ACCOMMODATION PROCESS FOR OFFICE WORKERS WHO USE WHEELCHAIRS

What are the job duties necessary for job performance?

What limitations are inhibiting job performance?

What job tasks are problematic?

What accommodations are available to reduce or eliminate these problematic tasks?

Does the way the job is being performed need modified?

Does the facility need modified?

Is it possible to modify the job and/or the facility?

Yes → Modify.

No → Do products or services exist that would accommodate the individual?

Yes → Implement.

No → Is it possible to modify an existing product or design a new product to accommodate the individual?

Yes → Implement.

No → Redefine the situation. → Are there alternative placement possibilities?

Maintain and Update:

- Are accommodations effective?
- Was proper training and education provided?
- Are other accommodations needed?
- Have ergonomics been considered?
- Do the employee and supervisor communicate?
- Are there psychosocial factors to consider?
- Have the employee's limitations or job duties changed?