

LOYOLA MEDICINE
RESIDENT HANDBOOK
III. POLICIES AND PROCEDURES

III. J. RESIDENT WELLNESS

J.1. Policy

Loyola Medicine is committed to providing a safe environment and to protecting the health and welfare of patients, students, faculty, visitors and employees as well as residents.

Residents are expected to report to Loyola fit for duty, which means they are able to perform their clinical duties in a safe, appropriate and effective manner showing concern, respect, care and cooperation with faculty, staff, patients and visitors. Loyola encourages residents to seek assistance voluntarily before clinical, educational and professional performance is affected.

J.2. Purpose

The purpose of this policy is to provide a safe environment and to protect the health and welfare of patients, students, faculty, visitors, employees, and LUMC property and operations.

J.3. Resources Available to all Residents

1. Employee Assistance Program (EAP)

EAP is designed to offer assessment, referral, and/or short term counseling for personal problems, including stress, depression, grief, family, financial, legal problems, and drug and alcohol dependence. EAP services are free and confidential. Residents can contact EAP through Carebridge 24/7/365 emergently or to schedule an appointment with a Carebridge consultant confidentially and free of charge at (800) 437-0911 or access non-emergent assessment tools and life resources through the Carebridge website using the access code: BKKR5 at www.myliferesources.com.

1. Loyola's Department of Psychiatry

The Department of Psychiatry offers assessment, referral and/or treatment by both psychiatrists and psychologists for personal problems including stress management and marital or family issues. These services are confidential. Residents can contact the Department of Psychiatry at (708) 216-3276 or after hours at (708) 216-9000.

2. University Ministry and Pastoral Care

The departments of University Ministry and Pastoral Care offer spiritual and emotional support services to residents. University Ministry and Pastoral Care services are free and confidential. Residents can contact University Ministry at (708) 216-3245 and Pastoral Care at (708) 216-9056.

3. Respite Space

The Father Jack Housestaff Respite space is located next to the Pastoral Care Offices and provides a respite space for housestaff, overflow call/napping rooms, computers and telephones.

4. Paid Time Off

Residents and Fellows are provided sick and vacation time as well as FMLA benefits that include short term and long-term disability. For more information on this benefit, please see the Annual GME Agreement/Benefits Addendum.

5. Outside Resources

In addition to providing services internally, the resources listed above can also provide residents with resources outside of Loyola.

6. Trinity Health Resources

Care Bridge Hotline can be accessed 24 hours a day at 800-437-0911 for help with personal problems, work-life management and wellness. The Trinity access code is BKKR5.

7. Loyola's Physician Resiliency Team and Coaches accessed thru the Spirit homepage.

<http://luhs.che.org/Pages/PhysicianResiliency.aspx>

8. Live Your Whole Life platform includes various tools and resources such as Journeys, Mindfulness 101 course, Sleep guide and more <http://mybenefits.trinity-health.org/lywl>

J.4. Resident Responsibility

1. Residents are responsible for reporting to Loyola 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.

2. If a resident is experiencing problems, he/she is encouraged to voluntarily seek assistance before clinical, educational and professional performance; interpersonal relationships or behavior are adversely affected. Residents, who voluntarily seek assistance for physical, mental, emotional and/or personal problems, including drug and alcohol dependency, before their performance is adversely affected, will not jeopardize their status as a resident by seeking assistance.

3. Resident wellness self-assessment tools (Stress Check-In: Self-Care for Healthcare Workers, Mindfulness Practice, Stress Relief, etc.) are available on the Carebridge website for all employees at www.myliferesources.com

J.5. Residency Training Program Responsibility

1. It is the responsibility of each program director and all faculty members to be aware of resident behavior and conduct.

2. If a program director or faculty member observes physical, mental, or emotional problems affecting the performance of a resident, the member must take steps to verify the impairment and take appropriate actions which should include notifying the Program Director and Loyola's GME office.
3. 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, the chief resident should immediately notify the program director or designee.
4. It is the responsibility of the Program to provide reasonable accommodations (i.e. duty assignments, on-call schedules), to enable the resident to participate in mandated counseling.
5. Program Directors must comply with ACGME requirements regarding hours worked and days off.
6. Training programs must develop policies and procedures to ensure patient care coverage in the event that a trainee is unable to perform their patient care responsibilities.

J.6. Fitness for Duty Procedure

Anyone providing service for Loyola Medicine is expected to report for work fit for duty, which means able to perform job duties in a safe, appropriate, effective manner showing concern, respect, care and cooperation with coworkers, patients and visitors.

Anyone who is using prescription or over the counter medication which may cause behavioral problems (i.e. drowsiness or irritability) or otherwise compromises the performance of the individual or coworkers must inform his/her supervisor before beginning work.

In the event there is a suspicion that a resident is not fit for duty, the process set forth in the Impaired Colleague Screening Policy (policy SF-1) will be initiated.

The process set forth in the Fitness or Duty Policy will also be initiated in any situations where a well-being check is initiated for a resident. The resident will be required to present for a fitness for duty evaluation within two (2) hours of the well-being check by law enforcement should they be found located at their residence and emergent legal or medical issues are relevant. The resident shall use a taxi or ride share to report for the evaluation. The cost of the transportation to and from the hospital will be reimbursed by the GME Office.

J.7. Return to Duty

1. If Employee Health Services (EHS) and EAP determine the resident is fit for duty, the resident will resume clinical duties after meeting with the EAP and the program director.
2. If EHS and EAP determine the resident is not fit for duty, the program director will relieve the resident from his/her clinical duties/responsibilities. The resident will continue to be paid under

the sick leave policy until benefits are exhausted, at which time, he/she will be placed on a disability leave of absence (as defined by the benefit policy).

3. In consultation with EHS and EAP, the program director will decide how and when to allow the resident to resume his/her clinical duties. The resident's continued participation in the residency training program will be subject to conditions of behavior and/or performance that the program director will document in a Return to Work or other agreement, in cooperation with EAP.

4. The resident must participate fully in all mandated counseling and monitoring activities. Failure to do so may result in disciplinary actions, including dismissal from the residency training program.

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