**Appendix 2**

**Wellness Policy – XXX Residency Program**

**University of Manitoba Max Rady College of Medicine**

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| **XXX Residency Program Policy on Wellness** | |
| **Approved (date)** |  |
| **Review date** |  |
| **Revised date** |  |
| **Approved by** |  |

**Background**

Wellness during residency is the state of physical, mental, emotional and financial well-being such that residency is not only a period of surviving but a period of thriving. Stress is a reality and complex for each individual but there are opportunities for personal growth and the ability to recognize negative emotions are essential skills to build capacity for resilient careers in medicine.

**Purposes of This Policy**

The objective of this policy is to augment the PGME Resident Wellness Policy by identifying the services and supports that are available during residency in the XXX Program, and to promote the health and wellbeing for physicians and for the provision of quality patient care.

**Definitions**

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| Continuous Quality Improvement | Structured process to improve all aspect of care and service continually; ongoing study to improve performance. For FRM, CQI will explicitly entail the promotion and sharing of information, and communicating learnings from incidents as they occur. |
| Program Wellness Lead | The Faculty member responsible for coordinating the PGME Wellness Program and supports the wellness interests of the residents |
| Wellness | A state of health, including physical, mental, and social wellbeing, that goes beyond the absence of disease or infirmity |

**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 and Responsibilities**

For Residents:

Residents have a responsibility to themselves, their patients and the program to display:

* Proactive self-care
* Effective time management around clinical and academic assignments
* Impairment recognition and notification whether due to illness, fatigue, distress or substance use in themselves or in their peers; trainees have a key role in managing and reporting their own fatigue
* Response to suggestion of accessing and seeking help when needed/suggested by program director, other mentors and/or chief residents

For Programs:

Programs have a responsibility to their trainees, the University, and the public to:

* Ensure a safe and sustainable work schedule (this includes supporting and scheduling recognized holidays and vacations, abiding by provincial resident association contracts, supporting and encouraging back-up mechanisms for urgent call replacements)
* Encourage a safe and supportive learning environment through advocacy and identification of institutional or occupational factors affecting resident wellbeing
  + ongoing incorporation of meaningful, actionable steps that improve the safety of the clinical learning environment and promote fatigue risk management
* Assign a Program Wellness Lead to coordinate the PGME Wellness Program and support the wellness interests of the residents
* Support teamwork and social connection opportunities such as resident retreats, faculty and department wide events with professional colleagues and mentorship activities
* Ensure opportunities to learn about wellness, self-care skills, resources for reflection and debriefing after adverse or stressful events (including but not limited to patient deaths, medical errors, distressing events)
  + Provide resident education to recognize the symptoms of burnout, depression, and substance abuse in themselves as well as in their colleagues, and to alert the Program Director, a faculty mentor or Chief Residents when they have concerns
* Provide access to appropriate tools for self-screening and follow-up with distressed residents

**Procedure**

***Process for communication***

Residents will be expected to meet the above noted responsibilities for attending to their health and well-being. When the resident recognizes, for any reason, that they are in a distressed state they will be expected to notify the Program Director and/or access the resources available to them as outlined in the PGME Resident Wellness Policy.

***Reporting practices to ensure Wellness initiatives are in place***

The Program Director will provide an annual summary of wellness-related topics and how they are addressed within their programs. Topic areas include: personal wellness, collaboration, leadership, health advocacy, patient safety, quality improvement and professionalism. The report is meant to summarize what is being done in addition to topics addressed in the core curriculum and to provide an opportunity for potential collaboration across departments