



Faculty of Medicine Policy

Policy Name:	FPGME /Fellow Safety Policy
Application/Scope:	Fellows/ Faculty, and Staff in the Faculty of Medicine
Approved (Date):	PGME Exec Approved March 10,2015
Review Date:	March 2018
Revised (Date):	
Approved By:	Dean's Council May 12, 2015

1. PURPOSE

- 1.1. The University of Manitoba is committed to promoting and supporting the safety and well-being of its learners in all areas of their working and learning environment.
- 1.2. The Faculty Postgraduate Medical Education (PGME) Office at the University of Manitoba recognizes that fellows have the right to a safe workplace and a safe learning environment. The responsibility for the safety of fellows jointly rests with the Faculty of Medicine at the University of Manitoba, the Winnipeg Regional Health Authority (WRHA), clinical teaching sites, individual clinical departments, their Fellowship Programs, and the fellows.
- 1.3. The concept of fellow safety includes physical, emotional and professional security. These will be outlined in detail in this document.
- 1.4. All Fellowship Programs will adhere to this Faculty PGME Fellow Safety Policy.
- 1.5. The WRHA, clinical teaching sites, clinical departments and all Fellowship Programs have their own fellow and workplace safety policy which will complement this PGME Fellow Safety Policy **(sample template for programs is provided in Appendix III)**. The Program Safety Policy will take precedent if more restrictive than this policy.

2. KEY RESPONSIBILITIES

- 2.1 Fellows have a right to a safe and equitable workplace and learning environment. As such, fellows have a professional duty to learn and to comply with the safety policies of the institution in which they are working, as outlined by the University of Manitoba Faculty PGME Office. Furthermore, fellows have a professional duty to communicate safety concerns and incidents to the Fellowship Programs or to the University of Manitoba Faculty PGME Office promptly.

2.2 The University of Manitoba Faculty PGME Office and all PGME Fellowship Programs have a duty to ensure a safe and equitable environment for fellows to work and to learn. This includes but is not limited to the following:

2.2.1 Ensuring that the workplace is free of harassment or intimidation on the basis of gender, race, sexual orientation, physical (dis)abilities and level of training

2.2.2 Ensuring that fellows are educated and informed with respect to the safety policies which govern the workplace and the learning environment

2.2.3 To record in writing and to act promptly on any safety concerns and incidents reported to its office by fellows

2.2.4 Ensuring that every reasonable effort **is** made to record /fellow concerns in confidence and in good faith and that fellows' rights to privacy and anonymity be ensured at all times

2.2.5 Strive to prevent workplace-related and learning environment-related personal retribution against fellows in order to foster an open environment where genuine concerns can be raised freely and without fear of reprisal

3. SPECIFIC SAFETY CONCERNS

3.1 Travel

3.1.1 Fellows must be compliant with all provincial laws pertaining to the safe operation and maintenance of motor vehicles.

3.1.1.1 In the event of severe weather or poor road conditions, fellows are expected to exercise common sense and to use caution for short-distance travel. If fellows do not feel safe traveling to or from the workplace or learning environment, they should communicate their concerns to their Fellowship Program and/or the University of Manitoba Faculty PGME Office and the site where they are working.

3.1.1.2 Where reasonable concerns for personal safety have been communicated to the above parties, fellows are not expected to undertake short-distance travel in adverse conditions. In these situations, fellows are advised to contact their Program Directors/coordinators for guidance with respect to adjustments of schedules and itineraries. Fellows who have conveyed reasonable concerns for their personal safety to the above parties are ensured the full support of the University of Manitoba Faculty PGME Office.

3.1.1.3 Where travel to and from the workplace and the learning environment is deemed essential by the Fellowship Programs and where fellows have communicated reasonable concerns for their personal safety, then fellows should be able to access safer modes of transportation such as, but not limited to, public transportation or taxi cabs or should access an available call room to avoid such travel.

3.1.1.3.1 Post call, if a fellow is too tired to safely operate a motor vehicle, he/she is advised to refrain from travel, by utilizing a call room until rested or take a taxi home.

