Policy on
Essential Functions Required for the MD Program
for Admissions, Continuation, and Graduation
and
Disability Accommodation

Effective July 1, 1997

I. Purpose: The John A. Burns School of Medicine (JABSOM) is committed to training competent, caring physicians through quality undergraduate and post-graduate medical education. To insure that JABSOM also meets its ethical responsibility to society to protect the safety and welfare of patients, as well as careful and individual attention to the needs of each candidate for the MD degree, the faculty has established a list of essential functions criteria.

Of importance is that JABSOM recognizes the MD degree as a broad, undifferentiated degree requiring the acquisition of general knowledge and basic skills performed in a reasonably independent and autonomous manner in all fields of medicine. The education of a physician requires the assimilation of knowledge, the discipline of life-long learning, the acquisition of skills, and the development of critical judgment in preparation for independent and appropriate decisions required in medical practice.

In accordance with the University of Hawai'i's EEO/AA and Nondiscrimination and Affirmative Action policies (Appendix 1- Executive Policy EI.202), Sections 503/504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, reasonable accommodations may be made to facilitate the progress of the otherwise qualified disabled candidate where such accommodations do not require fundamental alteration of the nature of the program; significantly lower or effect substantial modifications of standards; or significantly affect the rights of other students.

II. Policy:
A. IDENTIFICATION OF ESSENTIAL FUNCTIONS: JABSOM has an ethical responsibility for the safety and welfare of patients with whom candidates will come into contact both before and after graduation. Therefore, patient safety is a major factor in establishing these essential functions, and the JABSOM faculty retains the freedom and ultimate responsibility for the selection of students; the design, implementation, evaluation of its curriculum; evaluation of students; and the final determination of granting a medical degree. Admission, promotion, continuation and graduation decisions are based not only on prior satisfactory academic achievement, but also on non-academic factors which serve to insure that the candidate can fulfill the following essential functions of the academic programs required for graduation.

1. Observational Skills: Candidates must be able to master a defined level of information. This information will be presented in a variety of learning formats, including, but not limited to, colloquia and demonstrations in the basic sciences, physiologic and pharmacologic demonstrations on computers, observation of microbiologic cultures, microscopic slides and gross studies of human tissues in normal and pathologic states. Beyond the observational skills necessary to acquire information, candidates must possess certain observational skills in assessing the patient. Candidates must be able to observe a patient accurately at a distance and close at hand, as well as observe written and graphic information, e.g., EKG's and imaging studies, regarding the patient, including the use of visual, auditory and somatic sensation, and is enhanced by the functional use of other sensory modalities.

If, for any reason a candidate's ability to observe or acquire information through the above mentioned sensory modalities is inhibited, the candidate must demonstrate the ability to obtain the required information, whether basic or clinical sciences related, in an alternative fashion.

2. Communication Skills: Candidates must be able to communicate effectively and sensitively utilizing both oral and written communication skills with patients, their families and with all members of the health care team using traditional or alternative means in a timely fashion. Candidates must be able to create and comprehend written material such as medical records, laboratory reports and pharmacologic prescriptions and must possess adequate interpersonal skills, empathy towards others, and willingness to interact cooperatively in all professional environments.
3. **Motor Skills:** Candidates must have sufficient motor skills to carry out all necessary procedures involved in the learning of the basic and clinical sciences as well as those required in the hospital and clinical environment in an independent and autonomous manner. These include, but are not limited to, physical examinations, surgical, clinical, laboratory and other technical procedures required for learning, diagnosis and treatment. Candidates must possess the motor skills necessary to perform palpation, percussion, auscultation, and other diagnostic maneuvers to complete basic and specialized portions of the physical examination of a patient. Candidates are expected to execute movement and assume reasonable bodily postures required to provide general diagnosis and treatment of patients, as well as emergency medical care such as, but not limited to cardiopulmonary resuscitation, securing an airway, and administration of medication.

4. **Intellectual/Conceptual Abilities:** Candidates must have sufficient cognitive capabilities to assimilate the technically detailed and complex information presented in colloquia, tutorials, individual teaching sessions and clinical settings, and must be able to measure, calculate, reason, analyze, recall and synthesize information across various modalities and form and test hypotheses. In addition, candidates should be able to comprehend the three-dimensional relationships and understand spatial relationships of structure. Problem solving, the critical and essential skill demanded of physicians, requires all of these intellectual abilities, which must be performed in a timely fashion.

5. **Behavioral And Social Attributes:** Candidates must possess the emotional health and maturity required for full utilization of intellectual abilities, and to exercise good judgment in the diagnosis and treatment of patients. Required skills include the ability to function in stressful and demanding environments, and demonstration of the flexibility to cope with changing situations and the ambiguity inherent in medical problem solving.

Candidates must demonstrate compassion, honesty, integrity, concern and respect for others. In addition to possessing an intrinsic desire for excellence, candidates must possess tolerance for and acceptance of difference, and show interest and motivation to become an effective physician.

Candidates must understand and accept their role as health care providers within their communities.

**B. NON DISCRIMINATION:** In accordance with the University of Hawai‘i at Manoa's Nondiscrimination and Disability Access Policy Statement, JABSOM is committed to the principle of equal opportunity and affirmative action, and, as such, ascribes to a policy of non-discrimination on the basis of race, sex, age, religion, color, national origin, ancestry, marital status, arrest or court record, sexual orientation, veteran status, or disabilities, both visible and invisible, for otherwise qualified individuals. This includes admission and access to and participation in the School's programs, activities and services. JABSOM strives to promote full realization of equal opportunity through a positive, continuing compliance with the affirmative action mandates of Federal Executive Order 11246.

