

Policy Name:	PGME Fellow Safety Policy
Application/ Scope:	Fellows, College, and Staff in the Max Rady College of Medicine
Approved(Date):	PGME Executive Committee: May 10, 2015; Policy Development Committee (PDC), December 1, 2021; PGME Executive Committee
Review Date:	August 2025
Revised (Date):	December 1, 2021
Approved By:	College Executive Council, August 16, 2022

BACKGROUND

The University of Manitoba is committed to promoting and supporting the safety and well-being of its learners in all areas of their working and learning environment.

The College of Medicine Postgraduate Medical Education (PGME) Office at the University of Manitoba recognizes that fellows have the right to a safe workplace and a safe learning environment. The responsibility for fellow safety jointly rests with the Max Rady College of Medicine at the University of Manitoba, Shared Health, clinical teaching sites, individual clinical departments, their Fellowship/AFC Programs and the fellows.

The **CanERA** Standards of Accreditation for Institutions with Residency Programs and the CanERA Standards of Accreditation for Residency Programs requires that the safety and wellness of patients and residents are actively promoted. Similar considerations apply to Fellowship/AFC Programs and the safety of fellows. The concept of fellow safety includes physical, emotional and professional security. These will be outlined in detail in this document.

All Fellowship/AFC Programs will adhere to this College PGME Fellow Safety Policy.

Shared Health, clinical teaching sites, clinical departments and all Fellowship/AFC Programs have their own fellow and workplace safety policy which will complement this PGME Fellow Safety Policy (**sample template for programs is provided in Appendix 3**). The Program Safety Policy will take precedent if more restrictive than this policy.

DEFINITIONS

AFC Program – Area of Focused Competence (Diploma) Program (RCPSC)

CanERA – means Canadian Excellence in Residency Accreditation and refers to the system of residency education accreditation developed by CanRAC

CanRAC – is the Canadian Residency Accreditation Consortium, comprised of the three medical residency education accrediting colleges in Canada: Royal College of Physicians and Surgeons of Canada, College of Family Physicians of Canada (CFPC) and Collège des médecins du Québec

CFPC – College of Family Physicians of Canada

CPSM – College of Physicians and Surgeons of Manitoba

CMPA – the Canadian Medical Protective Association

Discrimination – an action or decision that treats a person or group badly for reasons that risk violating protected human rights such as their race, age or disability

Fellow – is a trainee enrolled in a PGME Fellowship Program or AFC Program to gain an educational experience beyond certification requirements

Learning Environment – the diverse physical locations, contexts, and cultures in which trainees learn

Leave of Absence (LOA) – is an approved planned or unplanned interruption of training (greater than fourteen consecutive calendar days) for any of a variety of reasons, including medical illness, bereavement, maternity, paternity, partner leave and educational leave. Vacation, Religious Observances, statutory holidays, examination days and unplanned sick days are **not** considered leaves of absence

PGME – means Postgraduate Medical Education and refers to the Office of Postgraduate Medical Education, which operates within the Max Rady College of Medicine. It represents postgraduate medical education at the University of Manitoba through residency, fellowship, Areas of Focused Competence, postdoctoral and other training programs. The programs which PGME oversees are those accredited by the Royal College of Physicians and Surgeons of Canada (RCPSC), the College of Family Physicians of Canada (CFPC), the Canadian Psychological Association (CPA), the Canadian Academy of Clinical Biochemistry (CACB), the Canadian College of Microbiology (CCM) and the Canadian College of Medical Genetics (CCMG). Applicable to all of its training programs, PGME develops and administers policies and governs through the PGME committees. The PGME Office is overseen by the Associate Dean, PGME, Max Rady College of Medicine

Provincial Medical Administration Office (PMAO) – is the office or person designated to receive and maintain records, applications, correspondence and information pertaining to the Medical Staff (including trainees) provincially

Racism – is a belief that groups of humans possess different behavioural traits corresponding to physical appearance and can be divided based on the superiority of one race over another

RCPSC – Royal College of Physicians and Surgeons of Canada

Redeployment – is the process whereby, under exceptional circumstances of clinical need as identified by the health authority, health care professionals may be assigned to services in need

Resident – an individual enrolled in one of the accredited Residency Programs under the authority of the Associate Dean, PGME. The following is a listing of Resident categories within PGME at the Max Rady College of Medicine:

- A postgraduate learner who has obtained a Doctorate of Medicine (MD) or Doctorate of Osteopathic Medicine (DO) and has an educational or a general license from the College of Physicians and Surgeons of Manitoba (CPSM)
- A learner enrolled in the Clinical Psychology Program
- A learner enrolled in one of the Post-Doctoral Residency Programs:
 - Clinical Biochemistry
 - Genetics and Genomic Diagnostics (formerly known as Molecular Genetics and Cytogenetics)

- Clinical Microbiology
- A learner enrolled in one of the College of Dentistry Programs
 - Oral and Maxillofacial Surgery
 - Pediatric Dentistry

