



Reasonable Accommodations Procedures

Version control		
Document name	Reasonable Accommodations Procedures	
Owner	GP Training Academic Council	
Author	Julie Savoie	
Version	Final V1.0	
Approved	GPTAC	
Date	31 October 2025	



Contents

1.0 Purpose	3
2.0 Scope.....	3
3.0 Procedures statement	3
3.1 Identification of needs	4
3.2 Needs assessment.....	5
3.3 Options for reasonable accommodations	6
3.4 Agreement and notification.....	8
3.5 Implementation and monitoring.....	9
3.6 Timing	9
4.0 Competency Progression	9
5.0 Roles and responsibilities.....	10
6.0 Definitions.....	11
7.0 Related and supporting documentation	11
8.0 Contact	11
Appendix A	12
Appendix B	13



1.0 Purpose

The purpose of this document is to outline the process the Irish College of GPs (the College) follows when an applicant to or trainee on the GP Training Programme discloses a disability or long-term condition for which the College may be able to provide reasonable accommodations.

It outlines the procedures involved in seeking reasonable accommodation, where appropriate.

2.0 Scope

These procedures apply to the identification and implementation of reasonable accommodations for applicants and trainees that have disclosed to the College a disability or long-term condition, in accordance with the Disability and Reasonable Accommodation Policy.

3.0 Procedures statement

A trainee or applicant with a disability or long-term condition can apply for standard or non-standard reasonable accommodations by completing the Request for Reasonable Accommodations Form. In most instances, the needs assessment and identification of suitable options will be straight forward. The reader is referred to Appendix A for a flowchart.

College staff involved in the assessment and decision-making process regarding the request for reasonable accommodations should complete the relevant section of Request for Reasonable Accommodations Form (see Appendix B).

Notice should be given no less than 15 working days prior to any specific needs that are time sensitive (e.g. SJT or CPST).

If not already known to the Occupational Health department, the trainee should self-refer, but they can be referred by the Training Scheme or by the Trainee Health & Wellbeing Manager.

As training takes place at clinical sites (e.g. hospitals), workplace reasonable accommodations are the preserve of the employer pursuant to occupational health recommendations.

3.1 Identification of needs

An applicant or trainee may be identified as needing reasonable accommodations in various ways:

- Disclosure to the Selection team upon submission of application to the GP Training Programme;
- Disclosure to the SDT (or) with the support of the Trainee Health & Wellbeing Manager if required;
- Completion of the Annual Trainee Declaration;
- Concerns raised by the trainer or Scheme Directing Team;
- Through the Trainee Support Procedures.

An applicant or trainee who believes that they may require reasonable accommodations or is found to be in need of reasonable accommodations should:

- Provide a request in writing using the Request for Reasonable Accommodations Form (see Appendix B);
- Complete and sign the Consent Form for Reasonable Accommodations (see Appendix B) for the processing of health information;
- Provide evidence by appropriately qualified health professionals.

3.1.1 Required documentation

The applicant or trainee must provide complete and accurate documentation to ensure the best options are selected. This may include, but is not limited to:

- A report from a treating physician, psychiatrist, occupational medicine consultant, or educational psychologist;
- A letter from a consultant specialist;
- An Occupational Health Management referral report.

The evidence by appropriately qualified health professionals will specify:

- The nature of the disability or long-term condition;
- The functional limitations placed on the applicant or trainee by this disability or long-term condition;
- Whether the disability or long-term condition is likely to improve or worsen in time and may require review;
- How the disability or long-term condition impacts or could potentially impact on the ability to fully engage in the Training Programme and for a career in general practice;
- Details of accommodations being requested that might overcome the disadvantage.

Applicants or trainees who declare that they have existing reasonable accommodations in the workplace may be asked to provide specific confirmatory evidence of these from the employer's occupational health department.