3.1.1.4 If the travel to and from the workplace and the learning environment involves distances which exceed the city limits, then the following should apply:

- a. The fellows' itineraries must be communicated to their Fellowship Programs.
- b. Fellows must keep informed with respect to severe adverse road or weather conditions and are expected to exercise common sense and to avoid travel under those conditions which may pose reasonable concerns for personal safety. In these situations, the fellows should communicate with the Fellowship Program Directors and/or the University of Manitoba Faculty PGME Office for guidance. Furthermore, the fellows should communicate any anticipated delays to their attending physicians in order to allow for adjustments of schedules.
- c. Fellows should ensure that they are well-rested before driving for longer than one hour at a time for clinical or academic activities. The fellows are not expected to travel long-distance following overnight call shifts. Fellows are entitled to reasonable accommodation of their call requests should travel be deemed necessary. If unavoidable, a travel day may be considered at the start of a rotation outside of the city limits in order to provide fellows with sufficient time to rest before embarking on long-distance travel.
- d. Where there exists reasonable concerns for personal safety and these concerns have been communicated to the Fellowship Program Directors and/or the University of Manitoba Faculty PGME Office, Fellows are not expected to undertake long-distance travel. Fellows who have conveyed reasonable concerns for personal safety to the above parties are ensured the full support of the University of Manitoba Faculty PGME Office.
- e. For fellows involved in neonatal transport, please see Appendix I: *Neonatal Transport Safety*.
- f. For fellows who travel to northern remote locations, please see Appendix II: *Northern and Rural Rotations and/or Northern Medical Trips*.

3.2 Personal Security

- 3.2.1** Fellows are entitled to the support of Security Services when working alone after-hours. Fellows have a duty to inform Security Services of their situations should they require support and assistance. Every reasonable effort should be made by the Fellowship Programs to ensure that fellows are not exposed to undue personal risk when working alone. If risks cannot be mitigated with the help of Security Services, then fellows are entitled to request changes in scheduling or staffing to ensure that a safe workplace and a safe learning environment are provided.
- 3.2.2** Fellows should not make home visits unaccompanied.
- 3.2.3** Fellows should not disclose their personal and/or private information in the course of their daily professional and/or academic duties, including but not limited to telephone numbers, banking information, credit card information, personal passwords, email addresses, social media sites and home addresses.
 - 3.2.4.1** Fellows have a duty to make every effort to avoid inadvertent disclosure of their personal information through the use of telephones, computers or other electronic devices in the workplace or learning environment. To this end, fellows are encouraged to password-protect all sensitive information and to use data encryption and data protection services (e.g. Caller ID Blocking) when using such devices.
- 3.2.4** Fellows are entitled to a safe and secure environment when using health care facilities, including parking lots and parkades. Fellows are strongly encouraged to notify and utilize Security Services when walking outdoors in the areas of health care facilities and parking lots at night. Fellows are reminded to contact Security Services immediately should they witness any activities that might compromise the safety of the health care facilities. Furthermore, it is recommended that fellows ask the Security Service the locations of panic alarms at their health care facilities and adjacent parking buildings.
- 3.2.5** Fellows who are anticipating interactions with potentially violent or aggressive patients or family members should make certain that members of Security Services are present during these interactions.
- 3.2.6** Fellows are entitled to education and training in identifying and managing potentially violent, aggressive and/or threatening situations involving staff, patients and/or family members in the clinical and academic environment.

3.3 Infection Control

- 3.3.1** Fellows are entitled to education on the location and the services offered by the Occupational Health and Safety Offices at their assigned facilities. This includes familiarity with the policies and procedures for infection control and protocols for exposure to contaminated fluids, needle stick injuries and reportable infectious diseases. Fellows have the duty to ensure that they attend educational sessions

provided and that they are compliant with the above-mentioned policies.

- 3.3.2** Fellows must comply with all isolation and infection control precautions and procedures when indicated.
- 3.3.3** Fellows are entitled access to appropriate immunization services. Fellows have a duty to ensure that they appropriate immunization status as stated in the institutional policy documents. Overseas travel immunization and advice should be sought well in advance when travelling abroad for electives or meetings.
- 3.3.4** Fellows are professionally and ethically obligated to inform the Associate Dean, PGME of any blood borne infection. Accommodation or modification of their program will be determined on a case by case basis.

3.4 Radiation Safety

- 3.4.1** Fellows are not expected to work in areas of high and long-term exposure to radiation without receiving prior appropriate education on radiation safety. Fellows working in areas of high and long- term exposure to radiation must follow radiation safety policies and minimize their exposure according to current guidelines.
- 3.4.2** Fellows are entitled to access to appropriate radiation protection garments. Fellows must wear proper-fitting radiation protection garments (aprons, gloves and neck shields) when performing fluoroscopic techniques.

