

**Policy and Procedure Manual
Administrative Manual
Administrative Institutional
Department: Graduate Medical Education**



Written: 11/25/19
Reviewed: 09/01/21
Revised:

Page: 1 of 2

APPROVALS:

GMEC: 10/18/21

Scope: X Medical Center

**GME
Well-being**

I. PURPOSE / BACKGROUND

The purpose of the policy is to delineate the process by which City of Hope National Medical Center (“COHNMC”) and its ACGME and non-ACGME training programs will address resident/fellow (“trainee”) and faculty well-being. Psychological, emotional, and physical well-being are critical to the development and maintenance of the competent, caring, and resilient physician. Recognizing that physicians are at increased risk for burnout and depression, COHNMC is committed to supporting trainee/faculty health, well-being, and resilience. This policy outlines the responsibility of the Graduate Medical Education (“GME”) Department and COHNMC Programs to address trainee/faculty wellness.

II. POLICY

- A. COHNMC and its GME Department are committed to ensuring that ACGME-accredited programs fulfill the responsibility of addressing the well-being of trainee/faculty well-being, consistent with the Common and specialty-/subspecialty specific Program Requirements. Areas of non-compliance must be addressed in a timely manner.
- B. In partnership with its ACGME-accredited programs, COHNMC and its GME Department will educate trainees and faculty to identify the symptoms of burnout, depression, fatigue mitigation, suicidal ideation, potential for violence, and substance abuse, including how to assist those experiencing these conditions. This responsibility includes educating trainees and faculty members how to recognize those symptoms in themselves, and how to seek appropriate care.
- C. COHNMC and its GME Department, along with its ACGME-accredited programs, will encourage trainees and faculty members to alert their program director, designated institutional official (DIO), or other designated personnel when they are concerned that another trainee or faculty member may be exhibiting signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence.
- D. Trainees and program faculty will be provided access confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergency care 24 hours a day, seven days a week. Trainees and faculty will also have access to self-screening tools through the GME Department intranet webpage, which can be located [here](#).
- E. COHNMC and its GME Department will ensure a healthy, safe clinical and educational environment that includes access to food during clinical and educational assignments and safety and security measures for trainees and faculty.

- F. All GME Trainees are required to complete the assigned wellness modules and well-being indexes.

III. PROCEDURE

- A. Monitor ACGME-accredited programs fulfillment of well-being requirements, identifying areas of non-compliance and ensuring they are addressed in a timely manner.
- B. Educate trainees and faculty on identifying symptoms of burnout, depression, and substance abuse, in themselves and in others, and what to do when those symptoms are identified.
- C. Encourage trainees and faculty to alert their program director, DIO, or other designated personnel when they have concerns about a colleague.
- D. Provide access to mental health services and self-screening tools for all trainees and program faculty.
- E. Ensure clinical and educational environments are safe and secure and have food options accessible during all scheduled shifts.
- F. The DIO may choose to refer Trainees or Faculty to the Well-Being Committee.
- G. Programs are to fulfill the well-being requirements listed in the Common and (sub)specialty-specific Program Requirements, with the guidance and assistance of COHNMC and its GME Office.

Owner: Lead GME Institutional Coordinator

Collaborating Authors: Designated Institutional Official/Director, Graduate Medical Education; GME Manager

Sponsor: Chief Medical Officer

References: ACGME Institutional Requirements (effective 7/1/2021); ACGME Common Program Requirements (effective 7/1/2021)

Related Policies:

1. GME Meal Stipend Policy
2. GME Transitions of Care
3. Medical Staff Services Department Well-Being Policy

Appendix One – Acronyms, Terms and Definitions Applicable to this Policy

1. **Accreditation Counsel for Graduate Medical Education (ACGME)** – The ACGME is responsible for the accreditation of post-MD medical training programs within the United States.
2. **COHNMC** – City of Hope National Medical Center
3. **Designated Institutional Official (DIO)** – The individual in a sponsoring institution who has the authority and responsibility for all of the ACGME-accredited GME programs.
4. **Graduate Medical Education Committee (GMEC)** – Graduate Medical Education Committee at City of Hope National Medical Center.
5. **Medical Center** – Refers to all facilities covered by City of Hope National Medical Center’s hospital license.
6. **Trainee** – This term applies to any resident, clinical fellow or other trainees enrolled in an educational program whose education falls under the purview of the Office of Graduate Medical Education.
7. **Program** – The unit of specialty education, comprising a series of graduated learning experiences in graduate medical education, designed to conform to the ACGME Program Requirements of a particular specialty.
8. **Program Director** – The designated person accountable for the Program; this person must be selected by the Designated Institutional Official and possess qualifications acceptable to the appropriate Residency Review Committee (RRC) of the ACGME programs.
9. **Sponsoring Institution** – The institution that assumes the ultimate responsibility for a Program of GME.