Shared Health – is the organization that delivers specific province-wide health services and supports centralized administrative and business functions for Manitoba health organizations

Trainee – in the case of PGME, is any PGME Program learner who is appropriately registered with and licensed by CPSM or other applicable licensing authority and who is fulfilling the certification requirements for a primary discipline, subspecialty, certification of special competence or enrolled in a program designated as “Accreditation without Certification” or enrolled in a program to gain an educational experience beyond certification requirements

Wellness – A state of health, including physical, mental, and social wellbeing, that goes beyond the absence of disease or infirmity

WRHA – Winnipeg Regional Health Authority

1. PURPOSE

- 1.1 Minimize the risk of adverse events involving fellows and promote a safe and healthy learning environment for all those involved in fellowship education
- 1.2 Provide a procedure to report unsafe training conditions and a mechanism to take corrective action
- 1.3 Provide an effective plan for management of resident involvement in extraordinary circumstances

2. POLICY STATEMENTS

- 2.1 Fellows have a right to a safe and equitable workplace and learning environment. As such, fellows have a professional duty to comply with the safety policies of the institution in which they are working, as outlined by the PGME Office. Furthermore, fellows have a responsibility to ensure their own safety and professional duty to communicate safety concerns and incidents to their Fellowship/AFC Programs or to the PGME Office promptly
- 2.2 The PGME Office and all PGME Fellowship/AFC Programs have a duty to ensure a safe and equitable environment for residents to work and to learn. This includes but is not limited to the following:
 - 2.2.1 Ensuring that the workplace and the learning environment are free of harassment, intimidation and all forms of discrimination, including racism, on the basis of the resident’s level of training and/or characteristics that risk violating protected human rights, as listed in [The Human Rights Code \(Manitoba\)](#) (as amended from time to time) as being protected
 - 2.2.2 Ensuring that fellows are educated and informed with respect to the safety policies which govern the workplace and the learning environment
 - 2.2.3 To record in writing, to act promptly and to address in a timely fashion any safety concerns and incidents reported to its office by fellows
 - 2.2.4 Ensuring that every reasonable effort is made to record fellow concerns in confidence and in good faith and that fellows' rights to privacy and anonymity be ensured at all times

- 2.2.5 Ensuring that fellows are aware of the Max Rady College of Medicine [Prevention of Learner Mistreatment Policy](#) and the mechanisms (Mistreatment Survey, Speak Up button) available for them to report an incident
- 2.2.6 Striving to prevent workplace-related and learning environment-related personal retribution against fellows in order to foster an open environment where genuine concerns can be raised freely and without fear of reprisal

3. PROCEDURES

3.1 Specific Safety Concerns with Respect to Fellow Travel

- 3.1.1 Fellows must be compliant with all provincial laws pertaining to the safe operation and maintenance of motor vehicles
- 3.1.2 In the event of severe weather or poor road conditions, fellows are expected to exercise common sense and to use caution for short-distance travel. If fellows do not feel safe traveling to or from the workplace or learning environment, they must communicate their concerns to their Fellowship/AFC Program and/or the PGME Office and the site where they are working
- 3.1.3 Where reasonable concerns for personal safety have been communicated to the above parties, fellows are not expected to undertake short-distance travel in adverse conditions. In these situations, fellows are advised to contact their Program Directors/coordinators for guidance with respect to adjustments of schedules and itineraries. Fellows who have conveyed reasonable concerns for their personal safety to the above parties are ensured the full support of the PGME Office
- 3.1.4 Where travel to and from the workplace and the learning environment is deemed essential by the Fellowship/AFC Programs and where fellows have communicated reasonable concerns for their personal safety, then fellows must be able to access safer modes of transportation such as, but not limited to, public transportation or taxicabs or must access an available call room to avoid such travel
- 3.1.4.1 Post-call, if a fellow is too tired to safely operate a motor vehicle or other preferred transportation mode, they are advised to refrain from travel, by utilizing a call room until rested or accessing safe transportation as arranged with the Max Rady College of Medicine
- 3.1.5 If the travel to and from the workplace and the learning environment involves distances which exceed the city limits, then the following will apply:
- 3.1.5.1 The fellows' itineraries must be communicated to their Fellowship/AFC Programs
- 3.1.5.2 Fellows must keep informed with respect to severe adverse road or weather conditions and are expected to exercise common sense and to avoid travel under those conditions which may pose reasonable concerns for personal safety. In these situations, the fellows must communicate with their Program Directors and/or the PGME Office for guidance. Furthermore, the fellows must communicate any anticipated delays to their attending physicians in order to allow for adjustments of schedules
- 3.1.5.3 Fellows must ensure that they are well-rested before driving for longer than one hour at a time for clinical or academic activities. The fellows are not expected to travel long-distance following overnight call shifts. Fellows are entitled to reasonable accommodation of their call requests should travel be deemed necessary. If unavoidable, a travel day may be considered at the start of a rotation outside of the city

limits in order to provide fellows with sufficient time to rest before embarking on long-distance travel

