


Name of Policy: <u>GME: Essential Functions of a Resident/Fellow for Graduate Medical Education Programs</u>		 Revised/Reviewed date: 12/5/2023, Original effective date: 10/02/2012	
Policy Number: 3364-86-049-00			
Approving Officer: Dean, College of Medicine and Life Sciences			
Responsible Agent: DIO (Designated Institutional Official)			
Scope: UT College of Medicine Residents/ Fellows			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy

The Graduate Medical Education programs of The University of Toledo are committed to equal access for all qualified applicants. Essential functions of a resident/fellow (“Essential Functions”) for acceptance and graduation state the expectations of all University residencies and fellowships. The Essential Functions provide information to allow a candidate to make an informed decision for application and are a guide to accommodation of residents and fellows with disabilities. Academic Adjustments may be made for disabilities in some instances, but a resident/ fellow must be able to perform in a reasonably independent manner and meet the Essential Functions. A resident/fellow must meet the Essential Functions of the residency or fellowship, with or without reasonable accommodation. The Office of Graduate Medical Education will work with Human Resources and the Office of Accessibility to assist with accommodations. Residents/Fellows are directed to contact the Office of Graduate Medical Education to discuss the need for accommodations.

(B) Purpose

The University admits qualified residents and fellows to its Graduate Medical Education programs in accordance with UT Policy No. 3364-50-03 (Nondiscrimination on the Basis of Disability- Americans with Disabilities Act Compliance). In adopting these Essential Functions, the University must keep in mind the ultimate safety of the patients who may be involved in the course of a resident or fellow’s education as well as those patients to whom program graduates will eventually provide care. The Essential Functions reflect what the Graduate Medical Educational Committee and the University believe are reasonable expectations of residents and fellows in learning and performing common medical treatments.

(C) Scope

This policy applies to all residents and fellows in Graduate Medical Education Programs sponsored by the University or where the resident or fellow is employed by the University.

(D) Procedure

- (1) General Description.** A physician must have the knowledge and skills to function in a broad variety of clinical situations and render a wide spectrum of patient care in order to carry out the activities described below.

A resident/fellow must possess abilities and skills in five areas: 1) observation; 2) communication; 3) sensory and motor coordination and function; 4) conceptualization, integrative, and analytic abilities; and 5) behavioral and social attributes and professionalism. These Essential Functions are to be understood as minimum requirements for training in all University residencies and clinical fellowships and are not to be construed as competencies for practice in any given specialty.

(2) Essential Function Criteria:

The Residents/Fellows must be able to meet the following criteria while in the Programs, with or without reasonable accommodation:

(a) Observation

- Observe the patient accurately at a reasonable distance and close at hand, noting non-verbal as well as verbal signals
- Visualize and discriminate findings on X-rays and other imaging studies
- Efficiently read written instruction materials
- Observe demonstrations in the classroom (demonstration material, projected slides, videos, films)
- Observe and differentiate changes in body movement
- Discriminate numbers and patterns (diagnostic instruments and tests, e.g., ECG, imaging studies)
- Possess sufficient hearing for required diagnostic functions (e.g., use of stethoscope) and for hearing the full range of human speech (whispered to loud voices)
- Utilize computer resources required to access and enter required medical orders and patient related information into the electronic medical record

(b) Communication

- Relate effectively and sensitively with patients, families, and other caregivers, conveying a sense of compassion and empathy
- Communicate clearly with and observe patients and families in order to elicit information including a thorough history of patients, families, and other sources
- Accurately describe changes in mood, activity and posture
- Recognize verbal as well as non-verbal communication, and promptly respond to emotional communications (sadness, worry, agitation, lack of comprehension)
- Read and understand a large volume and breadth of materials (scientific, clinical)
- Impart knowledge/information to others
- Communicate clinical information effectively and efficiently in oral and written English with members of the healthcare team and other health care professionals
- Communicate complex findings in appropriate terms to patients and their families
- Adjust form and content of communication to the patient's functional level or mental state