3.5 Safety During Pregnancy

- 3.5.1** Fellows who are pregnant are entitled to a safe and equitable work and learning environment. Where such an environment cannot realistically be provided (e.g. unacceptable radiation hazard or risk of infection), Fellows who are pregnant are entitled to appropriate education and warning.
- 3.5.2** Fellows who are pregnant have a duty to inform their Fellowship Program that they will be unable to work in such environments. Fellows are never expected to compromise their personal safety or the safety of their unborn children in the course of their clinical or academic duties.
- 3.5.3** The University of Manitoba Faculty PGME Office will make every effort to ensure the workplace and learning environments are free from discrimination against fellows who become pregnant during their training.
- 3.5.4** Fellows who are pregnant should make every reasonable effort to be informed of the specific risks to themselves and their fetus in the work and learning environment and should request accommodation where indicated. Further consultation with Occupational Health and Safety may be advised wherever concerns about safety arise.

3.6 Safety of the Teacher – Learner / Work Environment

3.6.1 All learning and work environments must be free from intimidation, harassment and discrimination (see: *University of Manitoba Faculty of Medicine: Guidelines for Conduct in Teacher-Learner Relationships*)

3.6.1.1 Any act of discrimination or personal harassment based on religion, gender, sexual orientation, race, colour, age or health condition (not limited to this list) should be reported to the Fellowship Program Director who will inform the Associate Dean, Postgraduate Medical Education, if not resolved. Fellows are encouraged to be familiar with this policy and they can expect prompt attention to any reported concern. All fellow concerns will be documented in writing and kept on record in the strictest confidentiality by the Fellowship Program and by the University of Manitoba Faculty PGME Office.

3.7 Personal Health

3.7.1 Fellows are entitled to freedom from discrimination on the basis of their physical or psychological health. Fellows have a duty to seek professional advice whenever they are concerned that physical or psychological health issues may affect their clinical or academic performance. Fellows are entitled to confidential and non-discriminatory advice and counseling from one or more of the following:

- a. Fellowship Program Director
- b. Associate Dean for PGME
- c. Associate Dean for Student Affairs
- d. Faculty Student Mental Health Service
- e. Doctors Manitoba Physician at Risk Help Line
- f. College of Physicians and Surgeons of Manitoba

3.7.2 Fellows are entitled to leaves of absence

3.7.3 Fellows are entitled to notification in writing from any of the individuals listed in 3.7.1, if their physical or psychological health issues are deemed sufficiently concerning as to require cessation of their clinical and/or academic duties. Fellows have a duty to abide by the professional code of conduct that governs all medical professionals as stipulated by the College of Physicians and Surgeons of Manitoba (CPSM) with respect to physical and/or psychological health.

3.8 Professional Safety

3.8.2 Critical Incidents

3.8.2.1 Fellows are entitled to participate in the investigation and the review of critical incidents which occur without fear of negative consequences. Fellows have a professional duty to report all critical incidents.

3.8.2.2 Fellows will be guaranteed confidentiality for any critical incidents in which they are involved, unless the incidents were sufficiently severe as to compromise their own safety, in which case these critical incidents

must be reported to the Associate Dean for PGME or the College of Physicians of Manitoba (CPSM).

3.8.3 Confidentiality of Fellow Information

3.8.3.1 Fellows will be guaranteed confidentiality for any critical incidents in which they are involved (see above).

3.8.3.2 Fellows are entitled to protection of their personal and/or private information in their fellow files and elsewhere, especially where it does not concern their professional duties and responsibilities.

3.7.3.2.1 PGME Office staff and members of the PGME Executive Committee must not divulge information regarding fellows.

3.7.3.2.2 Staff of all Fellowship Programs must not divulge information regarding fellows. It is the responsibility of the Fellowship Program Director in consultation with the Associate Dean, PGME, to make the decision to disclose information regarding fellows (e.g. personal information and evaluations) and to do so only when there is reasonable cause. The fellow file is confidential.

3.8.3.3 Fellows are not required to disclose personal information to any staff without prior written request. Fellowship Programs must obtain verbal and written consent from the fellows for disclosure or use of any personal and/or private information to third parties.

3.8.3.4 Fellows are not expected to disclose their personal and/or private information including but not limited to telephone numbers, fellow addresses, email addresses and social media profile to any clinical and/or academic faculty members, where the information does not directly relate to the performance of their professional duties and responsibilities.

3.8.3.5 Fellows should not be directly contacted by clinical and/or academic faculty members outside of working hours without prior notice. Exceptions to this policy include emergencies which personally affect the fellows.

