

SAFETY POLICY - THORACIC SURGERY RESIDENCY/FELLOWSHIP

PREAMBLE

Clinical trainees have the right to work in a safe environment during training. The purpose of this document is to provide a policy regarding workplace safety for postgraduate trainees in Thoracic Surgery at McMaster University and to demonstrate the commitment of the residency and clinical fellowship programs to the protection and safety of its postgraduate trainees.

It is recognized that the responsibility for resident safety is jointly shared between the resident, clinical fellow, the training program and the Faculty of Medicine.

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) and does not supersede the Postgraduate Medical Education Resident Safety Policy:

<http://postgrad.medportal.ca/policies/documents/HPSP.pdf>

TRAVEL

Residents are not expected to travel long distances during inclement weather for clinical or other academic assignments. If such weather prevents travel, the resident is expected to contact the program office promptly. Assignment of an alternative activity is at the discretion of the Program Director.

For long distance travel for clinical or other academic assignments, residents should ensure that a colleague or the home residency program is aware of their itinerary.

Residents should not drive home after call if they have not had adequate rest. A call room should be available for them.

Residents should not be expected to walk alone for any major or unsafe distances at night. Where such travel on foot is unavoidable, the resident should request a security official of the hospital to accompany him/her.

Thoracic Surgery residents doing home call and arriving for work after hours should be aware of their environment before leaving their car, and have a cell phone available to contact security if it is deemed that an escort is required. If a resident feels potentially threatened they should not leave their car but should leave the area promptly. In the rare event this occurs the resident should notify the attending staff on call.

Residents going to international electives outside of North America must complete the Field Trips and Electives Planning and Approval process to ensure compliance with standards and best practices for the safety of all Postgraduate Trainees. In general, the PGME Office will not approve electives in regions for which the Canadian government has issued a Travel Warning.
<http://fhs.mcmaster.ca/postgrad/documents/ElectivesandMacCAREposted052012.pdf>

PATIENT ENCOUNTERS

Resident must wear their identification badge at all times.

Residents must wash their hands before and after each patient encounter. Hand washing is the single most effective way to prevent the spread of infection and disease. Avoid cross contamination.

Residents should not work alone after hours in health care or academic facilities without adequate support from Security Services. A supervisor or co-worker must be present if patients are seen in the out-patient clinic by the resident. This does not apply if the patient is being seen in an emergency room/ward/intensive care unit/operative suite.

Residents should only telephone patients using caller blocking and should use the health care facility phones and not their personal cellular phone or personal digital assistant. Identify yourself and your department/function when making or answering a call.

Residents should not assess violent or psychotic patients without the backup of security or a supervisor and also an awareness of accessible and safe exits.

PHYSICAL SAFETY

Residents should familiarize themselves with the location and services offered by the Occupational Health and Safety Office of the health care facility in which they are training. This includes familiarity with policies and procedures for infection control and protocols following exposure to contaminated fluids, needle stick injuries, and reportable infectious diseases.
<http://www.fhs.mcmaster.ca/postgrad/> (See Policies, Communicable Disease Policy, Prevention of Transmission of blood borne pathogens).

Residents who acquire a communicable disease, or incur an injury or other medically related incident during their education program are required to seek medical attention immediately. The incident must be reported and documented by the resident, at the earliest opportunity, to the Faculty of Health Sciences Occupational Health and Safety Office, the appropriate clinical supervisor, Program Director and the Assistant Dean. The Assistant Dean will ensure that appropriate documentation and counselling is provided through the assistance of the Expert Board. Please refer to the McMaster Communicable disease policy and the Housestaff Support Systems manual.

<http://fhs.mcmaster.ca/postgrad/documents/CommunicableDiseases-McMasterPolicy.pdf>

<http://fhs.mcmaster.ca/postgrad/documents/Supports2011.pdf>

Residents must observe routine practices and additional precautions when indicated such as wearing facial mask with shield, gloves, gown, N95 mask, posted isolation requirement before attending to the patient.

Residents must keep their immunizations up to date, including the annual influenza vaccination. Please refer to the McMaster University immunization requirements. Overseas travel immunizations and advice should be sought well in advance when traveling abroad for electives or meetings.

Call rooms and lounges provided for residents must be clean, smoke free, located in safe locations, and have adequate lighting, a phone, fire alarms, and smoke detectors. Any appliances supplied are to be in good working order. There must be adequate locks on doors.

EDUCATIONAL ACTIVITIES/LEARNING ENVIRONMENT/PROFESSIONAL SAFETY:

Learning environments must be free from intimidation, harassment, and discrimination. If you observe such behavior discuss/report your observation right away to either: the individual involved, a clinical supervisor, a representative of PARO, your Program Director, a Department or Division Head. If in doubt, or if a resolution does not occur you are encouraged to file a grievance to the Assistant Dean, PGME. Please refer to the Housestaff Support Systems manual. <http://fhs.mcmaster.ca/postgrad/documents/Supports2011.pdf>

When a resident's performance is affected or threatened by poor health or psychological conditions, the resident should be placed on a leave of absence and receive appropriate support. These residents should not return to work until an appropriate assessor has declared them ready to assume all of their resident duties, including call.

Some physicians may experience conflicts between their ethical or religious beliefs and the training requirements and professional obligations of physicians. Resources should be made available to residents to deal with such conflicts via the PGME Office. Residents are encouraged to discuss with the Program Director.

Programs are bound by PARO contract allowances for religious and other statutory holidays.

The PGME Office and training program should promote a culture of safety in which residents are able to report and discuss adverse events, critical incidents, 'near misses', and patient safety concerns without fear of punishment.

Residency program committee members must not divulge information regarding residents. It is the responsibility of the residency Program Director to make the decision and to disclose information regarding residents (e.g. personal information and evaluations) outside of the

residency program committee and to do so only when there is reasonable cause. The resident file is confidential.

With regard to resident files, programs must be aware of and comply with the Freedom of Information and Protection of Privacy Act (*FIPPA*). Programs can obtain guidance about *FIPPA* issues from the McMaster University Secretariat web site.

<http://www.mcmaster.ca/univsec/fippa/fippa.cfm>

Personal Information as per FIPPA means identifiable individual information, including:

- Information related to race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of an individual,
- Information related to education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions an individual has been involved in,
- Any identifying number, symbol or other particular assigned to the individual,
- The address, telephone number, fingerprints or blood type of the individual,
- The personal opinions or views of the individual,
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence,
- The views or opinions of another individual about an individual, and
- The individual's name where it appears with other personal information about the individual.

Resident feedback and complaints must be handled in a manner that ensures resident anonymity, unless the resident explicitly consents otherwise. However, in the case of a complaint that must be dealt with due to its severity or threat to other residents, staff or patients, a Program Director may be obliged to proceed, against the complainant's wishes. In general, the Program Director may serve as a resource and advocate for the resident in the complaints process.

Residents are insured for professional liability by the Canadian Medical Protection Association, and must register before starting your residency training. Formalized procedures are established to ensure evidence of this liability protection on the goals and objectives for each specific training rotation.

http://www.cmpa-acpm.ca/cmpapd04/docs/membership/com_how_to_apply-e.cfm

LASER SAFETY

Residents must pass the laser safety course before using the laser and always comply with laser safety usage policy.

RADIATION SAFETY

Residents working in areas of high and long term exposure to radiation must follow radiation safety policies and minimize their exposure according to current guidelines. Radiation protective garments (aprons, gloves, neck shields) should be used by all residents using fluoroscopic techniques.

Residents must attend the Radiation Safety session that is given by the Integrated Radiation Safety Office at St. Joseph's Healthcare.

Pregnant residents should be aware of specific risks to themselves and their fetus in the training environment and request accommodations where indicated. Residents should consult the Occupational Health and Safety Office for information.

RESPONSIBILITY OF THE RESIDENT/FELLOW

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 clinical trainee must report any situation where personal safety is threatened and should contact security at participating training sites.

Clinical trainees should keep their immunizations and TB skin test up to date.

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

RESPONSIBILITY OF THE PROGRAM

To ensure information about occupational safety is available for clinical trainees at all sites.

To ensure specialty and site specific orientation sessions are available.

To follow-up with Health Centres if a concern re: trainee safety arises so issues can be addressed in a timely fashion.