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| **Otolaryngology Department Resident & Faculty Wellness Policy** |
| Document Type:  Policy**PURPOSE:**To communicate the VCU Otolaryngology department’s commitment to the professional growth and well-being of all residents and faculty and to provide appropriate resources.**POLICY STATEMENT:**1. The VCU Otolaryngology Department is committed to providing a safe environment and to protecting the health and welfare of patients, residents, fellows, faculty, visitors and employees.
2. Residents and faculty are expected to report fit for duty, which means they are able to perform their clinical duties in a safe, appropriate and effective manner showing concern, respect, empathy, care and cooperation with faculty, staff, patients and visitors.
3. The VCU Otolaryngology Department encourages residents, fellows and faculty to seek assistance voluntarily, as needed, before clinical, educational and professional performance is affected.

**RESIDENT RESPONSIBILITY:**1. Residents are responsible for reporting to VCU Otolaryngology Department fit for duty and able to perform their clinical duties in a safe, appropriate, and effective manner free from the adverse effects of physical, mental, emotional and personal problems, including impairment due to fatigue. Residents have a professional responsibility to appear for duty appropriately rested and must manage their time before, during and after clinical assignments to prevent excessive fatigue.
2. Residents are responsible for assessing and recognizing impairment, including illness and fatigue, in themselves and in their peers.
3. If a resident or fellow is experiencing problems, he/she is encouraged to voluntarily seek assistance before clinical, educational, and professional performance or interpersonal relationships or behavior are adversely affected. Residents who voluntarily seek assistance for such problems, including drug and alcohol dependency, before their performance is adversely affected, will not jeopardize their status in the program by seeking assistance.

**PROGRAM & FACULTY RESPONSIBILITY:**1. The VCU Otolaryngology Residency Program addresses well-being by including efforts to enhance the meaning and value that each resident finds in the experience of being a physician, including protecting time with patients, minimizing non-physician obligations, providing administrative support, promoting progressive autonomy and flexibility, and enhancing professional relationships.
2. The VCU Otolaryngology Residency Program provides a supportive environment and investment in resident/fellow personal and professional growth, ensuring a welcoming, respectful environment that values diversity and inclusion.
3. It is the responsibility of the program director and all faculty members to be aware of resident, fellow and faculty behavior and conduct.
4. Chief Residents should also be aware of the behavior and conduct of junior residents. If a Chief Resident observes physical, mental, or emotional problems affecting the performance of a resident, including impairment due to excessive fatigue, the Chief Resident should immediately notify the program director or designee.
5. If the program director or faculty member observes physical, mental, or emotional problems affecting the performance of a resident or faculty member, including impairment due to excessive fatigue, the member must take steps to verify the impairment and take appropriate actions.
6. The continuing service of the resident or fellow in patient care will depend upon expert advice regarding the individual’s capability, degree of impairment and compliance with any planned treatment as determined by counseling/psychiatric evaluation and the Program Director. The Program Director has the responsibility to ensure that these treatment guidelines are maintained.
7. Any continuing treatment will be monitored by the appropriately selected counseling/psychiatric entity or person, and the Program Director is required to stay informed of treatment progress.
8. It is the responsibility of the VCU Otolaryngology Residency Program to provide reasonable accommodations (e.g., duty assignments, on-call schedules) to enable residents to seek physical or mental health services as well as access to wellness programming.  The same applies to faculty seeking health services.  It is Otolaryngology Department’s strong recommendation that each resident and fellow establish a relationship with a Primary Care physician, as well as a Behavioral Health Counselor.
	1. Chief residents along with the Otolaryngology Resident Wellness Liason will create a schedule that will allow each resident to have a ½ day personal day on Monday afternoons every other month for personal wellness while on VCU rotations. This does not apply to VA rotations.
	2. Wellness afternoons shall not count against vacation or days off-duty, as required by ACGME.
	3. Residents and fellows must follow the Otolaryngology Program's procedures for scheduling and notification of other appointments on wellness days.
9. The VCU Otolaryngology Program provides the opportunity for residents to take care of themselves through regular medical and dental care appointments, including those scheduled during work hours.  Residents must follow the Program's procedures for scheduling and notification of these appointments.
10. The VCU Otolaryngology Program provides opportunities for excessively fatigued residents to take therapeutic naps and to provide safe transportation following duties and monitors duty hours weekly and overnight home call pager logs to ensure residents are fit for duty after an overnight home call period.
11. If a leave of absence is required, the VCU Otolaryngology department will allow residents an appropriate length of time away from duties with assurance that there will no negative consequences. Please refer to the VCU Otolaryngology Department Resident Leave Policy for additional details.
12. During all phases of the counseling and consultation process, complete privacy and confidentiality for the resident or fellow will be maintained by the Program Director and Program Coordinator. Information on corrective action plans will be shared only on a “need to know” basis.
13. The Department of Otolaryngology provides detailed attention to schedule, work intensity, and work compression to ensure they do not produce excessive stress. Please refer to the VCU Otolaryngology Department Duty Hour Policy and Otolaryngology Resident Leave Policy for additional details.
14. VCUHS evaluates workplace safety data and addresses the safety of all employees, including residents and faculty members. Safety concerns may be reported through the patient safety concern web page, directly to the faculty or Program Director, through the GME office web based reporting tool, or anonymously through the anonymous Otolaryngology department reporting tool.

**RESOURCES AVAILABLE:**1. Talk with Someone NOW!
	1. Residents are encouraged to alert the Program Director, a faculty mentor, Chief Resident, or GME when they have concern for themselves, a resident colleague or a faculty member displaying signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence.
	2. Faculty should contact department leadership if they have an issue or concern about a colleague.
	3. If a resident, fellow, or faculty member is feeling suicidal or in need of immediate help, they are to call
		1. Suicide Prevention: 800-273-8255 (800-273-TALK) or
		2. Common Ground - 800-231-1127 [Online Chat](https://www.commongroundhelps.org/get-help/chat-with-us) or
		3. Go to the nearest Emergency Center
	4. For issues related to Sexual Assault: 800-656-HOPE (4673)
	5. For issues related to Domestic Abuse:
		1. Virginia Sexual and Domestic Violence Action Alliance-(800) 838-8238
2. Road to Recovery

Need assistance with coping?* + 1. Confidential counseling and psychiatric treatment with doctoral-level providers (MD, PhD) is available through the Employee Assistance Program (EAP) at no cost. Helplink EAP: 804-828-4327 <https://intranet.vcuhealth.org/sites/wellness/News/64586/helplink-employee-assistance-program-supports-team-members-including-managers-with-personal-and-work-related-stress>
1. Improving Wellness
	* 1. Serves your well-being needs through these [six dimensions](https://www.experiencebeaumont.com/us/en/ResourceLibrary/Bwell%20Dimensions.pdf): career, community, emotional, financial, physical, and social.
		2. Empowers you to grow and become stronger in the well-being areas that matter most to you.
		3. Provides trustworthy information and support.
		4. Offers programs and services that support not only your well-being
		5. Is founded on a strategic framework that creates conditions for a thriving culture of well-being at VCUHS
		6. Reinforces your ability to provide extraordinary, compassionate care.
		7. Offers educational programs for departments or individual participation related to nutrition, weight-neutral well-being, mindfulness, stress, financial wellness, etc. free of charge at <https://intranet.vcuhealth.org/sites/wellness/SitePageModern/56149/emotional-wellness>

**REFERENCES:**Accreditation Council for Graduate Medical Education (ACGME) 2018 *Institutional Requirements*, Section III.B.7 and Common Program Requirements VI.C |
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