

**INOVA FAIRFAX MEDICAL CAMPUS  
GRADUATE MEDICAL EDUCATION POLICY**

---

**Institutional Policy on Disability Accommodation**

---

**I. Purpose:**

To establish a policy for all post-graduate training programs at Inova Fairfax Medical Campus to maintain compliance with the Americans with Disabilities Act (ADA).

**II. Scope:**

This policy will pertain to all house staff who participate in graduate medical education training programs at Inova Fairfax Medical Campus.

**III. Definitions:**

- A. House Staff – Refers to all interns, residents and fellows enrolled in a post-graduate training program at Inova Fairfax Medical Campus.
- B. Post-Graduate Training Program – Refers to a residency or fellowship educational program.
- C. ADA – Americans with Disabilities Act

**IV. Responsibilities/Requirements:**

- A. To ensure equal opportunities in employment for qualified persons with disabilities.
- B. To ensure that all employment practices and activities are conducted on a non-discriminatory basis.
- C. Provide reasonable accommodations to all disabled employees where their disability affects the performance of job functions, unless doing so would impose undue hardship on Inova.
- D. If an employee needs an adjustment in the workplace, or an adjustment to his/her schedule, due to physical or mental impairment, the employee is encouraged to contact Human Resources so that the parties can engage in an interactive dialogue to explore the employee's needs and determine if a reasonable accommodation is appropriate and available.
- E. Make sure that all employment decisions are based on the merits of the employee with regards to the situation and the defined criteria not the disability of the individual.
- F. Commitment to taking other actions, as necessary, to ensure equal employment opportunities for persons with disabilities in accordance with the ADA and other federal, state and local laws.

Related Policy:  
Equal Employment Opportunity/Affirmative Action #2000