

Program Policy on Resident Safety

Policy Name	Adult Cardiology Resident Safety
Application/Scope	Resident, Clinical Fellows, Faculty and Staff in the subspecialty of Adult Cardiology

1. Purpose

- a. The Division of Cardiology of the University of British Columbia is committed to promoting and supporting the safety and well-being of its learners in all areas of their working and learning environment.
- b. The Division of Cardiology adheres to the resident safety policies of the Faculty Postgraduate Medical Education (PGME) Office at the University of British Columbia. We jointly recognize that resident safety jointly rests with the Faculty of Medicine at the University of British Columbia, the Health Employers Association of BC, academic and clinical departments, the residency program and the residents. Occupational health and workplace safety is governed by Occupational Health and Safety Regulation (WorkSafe BC).
- c. The concept of resident safety includes physical, emotional, and professional security. The general policies of the PGME and those specific for the subspecialty program of cardiology will be outlined in detail in this documents.

A) Personal Safety

- Personal Safety Guidelines encompass:
 - risk of violence or harm from patients or staff
 - access to secure lockers and facilities including call rooms
 - safe travel
 - working in isolated or remote situations including visiting patients in their homes or after hours
 - safeguarding of personal information

1. Responsibility of the Program

- a. As part of the educational curriculum, residents must be provided with general safety training including personal safety and protection of personal information, with an emphasis on risk identification and management. Modules are completed through the Learning Hub.
- b. Special training must be provided to residents who are expected to encounter hazards such as exposure to violence from patients or others.
- c. To protect the personal security and privacy of trainees, programs should not publish photographs and rotation schedules of named residents on publically accessible websites. The program requests all residents in writing for authorization for dissemination of their photo composites in the Division's website and to the rotation Heads and services.
- d. Specifically related to clinical activities on-call and after hours, residents are not expected to:
 - i. work alone after hours in health care or academic facilities without adequate support from Protection Services

- ii. work alone in private offices, including after-hours clinics, without adequate support from Protection Services
 - iii. walk alone for any major or unsafe distances at night
- e. Programs and sites must identify policies specifically related to patient transfers by ambulance including critical care and infant transport.
- f. For programs and sites that require home visits, policies must be identified specifically related to home visits.
- g. For travel related to clinical and academic assignments, there should be an unscheduled day between rotations to and from distributed training locations.

2. Responsibility of the Resident

- a. Residents must participate in required safety sessions and abide by the safety codes of the assigned facility, unit or department.
- b. Residents should only telephone patients from a clinic or hospital telephone line. If calls must be made with a personal or mobile phone, this should be done using call blocking.
- c. Trainees must use caution when offering personal information to patients, families or staff.
- d. Residents are expected to exercise caution. If a trainee feels that her/his personal safety is threatened, s/he must seek immediate assistance and remove themselves from the situation in a professional manner. The trainees should ensure that their immediate supervisor and/or the program director has been notified.
- e. When traveling by private vehicle, it is expected that residents will exercise judgement especially when driving in inclement weather or when fatigued.
- f. For long distance travel, residents should ensure that a colleague or the home residency office is aware of their itinerary.
- g. There is an unscheduled day between rotations to or from distributed training locations. When long distance travel is required, the resident should request that they not be on call on the last day of the preceding rotation.
- h. Residents should exercise caution when driving home after call if they have not had adequate rest.

3. HEABC – PARBC (now Resident Doctors of BC) Collective Agreement (2014-2019) sets forth standards for facilities including lockers and call-rooms.

Procedures for Breach of Personal Safety

Trainees who feel their personal safety or security is threatened should remove themselves immediately from the situation in a professional manner and seek urgent assistance from their immediate supervisor or from the institution's security services.

Trainees in hospital/institutional settings identifying a personal safety or security breach must report it to their immediate supervisor at the training site as well as to the program director.

Trainees in community-based practices or other non-institutional settings should discuss issues or concerns with the staff physician or community-based coordinator, or bring any safety concerns to the attention of their Program Director.

The Program Director has the authority to **remove trainees** from clinical placements if a risk is seen to be unacceptable.

If a decision is taken to remove a trainee, this must be communicated promptly to the Department Head, the Residency Program Committee, the site Clinical Head (or equivalent) and the PGME Dean.

B) Workplace Occupational and Environmental Health and Safety

This encompasses:

- Hazardous materials, radiation safety, chemical spills, indoor air quality
- Exposure to blood and body fluids
- Immunization
- Respiratory protection

1. Responsibility of the Program/Employer

- a. Residents must be made aware of site specific safety risks. Programs and training sites must ensure residents and fellows are appropriately oriented to current workplace safety guidelines.
- b. As part of the educational curriculum, residents should be provided with safety training with an emphasis on risk identification and management.
- c. Programs must have guidelines to address exposures specific to training sites, communicate these to residents and ensure appropriate understanding by residents prior to involvement in these activities.