For applicants or trainees with specific learning difficulties (SpLD) (e.g. dyslexia, dyspraxia and dyscalculia), a suitable diagnostic assessment report conducted post-16 years of age by a chartered or educational psychologist or a specialist teacher assessor with a current practising certificate must be provided.

For applicants or trainees with conditions such as attention deficit hyperactivity disorder (ADHD) and autism spectrum disorder (ASD), an assessment by a psychologist or psychiatrist confirming the diagnosis must be provided. A screening test which indicates such conditions is not sufficient evidence.

For applicants or trainees with other disabilities, a letter or report will normally be required from their treating physician or other suitably qualified specialist. This should include a description of how the applicant's or trainee's ability to perform in the GP Training Programme is likely to be affected and details any special arrangements that have been made to accommodate them in their current and/or past work environment.

Each request may require additional documentation, and some covered disabilities or long-term conditions require intermittent re-testing. The applicant or trainee is responsible for complying in a timely manner with any request for documentation or information to assess their needs and effective means of accommodation.

3.2 Needs assessment

When assessing needs, all parties involved in the review and decision-making process will consider whether the requested accommodations:

- Are reasonable, justified, and feasible within the context of the programme;
- Have or may have any undue or negative impact on the College's obligations to the public, including patient safety;
- Conflict with existing regulations, policies, or standards;
- Are purported to be effective in preventing disadvantage and are fair and proportionate;
- May disadvantage other applicants or trainees;
- Appear to show bias or preferential treatment.

Participants in the process may include, but are not limited to, the following:

- Scheme Directing Team members;
- Regional Programme Director;
- Trainee Health & Wellbeing Manager
- National GP Training Team members;
- Competency and Progression Review Committee members;
- Progression Review Committee members;
- The Trainee's employer;



- Selection Team members.

The assessment and determination of available means to support an applicant or trainee with disability or long-term condition are congruent with those of the Trainee Support Policy:

- Impact of the disability or long-term condition;
- Options for reasonable accommodations;
- Agreement and notification;
- Implementation and monitoring.

3.2.1 Impact of a disability or long-term condition

Once all information is received, the request for reasonable accommodation will be reviewed by the Selection team or SDT as the case may be, in collaboration with the Trainee Health & Wellbeing Manager, when needed.

The Selection team or the SDT will assess the impact of the disability or long-term condition on the applicant's or trainee's ability to fully engage in the Training Programme or in a career in general practice and the type of accommodation requested. This will include consideration for any longer-term practical implications of affording reasonable accommodations and the ability of future training sites to provide accommodations.

3.3 Options for reasonable accommodations

If it is determined that the College and/or Training Scheme can provide reasonable accommodations per section 3.2 of the Disability and Reasonable Accommodations Policy, options will be discussed and whether those are standard or non-standard (see examples below).

Where appropriate, the Trainee Health & Wellbeing Manager may review options with the trainee's employer and the SDT. If there is an impact to the training site or future sites, the SDT must discuss the requested accommodations with the employer to ensure they can accommodate the request. The SDT may also request advice from the Regional Programme Director (RPD) on the reasonableness of the requested accommodated or to discuss potential impacts to the Training Programme.

If an applicant submits a request for non-standard accommodations, it should be referred to the National GP Training Unit for further assessment as to the College's ability to provide reasonable accommodations as described in section 3.2.1 of the Disability and Reasonable Accommodations Policy.

If a trainee submits a request for non-standard accommodations, it should be referred to the RPD for further assessment as to the College's ability to provide reasonable accommodations as described in section 3.2.1 of the Disability and Reasonable Accommodations Policy. The RPD may at their discretion request the input of



the National GP Training Directorate. The RPD may also request additional information from the applicant or the trainee.

3.3.1 Standard reasonable accommodations

Standard reasonable accommodations can be assessed and agreed to in collaboration between the applicant or the trainee and the Selection Team, or Scheme Directing Team, as the case may be, with the support of the Trainee Health & Wellbeing Manager.