- Communicate complex findings in appropriate terms to various members of the health care team (students, physicians, nurses, nurses' aides, therapists, social workers, and other health care providers)
- Engage in a collaborative relationship with patients and families
- Read and record observations and plans legibly, efficiently, and accurately
- Prepare and communicate precise but complete summaries of individual encounters, including hospitalizations
- Complete forms according to directions in a complete and timely fashion

(c) Sensory and Motor Coordination or Function

- Perform a physical exam utilizing palpation, auscultation, percussion, and other diagnostic maneuvers as pertinent to the specialty training program
- Provide basic first aid to patients in a timely manner
- Respond promptly to medical emergencies within hospital as might be required of the specialty
- Perform basic emergency interventions (CPR)
- Not hinder the ability of their co-workers to provide prompt care
- Perform basic diagnostic and therapeutic procedures (e.g., venipuncture, intravenous line placement and administration of iv medications, lumbar puncture) under non-emergent conditions.
- Perform all diagnostic and therapeutic procedures relevant to the specialty
- Transport oneself to a variety of ambulatory settings in a timely fashion

(d) Conceptual, Integrative and Analytical Abilities, including the capacities for measurement, calculation, reasoning, judgment, and synthesis

- Demonstrate clinical reasoning and problem solving
- Identify significant findings from history, physical exam, laboratory data, radiologic information and other sources
- Perform an appropriate mental status evaluation
- Provide a reasoned explanation for likely diagnosis (i.e., a reasoned differential diagnosis)
- Construct an appropriate diagnostic plan
- Prescribe appropriate medications and therapy
- Recall and retain sufficient information to provide patient care and interaction with other health professionals
- Deal with several tasks or problems simultaneously
- Identify and communicate the limits of their knowledge to others
- Incorporate new information from, peers, teachers, and the medical literature in formulating diagnoses and plans
- Show good judgment in patient assessment, diagnostic, and therapeutic planning

(e) Behavioral and Social Attributes and Professionalism

Including empathy, integrity, honesty, concern for others, good interpersonal skills, interest and motivation

- Possess the consistent capacity for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to diagnosis and care of patients, the development of mature sensitive, and effective relationships with patients and with other health care providers
- Maintain a professional demeanor
- Maintain appropriate professional and ethical conduct
- Be able to function at a high level in the face of long hours and high stress environment

- Develop empathic relationships with patients and families while establishing appropriate professional boundaries
- Be accessible to and proficient in learning about diverse ethnic groups and cultural practices
- Provide comfort and reassurance where appropriate
- Protect patient confidentiality and the confidentiality of written and electronic medical records
- Possess adequate endurance to tolerate physically taxing workloads
- Function in the face of uncertainties inherent in the clinical problems of patients
- Accept responsibilities of caring for others
- Accept appropriate suggestions and criticism and modify behavior
- Give and accept criticism appropriately and without prejudice
- Demonstrate respect and empathy for all colleagues, staff, and patients of all cultures, ethnicities, and lifestyles
- Comply with all institutional policies and procedures

- (3) **Additional Requirements.** In addition, a resident / fellow must be able to comply with University policies applicable to employees, including Policy # 3364-109-EH-501 (Work Restrictions for person with contagious diseases).

A residency and fellowship should, if necessary, develop a separate policy reflecting any particular essential functions with respect to its program, which such functions may only supplement and not supersede this policy.

<p>Approved by:</p> <p><u>Shaza Aouthmany, M.D.</u> Chair, Graduate Medical Education Committee</p> <p><u>Imran Ali, M.D.</u> Dean, College of Medicine and Life Sciences</p> <p>Review/Revision Completed by: <i>Graduate Medical Education Committee</i></p>	<p>Policies Superseded by This Policy: N/A</p> <p>Initial effective date: 10/02/12</p> <p>Review/Revision Date: Reviewed 10/7/14, Reviewed 10/4/16, Reviewed 10/2/18, Reviewed 12/1/20, Reviewed 12/5/23</p> <p>Next review date: 12/5/2026</p>
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