2. Responsibility of the Resident

- a. Residents are expected to participate in required safety sessions and abide by the safety codes of the assigned facility, unit or department including WHMIS, fire safety or dress codes as they pertain to safety.
- b. Residents must use all necessary personal protective equipment, precautions and safeguards, including back up from supervisors, when engaging in clinical and/or educational experiences.
- c. Residents should familiarize themselves the location and services offered by the occupational health and safety office of the assigned facility.
- d. Residents are expected to exercise caution. If a trainee feels that her/his personal safety is threatened, s/he should seek immediate assistance and remove themselves from the situation in a professional manner. The trainees should ensure that their immediate supervisor and/or the program director has been notified.
- e. Residents are responsible for keeping immunizations up to date and seeking overseas travel immunizations and advice well in advance of international experiences.
- f. Pregnant residents should be aware of specific risks to themselves and their fetus(es) in the training environment and request accommodations where indicated.

3. HEABC – PARBC (now Resident Doctors of BC) Collective Agreement (2014-2019) Residents are considered employees by the Health Authorities. Hence, they are covered by WorkSafe BC and are subject to Health Authority specific Occupational Health and Safety procedures and protocols.

Protocol for Workplace Accident/Injury or Incident:

It is acknowledged that residents at UBC are assigned to many different types of learning environments across the province. Irrespective of this, if there is a workplace accident, exposure or incident (for example, needle-stick injury), the resident must:

- 1) Report the incident to his/her immediate supervisor who may engage the Occupational Health Office Protocol of the institution; and

- 2) Go immediately to the nearest emergency room, identify him/herself as a resident (and thus an employee of the Health Authority), and request to be seen on an urgent basis.
- 3) During this process, an incident form will need to be completed; WorkSafe BC will need to be notified, and the resident will need to call the Workplace Health Call Centre (1-866-922-9464).

C) Professional and Psychological Safety

This encompasses:

- Confidentiality of Resident Information
- Liability Coverage
- Learning Environment
 - a. Programs should support an environment in which residents are able to report and discuss adverse events, critical incidents, 'near misses', and patient safety concerns without fear of punishment.
 - b. Resident files are confidential. Residency Program Committee members cannot divulge information regarding residents.
 - c. Resident feedback and complaints must be handled in a manner that ensures resident confidentiality, unless the resident explicitly consents otherwise.
 - d. In cases where Intimidation and Harassment threaten the learning environment:

The Faculty of Medicine strictly prohibits any form of discrimination or harassment including abuses of power. Please refer to the following Faculty wide policies:

Professional Standards for Faculty Members and Learners' in the Faculties of Medicine and Dentistry Policy and Processes to address unprofessional behaviour (including harassment, intimidation) in the Faculty of Medicine

Process to Address Concerns/Complaints of Intimidation, Harassment, Unprofessional Behaviour
e) As per the Collective Agreement, residents are required to be members of the CMPA.

RESOURCES

HEABC-PARBC Collective Agreement:

Collective Agreement between the Health Employers Association of BC and the Professional Association of Residents of BC (now Resident Doctors of BC) 2014-2019.

Relevant PGME and UBC Faculty of Medicine Policies:

Resident Policies and Procedures Manual: [Resident Education Abroad Policy and Agreement](#)

Resident Policies and Procedures Manual: [Accommodation Policy – Mandated Rotations](#)

Resident Policies and Procedures Manual: [Blood Borne Virus Policy](#)

Professional Standards for Faculty Members and Learners' in the Faculties of Medicine and Dentistry: <https://med.ubc.ca/files/2012/02/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf><http://med.ubc.ca/files/2012/02/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf%20>

Policy and Processes to address unprofessional behaviour (including harassment, intimidation) in the Faculty of Medicine: <https://med.ubc.ca/files/2012/02/Policy-Process-to-Address-Unprofessional-Behavior-Including-Harassment-Intimidation.pdf>

3. Specific Health Authority Resources

The following resources can be used by program directors and residency training committees to develop site specific policies. They are not intended to be a comprehensive list of occupational health and safety policies at each health authority.

- Providence Health Care Blood or Body Fluid Exposure Guidelines
- VCH Blood or Body Fluid Exposure Guidelines
- Fraser Health Blood or Body Fluid Exposure Guidelines
- Interior Health Management of Occupational Exposure to Blood/Body Fluid
- PHSA Blood and Body Fluid Exposure Protocols

4. Other Resources

- UBC 2018 – 2019 UBC PGME Resident Manual
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 - 5) b. Residents must use all necessary personal protective equipment, precautions and safeguards, including back up from supervisors, when engaging in clinical and/or educational experiences.
 - 6) c. Residents should familiarize themselves the location and services offered by the occupational health and safety office of the assigned facility.
 - 7) d. Residents are expected to exercise caution. If a trainee feels that her/his personal safety is threatened, s/he should seek immediate assistance and remove themselves from the situation in a professional manner. The trainees should ensure that their immediate supervisor and/or the program director has been notified.
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