3.8.3.6 Fellows should be contacted by means of appropriate lines of communication such as e-mail, pagers and work telephone numbers whenever possible. Communication using personal telephones or electronic devices should be limited strictly to emergency situations.

3.8.3.7 Fellows are reminded that the use of social media in the professional environment may expose them to unwanted or unintended personal scrutiny. The University of Manitoba Faculty PGME Office cannot

guarantee the protection of personal and/or private information when social media access is granted by fellows.

3.8.3.8 Fellows who use their personal telephones, computers and/or other electronic devices in the performance of their clinical duties are advised to use precautions to protect their identity such as blocking their phone number or e-mail address.

3.8.3.9 Fellows will be guaranteed that any feedback regarding their teachers, rotations and clinical experiences will be kept anonymous.

3.8.3.10 Fellows will be guaranteed protection from discrimination and retribution regarding feedback provided in confidence with respect to the performance of clinical and academic faculty members, including Program Directors and Heads of Sections. Fellows should not be pressured or coerced in any way to share information regarding personal evaluations of clinical and/or academic faculty members.

3.8.4 Professional Responsibilities

3.8.4.1 Fellows must be members of the Canadian Medical Protective Association (CMPA).

3.8.4.2 Fellows must possess current educational licenses from the College of Physicians and Surgeons of Manitoba (CPSM).

3.8.4.3 Fellows must report any changes to their licensure status immediately to their Fellowship Program Director and to the University of Manitoba Associate Dean for PGME.

4.0 IMPORTANT FELLOW SAFETY CONTACTS

4.1 University of Manitoba Faculty PGME Office **204-789-3290**
pgme@med.umanitoba.ca

Bannatyne Campus, Dean's Office, 260 Brodie Centre

4.2 University of Manitoba, Faculty Student Affairs Office **204-272-3190**

Bannatyne Campus Student Services

bcstudentservices@umanitoba.ca

T245 Basic Science Building

http://umanitoba.ca/student/bannatyne/media/BC_Student_Serv.pdf

4.3 Doctors Manitoba Physicians at Risk **204-237-8320**

(24 hour hotline - checked daily)

4.4 Faculty of Medicine Counseling Services **204-789-3328**

A120 Chown Building

(Call for initial appointment)

http://umanitoba.ca/faculties/medicine/student_affairs/oncampuscrisis.html

Free confidential consultation and treatment for students experiencing emotional stress from the Department of Psychiatry. Service is available to students of the Faculty of Medicine, their spouses and immediate family.

4.5 The College of Physicians & Surgeons of Manitoba (CPSM) 204-774-4344

cpsm@cpsm.mb.ca

Toll Free (In Manitoba): (877) 774-4344

1000 – 1661 Portage Ave, Winnipeg MB R3J 3T7

Fax: (204) 774-0750

4.6 Campus Emergency Contacts

- dial **555** from any UM phone
- dial **#555** (MTS or Rogers wireless device)
- dial **204-474-9341** from all other phones
- email: emergency_response@umanitoba.ca

4.7 Campus Security Safewalk Program 24/7

204-474-9312

<http://umanitoba.ca/campus/security/programs/safewalk.html>

**Security Services, Bannatyne Campus
Security, Health Sciences Centre**

**(204) 789-3330
(204) 787-4567**

5.0 APPENDICES

5.1 Appendix I: University of Manitoba Faculty of Medicine Pediatrics Neonatal Transport Safety Guideline

5.2 Northern and Rural Rotations and/or Northern Medical Trips Guideline

6.0 REFERENCES

6.1 University of Manitoba Faculty of Medicine:

University of Manitoba - Faculty of Medicine - Policies & Procedures

6.1.1 Guidelines for Conduct in Teacher-Learner Relationships

<http://umanitoba.ca/faculties/medicine/media/guidelinesforconductinteacherlearnerrelationships.pdf>

6.1.2 Conscience-Based Exemption Policy

6.1.3 Professionalism <http://umanitoba.ca/faculties/medicine/professionalism.html>

6.1.4 Medical Learners with Bloodborne Pathogens

6.2 WRHA Policies and Procedures:

WRHA > For Health Care Professionals > Index

WRHA > For Health Care Professionals > Students

ii. Health Sciences Centre (HSC) Policies and Procedures:

Can be accessed through the HSC Intranet once you are set up for access

iii. St. Boniface General Hospital (SBGH) Policies and Procedures

Can be accessed through the SBGH Intranet once you are set up for access

6.3.1 Winnipeg Regional Health Authority (WHRAH) Respectful Workplace Policy

<http://www.wrha.mb.ca/professionals/respectfulworkplace/>

7.0 POLICY CONTACT: Associate Dean, PGME

Appendix I

Neonatal Transport Safety

General Guidelines:

Air, water and ground transportation are components of Neonatal transportation of patients. When functioning as part of the Transport Team, fellows must follow the safety measures as appropriate for the vehicle. In the ambulance and aircraft, seatbelts must be used when the vehicles are in motion. In some communities, water craft may be needed for patient transport. In this case, water floatation devices must be used.