Here are examples of reasonable accommodations:

- Additional time for assessments (10 minutes extra per hour for assessments greater than 60 minutes);
- Permission to take regular short breaks;
- Modified seating arrangements or specific room location (e.g. near a bathroom, quiet room);
- Permission to certain aids (e.g. wrist supports);
- Use of assistive devices or software during interviews or tests;
- Scribe;
- Prioritised reading lists;
- Additional training or retraining;
- Essential information in suitable formats in advance;
- Flexible training arrangements;
- Increase the length of time it would take to complete the training;
- Alternative formats for training materials (e.g. audio, digital);
- Provision of handouts or slides in advance of day release;
- Use of assistive devices or software during day release;
- Use of audio devices in teaching venues – e.g. microphones, loop systems for students who are hard of hearing;
- Access to specialised software such as Read and Write or Claro Read to support in proof reading;
- Special furniture.

3.3.2 Non-standard reasonable accommodations

In cases where an applicant requires non-standard accommodations, their application should be referred to the National GP Training Unit.

In cases where a trainee requires non-standard accommodations, their application should be referred to the Regional Programme Director who may seek advice from the National GP Training Directorate.

Examples include:

- Reduced clinical hours or modified rota (longer duration to complete programme);

- Assignment to a specific training site for health-related reasons;
- Modified timelines for assessments, reviews, or progression requirements;
- Deferral of training milestones (e.g. assessments, rotations);
- Use of personal support workers in training or assessments.

3.4 Agreement and notification

Ideally, a discussion will take place with the applicant or trainee on available options for reasonable accommodations prior to making a decision so that it balances the interests of all parties involved.

The Selection team, SDT, RPD or National GP Training Unit as applicable may make the following recommendation:

- Reject the request;
- Agree to the request;
- Propose an alternative to the applicant or trainee.

Upon reaching a decision on the request for standard reasonable accommodations, the SDT or Selection Team will inform the trainee or the applicant in writing (email) and include next steps, as appropriate, for implementation.

After the RPD or National GP Training Directorate comes to a decision on a request for non-standard accommodation, the SDT or Selection team will inform the trainee or the applicant in writing (email) and include next steps, as appropriate, for implementation.

3.4.1 Applicant or trainee is dissatisfied with the decision

If an applicant or trainee is not satisfied with the decision under section 3.6, they may request in writing a review of the decision to their Scheme Directing Team or Selection Team as appropriate within five (5) working days of receiving notification or as soon as is practicable depending on the complexity of the request. This must be based on, and accompanied by, new evidence that was not made available to the SDT or Selection Team during the initial submission along with an explanation as to why the evidence was not previously provided. Requests for review will be referred to the National GP Training Directorate who will make every effort to respond as soon as is practicable. Their decision will be final.

If no further relevant evidence is provided, the decision is final.

A request for review of standard accommodations should be referred to the RPD for further consideration. A request for review of non-standard accommodations should be referred to the National GP Training Directorate for further review. The decision is final.



3.5 Implementation and monitoring

The agreed reasonable accommodations should be implemented as soon as is practicable, but no later than three (3) weeks after being agreed. Issues around non-implementation should be escalated through the regular channels.

The SDT should coordinate with the relevant HSE manager on rotation (when appropriate) to monitor the efficacy of the reasonable accommodation.

The trainee should agree to contact the SDT at least once during each rotation which requires an accommodation to provide feedback about the effectiveness of the accommodation and discuss programme needs.

3.6 Timing

The applicant or the trainee will be notified by email within 10 working days of receipt of all necessary supporting evidence or as soon as is practicable.

A request for non-standard reasonable accommodation may take up to 25 working days from receipt of all necessary supporting evidence to be assessed. Applicants or trainees whose reasonable accommodations are deemed non-standard will be notified within 10 working days or as soon as is practicable.

