



POSTGRADUATE MEDICAL EDUCATION

Health and Personal Safety Policy

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Preamble

Resident education must occur in a physically safe environment (Royal College of Physicians and Surgeons of Canada, standard A.2.5; College of Family Physicians of Canada).

The collective agreement between the Professional Association of Interns and Residents of Ontario (PAIRO) and the Council of Academic Hospitals of Ontario (CAHO) states, that residents are postgraduate trainees registered in university programs as well as physicians employed by the hospitals. The agreement states that the residents must have secure and private rooms with secure access between call room facilities and the service area; maximum duty hours are defined; uniforms and protective equipment standards; as well as access to and coverage for Occupational Health services.

McMaster University is committed to provide and maintain healthy and safe working and learning environments for all employees, trainees (including postgraduate trainees), volunteers and visitors. This is achieved by observing best practices which meet or exceed the standards to comply with legislative requirements as contained in the Ontario Occupational Health and Safety Act, Environmental Protection Act, Nuclear Safety and Control Act and other statutes, their regulations, and the policy and procedures established by the University. (President Peter George, 2008)

Purpose

- To demonstrate the commitment of Postgraduate Medicine, Faculty of Health Sciences', to health, safety and protection of its postgraduate medical trainees.
- To minimize the risk of injury and promote a safe and healthy environment on the university campus and affiliated teaching sites
- To provide a procedure to report hazardous or unsafe training conditions and injury along with a mechanism to take corrective action.

Scope

- All Postgraduate Trainees – Residents and Clinical / Research Fellows
- Personal Health and Safety – may include, violent or harmful behaviour in patient or staff; damage to personal items; secure lockers; safe access routes from call room to service floor; secure call room doors; panic/emergency buttons in patient observation room; transportation home; access to personal vehicle in parking garage.
- Workplace and Environmental Health and Safety – e.g. hazardous material, indoor air quality, chemical spills, radiation safety
- Occupational Health – e.g., immunization policies, blood borne pathogens, respiratory protection
- Training outside of Canada

PERSONAL SAFETY

McMaster University, Faculty of Health Sciences strives for a safe and secure environment for postgraduate trainees to train in its facilities and training sites through maintenance of affiliation agreements. Affiliated hospitals are responsible for ensuring the safety and security of postgraduate trainees training and supervision in their facilities in compliance with their existing employee safety and security policies/procedures as well as the requirements outlined in the PAIRO-CAHO collective agreement.

It is expected that the Postgraduate Trainee, the Residency Program, the Postgraduate Medical Education Office will work together with the affiliated teaching hospitals and community training sites to ensure the personal safety of all Postgraduate trainees.

Responsibility

1. Postgraduate Trainee

It is the responsibility of the trainee to participate in required safety sessions, which include Workplace Hazardous Materials Information and Safety (WHMIS), Fire Safety (as required), etc. and abide by the Safety codes of the designated area where s / he is training. This includes dress codes, particularly as they relate to safety.

The Postgraduate trainee must report any situation where personal safety is threatened (see Faculty Protocol below).

2. Residency Program and the Postgraduate Medical Education Office

It is a responsibility of each Residency Program and the Postgraduate Medical Education Office to ensure that appropriate educational safety sessions are available to all Postgraduate Trainees eg., generic WHMIS and safety training. In addition to WHMIS, the Residency Program must ensure that there is an initial, specialty, site-specific orientation available to the Postgraduate trainee.

It is the responsibility of the Residency Program to ensure that individual clinics or practice settings develop a site specific protocol to deal with:

- patient(s) who may represent a safety risk and policies
- working alone
- working in isolated areas or situations e.g., medivac transports (See Ontario Guidelines re: the Role of Residents during Medivac/Ambulance Transports – Appendix 2)
- or any other situation that may be a safety issue to the Postgraduate Trainee.

The protocol must be communicated to the Postgraduate Trainee at the beginning of the rotation.

The Postgraduate Medical Education Office will work, in conjunction with the affiliated Hamilton teaching hospitals to ensure that hospital areas are in compliance with the requirements as outlined in the PAIRO-CAHO collective agreement.

Site Specific Protocol

The protocol should include the following:

- identify potential risks to the Postgraduate Trainee

- include how the Postgraduate Trainee would alert the supervisor if they felt at risk during an encounter, identification of potentially problematic patients at the beginning of the encounter, so they could be monitored, etc.
- A supervisor* or co-worker must be present:
 - (a) while the Postgraduate Trainee is seeing a patient after hours in clinic. This would not apply if the patient is being seen in an emergency room / hospital based urgent care clinic, nursing home and hospice.
 - (b) When the Postgraduate Trainee does home visits.
 - (c) At the end of office hours if the Postgraduate Trainee is still with patients.

