

SUNY DOWNSTATE MEDICAL CENTER  
GME POLICIES AND PROCEDURES



**SUNY  
DOWNSTATE**  
Health Sciences University  
Office of Graduate Medical Education

University Hospital of Brooklyn  
College of Medicine  
School of Graduate Studies  
College of Nursing  
School of Health Related Professions  
School of Public Health

**SUBJECT: ACCOMMODATIONS FOR DISABILITIES**

Originating Department: Institutional Policy  
Date Approved by GMEC: 12.18.2019  
Revisions: 12.13.2019

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*In accordance with section IV.H.4 of the ACGME Institutional Program Requirements, the Sponsoring Institution must have a policy, not necessarily GME-specific, regarding accommodations for disabilities consistent with all applicable laws and regulations.*

**SUNY Downstate Health Sciences University**  
Office of Diversity & Inclusion

## Disability and Workplace Accommodation Policy

### **Section I Overview**

SUNY Downstate Health Sciences University ("Downstate") provides qualified individuals with disabilities the opportunity to participate in its programs, activities, and employment, in compliance with the Americans with Disabilities Act (as amended), the Rehabilitation Act of 1973, the Pregnancy Discrimination Act, and the New York State Human Rights Law.

Downstate will not discriminate against any employee or applicant for employment (including residents and fellows) because of physical or mental disability, or because of pregnancy. Downstate agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities and pregnant employees without discrimination.

### **Section II Employees and Applicants**

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Any employee/applicant (including residents and fellows) with a physical or mental impairment that substantially limits his/her ability to perform the essential functions of his/ her position may request a reasonable accommodation.

Downstate's Americans with Disabilities Act (ADA) Coordinator is responsible for ensuring compliance with this policy and data collecting, and for keeping records of all employee requests for accommodations.

Employees and applicants are protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation under appropriate federal and state law.

### **Section III Students**

Students who wish to request accommodations for their academic program should contact the Office of Student Affairs at 718-270-2187. The Office of Student Affairs is responsible for data collecting and keeping records of all student requests for accommodations.

### **Section IV Procedures for Requesting Reasonable Accommodations**

Employees or prospective employees/applicants with disabilities (as defined in federal law) and employees or prospective employees/applicants who are pregnant may request reasonable accommodations in the workplace. Such requests may be made regardless of title, salary, salary grade, bargaining unit, or employment status (permanent, temporary, provisional).

- Employees in need of an accommodation shall make such a request in writing to the ADA Coordinator in the Department of Human Resources at [Human\\_Resources@downstate.edu](mailto:Human_Resources@downstate.edu) or by mail at Box 53.
- The employee, the ADA Coordinator, and the employee's supervisor (if necessary) should engage in an interactive process to determine whether and what type of accommodation would be effective.
- As part of this interactive process, it is important that an employee advise the ADA Coordinator precisely how limitations from a disability affect the employee's ability to perform the duties of his/her position. If the employee knows what type of reasonable accommodation would be helpful, s/he should advise the ADA Coordinator and his/her supervisor.
- The ADA Coordinator can suggest alternative accommodations and the individual should consider whether they would be effective. The ADA Coordinator does not have to provide the specific accommodation requested, but rather must offer an effective reasonable alternative, unless doing so would create an undue burden for SUNY Downstate.
- The ADA Coordinator will conduct a comprehensive review of the request for accommodation, which may include:
  - Requesting and assessing of medical documentation
  - Meeting with the employee
  - Arranging for a job analysis

### **Review of Accommodation Decision**

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Should an employee/student not agree with the accommodation being provided or if the request for accommodation is denied, and the employee believes the basis of the denial is due, in part, to discrimination, the employee may contact the Office of Diversity and Inclusion in accordance with Downstate's discrimination complaint procedures.

**Recordkeeping**

The ADA Coordinator is responsible for collecting the information on all accommodation requests including the number made and type(s) of accommodation provided to employees. The Office of Student Affairs is responsible for collecting the information on all accommodation requests including the number made and type(s) of accommodation provided to students.

Medical records are confidential. Medical documentation submitted or obtained may only be used to evaluate the request for accommodation. Employee medical records shall be secured in a separate and confidential file in the Department of Human Resources. Student medical records shall be secured in a separate and confidential file and maintained in the Office of Student Affairs.

Approved by GMEC and DIO, effective 12/18/2019

  
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Chairman of the GMEC

  
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DIO