Under **Title IX of the Education Amendment Act of 1972**, the University of Hawaii has a responsibility to ensure that students have a learning environment that is free of gender discrimination and sexual harassment.

Sexual harassment is a form of discrimination prohibited by Title IX. If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible. As a medical student at the John A. Burns School of Medicine, there are a number of potential resources available to you:

- All students at the University of Hawai‘i at Manoa (including JABSOM medical students) fall under the oversight of the University of Hawai‘i Title IX Coordinator, Dr. Lori Ideta (Vice Chancellor for Student Affairs, University of Hawai‘i at Manoa, lideta@hawaii.edu, or 956-3290).

- The JABSOM Office of Student Affairs (smerz@hawaii.edu, 692-1000, or via JABSOM Security after hours, weekends or holidays 692-0911) is available to JABSOM medical students “24/7” and works very closely with the UH Title IX Coordinator.

- The University of Hawai‘i Office of Gender Equity (Jennifer Rose, 956-9499, RoseJenn@hawaii.edu)

- The University of Hawai‘i Equal Employment Opportunity and Affirmative Action Office (Mei Watanabe, 956-7077, eeo@hawaii.edu)
C. ACCOMMODATIONS: While JABSOM recognizes its obligation to provide overall program accessibility for persons with disabilities in compliance with Sections 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, in order to insure it meets its responsibilities to society, the School also has the responsibility to consider the safety and welfare of patients and others. Should an applicant or student have a condition that would place patients or others at significant risk, the condition may be the basis for denial of admission or dismissal. Otherwise, every effort will be made to provide accommodations to facilitate the progress of the disabled candidate where such accommodations do not require fundamental alteration of the nature of the program; significantly lower or effect substantial modifications of standards; or significantly affect the rights of other students.

III. Procedure:
A. RESPONSIBILITY: Responsibility for the implementation and application of this Policy and Procedure rests with the Associate Dean in the Office of Student Affairs. Any questions regarding the Policy or Procedure shall be directed to the Office of Student Affairs.

B. UH MANOA POLICY DISSEMINATION AND INSURING PROGRAM ACCESSIBILITY:
1. Policy Dissemination: The UH M nondiscrimination and Disability Access Policy, which covers academic matters such as student recruitment, admission, participation and services, shall be printed in the School catalog and be updated annually. All application forms, catalogs, brochures, advertisements, fliers and other informational publications will be periodically reviewed to insure inclusion of the appropriate EEO/AA notice.

2. Insuring Accessibility:
   a. Publications, such as the School catalog, program brochures, schedule of classes, newsletters, instructional material and examinations will be provided in alternate formats, upon request from persons with certified disabilities. Examples of alternate formats include large print, tapes, electronic media, and live reading.
   b. Procedures and criteria used in recruitment, admission, examination, assessment, financial aid and other elements of the MD Program will be periodically reviewed and, revised to insure nondiscrimination and equal access for persons with disabilities.

3. Updating Information for Services: The University of Hawai'i at Manoa KOKUA (disabled student services) Program will be contacted annually to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities: 956-7511(V/T)

C. INSURING JABSOM ESSENTIAL FUNCTIONS POLICY DISSEMINATION:
1. Each candidate will receive a copy of this policy along with his/her acceptance letter, and will be asked to sign an Acceptance and Notification of Essential Functions Form (Appendix 2), acknowledging its receipt.

2. Copies of the policy will also be placed in the JABSOM Policy Handbook, which is kept in the Office of Student Affairs and Learning Resource Reading Room.

D. ASSESSMENT/IDENTIFICATION OF DISABILITY: All applicants and students will be assessed by the same academic and professional criteria for admission, promotion, retention and graduation. The school may require, at the appropriate time, that an applicant or student undergo evaluation for the purpose of determining whether he/she is able to meet the essential functions, with or without accommodations.

1. Applicants: During the admissions process, qualified candidates will be considered without regard to their (dis)ability status by the Admissions Committee. After acceptance, all matriculants will be required to sign the Acceptance and Notification of Essential Functions Form (Appendix 2) to indicate that they have read and understood their responsibility for meeting the essential functions as outlined. This signed form becomes a permanent part of the record of all matriculating candidates.
2. Students: Disabilities occurring after matriculation will be dealt with on an individual basis by a Committee appointed by the Dean in accordance with the Essential Functions Guidelines to best meet the needs of the student and the medical school.

E. REQUESTING ACCOMMODATIONS

1. Certification: In compliance with federal non-discrimination law, the University of Hawai‘i has charged the KOKUA Program with the responsibility for certifying students with disabilities to academic and other campus units with documentation thereof in restricted securement at the KOKUA Office. Students must contact and submit the aforementioned documentation to the KOKUA Program, which in turn will provide the certification to the Office of Student Affairs along with recommendations for appropriate accommodations.

2. Requesting Accommodations: Students who are certified by the KOKUA Program will be notified in writing by the Associate Dean in the Office of Student Affairs, and advised that, upon written request, consideration may be given for accommodations as recommended. The Associate Dean may consult with the Committee identified in 111.D.2 regarding the requested accommodation(s), and, provided it meets the definition as stated in 111.C, shall coordinate the request, which must be submitted by the student for each course and/or exam.
The Medical School wishes to acknowledge the University of Nevada School of Medicine for their assistance in the preparation of this Policy.

Revised and approved by the Executive Committee: 03/14/97

Accepted by, 

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Sherrel L. Hammar, Acting Dean 

3-12-97 date

OSA: 1/97

Attach: Appendix 1 - University of Hawai'i Executive Policy El.202 Appendix 2 - Acceptance and Notification of Essential Functions Form