4.0 Competency Progression

Despite being afforded all reasonable accommodations, if the trainee does not progress as expected for their stage in the training programme, they may be:

- Re-assessed under these procedures;
- Required to successfully complete an Individualised Learning Plan (Recommendation “B”);
- Referred to the Progression Review Committee (Recommendation “G”) where the trainee may be removed from the Training Programme.

The reader is referred to the Competency and Progression Review Committee Process and Rules of Procedures and the Progression Review Policy for more information.

The CPC and the PRC will only be given access to health information in exceptional circumstances and with the explicit consent of the trainee.

5.0 Roles and responsibilities

Scheme Director	Responsible for overseeing the implementation of reasonable accommodations within the training scheme, facilitating communication between the trainee, trainer, and support services, and ensuring that accommodations are effectively integrated into the training programme.
Trainee Health & Wellbeing Manager	• Available to provide support to trainees experiencing difficulties related to disability or long-term condition. • Available to Scheme directing teams to discuss reasonable accommodations. • May signpost trainees to relevant support services.
Competency Progression Committee (CPC)	CPC will assess trainee performance against the requirements appropriate to their stage in training. Nevertheless, the CPC will also consider whether or not the reasonable accommodations provided are effective and sufficient, ensuring that decisions are fair and in line with the principles of equity and inclusion for all trainees.
Regional Competency Progression Advisory Committee (RCPAC)	CPC may request advice from RCPAC on suitable options for reasonable accommodations or whether or not the reasonable accommodations provided are effective and sufficient, ensuring that decisions are fair and in line with the principles of equity and inclusion for all trainees.
Trainee	• Responsible for disclosing any disability or long-term condition that may impact their training, engaging in the assessment, identification of options for reasonable accommodations and implementation of appropriate reasonable accommodations. • Requesting accommodations. • Identifying the nature of the condition which gives rise to the request. • Providing relevant documentation to enable the College to perform its responsibilities and commitments under this policy.

	- Fulfilling their responsibilities in conjunction with the agreed reasonable accommodations. - Maintaining regular contact with the relevant College staff on the effectiveness of the reasonable accommodations received.
National GP Training Unit	As needed, review and make decisions on requests for reasonable accommodations from applicants to the GP Training Programme.
National GP Training Directorate	As needed, reviews and makes decision on requests for non-standard reasonable accommodations from trainees.
Employer	Must ensure employment law is upheld and employer duties discharged. Provides occupational health services. Is responsible for facilitating adaptations as indicated by occupational health.

6.0 Definitions

Standard Reasonable Accommodations	They are typically minor, low-impact adjustments that can be implemented without significant changes to programme structure or assessment integrity. These adjustments are intended to ensure equal participation and access, enabling individuals to engage fully on the same basis as other applicants or trainees.
Non-standard Reasonable Accommodations	They are more complex, may impact the delivery of the training programme or assessment processes, and typically require higher-level consultation and review. These may involve structural or procedural changes.

