



## **SAFETY POLICY MEDICAL STUDENTS (MD PROGRAM)**

### Departmental Policy

<b>Authorizing Unit</b> Undergraduate Medical Education Committee (UMEC) Management	<b>Table of Contents:</b>  Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Procedures 6 Instructions/Forms 7 History 8
<b>Classification</b> Operations	
<b>Approval Authority</b> Associate Dean, Undergraduate Medical Education (UME)	
<b>Implementation Authority</b> Manager, UME	
<b>Effective Date</b> June 1, 2015	
<b>Last Revision</b> October 26, 2021	

- Purpose**            **1**    UME recognizes that all medical students have the right to a safe environment during the MD Program. The responsibility for promoting a culture and environment of safety for all medical students rests with the Cumming School of Medicine, Alberta Health Services, clinical departments, and medical students themselves. The concept of medical student safety includes physical, emotional, and professional security.
- Scope**            **2**    This policy applies to all medical students with the Cumming School of Medicine, Undergraduate Medical Education Program.  
 This policy should be read in conjunction with:
- a. Alberta’s Freedom of Information and Protection of Privacy Act (FOIP Act)
  - b. University of Calgary’s Academic Regulations – Privacy of Student Information
  - c. University of Calgary’s protocols on disclosure of information to students and disclosure of information to third parties.
- Definitions**       **3**    In this policy:
- a. UME means the Undergraduate Medical Education program at the Cumming School of Medicine, University of Calgary.

- b. “MD” means Doctor of Medicine.
- c. Approval Authority means the office or officer responsible for approving Undergraduate Medical Education policy and procedures.
- d. Implementing Authority means the office and officer responsible for implementing Undergraduate Medical Education policies and procedures.
- e. Confidential means that access to the records is limited to those with a demonstrated need to know. Information that is classified as Confidential must be stored within a controlled access system. It may be transmitted on internal networks with or without encryption. Information must be encrypted if transmitted on a public network.
- f. Student Inactive Files refers to records about a former medical student.
- g. Student File refers to records about a current or former medical student held by UME.
- h. Medical Student Performance Report (MSPR) letters refers to the specific document compiled by the UME Administration team in preparation for CaRMS match.
- i. Canadian Resident Matching Service (CaRMS).
- j. FOIP refers to Alberta’s Freedom of Information and Protection of Privacy Act.
- k. Academic file refers to information pertaining to the MD curriculum, marks, rotation information etc.
- l. Non-academic file refers to information of a personal nature of the medical student.
- m. UME administration refers to: Associate Dean, Assistant Deans, Manager, Curriculum & Administration, Administrative Assistants and Coordinator and Program Supervisors.
- n. Student Academic Review Committee (SARC).
- o. Student Evaluation Committee (SEC).
- p. Pre-Clerkship” means years one and two of the MD program.
- q. “Clerkship” means the third and final academic year of medical school.
- r. “Learning Management System” means a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER.
- s. “OSLER” means Online Schemes, Learning and Education Resources.
- t. “IST means Independent Study Time.
- u. “ITER” means In Training Evaluation Report, these are forms that are completed by preceptors after interacting with a student, either in a classroom (i.e. small group) or clinical setting. They can assess a variety of domains of performance, and usually also include a global rating of the Students’ performance.

**Policy Statement 4 A. STUDENT SUPERVISION IN CLINICAL SETTINGS**

Students will be adequately supervised in a clinical setting by members of the Cumming School of Medicine faculty. This includes providing

reasonable expectations and adequate level of responsibility, in order to deliver the utmost level of safe patient care.

Faculty members charged with supervision are responsible for ensuring, to the best of their abilities, the physical, psychological and professional safety of the learning environment, recognizing the inherent risks involved in the practice of clinical medicine.

When delegation of supervisory sub-tasks to advanced learners (e.g. residents, fellows) or allied health professionals occurs it is the responsibility to the supervising faculty to ensure appropriateness and safety.

## B. PHYSICAL SAFETY

### **Travel:**

When medical students are traveling for clinical or other academic assignments by private vehicle, it is expected that they maintain their vehicle adequately and travel with appropriate supplies and contact information. Alberta Health legislation prohibits cell phone use and text messaging in the performance of medical student duties while driving.

For long distance travel for clinical or other academic assignments, medical students should ensure that the UME Office is aware of their itinerary.

Medical students are not to be expected to travel long distances during inclement weather for clinical or other academic assignments. If such weather prevents travel, the medical student is expected to contact the UME office promptly. Assignment of an alternate activity is at the discretion of the Associate/Assistant Dean, UME.

Medical students should not be expected to walk alone for any major or unsafe distances at night.

### **Clinical Sites/AHS – Policies and Procedures:**

Alberta Health Services site orientations should include a review of local safety procedures.

