



Faculté de médecine
Études médicales postdoctorales
 Faculty of Medicine
Postgraduate Medical Education

**CLINICIAN INVESTIGATOR PROGRAM
 WELLNESS AND SAFETY POLICY**

PREAMBLE

The Clinician Investigator Program is committed to ensuring trainees learn in a safe, productive and healthy environment. The Program seeks to create a culture of wellness and resiliency that trainees may model and carry forward into what can be a demanding career path. The Program also seeks to ensure trainees learn in an environment that prioritizes their physical, psychological and professional safety. This CIP Wellness and Safety Policy is intended to supplement but does not replace or supersede the uOttawa PGME Wellness Policy or the University of Ottawa, Faculty of Medicine Postgraduate Trainee Safety Policy.

WELLNESS

Wellness, including physical, mental and emotional well-being, is a priority for both trainees and faculty within the Clinician Investigator Program. In achieving this, all contribute and strive to meet the following.

Trainees and faculty should:

- Make every effort to maintain an appropriate work-life balance
- Understand their own limitations related to fatigue, stress, emotional or physical difficulties, and identify any requirements for accommodation consistent with the PGME Accommodation Policy.
- Understand the hazards of alcohol or chemical dependency on personal health and capacity to work and train.
- Be aware of colleagues who may be having difficulty and respond as able and needed.
- Be familiar with the available wellness supports and resources
- Be aware of PGME policies and processes that support wellness, including those related to Accommodation, Professionalism, and Intimidation and Harassment
- Access and utilize appropriate available resources to seek care – including (but not exclusive to) health/psychological counselling, Faculty Wellness Program resources, primary care physicians, etc.
- Recognize and communicate safety and wellness issues in the learning environment to the Program Director in a timely manner. Appropriate concerns may include (but not exclusive to) after hours work, fatigue risk management, exposure to hazardous materials/infectious agents/ionizing radiation, etc.
- Communicate incidents of violence, intimidation or harassment in the learning environment to the Program Director, other Faculty, or submit via the Faculty of Medicine professionalism reporting tool in a timely manner.

The program director and residency program committee should:

- Ensure the physical and emotional health concerns of all trainees are prioritized, recognized and addressed.
- Establish a culture of wellness support and health promotion within the program and in the learning environment.
- Maintain zero tolerance of intimidation and harassment within the program and the learning environment.
- Ensure trainees are familiar with and have access to the policies, reporting mechanisms and supports required for incidences where there is a breach of safety or professionalism.
- Maintain confidentiality and discretion for all trainees.
- Enable multiple points of entry for trainees to discuss wellness/safety issues. The program director will maintain an open-door policy and will be available in a timely manner to meet with trainees and discuss any wellness/safety concerns.
- Enable a non-judgmental program and learning environment
- Enable access to wellness/safety support through resources within the structure of the following organizations: uOttawa Faculty of Medicine, Hospital (occupational health), resident regulating bodies (e.g., PARO, RDocs), community and regional bodies (e.g., OMA, primary care physicians)
- Provide career advice/counselling and support transitions where needed to ensure appropriate development of future training or practice opportunities.

Faculty Wellness Program

The Faculty Wellness Program (FWP) within the Faculty of Medicine promotes a culture of physician wellness and provides resources and programs to protect and enhance trainee and faculty health and well-being. The FWP provides a venue for trainees to discuss, in confidence, concerns about personal, academic, or work-related matters. No members of the FWP team, including the Assistant Dean FWP and the Director of Learner Wellness, play a role in the evaluation of trainees. Therefore, discussions about concerns remain at arm's length from the Program Director or other faculty who are involved in the evaluation of the trainee. The FWP has strict policies on confidentiality and conflicts of interest. Where any FWP physician provides care to a trainee, the FWP physician recuses him/herself from all subsequent trainee evaluations.

The FWP provides, among other things, the following:

- Individual counseling. Professional counsellors typically provide 8-12 sessions to trainees.
- Accommodations
- Educational sessions on wellness topics within educational program curricula
- Referrals to health care providers, counsellors, coaches, and the Ontario Medical Association Physician Health Program
- Resident Peer to Peer Support Program

Accommodation Policy

The Clinician Investigator Program is committed to ensuring appropriate accommodations are provided for trainees with disabilities where possible. Accommodations are provided in accordance with the PGME Policy and Procedures for Accommodation of Postgraduate Trainees.

Fatigue Risk Management Policy

Trainees are responsible for assessing and recognizing the signs of impairment in themselves including that which is due to illness and/or fatigue. Trainees experiencing such impairment are to notify their clinical and/or research supervisor as well as the Program Director.

In the conduct of research, trainees and their research supervisors are expected to exercise reasonable time management. When facing submission deadlines to journals and funding agencies, trainees and supervisors should plan accordingly. Trainees and particularly those working in basic science laboratories who are impaired such as due to illness or fatigue are to notify their research supervisor and excuse themselves from the lab and are not to handle any hazardous materials. Any critical or time-sensitive tasks must be relinquished to someone capable of performing the task.

In the provision of clinical care, CIP trainees are to follow the wellness and fatigue risk management policies of their clinical training program, division and/or department. Trainees have a professional responsibility to appear for clinical work appropriately rested and must manage their time before, during and after clinical assignments to prevent excessive fatigue. Research supervisors are expected to excuse trainees from research activities the day following an overnight call.