7.0 Related and supporting documentation

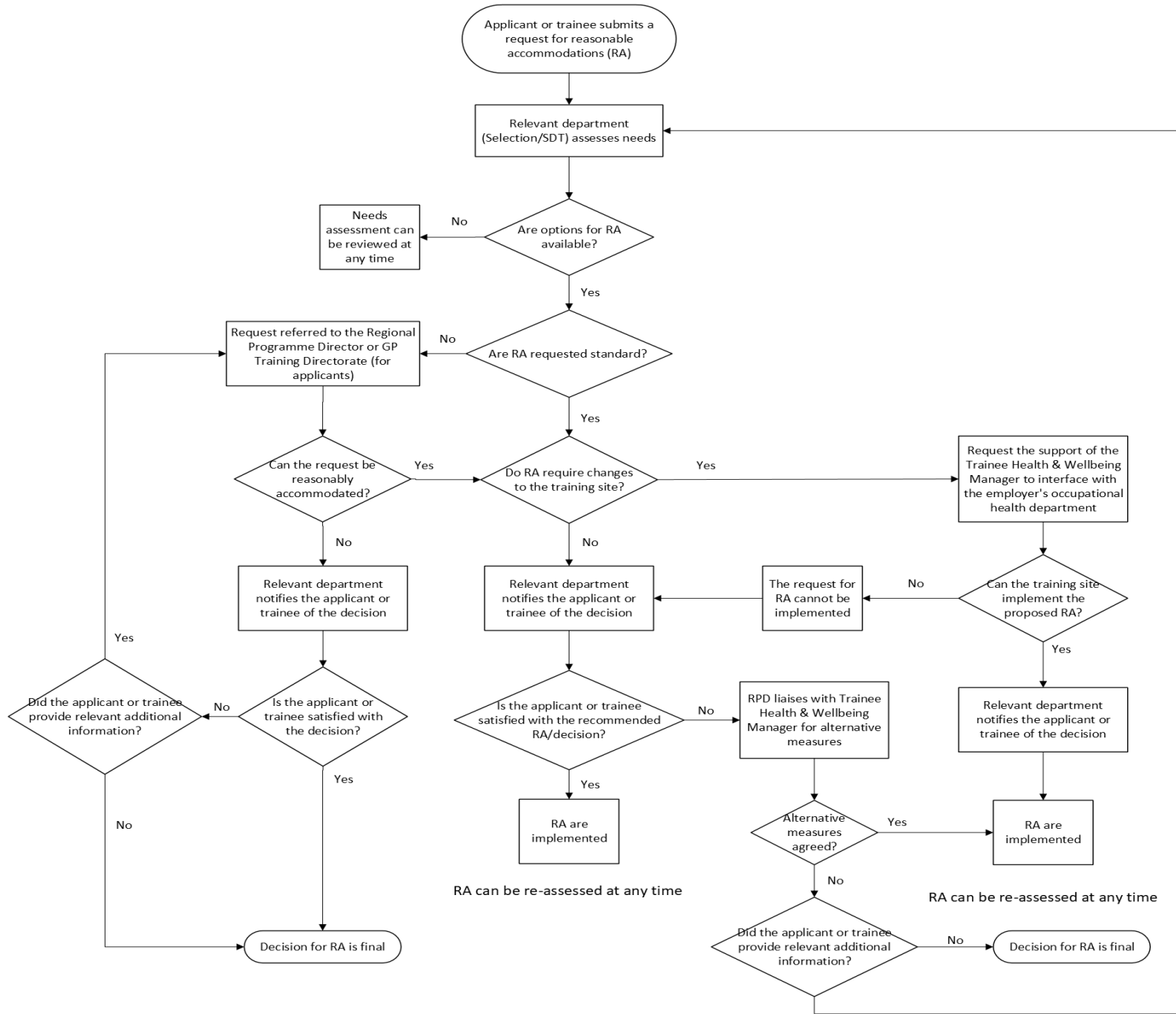
- Disability and Reasonable Accommodations Policy
- Trainee Support Policy and Procedures
- Competency and Progression Committee Process and Rules of Procedures
- Progression Review Policy

8.0 Contact

Quality Assurance and Enhancement

qae.training@icgp.ie

Appendix A



Appendix B

Consent Form for Reasonable Accommodations

A detailed Privacy Policy applicable to you is accessible on the Irish College of GP's (the College) website [here](#). It states your rights and provides the contact details of the College's Data Protection Officer at dataprotection@icgp.ie.