The medical staff and flight crew have been trained in flight safety. Their instructions must be followed as situations arise, to minimize risk to the resident. These risks include direct exposure to various types of aircraft on the tarmac, and in flight emergencies.

On the tarmac/ramp, noise can be excessive. Extra caution should be taken to identify dangers visually. Also, ear protection to prevent hearing damage might be a consideration. Interaction with propellers, in motion or not, should be avoided. When in the vicinity of jet engines, caution should be used to avoid clothing, or loose materials from being drawn in to an engine. Smoking should be avoided near any aircraft or engine fuel. If in doubt, follow the safety instructions of the trained Transport Team or flight crew.

Weather conditions can be severe, in particular in northern destinations. Appropriate outer clothing is important in consideration of the season and destination.

Stressors of flight exist which may affect the resident physically. Their awareness of these stressors will allow them to prevent undue physical discomfort. These stressors and precautions include:

1. Trapped gases- avoid foods and drinks that are gas producing (e.g. carbonated beverages). Avoid flying if suffering from a URTI, ear or sinus infection. Avoid flying following some types of dental procedures.
2. Hypoxia - be aware of lower oxygen as flight altitude increases. Be familiar with oxygen sources for team members in case of sudden need.
3. Temperature- dress appropriately for cabin temperature. Increase fluid intake to offset any effect from low cabin humidity.
4. Vibration- significant aircraft vibration can be part of the flight experience. Ensure well-padded seating is used. Avoid direct contact with the bulkhead of an aircraft.
5. Noise- noise levels in the aircraft may be prolonged and intense. Ear protection should be considered.
6. Gravitational Forces- with takeoff and landing of an aircraft, gravitational forces are significant. Seatbelts and shoulder straps should be used, as per flight instruction.

Appendix II

Northern and Rural Rotations and/or Northern Medical Trips

General guidelines:

Northern and Rural rotations, as well as Northern Medical Trips augment a trainee's clinical experiences but are not without risks. These opportunities bring fellows into unknown locations where unfamiliarity, isolation and travel can cause potential harm. At all times during these experiences fellows should exercise caution and abide by the Fellow Safety Policy. All Provincial and Highway driving acts and laws should be followed. Residents should always be prepared for unexpected cold weather and dress appropriately. Fellows are required to know the safety policies and procedures of the rural sites (details of these will be provided to the fellow during the first day of orientation in the rural sites). If safety concerns arise fellows should contact the Director of Northern and Rural Medical Education and/or the Program Director.

If travelling by car, fellows should ensure that the vehicle is in good driving condition. No fellow should drive long distances when extremely fatigued. Driving conditions should be safe before a fellow proceeds to travel. Fellows should have highway safety gear and/or a cellular phone in case of unexpected occurrences while driving. Vehicles should be parked in assigned parking areas at the rural sites. Should any violation occur to the vehicle while on a rural rotation, police should be notified immediately, as well as the Director of Northern and Rural Medical Education and/or Program Director.

If a fellow chooses to travel to rural sites by bus, a certified reputable company (such as Greyhound) should be selected for travel. Fellows should abide by all travel regulations set by the company and attempt to travel during daytime hours. Travel to and from the bus depot must be done in a safe matter, either by someone whom the fellow knows and trusts or by a taxi driver. When travelling by taxi, fellows must assure their own safety. Only taxis with clear driver identification and license should be used.

When travelling by plane, fellows need to abide by all Transport Canada air travel regulations. Full details of the regulations can be reviewed at www.tc.gc.ca. Fellows are required to listen and follow in-flight crew directions.

Fellows may be placed in shared accommodations during the northern and rural rotations. All efforts are in place to ensure that same sex members are grouped in the same floor of a house or apartment. Caution should be used when in using shared accommodations. It is recommended that fellows lock their room doors while sleeping and bathrooms be locked when in use. Valuable goods should not be left unsupervised.

