1. **PURPOSE**
   To advise the Dean of Medicine on all matters related to accommodation of postgraduate medical education learners

2. **REPORTING STRUCTURE**
   2.1 The PGME Accessibility and Accommodations Advisory Committee (AAAC) reports to the Faculty Executive Council.

3. **CHAIRPERSON AND MEMBERSHIP**
   3.1 The Chair of the AAAC shall be the Associate Dean, PGME.
   3.2 The membership of the AAAC shall consist of the following:
      - Associate Dean, Students
      - Faculty Lead, PGME
      - Faculty Lead, Core Curriculum, PGME
      - Registrar of the College of Physicians and Surgeons of Manitoba or delegate
      - Director, Medical Staff Contracts and Remuneration, Medical Staff Administrative Services (MSAS), Winnipeg Regional Health Authority (WRHA)
      - Two (2) faculty members, one (1) from a surgical specialty and one (1) from a non-surgical discipline
      - Two (2) Residency Program Directors
      - Two (2) residents, appointed annually by the Associate Dean, PGME
   3.3 The College of Medicine strives to achieve diverse membership on its committees in accordance with the College of Medicine Diversity and Inclusion Policy, and this should therefore be considered when appointing committee members that are not *ex-officio* members.

4. **FUNCTIONS OF COMMITTEE**
   4.1 The Accessibility and Accommodations Advisory Committee ensures consideration of, and compliance with, all applicable laws and University policies and serves as a consultation and advisory body to Residency Program Directors, the Associate Dean, PGME and Dean of Medicine on all matters related to accommodation of postgraduate residents with disabilities, which includes without limitation, the following:
      - Receiving and acting on reports from the SAS Accommodation Team on the progress of residents who receive accommodation. Possible actions on the part of the AAAC may include recommending changes in support.
      - Resolution of conflicts with respect to specific cases of accommodation of residents
      - If required, the AAAC supports the Accommodation Team in working through logistics of accommodation, including the acquisition of resources
      - Making recommendations on how bona fide accommodation requirements can best be identified, supported and documented
      - Developing accommodation policies and building principles for designated clinical entities and disseminating these within the College
- Reviewing accommodation policies and approaches for specific clinical entities as they are developed in other jurisdictions
- Reviewing the Accommodation of Postgraduate Medical Residents with Disabilities policy bi-annually
- Receiving and reviewing an annual report from Student Affairs, Medicine and Student Accessibility Services on the number and types of accommodations that have been provided
- Annual reporting on activities to Faculty Executive Council including the providing of advice on the impact of accommodations on academic standards
- Disseminating information regarding the College to Student Accessibility Services

4.2 Accessibility and Accommodations Advisory Committee members shall conduct all discussions and shall treat all information regarding resident and their particular Residency Programs in a manner that maintains confidentiality. For example, residents will only be referred to by their initials during discussion.

5. TERM OF OFFICE
The term of office of each member shall be for the term the individual is in the position noted in 3.2, or in the case of the appointed Residency Program Directors, for a two-year term with one two-year term optional renewal. The resident appointments shall be for one-year terms.

6. QUORUM
A simple majority of the members of the AAAC shall constitute a quorum.

7. NUMBER OF MEETINGS
The AAAC shall meet three (3) times per year and no less than two (2) times per year, or otherwise as subject to the call of the Chair.

8. NOTICE OF MEETINGS
The agenda shall be prepared and distributed to the members of the Committee who attend in person and all corresponding members, at least 48 hours prior to the meeting.