* The supervisor as defined by the Occupational Health and Safety Act – “a person who has charge of a workplace or authority over any worker.” It can be a physician (including another Postgraduate Trainee), midwife, nurse practitioner or social worker depending on the encounter.

Faculty Protocol

Postgraduate Trainees identifying a personal safety or security breach:

2. If a Postgraduate Trainee identifies a personal safety or security breach, it must be reported to their immediate supervisor and/or Program Director to allow resolution of the issue at the local level.
3. If a Postgraduate Trainee feels that his / her own personal safety is threatened, s/he should seek immediate assistance and remove themselves from the situation in a professional manner. The Postgraduate Trainee should ensure that their immediate supervisor has been notified and/or Program Director, as appropriate.
4. The Postgraduate Medical Education Office (905-525-9140, extension 22118) is available for consultation during regular work hours, particularly if the Program Director is not available. If an issue arises after regular office hours, where the clinical supervisor and/or Program Director may not be available, contact Security of the institution where the Postgraduate trainee is based.

Travel

If, in the residents' estimation, it would not be safe to travel because of weather, the resident may elect not to attend their academic half day, clinic, etc., but must inform the appropriate people as soon as possible in a professional manner.

If travel between sites, in remote areas, is more than 300 km., the Resident may be provided with one day of travel time (post call day not included) between sites.

Training Outside North America

Postgraduate Trainees must complete the Field Trips and Electives Planning and Approval process when planning to do an elective outside of North America to ensure compliance with standards and best practices for the safety of all Postgraduate Trainees.

http://www.workingatmcmaster.ca/link_doc.php?link=/med/document/RMM-801-Field-Trip-and-Electives-Planning-and-Approval-Program-1-36.pdf

http://fhs.mcmaster.ca/postgrad/documents/Electives_Registration_Process.pdf

WORKPLACE ENVIRONMENTAL HEALTH AND SAFETY

(eg. hazardous material (biological or chemical agent named in the Occupational Health and Safety Act), indoor air quality, chemical spills)

OCCUPATIONAL HEALTH

(e.g., immunization policies, blood borne pathogens, respiratory protection)

Both McMaster University and its employees are jointly responsible for implementing and maintaining an Internal Responsibility System directed at promoting health and safety, preventing incidents involving occupational injuries and illnesses or adverse effects upon the natural environment.

The University is responsible for the provision of information, training, equipment and resources to support the Internal Responsibility System and ensure compliance with all relevant statutes, this policy and internal health and safety programs. Managers, Supervisors, Deans, Directors, Chairs, Research Supervisors are accountable for the safety of postgraduate trainees who work/study within their area of jurisdiction. Postgraduate trainees are required by University policy to comply with all University health, safety and environmental programs such as Workplace Hazardous Materials Information and Safety (WHMIS). (excerpt from Peter George 2008)

The Faculty of Health Sciences and the teaching hospitals each are responsible for ensuring that postgraduate trainees are adequately instructed in infection prevention and control as it relates to communicable diseases.

The Faculty and the teaching hospitals will provide an introductory program on routine practices / standard precautions, infection prevention and control that is consistent with current guidelines and occupational health and safety. In addition, the Faculty and the teaching hospitals will inform postgraduate trainees as to their responsibilities with respect to infection prevention and control and occupational health and safety.

Affiliated teaching hospitals are required to comply with the Communicable Disease Surveillance Protocols for Ontario Hospitals developed under the Public Hospital Act, Regulation 965. Compliance with these Protocols requires the hospitals, in liaison with the University's academic programs, to provide instruction in infection prevention and control and occupational health and safety. Refer to Policy regarding Communicable Diseases and Occupational Health for Applicants to and Trainees in Undergraduate and Postgraduate Medicine - <http://www.fhs.mcmaster.ca/postgrad/> (See Policies)

The Faculty Postgraduate Medical Education Office collects the immunization data on all Postgraduate Trainees on behalf of the teaching hospitals.

