

**John A. Burns School of Medicine  
University of Hawai'i**

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

**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 ensure that JABSOM also meets its ethical responsibility to society to protect the safety and welfare of patients, as well as to pay 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.

It is the policy of the University of Hawai'i to provide equity of opportunity in higher education, both as an employer and in the educational mission. The University of Hawai'i and JABSOM are committed to comply with all federal and state statutes, rules, and regulations that prohibit discrimination. (see II.B Non-Discrimination).

In accordance with University of Hawai'i policies and federal and state statutes, rules, and regulations, 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.

This approved JABSOM policy and procedure reflects the University of Hawai'i faculty and institution policies, and federal and state laws on essential functions required for the MD program that must be met for admissions, continuation, and graduation and disability accommodation.

**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 ensure 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 basic science concepts that are presented in a variety of learning formats, including, but not limited to, problem-based learning, lectures, dissection of cadavers, manikin simulations, and the inspection and palpation of anatomical and pathological specimens. Candidates must be able to observe a patient at a distance and close-at-

hand. They must integrate clinical information by performing a complete and focused history and physical examination. They must be able to observe written, numerical, and graphical information such as imaging studies, EKG's, and lab reports. Collectively, these skills require functional use of vision, hearing, and touch.

2. Communication Skills: Candidates must be able to communicate effectively in English, using both oral and written communication skills with patients, their families, and with all members of the health care team. They must be able to obtain a medical history in a timely fashion, convey empathy and compassion, and establish therapeutic relationships with their patients. Candidates must be able to comprehend and create written material such as entries into the medical record, laboratory reports, and pharmacologic prescriptions.
3. Motor Skills: Candidates must have sufficient motor skills to independently carry out all necessary procedures involved in learning the basic and clinical sciences in classroom, laboratory, and all clinical sites. Candidates must possess the motor skills necessary to perform palpation, percussion, auscultation, and other diagnostic maneuvers to complete the basic and specialized portions of the physical examination. Candidates must be able to respond to emergency situations in a timely manner and initiate patient management. Such activities require independent mobility, gross and fine motor neuromuscular skills, as well as coordination, balance, and equilibrium.
4. Intellectual/Conceptual Abilities: Candidates must have sufficient cognitive abilities and learning skills to assimilate the complex information presented in the curriculum through problem-based learning, lectures, colloquia, laboratories, demonstrations, bedside rounds, one-on-one teaching, simulated patient scenarios, and other learning methods. They must be able to memorize, measure, hypothesize, calculate, reason, analyze, problem-solve, recall, synthesize information, and test hypotheses in a timely fashion. In addition, candidates must be able to comprehend the three-dimensional and spatial relationships of structure.
5. Behavioral and Social Attributes: Candidates must possess the emotional health, stability, and maturity required for full utilization of their intellectual abilities, and to exercise good judgment in the diagnosis and treatment of patients. They must be able to accept primary responsibility for their learning, performance, and self-improvement. Required skills include the ability to work long hours in stressful and demanding environments, the flexibility to cope with changing situations, and the resilience to manage the ambiguity inherent in medical problem solving. Candidates must demonstrate compassion, honesty, integrity, concern, and respect for others. They must be able to learn and apply legal and ethical standards. Candidates must be able to recognize their biases, the biases of others, and accept differences. They must be capable of regular, reliable, and punctual attendance at classes and in regard to their clinical responsibilities.

## B. NON-DISCRIMINATION

In accordance with University of Hawai'i policies and federal and state statutes, rules, and regulations, JABSOM is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under state law), sexual orientation, national guard absence, or status as a covered veteran, for otherwise qualified individuals. This includes admission and access to and participation in JABSOM's programs, activities and services. JABSOM strives to promote full realization of equal opportunity through a positive, continuing compliance with federal and state affirmative action mandates.

Under Title IX of the Education Amendment Act of 1972, the University of Hawai'i has a responsibility to ensure that student 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 with University of Hawai'i at Manoa (including JABSOM students) fall under the oversight of the with University of Hawai'i at Manoa Office of Title IX, phone (808) 956-2299.
- The JABSOM Office of Student Affairs Director (692-1000, or via JABSOM Security after hours, weekends or holidays 692-0911), is available to JABSOM students "24/7" and works very closely with the UH Title IX Office.
- The University of Hawai'i Office of Gender Equity, (808)956-9977.
- The University of Hawai'i Equal Employment Opportunity and Affirmative Action Office, phone (808) 956-7077

Information regarding University of Hawai'i at Mānoa's equal opportunity policies, affirmative action plan, or complaint procedures is available through the following offices:

Students: Office of the Dean of Students, 956-3290 (V/T)

Employees: EEO/AA Director, 956-7077 (V/T)

Students with Disabilities: Kokua Director, 956-7511 (V/T)

### C. ACCOMMODATIONS

While JABSOM recognizes its obligation to provide overall program accessibility for persons with disabilities in compliance with federal and state statutes, rules, and regulations, in order to ensure it meets its responsibilities to society, JABSOM 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 Director of the Office of Student Affairs. Any questions regarding the Policy or Procedure should be directed to the Office of Student Affairs.

### B. UH MANOA POLICY DISSEMINATION AND ENSURING PROGRAM ACCESSIBILITY

1. Policy Dissemination: The University of Hawai'i at Mānoa Non-Discrimination and Affirmative Action Policy, which covers academic matters such as student recruitment, admission, participation and services, will be posted online and printed in the JABSOM catalog and be updated annually.
2. Ensuring Accessibility:
  - a. Publications, such as the JABSOM 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 ensure nondiscrimination and equal access for persons with disabilities.

3. Updating Information for Services: The University of Hawai'i at Mānoa KOKUA (disabled student services) Program will be contacted as needed 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. ENSURING 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 1), acknowledging its receipt and filed in the student record.
2. Copies of the policy will also be placed in the JABSOM Policy Handbook, which is kept in the Office of Student Affairs.

#### 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 1) 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 Director of Student Affairs, and advised that, upon written request, consideration may be given for accommodations as recommended. The Director of Student Affairs may consult with the Committee identified in III.D.2. regarding the requested accommodation(s), and, provided it meets the definition as stated in II.C., shall coordinate the request, which must be submitted by the student for each course and/or exam.

Revised and approved by the JABSOM Curriculum Committee: 9/23/2016

Richard O. Kemp

Accepted by:

Jerris R. Hedges

9/23/16

*Jerris R. Hedges, MD, MS, MMM, Dean*

Date

Attachments: Appendix 1 - Acceptance and Notification of Essential Functions Form

APPENDIX 1

Acceptance and Notification of Essential Functions Form

I hereby **accept** the offer of admission to the University of Hawai'i John A. Burns School of Medicine Fall XXXX entering class.

I have read and understand the *Policy on Essential Functions Required for the MD Program for Admissions, Continuation, and Graduation and Disability Accommodation* and certify that I, with or without reasonable accommodation, am able to meet these standards.

I hereby **decline** the offer of admission to the University of Hawai'i John A. Burns School of Medicine Fall XXXX entering class.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
AAMC Number

\_\_\_\_\_  
Date

Please fax or email this form by:  
Fax: (808) 692-1251  
Email: [medadmin@hawaii.edu](mailto:medadmin@hawaii.edu)

\_\_\_\_\_  
**(Receipt deadline by 4:30pm)**

AND

Please mail the signed form by:  
Address:  
Office of Student Affairs/Admissions  
John A. Burns School of Medicine  
University of Hawai'i  
651 Ilalo Street, MEB 3<sup>rd</sup> Floor  
Honolulu, HI 96813-5534

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**(Postmarked deadline)**