



## **MCMASTER UNIVERSITY** **CCFP(EM) RESIDENCY TRAINING PROGRAM**

### Safety Policy

#### 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 Residents of Ontario (PARO) 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 and other statutes, their regulations, and the policy and procedures established by the University.

#### 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; 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 PARO-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 of the 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 she or 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).

### Responsibility of the 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

- 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.
- 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.
- 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 Program Assistant Ms. Maria Campagnolo as possible in a professional manner. There is an opportunity to teleconference through OTN for residents on rotation outside of Hamilton.

#### Travel To and From Work 1. Driving Post-Call

- Residents should be guaranteed safety coming from and returning to all hospital sites (MUMC, HGH, HJCC, SJH, and community placements)
- This clause includes post-call travel and travel that occurs after hours during home call shifts

#### 2. Call Room Availability

- If required, call rooms at all hospital sites requiring call (HGH, SJH, MUMC, Grand River, SCGH) should be made available from 1700 on call days until 1200 on post call days, to allow residents to rest prior to travelling home post call)
- Cost should not deter from the use of taxis or public transit, if the resident is too tired to safely travel home from a hospital site after hours or post call
- Residents are responsible for the submission of documentation of expenses for reimbursement to the Program Assistant Ms. Maria Campagnolo.

#### 4. Travel Between Hospital Sites

When travelling for clinical/academic duties in private vehicles, residents are expected to:

- Maintain their vehicle adequately
- Travel with appropriate supplies and safety equipment
- Provide appropriate emergency contact information and an itinerary to the Program Assistant Ms. Maria Campagnolo.

Residents are not to be on call the day before driving a long distance for clinical/academic assignments. Instead, residents should:

- Request to be off call on the day prior to travel, up to four weeks in advance
- If it is not possible to be off call the day before travel (>300 km), then a guaranteed travel day should be provided before starting any clinical duties.

#### 5. Security Related to Hospital Parking

Residents should not walk alone for large or unsafe distances at night or after hours, including in parking facilities and on hospital premises:

- Residents are expected to request security escorts in such circumstances and Security Services should be readily available and accessible for such instances
- Residents should familiarize themselves with the locations of the emergency stations in the major hospital sites and parking lots.

#### Selective in the USA

Selective in the United States must be approved by the Assistant Dean, Postgraduate Medical Education, McMaster University. The Program Assistant, Ms. Maria Campagnolo will submit a letter of approval on behalf of the trainee to ensure compliance with standards and best practices for the safety of all Postgraduate Trainees.

#### Needlestick Injuries

Refer to <http://postgrad.medportal.ca/documents/PreventionofTransmission.pdf>

For additional information, please refer to the following documents on the HHS Intranet under “Infection Control”:

- Standard (Routine) Precautions
- Health Safety and Wellness for Percutaneous or Mucus Membrane Exposure.

Residents may choose to consult Employee Health Services or the Infection Control Practitioner at the site at which they are working

- Additional information can be found on the College of Physicians and Surgeons of Ontario website: <http://www.cpso.on.ca/policies/policies/>

Should a needlestick injury occur while a resident is working in the OR, the supervising staff should excuse the resident as soon as patient safety considerations permit or immediately, if resident safety is compromised, so that appropriate and timely assessment may be sought.

Additional information “Health & Personal Safety Guidelines” can be found at, <http://postgrad.medportal.ca/policies/documents/HPSP.pdf>

- Refer to “Communicable Diseases and Occupational Health,”

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

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

- Refer to PARO/CAHO agreement, Article 19.14

- Residents should have the opportunity for annual teaching sessions and education should be received early in the residency training program

#### Harassment

- Pregnant residents should be aware of specific risks to themselves and their fetus in the training environment; requests for low exposure rooms should be accommodated, so long as it does not affect the resident’s academic experience

- Radiation protective equipment (aprons, neck guards, etc.) should be used by all residents when exposed to radiation
- Appropriately sized protective equipment should be available at all hospital sites (PARO Article 18.11 disputes pursued under PARO Article 25.1)

Refer to “Harassment” policy: <http://postgrad.medportal.ca/policies/harassment.aspx>

Please see a number of links in the section, “Safety Away from the Workplace” (e.g. sexual harassment policies from PARO, McMaster and the CPSO are included in this section)

#### PRIVACY OF RESIDENT EVALUATION

Refer to “Forwarding of Assessment Information,”:

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

Recognizing that it is important that staff communicate to one another regarding resident strengths and weaknesses, both for patient safety and resident learning, any concerns that are communicated to other staff should also be conveyed to the resident in question.

#### 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 (excerpt from Peter George 2008) (WHMIS).

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

- 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.

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.

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

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.

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](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/>