Please tick to confirm:

- ☐ I understand that my request for reasonable accommodations and provision of personal data or health information (special category personal data) is not mandatory but that failure to provide relevant personal data or special category personal data where relevant may impede the Irish College of GPs' (the College) ability to provide me with reasonable accommodations in order to participate in the GP Training Programme.
- ☐ I provide the College my consent to process special category data that has been voluntarily provided by me in the form of health information. This information may be relevant for the development and implementation of reasonable accommodations. I understand that personal data, including special category personal data, provided voluntarily by me will be kept private and confidential.
- ☐ I am fully aware that I can withdraw my consent anytime by emailing my Selection Lead or Scheme Director, or by contacting the College's Data Protection Officer at dataprotection@icgp.ie.
- ☐ I give my consent for my personal data, including special category personal data, provided voluntarily by me, to be shared and discussed on a need-to-know basis with my current and future employers, where applicable and while on the GP Training Programme, for the purposes of assessing my needs and coordinating the implementation of reasonable accommodations at the employer's training site.
- ☐ I give my consent for my personal data, including special category personal data, provided voluntarily by me, to be shared on a need-to-know and on an exceptional basis with the Competency Progression Committee for the purposes of assessing my training progress for my stage of training.
- ☐ In the event that I am called before the Progression Review Committee, I give my consent for my personal data, including special category personal data, provided voluntarily by me, to be shared on a need-to-know basis with the Progression Review Committee for the purposes of assessing other possible options for reasonable accommodations or my suitability for a career in general practice.

Name (PRINT): _____ Signature: _____

Date: _____

Request for Reasonable Accommodations Form

Name: _____

Medical Council Number: _____

Email: _____

To be completed by the applicant or trainee

Applicant to the GP Training Programme ☐	Trainee on the GP Training Programme ☐
Have you requested reasonable accommodations from your employer's occupational health department?	Yes ☐ No ☐
Is a Workplace Needs Assessment needed to identify what reasonable accommodations could be implemented?	Yes ☐ No ☐

Nature of the disability or long-term condition (disclosure optional)

How does your disability or long-term condition affect (or can potentially affect) your ability to fully engage in the GP Training Programme or in a career in general practice?

Reasonable Accommodations Request

Please expand on the type of reasonable accommodations requested, if known.

Please provide details of supports which may have worked in the past or which may be required in the future that may be of relevance.

Supporting evidence provided (tick all that apply)

Report from a treating physician, psychiatrist, occupational medicine consultant, or educational psychologist	
Letter from a consultant specialist	
Occupational Health Management referral report	
Evidence of previous accommodations	
Other (please specify)	

Name (PRINT): _____

Signature: _____

Date: _____

Internal use only

Needs assessment

Type of reasonable accommodations requested: Standard ☐ Non-standard ☐

(If non-standard, refer the application to the Regional Programme Director or National GP Training Directorate.)

Are accommodations requested reasonable, justified, and feasible within the context of the programme?	Yes ☐ No ☐
Do accommodations requested have or may have any undue or negative impact on the College's obligations to the public, including patient safety?	Yes ☐ No ☐
Do the accommodations requested conflict with existing regulations, policies, or standards?	Yes ☐ No ☐
Are the accommodations requested purported to be effective in preventing disadvantage and are they fair and proportionate?	Yes ☐ No ☐
Could the accommodations requested potentially disadvantage other applicants or trainees?	Yes ☐ No ☐
Could the accommodations requested appear to show bias or preferential treatment?	Yes ☐ No ☐

Is the College able to provide the requested for reasonable accommodations? Yes ☐ No ☐ (If no, please provide rationale below.)

--

Is coordination with the employer (and future employers) required? Yes ☐ No ☐ (If yes, please detail next steps below.)

Record and review of reasonable accommodations

Reasonable accommodations put in place should be reviewed on a regular basis by the SDT with the support of the Trainee Health & Wellbeing Manager and the trainee's line manager, if required, to ensure that they are working satisfactorily. These should occur at a minimum of once per rotation.

Reasonable accommodations	Date of implementation	Person responsible	Review date	Notes
<i>e.g. Jaws Screen Reader software to be installed</i>	<i>e.g. 20/03/2025</i>	<i>e.g. IT – Sean Byrne</i>	<i>e.g. 20/06/2025</i>	<i>e.g. Sara confirmed the technology is working and no updates are currently required.</i>

Name (PRINT):

Signature:

Date: