



**GRADUATE MEDICAL
EDUCATION**

**POLICIES AND
PROCEDURES**

Policy Number: 16

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**Graduate Medical Education Policy on Work Environment at
Texas Health Resources**

- PURPOSE:** To establish an appropriate work environment that facilitates the professional and personal development and well-being, including counseling services, of all residents/fellows and faculty who participate in the Graduate Medical Education (GME) programs at Texas Health Resources. This policy is in line with the most up-to-date ACGME specialty/subspecialty-specific program requirements, common program requirements, and institutional requirements.
- SCOPE:** Applies to all residents and fellows (hereafter all will be referred to as trainees) in ACGME-accredited graduate medical education training program, sponsored by Texas Health Resources.
- PROVISIONS:** Texas Health Resources must oversee its ACGME-accredited programs' fulfillment of responsibility to address well-being of trainees and faculty members, consistent with the Common and specialty-/subspecialty-specific Program Requirements, addressing areas of non-compliance in a timely manner.
- Texas Health Resources, in partnership with its ACGME-accredited program(s), must:
- Educate faculty members and trainees in identification of the symptoms of burnout, depression, and substance abuse, including means to assist those who experience these conditions. This responsibility includes educating trainees and faculty members in how to recognize those symptoms in themselves, and how to seek appropriate care.
 - Encourage trainees and faculty members to alert their program director, DIO, or other designated personnel or programs when they are concerned that another trainee or faculty member may be displaying signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence;
 - Provide access to appropriate tools for self screening; and,
 - Provide access to confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day, seven days a week.
- Texas Health Resources must ensure a healthy and safe clinical and educational environment that provides for:

- Access to food during clinical and educational assignments; and, safety and security measures for trainees appropriate to the participating site.

Texas Health Resources, as the Sponsoring Institution, will provide the following services to all trainees and faculty in order to minimize work that may be extraneous to the trainees' educational program.

- 1) Appropriate Food Services and Sleeping Quarters (Refer to GME Meal Policy for Medical Students, Residents and Fellows)
- 2) Patient Support Services for IV, phlebotomy, and transport activities must be available to reduce trainees time spent on these routine activities.
- 3) Effective Laboratory and Radiologic Information Retrieval System
- 4) Medical Records System
(Refer to GME Policy for Completion of Medical Records at THR)
- 5) Appropriate Security and Personal Safety Measures
- 6) Employee Assistance Program (EAP), provides professional support and resources aimed at assisting individuals addressing personally challenging, maximizing potential, and enhancing emotional and physical well-being. To contact EAP call 1-877-MyTHRLink (1-877-698-4754), select prompt 4, then select 4 again. Moreover, EAP provides various resources for work, life, and wellness for all trainees and spouses, such as:
 - a. Short-term Counseling and Referral Services (e.g. face to face, telephonic, and web-video consultation)
 - b. Child and Eldercare Resources and Referral
 - c. 24/7 Crisis Response call 1-877-MyTHRLink (1-877-698-4754)
 - d. Employee Discounts <http://texashealth.savings.beneplace.com>
 - e. Financial Services
www.powerflexweb.com/1663/login.html
Username: texashealth
Password: employee
 - f. Health and Wellness Incentives
<http://behealthythr.org/be-healthy/>
 - g. Legal Assistance
www.powerflexweb.com/1663/login.html
Username: texashealth
Password: employee
 - h. More information on EAP resources can be found at
<https://www2.texashealth.org/eap/resources.aspx>

Texas Health Resources, requires each of its sponsored ACGME-accredited training program, to create guidelines for trainee and faculty well-being, this must be in line with Texas Health Resources Well-being Policy (this policy) as well as the ACGME common and program-specific requirements. The responsibility of each AGME-accredited program, in partnership with Texas Health Resources, to address well-being must include:

- Efforts to enhance the meaning that each trainee 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;

- Attention to scheduling, work intensity, and work compression that impacts trainee well-being;
- Evaluating workplace safety data and addressing the safety of trainees and faculty members;
- Policies and programs that encourage optimal trainee and faculty member well-being; and
 - Trainees must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours.
- Attention not trainee and faculty member burnout, depression, and substance abuse. The program, in partnership with its Sponsoring Institution, must educate faculty members and trainees in identification of the symptoms of burnout, depression, and substance abuse, including means to assist those who experience these conditions. Trainees and faculty members must also be educated to recognize those symptoms in themselves and how to seek appropriate care. The program, in partnership with its Sponsoring Institution, must:
 - Encourage trainees and faculty members to alert the program director or other designated personnel or programs when they are concerned that another trainee, or faculty member may be displaying signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence;
 - Provide access to appropriate tools for self-screening; and,
 - Provide access to confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day, seven days a week.
- There are circumstances in which trainees may be unable to attend work, including but not limited to fatigue, illness, family emergencies, and parental leave. Each program must allow an appropriate length of absence for trainees unable to perform their patient care responsibilities.
 - The program must have policies and procedures in place to ensure coverage of patient care.
 - These policies must be implemented without fear of negative consequences for the trainee who is or was unable to provide the clinical work.