- 3.1.5.4 Where there exist reasonable concerns for personal safety and these concerns have been communicated to the Fellowship/AFC Program Directors and/or PGME Office, fellows are not expected to undertake long-distance travel. Fellows who have conveyed reasonable concerns for personal safety to the above parties are ensured the full support of the PGME Office
- 3.1.5.5 For fellows involved in neonatal transport, please see Appendix I: *Neonatal Transport Safety*
- 3.1.5.6 For fellows who travel to northern remote locations, please see Appendix II: *Northern and Rural Rotations and/or Northern Medical Trips*
- 3.1.6 Fellows who wish to engage in international electives must adhere to the [PGME International Electives Policy](#). The PGME office, in coordination with the International Centre of the University of Manitoba, provides education and support on international travel to ensure fellowship education occurs in a safe learning environment

3.2 Personal Security

- 3.2.1 With respect to fellows when on-call and working alone after-hours, the following will apply:
 - 3.2.1.1 Fellows working alone after hours in healthcare or academic facilities must have adequate support from Security Services
 - 3.2.1.2 Fellows should utilize the Safe Walk or Safe Ride programs (where available) and avoid walking alone for any unsafe distances at night
 - 3.2.1.3 Every reasonable effort must be made by the Fellowship/AFC Programs to ensure that fellows are not exposed to undue personal risk when working alone. If risks cannot be mitigated with the help of Security Services, then fellows are entitled to request changes in scheduling or staffing to ensure that a safe workplace and a safe learning environment are provided
- 3.2.2 Programs and sites must ensure fellows receive education and preparation specifically related to home visits, trainees must not make home visits unaccompanied
- 3.2.3 Fellows must be mindful and wary to not disclose their personal and/or private information in the course of their daily professional and/or academic duties, including but not limited to telephone numbers, banking information, credit card information, personal passwords, email addresses, social media sites and home addresses
 - 3.2.3.1 Fellows have a duty to make every effort to avoid inadvertent disclosure of their personal information through the use of telephones, computers or other electronic devices in the workplace or learning environment. To this end, fellows are encouraged to password-protect all sensitive information and to use data encryption and data protection services (e.g., Caller ID Blocking) when using such devices
- 3.2.4 Fellows are entitled to a safe and secure environment when using health-care facilities, including parking lots and parkades. Fellows are strongly encouraged to notify and utilize Security Services when walking outdoors in the areas of health-care facilities and parking lots at night. Fellows are reminded to contact Security Services immediately should they witness any activities that might compromise the safety of the health care facilities. Furthermore, it is recommended that fellows ask the Security Service the locations of panic alarms at their health care facilities and adjacent parking buildings

- 3.2.5 Fellows who are anticipating interactions with potentially violent or aggressive patients or their family members must make certain that members of Security Services are present during these interactions
- 3.2.6 Fellows are entitled to education and training in identifying and managing potentially violent, aggressive and/or threatening situations involving staff, patients and/or family members in the clinical and academic environment
- 3.2.7 Fellows are entitled to education, training and support for all forms of sexual violence, including sexual assault, sexual harassment and gender-based violence. The Sexual Violence Resource Centre, located at 537 UMSU University Centre on the Fort Garry campus, provides support, resources, information and referral services for any student, faculty or staff member who has been affected by sexual violence. As members of the University Community, fellows are informed about these supports through education by their program. Fellows should consult the following links for specific information about their rights and responsibilities:
- [Sexual Assault Policy](#)
 - [Respectful Work and Learning Environment \(RWLE\) Policy](#)
 - [RWLE and Sexual Assault procedure](#)
 - [Conflict of Interest Policy](#)
 - [Violent or Threatening Behaviour Policy](#)
 - [Sexual Violence, Harassment & Discrimination Report](#)
- 3.2.8 Fellows will be provided safe and clean on-call facilities (call rooms and lounges). Access to these areas will be secured. Any deficiencies with respect to fire alarms, smoke detectors, adequate lighting, secured access and telephone services should be brought to the attention of the Fellowship/AFC Program Directors and the PGME Office
- 3.2.9 Fellows who feel their personal safety or security is threatened must remove themselves immediately from the situation in a professional manner and seek urgent assistance from their immediate supervisor or from Security Services

3.3 Infection Control

- 3.3.1 Fellows must be appropriately oriented on the location and the services offered by the Occupational Health and Safety Offices at their assigned facilities. This includes familiarity with the policies and procedures for infection control and protocols for exposure to contaminated fluids, needle stick injuries and reportable infectious diseases
- 3.3.2 Fellows are expected to participate in required safety sessions provided and that they are compliant with the above-mentioned policies
- 3.3.3 Fellows must comply with all isolation and infection control precautions and procedures when indicated. All fellows must undergo training in infection control precautions provided by the PGME Office at the start of their Fellowship/AFC Programs
- 3.3.4 Fellows are responsible to ensure that they maintain appropriate immunization status as stated in the institutional policy documents, and seeking overseas travel immunization and advice well in advance of international experiences
- 3.3.5 The process for fellows with bloodborne pathogens is guided by the Max Rady College of Medicine's [Medical Learners with Bloodborne Pathogens](#) policy. All fellows are professionally and ethically obligated to follow this policy

3.4 Radiation Safety

- 3.4.1 Fellows are not expected to work in areas of high and long-term exposure to radiation without receiving prior appropriate education on radiation safety. Fellows working in areas of high and long-term exposure to radiation must follow radiation safety policies and minimize their exposure according to current guidelines
- 3.4.2 Fellows must use all necessary personal protective garments, precautions and safeguards, including back up from supervisors, when engaging in clinical and/or educational experiences

3.5 Safety during Pregnancy

- 3.5.1 Fellows who are pregnant are entitled to a safe and equitable work and learning environment. Pregnant fellows must be aware of specific risks to themselves and their unborn child(ren) in the training environment and request accommodation where indicated. Further consultation with Occupational Health and Safety may be advised wherever concerns about safety arise
- 3.5.2 Fellows who are pregnant have a duty to inform their Fellowship/AFC Program that they will be unable to work in such environments. Fellows are never expected to compromise their personal safety or the safety of their unborn children in the course of their clinical or academic duties
- 3.5.3 The PGME Office will make every effort to ensure the workplace and learning environments are free from discrimination against fellows who become pregnant during their training
- 3.5.4 A fellow who is pregnant shall not be scheduled or required to participate in overnight on-call shifts when the set number of weeks of gestation has been reached in accordance with regulations pertaining to residents who are pregnant (see PGME Resident Safety Policy)

3.6 Safety of the Teacher – Learner / Work Environment

- 3.6.1 Regular environmental scans of Programs are conducted by the Max Rady College of Medicine Office of Professionalism to ensure fellowship education occurs in a safe learning environment. Concerns with the safety of the learning environment are appropriately identified and remediated; follow-up on matters is planned and all documentation from matters are developed and maintained
- 3.6.2 All learning and work environments must be free from intimidation and harassment. Prevention of learner mistreatment is guided by the [Max Rady College of Medicine Policy for Prevention of Learner Mistreatment](#). Postgraduate trainees are strongly encouraged to report all instances of mistreatment in the learning environment. Several reporting options are provided: Speak Up button, end of rotation evaluation with link to the mistreatment survey and via email to both the PGME Student Affairs and Wellness office or to the Max Rady College of Medicine Office of Professionalism
- 3.6.3 Fellows are entitled to a work and learning environment that is free from all forms of discrimination, including racism, as identified in accordance with the University of Manitoba's [Respectful Work and Learning Environment Policy](#). The Rady Faculty of Health Sciences [Equity, Diversity and Inclusion Policy](#) provides for equality of opportunity, an accessible learning and working environment and ensures cultural safety and respect for learners, faculty and staff, allowing for a safe and welcoming place for all people. Fellows are encouraged to take appropriate steps to disrupt discrimination, including racism, of targeted groups in accordance with the Rady Faculty of Health Sciences [Disruption of all Forms of Racism](#) policy

3.7 Personal Wellness

- 3.7.1 Personal health and wellness are considered to encompass all aspects of an individual's

health, including, but not limited to: physical, spiritual, mental and emotional well-being

3.7.2 Fellows are entitled to freedom from discrimination and harassment on the basis of the following:

- ancestry, including race and colour
- nationality
- ethnic origin
- religion
- age
- sex, including pregnancy and gender identity
- gender-determined characteristics
- sexual orientation
- marital or family status
- source of income
- political belief
- physical or mental disability

3.7.3 Fellow wellness, in a manner similar to that for residents shall be guided by the [PGME Resident Wellness Policy](#). Fellows have a duty to seek professional advice whenever they are concerned that physical, mental, emotional or spiritual health issues may affect their clinical or academic performance. Fellows are encouraged to use those resources and supports available to residents as outlined in the Wellness Policy

3.7.4 Fellows are entitled to notification in writing from their Fellowship/AFC Program Director or the PGME Office, if their physical, mental, emotional or spiritual health issues are deemed sufficiently concerning as to require interruptions of their clinical and/or academic duties. Fellows have a duty to abide by the professional code of conduct that governs all medical professionals as stipulated by the College of Physicians and Surgeons of Manitoba (CPSM) with respect to physical and/or psychological health

3.7.5 Fellows may apply for leaves of absence which must be approved by their Fellowship/AFC Program Director (see Management of Fellowships Online Manual)

3.8 Professional Safety

3.8.1 Patient Safety

3.8.1.1 The PGME Office works collaboratively with the Shared Health Patient Safety office to develop, share and promote patient safety resources and education. Fellows must participate in required patient safety sessions and abide by the safety policies of the assigned facility, unit or department

3.8.1.2 Fellows have a professional duty to report all adverse events, critical incidents and “near misses”. Fellowship/AFC Programs must support an environment in which fellows are able to report and discuss adverse events, critical incidents, “near misses” and patient safety concerns without the fear of negative consequences

3.8.1.3 Fellows will be guaranteed confidentiality for any adverse events, critical incidents and

“near misses” in which they are involved, unless the incidents were sufficiently severe as to compromise their own safety, in which case these critical incidents must be reported to the Associate Dean, PGME or the College of Physicians of Manitoba (CPSM)

3.8.2 Confidentiality of Fellow Information

- 3.8.2.1 All information contained in fellow files and regarding safety concerns and/or incidents disclosed by postgraduate trainees, including personal health information, shall be kept confidential in accordance with The Freedom of Information and Protection of Privacy Act (Manitoba) and The Personal Health Information Act
 - 3.8.2.1.1 Information will be shared with only those who need to know in order to give effect to the policy and its procedures, and to assist the fellow in obtaining the adequate support and resources
- 3.8.2.2 Fellows are not required to disclose personal information to any staff without prior written request. Fellowship/AFC Programs must obtain verbal and written consent from the fellows for disclosure or use of any personal and/or private information to third parties
- 3.8.2.3 Fellows are not expected to disclose their personal and/or private information including but not limited to telephone numbers, residential addresses, email addresses and social media profile to any clinical and/or academic faculty members, where the information does not directly relate to the performance of their professional duties and responsibilities
- 3.8.2.4 Fellows must not be directly contacted by clinical and/or academic faculty members outside of working hours without prior notice. Exceptions to this policy include emergencies which personally affect the fellows
- 3.8.2.5 Social media is a useful tool for communicating and developing contacts; however, fellows must be aware of what sort of web presence they are creating, and whether anything has been posted that could cast a negative view on their professionalism. Fellows should follow the [University of Manitoba Social Media Guidelines](#) from the Access and Privacy office. The PGME Office cannot guarantee the protection of personal and/or private information when social media access is granted by fellows
- 3.8.2.6 Fellows who use their personal telephones, computers and/or other electronic devices in the performance of their clinical duties are advised to use precautions to protect their identity such as blocking their phone number or e-mail address
- 3.8.2.7 Fellows are to use the approved secure text messaging and image sharing provided by Shared Health and supported by the Max Rady College of Medicine. The application is intended for secure transient communication between health-care providers and is not intended to replace standard patient documentation
- 3.8.2.8 Fellows will be guaranteed that any feedback regarding their teachers, rotations and clinical experiences will be kept anonymous as per the standards of the accreditation bodies
- 3.8.2.9 Fellows will be guaranteed protection from discrimination and retribution regarding feedback provided in confidence with respect to the performance of clinical and academic faculty members, including Program Directors, Section Heads and Department Heads/Chairs. Fellows must not be pressured or coerced in any way to share information regarding personal evaluations of clinical and/or academic faculty members

3.8.3 Professional Responsibilities

- 3.8.3.1 Fellows, including Internationally Visa Sponsored trainees, are required to maintain Canadian Medical Protective Association (CMPA) or equivalent as appropriate professional liability and malpractice coverage. More information, including management of complaints and malpractice, may be found at [CMPA's Protection for members](#) website
- 3.8.3.2 Fellows must possess current educational licenses from the College of Physicians and Surgeons of Manitoba (CPSM) or equivalent as appropriate
- 3.8.3.3 Fellows must procure mandatory life, accidental death, and disability insurance from Doctors Manitoba or equivalent as appropriate. This insurance coverage is valid throughout Canada
- 3.8.3.4 Internationally Visa Sponsored trainees may choose to become a member of Doctors Manitoba and opt to apply for insurance through Doctors Manitoba. Successful acquisition of coverage would be at the discretion of the insurer and the specific circumstances of each applicant
- 3.8.3.5 Fellows must report any changes to their licensure status immediately to their Fellowship/AFC Program Director and to the University of Manitoba Associate Dean, PGME
- 3.8.4 Extraordinary Events
- 3.8.4.1 Extraordinary events include any incident or circumstance with apparent crisis or disaster potential, for example mass casualty, outbreak, evacuation, earthquake, wildfire, flooding, etc.
- 3.8.4.2 In the event of a potential emergency, fellows are to report to their Fellowship/AFC Program as soon as possible to wait further instructions. The PGME office will liaise with appropriate University of Manitoba, Shared Health and other stakeholders as required and will provide specific advice or directions to Fellowship/AFC Program Directors and fellows
- 3.8.4.3 Fellows must be aware of specific Emergency and Disaster Management plans of the institution in which they are working and are to follow the emergency management processes in place
- 3.8.4.4 The Manitoba Emergency Measures Organization (EMO) expects that all individuals have made plans and have taken steps to secure the safety of themselves, their families and any other responsibilities both at home and in the workplace. PGME encourages all personnel to refer to the [EMO](#) website for information on emergency preparedness measures
- 3.8.4.5 For emergencies while on the University of Manitoba campus, please refer to the [Emergency Management Program Policy](#). The University recognizes the need to be prepared for major emergencies and disasters based upon the elements of effective response, mitigation and resumption of normal operations within the shortest time period
- Included in the Emergency Management Program site, there are the following resources:
- [Emergency Management Program Procedures](#)
 - [Emergency Response Plan and Related Annexes](#)
 - [University of Manitoba Health and Safety Policy](#)
- 3.8.5 Exceptional Circumstances

- 3.8.5.1 Under exceptional circumstances of clinical need as identified by Ministerial and/or Public Health Officials, many health-care professionals may be redeployed to services in need. All registered postgraduate medical education learners including residents, subspecialty residents, fellows and Internationally Visa Sponsored trainees are subject to redeployment measures by virtue of their status in the health system as outlined in the PGME policy pertaining to redeployment (see [Principles of Redeployment of Residents and Fellows in Times of Exceptional Health System Need](#))
- 3.8.5.2 The decision to allocate hands-on participation of fellows in high-risk procedures is at the discretion of the respective Fellowship/AFC Program Site Coordinator, or designate, in collaboration with the Service Chief. The safety of patients, fellows and faculty is of utmost importance and must be taken into consideration prior to participation in high-risk procedures

4. IMPORTANT FELLOW SAFETY CONTACTS

4.1 Learner Resource Library

- 4.1.1 The Max Rady College of Medicine PGME Student Affairs and Wellness Office at the University of Manitoba has a variety of support structures in place for faculty, fellows, residents and students. Fellows should access the [Student Experience - Learner Supports](#) for information on the various resources available to residents and fellows to ensure their safety

4.2 Occupational Health and Safety Contact

- 4.2.1 Fellows are registered with the University of Manitoba and are employees of Share Health (PMAO). Hence, they are subject to University and Shared Health specific Occupational Health and Safety procedures and protocols. Fellows may contact the respective offices below, with any safety concerns

University of Manitoba Environmental Health and Safety Office

https://umanitoba.ca/admin/vp_admin/risk_management/ehso/contacts/index.html

Shared Health Occupational and Environmental Safety & Health (OESH)

<https://www.wrha.mb.ca/professionals/safety/contact.php>

POLICY CONTACT: Associate Dean, PGME

REFERENCES

CanERA, General Standards of Accreditation for Institutions with Residency Programs

<http://www.canera.ca/canrac/canrac/documents/general-standards-accreditation-for-institutions-with-residency-programs-e.pdf>

CanERA, General Standards of Accreditation for Residency Programs

<http://www.canera.ca/canrac/canrac/documents/general-standards-accreditation-for-residency-programs-e.pdf>

PGME Student Affairs and Wellness Office, (Resident) Resource Library

http://umanitoba.ca/faculties/health_sciences/medicine/student_affairs/12093.html

Province of Manitoba, Emergency Measures Organization (EMO) Emergency Preparedness Index

<https://www.gov.mb.ca/emo/about/index.html>

[*The Human Rights Code, C.C.S.M. c. H175*](#), Manitoba, 1987

University of British Columbia, Faculty of Medicine, Postgraduate Medical Education, Policy 010a - Resident Health and Safety

<https://med-fom-pgme.sites.olt.ubc.ca/files/2019/09/010a-Resident-Health-and-Safety-PGME-Policies-and-Procedures.pdf>

University of British Columbia, Faculty of Medicine, Postgraduate Medical Education, Policy 010b- Postgraduate Trainee Extraordinary Event Guideline

https://med-fom-pgme.sites.olt.ubc.ca/files/2019/09/010b-Postgraduate-Trainee-Extraordinary-Event-Guideline-PGME-Policies-and-Procedures.rtf_.pdf

University of Manitoba, Access and Privacy Office, Social Media Guidelines

http://umanitoba.ca/access_and_privacy/media/Social_Media_Guidelines.pdf

University of Manitoba, Accessibility Policy and Student Accessibility Procedure

https://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html

University of Manitoba, Emergency Management Program Policy

https://umanitoba.ca/admin/governance/governing_documents/operations/emergency_management_program_policy.html

University of Manitoba, PGME International Electives Policy

<https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit>

University of Manitoba, PGME Leave of Absence and Waiver of Training Policy

<https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit>

University of Manitoba, PGME Resident Assessment Policies (RCPSC Time-Based, RCPSCCBME & CFPC Family Medicine Assessment, Probation & Remediation)

<https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit>

University of Manitoba, Health and Safety Policy

https://umanitoba.ca/admin/governance/governing_documents/staff/551.html

University of Manitoba, Max Rady College of Medicine, Learners with Bloodborne Pathogens Policy

<https://entrada.radyfhs.umanitoba.ca/community/pgmepoliciescommunit>

University of Manitoba, Max Rady College of Medicine, Essential Skills and Abilities for Admissions, Promotion and Graduation in the MD Program

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies#max-rady-college-of-medicine>