During the rural and northern rotations, fellows should use caution when outdoors alone. Fellows should always be in visible, well trafficked areas. It is not recommended to be alone outdoors after daylight hours. Taxi vouchers or financial remuneration will be provided to fellows who do not have access to vehicles during these rotations. Security escort should be considered if walking outdoors at night in the hospital areas.

Appendix III - Sample Fellow Safety Policy

University of Manitoba, Faculty of Medicine, Postgraduate Medical Education

Fellowship Program in: _____

1. BACKGROUND

The PGME Program has established an overarching **FPGME Fellow Safety Policy** applicable to all Fellowship Programs, for reporting and responding to specific safety issues, available on the PGME Program [website](#).

2. PURPOSES OF THIS POLICY

1. To augment the FPGME safety policy by identifying specific provisions to address safety concerns related to educational activities undertaken as part of the _____ Fellowship Program.
2. To describe the mechanisms in place at the program level for addressing, reporting, and/or reducing unsafe events and conditions
3. To establish that fellows have the right to use their judgment when deciding if, when, where, and how to engage in clinical and/or educational experiences that they perceive to involve safety risks.

3. SCOPE AND RESPONSIBILITY

1. The University and all affiliated teaching sites as well as ambulatory, outpatient and private practice locales are accountable for the environmental, occupational, and personal health and safety of their employees.
2. Fellows must adhere to the relevant health and safety policies and procedures of their current teaching site.

3. The _____ Fellowship Program is responsible for identifying and communicating foreseeable safety risks related to education carried out within the program, educating fellows about risk minimization strategies, and for making decisions about educational experiences that take into account, among other things, the educational benefit relative to any safety risk.

4. POLICY STATEMENT

1. The _____ Fellowship Program formally acknowledges, endorses and agrees to adhere to the FPGME Fellow Safety Policy.
2. Reporting of, and response to, all manner of incidents related to Environmental Health, Occupational Health, and Personal Health and Safety will be addressed as outlined in FPGME Fellow Safety Policy.
3. The Fellowship Program requires fellows to engage in the following specific situations that may pose a safety risk: (***select or add as necessary***)
 - house calls
 - work in isolated or poorly protected environments
 - exposure to potentially dangerous environments
 - exposure to potentially harmful bodily fluids
 - exposure to environmental hazards
 - encounters with potentially violent or aggressive patients
 - exposures to potentially dangerous equipment and/or high risk transportation
4. The program commits to providing fellows with a full disclosure of foreseeable potential risks associated with these activities.
5. The program will ensure that fellows receive education and preparation for these activities using best available evidence and practices AND assess fellows for appropriate understanding PRIOR TO involvement in these activities.
6. Fellows will not be required to see patients alone in any of the above situations if not appropriately supervised.
7. Fellows must immediately notify their supervisor, clinical administrator, or more senior fellow of perceived safety concerns
8. Fellows involved in safety-related events, or who have safety concerns, are encouraged to contact their Fellowship Program Director, the Associate Dean, PGME or the Associate Dean, Professionalism.
9. A fellow should not encounter negative repercussions for decisions they made in good faith related to personal safety concerns.
10. The Fellowship Program Director will review all concerns brought forth and take steps to minimize future risk.

11. At times, a fellow may be called upon to respond to an acute situation involving a patient which poses a risk to the fellow's personal safety and wellbeing. Fellows are expected to consider the effect on themselves and the patient when deciding on a course of action. Every effort should be made to consult more experienced health care providers or staff and seek assistance, support or alternative courses of action. Ultimately, fellows should use their best judgment when deciding if, when, where, and how to engage in clinical and/or educational experiences.
12. Should a fellow fail to engage in such an experience (or engage in a manner other than what has been requested or previously expected of them) due to perceived safety concerns, the fellow will report this to their site supervisor immediately AND to the Fellowship Program Director at the earliest reasonable time.
13. Should a fellow repeatedly fail to engage in an activity that can be reasonably considered part of their specialty practice, that is a mandated component of the fellowship training, and for which all means of risk reduction and education have been instituted by the program, the Fellowship Program Director will review the circumstances in the context of the general CanMEDS physician competency frameworks.
14. Disputes of decisions made by the Fellowship Program Director will be referred to the Associate Dean, PGME for discussion at the PGME Fellowship Advisory Committee.
15. Appeals of decisions will follow the usual Faculty of Medicine appeal process.

References to Template:

University of Toronto, Faculty of Medicine, RCPSC Safety Policy Template, April 2013