NEPHROLOGY FELLOWSHIP TRAINING PROGRAM – WESTERN UNIVERSITY

TRAINEE SAFETY POLICY

Updated: December 11, 2025
Reviewed and Approved by the RPC Committee: September 14, 2026
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PREAMBLE

All postgraduate trainees have the right to a safe learning environment. The responsibility for promoting a culture and environment of safety for trainees is a shared responsibility and rests with the Schulich School of Medicine & Dentistry, affiliated hospitals and clinical training sites, faculty and supervisors, training programs, and postgraduate trainees.

The learning environment must be free of learner mistreatment, harassment, or discrimination. There is zero tolerance for any racism.

POLICY REFERENCES

- Hospital Accreditation Standards
- Legislative requirements outlined in the Ontario Health and Safety Act, Public Hospital Act, Environmental Protection Act, Nuclear Safety and Control Act and other statutes and regulations as required
- College of Physicians and Surgeons of Ontario (CPSO) Disclosure of Harm
- Professional Association of Residents of Ontario- Ontario Teaching Hospital (PARO-OTH) Contract
- PGME Fatigue Risk Management Guidelines
- PGME Principals for Redeployment of Residents and Fellows in Times of Exceptional Health System Need
- Council Of Ontario Faculties of Medicine COFM Immunization Policy

STANDARDS OF ACCREDITATION

- General Standards of Accreditation for Institutions with Residency Programs
  - Requirement 4.1.3: Residency education occurs in a safe learning environment.
  - Indicator 4.1.3.2: Effective central policies and processes are in place addressing residents' physical, psychological, cultural and professional safety

PURPOSE & SCOPE

Safety includes physical, professional, cultural and psychological well-being.

The purpose of this policy is to ensure a safe environment for trainees and clinical fellows by outlining the responsibilities of the University, affiliated training sites (Westmount Kidney Care Clinic), the Adult Nephrology Training Program, and postgraduate trainees.

'Trainee' hereafter refers to all postgraduate learners. This policy applies while trainees are undertaking activities related to the execution of their clinical and program duties.

This policy is guided by, and should be used in conjunction with, relevant policies and procedures from accrediting bodies, the PARO-OTH collective agreement, affiliation agreements with clinical sites, and policies governing professional practice as outlined by the College of Physicians and Surgeons of Ontario (CPSO).

The Program and Fellowship Directors have the authority to remove trainees from clinical placements if there are real or perceived immediate threats to personal safety pending investigation and resolution of safety concerns. If trainees are removed from a clinical placement the appropriate hospital and University leadership must be informed as soon as possible.

GENERAL PRINCIPLES

The trainee must:

- Participate in workplace safety training and orientation sessions as required, including but not limited to:
    - All ilearn modules.
    - Fatigue Risk Management online module.
    - Hidden Curriculum online module.
    - Workplace Violence Prevention Training, which will be organized on an Academic Half Day by the Nephrology Training Program.
- Comply with workplace safety policies and procedures including use of personal protective equipment and radiation protective garments and comply with the PARO-OTH contract requirements with respect to personal safety.
- Be up to date on required immunizations.
- Communicate any safety concerns for themselves or patients to their supervisor, program, hospital administrator, Schulich School of Medicine & Dentistry Learner Experience Office, Western Human Rights Office or PGME. Hospital documentation of safety concerns may be made using the online reporting system (e.g., the Adverse Event

Monitoring System (AEMS) at London Health Sciences Centre; Workplace Occurrence Report (WORS) at St. Joseph's Healthcare London; Safety Reporting System, Windsor).
- Exercise judgment with respect to workplace risks, including travel to and from the workplace.

The program must:

- Provide a site-specific orientation for trainees, and ensure they are aware of relevant policies before beginning clinical duties.
- Provide hands-on teaching and observation of procedures that involve blood exposure (central line insertions) to ensure proper PPE is worn and safety procedures are followed
    - The following policy applies to central line insertions:
        - The first 3 procedures: the consultant or delegate will be available for hands-on supervision (i.e. "scrubbed in").
        - The next 6 procedures: the consultant or delegate will be available nearby (inside procedure room or within hearing distance) for observation.
        - If the trainee has been deemed independent, no further direct supervision is required.
        - If the trainee still requires observation (as determined by the trainee or supervisor), a consultant or delegate must be available as requested by the trainee.
    - The following policy applies to PermCath removals:
        - The consultant or delegate will be available for hands-on supervision (i.e. "scrubbed in") for at least the first 1-2 procedures.
        - If the trainee is deemed independent, no further direct supervision is required.
- Provide a safe environment for trainees to report safety concerns and promote a culture of safety.
- React promptly to address safety concerns.

Affiliated teaching sites (Westmount Kidney Care Clinic) must:

- Have a designated site-lead to act as a delegate of the Nephrology Training Program.
- Ensure appropriate safety, supervision, and security of trainees in compliance with existing policies, procedures, and regulatory requirements.
- Ensure that trainees are provided training with respect to policies and procedures for reporting adverse events and safety concerns, including trainee and patient safety.

- Comply with the requirements for teaching sites outlined in the PARO-OTH collective agreement and affiliation agreement (PARO-OTH: Facilities; PARO-OTH: Health & Safety).
- Notify PGME and Program leadership regarding safety issues affecting trainees and collaborate to identify solutions.
- Ensure that Occupational Health and Safety procedures are available and that there is timely access for work-place related injuries or infectious disease exposures.