If an injury occurs while working, the injury must be reported as follows (Refer to chart 1 on page 7)

- During daytime hours, while working at one of the Hamilton teaching hospitals: (e.g. Hamilton Health Sciences, St. Joseph's Healthcare)

The Postgraduate Trainee should go to the Employee Health Office at any of the teaching hospitals. An incident form will be provided by the Employee Health office to the Postgraduate Trainee.

Reporting: All trainees are encouraged to submit a copy of the incident form to their home program for notification. The home program will send a copy to the Postgraduate Medical Education Office for University records. **Non-Ministry of Health funded trainees:** (e.g., foreign sponsored Residents and all Clinical Fellows *) must submit a copy of the incident form to the Postgraduate Medical Education Office, in order for the PGME Office to notify their

sponsor and ensure proper follow-up. Occupational Health & Safety Office of the University will be notified.

Postgraduate Medical Education Office (PGME)

Phone: 905-525-9140, ext. 22118 Fax: 905-527-2707

- During the evening or on the weekend at one of the Hamilton teaching hospitals or if working at a training site outside of the Hamilton area

The Postgraduate Trainee should go to the nearest Emergency Room and **identify themselves as a Resident / Clinical Fellow and request to be seen on an urgent basis.** The Postgraduate Trainee must complete, within **24 hours**, an Injury/Incident Report (forms should be available in the local Emergency Room).

In Ontario - The injury/incident form should be submitted to the hospital where the injury took place. That hospital will be responsible for administering the claim.

Reporting is the same as indicated above.

* The Postgraduate Trainee's employer administers the claim. All Ministry of Health funded Residents are paid through Hamilton Health Sciences. There are a variety of different funding sources for externally funded Residents and Clinical Fellows. In these instances, HHS would not administer the claim or be responsible for follow-up. **Important: Please see Appendix 1 for information on follow-up.**

Resources available:

Postgraduate Medical Education Office

Phone: 905-525-9140, ext. 22118

Fax: 905-527-2707

Faculty of Health Sciences Safety Office

Phone: 905-525-9140, ext. 24956

Fax: 905-528-8539

Health Sciences Centre, Room 3N1C

1200 Main Street West, Hamilton, Ontario L8N 3Z5

Hamilton Health Sciences

Human Resources – Employee Health

Telus Sourcing Solutions

120 King Street West, Suite 200

Hamilton, Ontario

Phone: 905-387-9495, ext. 63900

St. Joseph's Healthcare

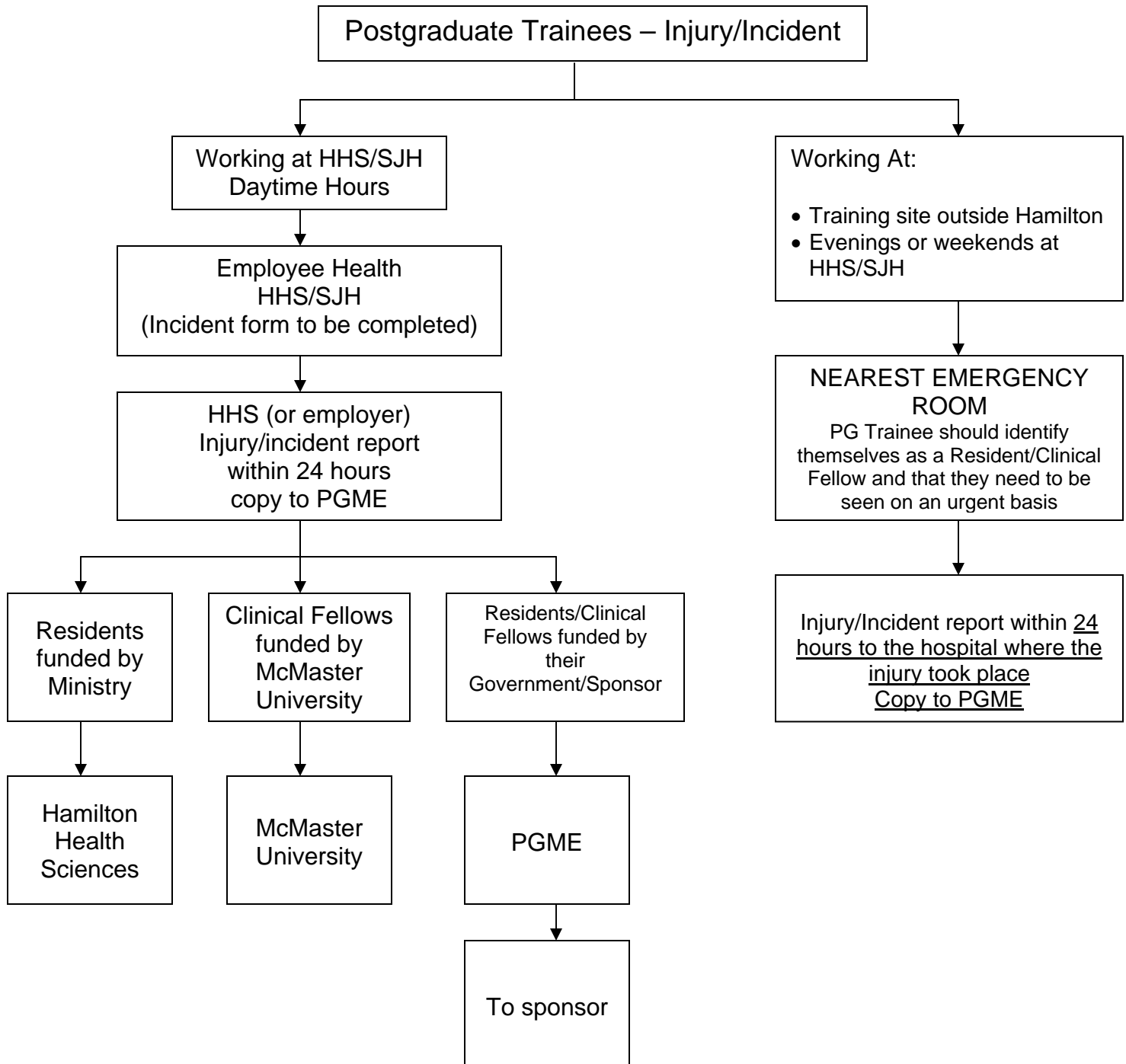
Occupational Health and Safety Services

50 Charlton Avenue East

Hamilton, Ontario L8N 4A6

Phone: 905-522-1155, ext. 33344

Chart 1: Workplace Environmental Health & Safety



Appendix 1

Notes:

1. Residents* who are funded by the Ministry of Health and Long Term Care and are seen at the Employee Health office at St. Joseph's Healthcare, SJH will submit the incident report to HHS and the Postgraduate Medical Education Office. HHS will follow up with the Resident re Workplace Safety and Insurance Board (WSIB) and follow-up. Hamilton Health Sciences is the paymaster for Ministry of Health funded residents.
2. Residents* and Clinical Fellows who are funded by a foreign sponsor and are seen in Employee Health - the Postgraduate Medical Education Office will forward the incident report to the sponsor for handling. The individual trainee is responsible for follow-up with their family physician.
3. Clinical Fellows who are funded through McMaster University, McMaster University will handle WSIB.

* Residents refers to individuals proceeding to certification examination, ie. not for Clinical Fellows; who are funded through a variety of sources, but often paid through the University.

Appendix 2

POSTGRADUATE EDUCATION COMMITTEE OF COFM (PGE:COFM)
Dec. 9, 1999

EDUCATIONAL PRINCIPLES

RE: THE ROLE OF RESIDENTS DURING MEDIVAC/AMBULANCE TRANSPORTS

- 1) In many programs, participation in patient transport is a valuable learning experience for residents.
- 2) There must be clear educational objectives underlying the resident's participation in patient transport.
- 3) Residents must have appropriate training with demonstrated competency in the circumstances relevant to the transport experience.
- 4) Communication and supervision between the resident and his/her designated supervising physician must be available at all times.
- 5) Resident well-being should be considered in all transports.

Note: On occasion residents/fellows may be confronted with a situation for which they are not sufficiently trained. It is expected that they, like other physicians, will deal with such situations as practicing professionals to the best of their ability.

Some related links for further reference:

(links available on Medportal)

1. Occupational Health and Safety Act: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm
2. PAIRO/CAHO Agreement: <http://www.pairo.org/>
3. Hamilton Health Sciences – Infection Protection and Control and Personal Protective Equipment <http://www.hamiltonhealthsciences.ca/Workfiles/PHYSICIANS/IC-Physician%20Orientation%20Manual%202007-08.doc%20dec4.07.doc>
4. McMaster University, Postgraduate Medical Education Support Systems Booklet: <http://postgrad.medportal.ca/>
5. McMaster University, Postgraduate Medical Education, Communicable Diseases Policy <http://postgrad.medportal.ca/>

PG policies/resident safety draft

November 20, 2008