University of Manitoba, Max Rady College of Medicine, Equity, Diversity, Inclusion Policy

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies>

University of Manitoba, Max Rady College of Medicine, Prevention of Learner Mistreatment Policy

http://umanitoba.ca/faculties/health_sciences/medicine/education/ed_dev/media/Policy_for_Prevention_of_Learner_Mistreatment_June_21_2018.pdf.pdf

University of Manitoba, Max Rady College of Medicine, Supervision of Learners Policy

http://umanitoba.ca/faculties/health_sciences/medicine/education/ed_dev/media/Supervision_of_Learners_Policy_-_June_21_2018.pdf

University of Manitoba, Rady Faculty of Health Sciences, Disruption of all Forms of Racism Policy

<https://umanitoba.ca/health-sciences/rady-faculty-health-sciences-policies>

Winnipeg Regional Health Authority (WRHA) Respectful Workplace Policy
<http://www.wrha.mb.ca/professionals/respectfulworkplace/>

Winnipeg Regional Health Authority (WRHA) Staff and Other Professionals Resources Index
<http://www.wrha.mb.ca/professionals/index.php>

APPENDICES

Appendix 1: Max Rady College of Medicine Neonatal Transport Safety Guideline

Appendix 2: Northern and Rural Rotations and/or Northern Medical Trips Guideline

Appendix 3: Sample Fellow Safety Policy

Appendix 1
Neonatal Transport Safety Guideline
University of Manitoba Max Rady College of Medicine



General Guidelines:

Air, water and ground transportation are components of Neonatal transportation of patients. When functioning as part of the Transport Team, the pediatric fellow must follow the safety measures as appropriate for the vehicle. In the ambulance and aircraft, seatbelts must be used when the vehicles are in motion. In some communities, water craft may be needed for patient transport. In this case, water floatation devices must be used.

The medical staff and flight crew have been trained in flight safety. Their instructions must be followed as situations arise, to minimize risk to the fellow. These risks include direct exposure to various types of aircraft on the tarmac, and in-flight emergencies.

On the tarmac/ramp, noise can be excessive. Extra caution should be taken to identify dangers visually. Also, ear protection to prevent hearing damage might be a consideration. Interaction with propellers, in motion or not, should be avoided. When in the vicinity of jet engines, caution should be used to avoid clothing, or loose materials from being drawn in to an engine. Smoking should be avoided near any aircraft or engine fuel. If in doubt, follow the safety instructions of the trained Transport Team or flight crew.

Weather conditions can be severe, in particular in northern destinations. Appropriate outer clothing is important in consideration of the season and destination.

Stressors of flight exist which may affect the fellow physically. Their awareness of these stressors will allow them to prevent undue physical discomfort. These stressors and precautions include:

1. Trapped gases - avoid foods and drinks that are gas producing (e.g., carbonated beverages). Avoid flying if suffering from a URTI, ear or sinus infection. Avoid flying following some types of dental procedures.
2. Hypoxia - be aware of lower oxygen as flight altitude increases. Be familiar with oxygen sources for team members in case of sudden need.
3. Temperature - dress appropriately for cabin temperature. Increase fluid intake to offset any effect from low cabin humidity.
4. Vibration - significant aircraft vibration can be part of the flight experience. Ensure well-padded seating is used. Avoid direct contact with the bulkhead of an aircraft.
5. Noise - noise levels in the aircraft may be prolonged and intense. Ear protection should be considered.
6. Gravitational Forces - with takeoff and landing of an aircraft, gravitational forces are significant. Seatbelts and shoulder straps should be used, as per flight instruction.

Appendix 2
Northern and Rural Rotations and/or Northern Medical Trips
University of Manitoba Max Rady College of Medicine

General guidelines:

Northern and Rural rotations, as well as Northern Medical Trips augment a trainee's clinical experiences but are not without risks. These opportunities bring residents into unknown locations where unfamiliarity, isolation and travel can cause potential harm. At all times during these experiences fellows should exercise caution and abide by the Fellow Safety Policy. All Provincial and Highway driving acts and laws should be followed. Fellows should always be prepared for unexpected cold weather and dress appropriately. Fellows are required to know the safety policies and procedures of the rural sites (details of these will be provided to the fellow during the first day of orientation in the rural sites). If safety concerns arise fellows should contact the Director of Northern and Rural Medical Education and/or the Fellowship/AFC Program Director.

If travelling by car, fellows should ensure that the vehicle is in good driving condition. No fellow should drive long distances when extremely fatigued. Driving conditions must be safe for travel. Fellows should have highway safety gear and/or a cellular phone in case of unexpected occurrences while driving. Vehicles should be parked in assigned parking areas at the rural sites. Should any violation occur to the vehicle while on a rural rotation, police should be notified immediately, as well as the Director of Northern and Rural Medical Education and/or Fellowship/AFC Program Director.

When travelling by plane, fellows need to abide by all Transport Canada air travel regulations. Full details of the regulations can be reviewed at www.tc.gc.ca. Fellows are required to listen and follow in-flight crew directions.