REPORTING PROTOCOLS

- Postgraduate trainees have many reporting options depending on the situation
  - Immediate supervisor or rotation/site, clinical lead, or program wellness lead
  - Program or Fellowship director
  - Learner Experience – Western University
  - Hospital reporting system (e.g., AEMS, WORS, Safety Reporting System)
  - Associate Dean, Postgraduate Medical Education
  - Western University Human Rights Office
  - Western University Student Wellness
  - Professional Association of Residents of Ontario Helpline
  - Western University Black and Racialized Student Support Group
  - Western University 2SLGBTQIA+
  - Western University Indigenous Student Centre
- For work-based injury or infectious disease exposure trainees must complete a hospital incident form. If the safety incident is in a community or non-hospital-based setting trainees must notify their immediate supervisor and Program or Fellowship Director.
- Adverse events, critical incidents, or patient care or safety concerns must be reported through the hospital adverse event reporting system as per hospital policy. For patient safety incidents in the community or non-hospital-based setting trainees must notify their immediate supervisor or program or fellowship director.
- Trainees who feel their personal safety or security is threatened should remove themselves from the situation and seek immediate assistance from their supervisor or security services.
- Trainees must be protected from any real or perceived negative impacts of reporting safety concerns.
- Trainees cannot be negatively impacted for refusing to engage in clinical or educational experiences if they truly feel at risk in doing so and have communicated this to their Program Director. It is recognized, however, that there are times (for example, in outbreaks of infectious disease), when a residual risk will remain after all known

precautions are taken. Professional responsibility to patients may require engaging in care despite these risks.

- Pregnant trainees should be aware of specific risks to themselves and their fetus in the training environment; accommodations based on their treating physician's advice may be requested through Learner Experience. The PARO-OTH agreement provides modified call requirements for residents during pregnancy.

PHYSICAL SAFETY AND SECURITY

Travel

- Trainees are responsible for making appropriate arrangements for travel to clinical or other academic assignments and not travel in unsafe conditions. If circumstances give rise to travel safety concerns (e.g., weather conditions, rotation scheduling or on-call scheduling), it is the trainee's responsibility to notify their Program Administrator and their scheduled supervisor for that day.
- Trainees must not be required to travel in unsafe conditions.
- If travel between sites for clinical placements is more than 250 km the trainee must be provided with one day of travel time between sites. Trainees must not be required to travel long distances post-call.
- Training outside of Canada requires the approval of the Program Director. Electives outside of Canada require the appropriate liability coverage, this must be arranged by the trainee with the accepting institution. Travel advisories must be checked prior to travel; if a travel advisory is noted, risks should be reviewed with the program director and the PGME Office before departure. Overseas travel immunizations must be sought well in advance of the start of overseas electives.

After-hours work and on-call work

- As part of their orientation to a new site, trainees should be made aware of site-specific security services.
- Trainees are not expected to work alone at after-hours clinics.
- Trainees are not expected to make unaccompanied home visits.
- Trainees should only telephone patients from a clinic or hospital telephone line. If calls must be made with a personal or mobile phone, this should be done using call blocking.

Workplace violence

- Programs must provide special training to residents who are expected to encounter aggressive patients. Workplace Violence and Prevention Training provided by the hospital will be done during a scheduled Academic Half Day. Trainees should not assess

aggressive or violent patients without adequate training, space, security backup and awareness of accessible exits.

- Physical space requirements for management of violent patients must be provided where appropriate.

Occupational and environmental safety

- Trainees should familiarize themselves with the location and services offered by the relevant Occupational Health and Safety Office. This includes familiarity with policies and procedures for infection control and protocols following exposure to contaminated fluids, needle stick injuries, and reportable infectious diseases.
- Trainees working in areas of high and long-term exposure to radiation must follow radiation safety policies, including use of protective garments and radiation badges, and minimize their exposure according to current guidelines.

PROFESSIONAL AND PSYCHOLOGICAL SAFETY

- Trainees must be members of the Canadian Medical Protective Association (CMPA) with the appropriate Type of Work (TOW) coverage. They must follow CMPA recommendations in the event of complaints or threatened or anticipated legal action. CMPA coverage is only applicable to clinical services provided in Canada.
- Programs and hospitals/training sites must promote a safe learning environment, in which trainees feel comfortable reporting and discussing adverse events, critical incidents, and patient safety concerns without fear of reprisal. Patient safety education and training must be included in the educational program.
- Trainee assessment data must remain confidential in accordance with PGME's Assessment Data Security Policy.

CULTURAL SAFETY

- If a trainee experiences any tension between their ethical, cultural, or religious beliefs and the training requirements or professional obligations, they should contact the Learner Experience Office for support in dealing with these conflicts.
- All trainees have a right to work in an environment free of discrimination and harassment. The Ontario Human Rights Code prohibits discrimination or harassment based on age, gender, ancestry, colour, race, citizenship, gender identity, gender expression and sexual orientation.
- Trainees should be provided access to available supports, both immediate and long-term, for psychological challenges, substance abuse, harassment and/or discrimination and equity issues.

RESOURCES

Schulich Medicine and Dentistry Learner Experience

Western University Health and Wellness

Western University Human Rights Office

Professional Association of Residents of Ontario Helpline

Black and Racialized Student Supports

Western University 2SLGBTQIA+Support and Resources

Indigenous Student Supports and Wampum Learning Lodge

Safe Ride Home Program (LHSC)

Professional Association of Residents of Ontario- Ontario Teaching Hospital (PARO-OTH) Contract