Professionalism

All members of the uOttawa Faculty of Medicine have a right to a learning and workplace environment that is respectful, safe, healthy and free from harassment and discrimination and all have a duty to adhere to the Faculty's Policy on Professionalism in all clinical, academic and research settings. This includes all interactions whether in person, in writing or by electronic means (for example, email, social media, internet). As part of the University and hospital community, the CIP is committed to providing, promoting, and maintaining a professional and respectful working and learning environment. Principles of equity, diversity and inclusion must be adhered to in order to respect the rights, dignity and full participation of all trainees, staff and faculty.

Complaint Management

The CIP program director maintains an open-door policy and all trainees are encouraged to bring concerns in confidence to the PD. Where there have been lapses of professionalism or incidents of mistreatment, trainees are also encouraged to submit reports of such incidents to the Professionalism Office, or privately and confidentially to the Vice Dean PGME, or Assistant Dean PGME. Incidents of sexual harassment and or sexual violence are deferred and managed by the uOttawa Human Rights Office.

SAFETY

Trainees and faculty in the Clinician Investigator Program must be assured of a safe working and learning environment including their physical, psychological, and professional security.

Immediate Action and Reporting

Trainees who feel their personal safety is threatened during the performance of their training duties should remove themselves from the situation as quickly as possible, seek immediate assistance, and report the incident to their research and/or clinical supervisor and to the CIP program director. Alternate avenues of reporting may include

Division/Department leadership, ombudspersons and directly to the postgraduate office. Issues related to disruptive or unprofessional conduct can also be reported using the uOttawa Professionalism Reporting Tool (<https://app.med.uottawa.ca/professionalism/>). Reporting can be submitted anonymously if needed but anonymity may limit the ability for follow-up and/or corrective action.

Accidents, incidents, and environmental illnesses occurring during research or clinical training should be reported and administered according to the reporting policies and procedures of the University, Hospital or clinical teaching location, or research institute. Policies and procedures should be available from the resident's clinical program, research supervisor, graduate program director or research institute safety officer/director.

Physical Safety

Related to clinical care. CIP trainees come from and work in a diversity of clinical settings and are expected to be aware of and comply with the safety policies and procedures of their clinical program, division and/or department. This may include safety related to clinical environments, call rooms, entering/exiting healthcare facilities after hours, patient home visits, interactions with violent/psychotic patients, exposure to pathogens, etc.

Related to research. CIP trainees may participate in a diversity of research endeavours and work in different environments. Trainees, research supervisors and graduate program directors are expected to be aware of and comply with all local and relevant safety policies and procedures. These should include but are not necessarily limited to:

- Site orientations that include a review of local safety procedures.
- Workplace Hazardous Materials Information System (WHMIS) training
- Infection control and biosafety including Level 2 and Level 3 procedures as needed
- Safe handling and use of all equipment
- Emergency response and preparedness
- Occupational health and safety policies
- Personal protective equipment
- Reproductive hazards
- Fire alarms and emergencies
- Facility/Institution evacuation
- Violent behaviour situations
- Hazardous material spill
- Incident reporting

Related to personal care.

- Trainees must observe universal precautions
- Trainees must keep all required immunizations up to date and report these to their graduate program, occupational health and safety office or other management team as required. Not keeping immunizations up to date can result in suspension.
- Trainees working with toxic substances must follow institutional safety policies.
- Where the trainee may be exposed to radiation, the trainee must follow institutional radiation safety policies. They must also minimize exposure both in time and by wearing protective garments such as aprons, neck and face shields.
- Pregnant trainees must be aware of specific risks to themselves and their fetus in the training environment and request accommodations where appropriate.

Psychological Safety

Learning and working environments must be free from intimidation, harassment, exclusion, discrimination and violence. All trainees and faculty are protected under the Ontario Human Rights Act and must not face discrimination in any form based on age, perceived race, ethnoreligious affiliation, gender identity, disability, sexual orientation, marital/family status.

Trainees who encounter intimidation, harassment, exclusion, discrimination, violence or other disruptive or unprofessional behaviour should report this using the uOttawa Professionalism Reporting Tool (<https://app.med.uottawa.ca/professionalism/>) and, if comfortable doing so, to the CIP program director and/or PGME Office including the Vice Dean and/or Assistant Dean.

When a trainee's performance is affected or threatened by poor health or psychological conditions, it is expected that the trainee will be granted a leave of absence and receive appropriate support. Such trainees are not to return to work until an appropriate assessor has declared them ready and appropriate accommodations, if required, are in place.

Professional Safety

Trainees must have access to appropriate supervision in both clinical and research settings at all times. This is of critical importance for trainees working in a research setting that may involve exposure to toxic substances, pathogens, or radiation as well as handling of laboratory equipment. If the research supervisor or a senior research associate as delegate is not immediately available, the trainee must have a means of contacting the supervisor or delegate with a timely response. Research supervisors and institutions must also promote a culture of safety where trainees are able to report adverse events and "near misses" without fear of reprisal.

Trainee evaluation information must be handled in a manner that ensures confidentiality. Disclosure may be required where a trainee encounters difficulty and requires remediation. In this case, disclosure should be limited to individuals providing educational guidance and in accordance with PGME policies.

Trainees in the CIP continue to provide clinical care to patients. Those in a clinical training program must maintain their educational license and CMPA coverage. Those entering the CIP immediately upon completion of their clinical training, must have a license for independent practice and be a member of the CMPA. The CIP is not a clinical residency program and cannot assume supervision of or responsibility for the trainee's clinical activities.