Fellows may be placed in shared accommodations during the northern and rural rotations. All efforts are in place to ensure that same sex members are grouped in the same floor of a house or apartment. Caution should be used when in using shared accommodations. It is recommended that fellows lock their room doors while sleeping and bathrooms be locked when in use. Valuable goods should not be left unsupervised.

During the rural and northern rotations, fellows should use caution when outdoors alone. Fellows should always be in visible, well trafficked areas. It is not recommended to be alone outdoors after daylight hours. Taxi vouchers or financial remuneration will be provided to fellows who do not have access to vehicles during these rotations. Security escort should be considered if walking outdoors at night in the hospital areas.

Appendix 3
Fellow Safety Policy – XXX Fellowship/AFC Program
University of Manitoba Max Rady College of Medicine

XXX Fellowship/AFC Program Policy on Safety	
Approved (date)	
Review date	
Revised date	
Approved by	

BACKGROUND

The concept of fellow safety includes physical, emotional and professional security. These will be outlined in detail in this document.

The PGME Program has established an overarching **PGME Fellow Safety Policy** applicable to all residency programs, for reporting and responding to specific safety issues, available on the PGME Program website:

http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/policies.html

PURPOSES OF THIS POLICY

1. To augment the PGME Safety Policy by identifying specific provisions to address safety concerns related to educational activities undertaken as part of the _____ Fellowship/AFC Program.
2. To describe the mechanisms in place at the program level for addressing, reporting, and/or reducing unsafe events and conditions
3. To establish that fellows have the right to use their judgment when deciding if, when, where, and how to engage in clinical and/or educational experiences that they perceive to involve safety risks.

SCOPE

This policy applies to all postgraduate trainees in the XXX Program of the Max Rady College of Medicine for the duration of all activities associated with the performance of their trainee duties.

KEY ROLES & RESPONSIBILITIES

1. The University and all affiliated teaching sites as well as ambulatory, outpatient and private practice locales are accountable for the environmental, occupational, and personal health and safety of their employees.
2. Fellows must adhere to the relevant health and safety policies and procedures of their current teaching site.

3. The _____ Fellowship/AFC Program is responsible for identifying and communicating foreseeable safety risks related to education carried out within the Program, educating residents about risk minimization strategies, and for making decisions about educational experiences that take into account, among other things, the educational benefit relative to any safety risk.
4. The _____ Fellowship/AFC Program formally acknowledges, endorses and agrees to adhere to the FPGME Fellow Safety Policy.

PROCEDURE

1. Reporting of, and response to, all manner of incidents related to Environmental Health, Occupational Health, and Personal Health and Safety will be addressed as outlined in PGME Fellow Safety Policy.
2. The Fellowship/AFC Program requires fellows to engage in the following specific situations that might pose a safety risk: (***select or add as necessary***)
 - house calls
 - work in isolated or poorly protected environments
 - after hours consultations
 - exposure to potentially dangerous environments
 - exposure to potentially harmful bodily fluids
 - exposure to environmental hazards
 - encounters with potentially violent or aggressive patients
 - exposures to potentially dangerous equipment and/or high-risk transportation
3. The Program commits to providing fellows with a full disclosure of foreseeable potential risks associated with such activities listed above.
4. The program will ensure that fellows receive education and preparation for activities that may pose a safety risk using best available evidence and practices AND assess residents for appropriate understanding PRIOR TO involvement in these activities.
5. Fellows must immediately notify their supervisor, clinical administrator, or their Fellowship/AFC Program Director of perceived safety concerns.
6. Fellows involved in safety-related events, or who have safety concerns, are encouraged to contact their Fellowship/AFC Program Director, the Associate Dean, PGME or the Associate Dean, Professionalism.

7. A fellow will not encounter negative repercussions for decisions they made in good faith related to personal safety concerns.
8. The Fellowship/AFC Program Committee will review all concerns brought forth and take steps to minimize future risk.
9. At times, a fellow may be called upon to respond to an acute situation involving a patient, which might pose a risk to the fellow's personal safety and wellbeing. Fellows are expected to consider the effect on themselves and the patient when deciding on a course of action. Every effort should be made to consult more experienced health care providers or staff and seek assistance, support or alternative courses of action. Ultimately, fellows should use their best judgment when deciding if, when, where, and how to engage in clinical and/or educational experiences.
10. Should a fellow fail to engage in an experience (or engage in a manner other than what has been requested or previously expected of them) due to perceived safety concerns, the fellow will report this to their site supervisor immediately AND to the Fellowship/AFC Program Director at the earliest reasonable time.
11. Should a fellow repeatedly fail to engage in an activity that can be reasonably considered part of their specialty practice, that is a mandated component of the fellowship training, and for which all means of risk reduction and education have been instituted by the Program, the Fellowship/AFC Program Committee or equivalent will review the circumstances in the context of the general CanMEDS physician competency frameworks.