and the CFPC regarding examination accommodations
- 2.9 All personal information, including personal health information, shall be kept confidential in accordance with The Freedom of Information and Protection of Privacy Act (Manitoba) and The Personal Health Information Act (Manitoba) (Reference of Appendix)
 - 2.9.1 The information will be shared with only those who need to know, in order to give effect to the University of Manitoba Accessibility Policy and its Procedures and to assist the resident in obtaining reasonable accommodations
 - 2.9.2 Information on the recommended accommodations, the dates of implementation, as well as any subsequent modification to the original accommodation will also be kept in the resident's confidential active file in the PGME Office. This information will not form part of the resident's academic record
 - 2.9.3 The specific logistical requests for accommodation will be forwarded to those responsible for facilitating them
- 2.10 Any resident within a Residency Program who cannot attain the required competencies, despite Reasonable Accommodation, may be requested to withdraw or may be dismissed from the Residency Program
- 2.11 Residents who believe they have not been treated fairly respecting a request for accommodation or who believe they were not reasonably accommodated, shall follow the reconsideration process set out in the University of Manitoba Student Accessibility Procedure and the appeal process in the University of Manitoba Student Accessibility Appeal Procedure. Residents are encouraged to consult with SAS

3. PROCEDURES

- 3.1 Residents are informed of the process to request accommodation by means of the following:

- PGME/Shared Health Resident Trainee Letter of Offer
- Orientation Session for New Residents prior to the commencement of the Home Residency Program
- This policy is posted on the PGME Program website
- The University of Manitoba Accessibility Policy and Student Accessibility Procedure is posted on the University of Manitoba website

3.2 Residents requiring accommodation can be identified, as follows:

- 3.2.1 The resident may be previously registered with SAS through a previous course of study and is now applying to a Residency Program. On selection to the Residency Program they may indicate in the selection package the desire to continue receiving accommodation and contact SAS
 - 3.2.2 On selection to a Residency Program, the resident may indicate a need for accommodation in the selection package and contact SAS
 - 3.2.3 In the course of the Residency Program, a resident may disclose information to the Associate Dean, PGME Student Affairs & Wellness or the Associate Dean, PGME or the Residency Program Director or Shared Health, as employer, indicating that they would benefit from accommodation. SAS will be contacted by the individual to whom the information was disclosed
 - 3.2.4 Should a request for accommodation arise in the course of remediation proceedings as a rationale for failure of a rotation(s) or an examination(s), accommodation will be addressed in the context of the Remediation Agreement and any future request for accommodation shall be made through SAS
 - 3.2.5 The resident may contact SAS directly to request accommodations
- 3.3 A resident requesting accommodations shall follow the process, and provide the information, outlined in the University of Manitoba Student Accessibility Procedure
 - 3.4 Once SAS is informed of a resident requesting an accommodation, SAS will follow the process outlined in the University of Manitoba Student Accessibility Procedure, including meeting with the resident and forwarding recommendations for reasonable accommodations to the Associate Dean, PGME Student Affairs & Wellness
 - 3.5 Once SAS is informed of a resident requesting accommodation, the Associate Dean, PGME Student Affairs & Wellness Students will take the lead in coordinating discussion with SAS, any required outside parties, the Residency Program Director, the Associate Dean, PGME and relevant Max Rady College of Medicine PGME Office staff in to plan accommodations. An Accommodation Team may be created to assist in implementing a plan of reasonable accommodation
 - 3.6 If the requested accommodation requires workplace accommodations such as an environmental sensitivity or the need for an assistive device, the Home Residency Program Director will contact the Site Coordinators of the training sites to develop an accommodation plan consistent with the procedures and policies of that site
 - 3.7 For certification examinations, residents requiring special examination accommodations, the RCPSC and CFPC guidelines will apply

- 3.7.1 Residents who require particular consideration at the examination must notify the [RCPSC/CFPC](#) Offices of Education by the registration deadlines as outlined in their requirements on their respective websites
- 3.8 Should reasonable accommodations be granted, a letter will be sent by the Home Residency Program Director to the resident, with a copy to the Associate Dean, PGME Student Affairs & Wellness and the Associate Dean, PGME, confirming that the granted reasonable accommodations will be in place
- 3.9 Interval reports may be required from health care practitioners involved in the resident's medical care
- 3.10 Accommodation plans must be reviewed regularly to ensure accordance between accommodation needs of the resident and requirements of the Home Residency Program
- 3.11 If it becomes apparent that despite reasonable accommodations, the resident is unable to successfully meet the required skills and abilities of the PGME Program and the Home Residency Program, the resident is encouraged to seek career counseling from a mentor, faculty member, or the Associate Dean, PGME Student Affairs & Wellness for advice regarding alternate career options. Alternate career options may include transferring to another Residency Program, geographic speciality or both, or withdrawal from the Residency Program

POLICY CONTACT: Associate Dean, PGME Student Affairs & Wellness and Associate Dean, PGME

REFERENCES

CaRMS, Accessible Customer Service Policy,
<https://www.carms.ca/policies/>

College of Family Physicians of Canada, Specific Standards for Family Medicine Residency Programs Accredited by the College of Family Physicians of Canada, Red Book 2020
<https://www.cfpc.ca/en/education-professional-development/residency-program/residency-program-accreditation>

College of Family Physicians of Canada, Exam Accommodation for Special Needs and Impediments,
https://www.cfpc.ca/uploadedFiles/Education/Exam_Information/Policy_on_Accommodation_for_Special_Needs.pdf

Council of Ontario Faculties of Medicine (COFM), Policy Document
Essential Skills and Abilities Required for the Study of Medicine, October 2016
<https://cou.ca/wp-content/uploads/2003/11/COU-Essential-Skills-Abilities-Required-for-Entry-to-Medical-Program.pdf>

Government of Manitoba, *The Human Rights Code*, June 4, 2018
<http://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>

Royal College of Physicians and Surgeons of Canada, Candidates requiring exam accommodation, 2019
<http://www.royalcollege.ca/rcsite/credentials-exams/writing-exams/registration/candidates-requiring-exam-accommodation-e>

University of Manitoba, College of Medicine, Essential Skills and Abilities for Admissions, Promotion and graduation in the MD Program
<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies#max-rady-college-of-medicine>

University of Manitoba, Accessibility Policy and Student Accessibility Procedure
https://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html

University of Manitoba, PGME Resident Assessment Attendance, and Evaluation Policies
https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit#user_Assessments_Attendance_and_Evaluation

University of Manitoba, Student Accessibility Services
<http://umanitoba.ca/student-supports/accessibility>

University of Manitoba, Student Accessibility Procedure
http://www.umanitoba.ca/admin/governance/media/Student_Accessibility_Procedure_-_2017_09_01.pdf