### **Communicable Disease:**

Medical students should familiarize themselves with the location and services offered by the 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 (see relevant policy).

Medical student must observe universal precautions and isolation procedures when indicated. Appropriate personal protective equipment (PPE) training will be provided by UME.

During health care emergencies direct clinical care performed by medical students may be restricted for safety reasons. Such restriction will follow the Cumming School of Medicine “**OPERATING PROCEDURES: Role of Learners during health care emergencies**” and comply with AHS Documents 1158-01 “**Managing students involved in placements during a communicable disease outbreak, epidemic or pandemic**”. Decisions around any restrictions will be communicated as required to students’ ucalgary email accounts.

Medical students upon entry into the MD Program must have their immunizations all up to date. This must be maintained throughout enrollment in program. These standards are set in association with Alberta Health Services, practice partners and AFMC. For Elective travel overseas immunization and advice should be sought well in advance of traveling abroad.

**Radiation:**

Medical students working in areas of high and long term exposure to radiation must follow radiation safety policies and minimize their exposure according to current guidelines.

Radiation protective garments (aprons, gloves, neck shields) should be used by all medical students using fluoroscopic techniques.

**Pregnancy:**

Pregnant medical students should be aware of specific risks to themselves and their fetus in the training environments and request accommodations where indicated. Medical students should consult the Occupational Health and Safety Office for information.

**Vulnerable Work Environment:**

Medical students should not work alone after hours with Alberta Health Services without adequate support from Protection Services.

Medical students should not assess violent or psychotic patients without the backup of security and an awareness of accessible exits.

Call rooms and lounges provided for medical students must be clean, smoke free, located in safe locations and have adequate lighting, a phone, fire alarms, and smoke detectors. Any appliances supplied are to be in good working order. There must be adequate locks on doors.

Students may be assigned to interact with patients in their home or a non-clinical setting as part of defined learning activities in specific courses. Students should be assigned in groups of 2 or more for such activities.

Students may participate in episodic home visits during clerkship rotations or

electives if they are accompanied by the responsible health care provider such as the attending physician or home care nurse.

#### C. PSYCHOLOGICAL SAFETY

Learning environments must be free from intimidation, harassment, and discrimination.

When a medical student's performance is affected or threatened by poor health or psychological conditions, the student should be offered a leave of absence and receive appropriate support. Such medical students should not return to the clinical environment until an appropriate assessor has declared them ready.

Medical students should be aware of and have easy access to the available sources of immediate and long-term help for psychological problems, substance abuse problems, harassment, and inequity issues. Resources include the AMA Physician and Family Support Program, University of Calgary Counseling Services and Sexual Harassment Office, the Cumming School of Medicine Office of Equity and Teacher Learner Relations and the Undergraduate Medical Education Office / Student Advising and Wellness. These resources can be accessed at: <http://cumming.ucalgary.ca/mdprogram>

#### D. PROFESSIONAL SAFETY

##### **Culture of Safety:**

UME will promote a culture of safety in which medical students are able to report and discuss adverse events, critical incidents, 'near misses', and patient safety concerns without fear of punishment.

Medical student feedback and complaints must be handled in a manner that ensures the medical student's anonymity, unless the medical student explicitly consents otherwise. However, in the case of a complaint that must be dealt with due to its severity or threat to other medical students, the Associate/Assistant Deans may be obligated to proceed, against the complainant's wishes. In this case the Cumming School of Medicine Office of Equity and Teacher Learner Relations or the main campus Harassment Office should be consulted immediately. Depending on the nature of the complaint, Alberta Health Services and/or the College of Physicians and Surgeons of Alberta may need to be informed and involved. In general, the Associate/Assistant Deans should serve as a resource and advocate for the medical students in the complaints process.

Students are also encouraged to discuss episodes of mistreatment with the resources/people available through the 'Safe Space' website (<https://mistreatment.ucalgary.ca/>).

Medical students must be active members of the CPSA.

In addition to the University of Calgary coverage for patient actions, medical students are indemnified for actions or lawsuits arising from the actions or decisions made by committees (e.g. tenure, appeals, MD Program) they may serve on, under the university insurance for lawsuits related to academic issues.

Medical students should have adequate support from the program following an adverse event or critical incident.

**Ethical/Religious Conflicts:**

Some medical students may experience conflicts between their ethical or religious beliefs and the training requirements and professional obligations of physicians. Resources should be made available to medical students to deal with such conflicts. Examples include the College of Physicians and Surgeons of Alberta, University of Calgary Cumming School of Medicine, and Alberta Health Services.

Contact the UME Office for allowances due to religious/cultural holidays.

**Privacy:**

UME staff must not divulge information regarding medical students. It is the responsibility of the UME Office to make the decisions and to disclose information regarding medical students (e.g. personal information and evaluations) outside of the MD Program and to do so only when there is a reasonable cause. The medical student file is confidential.

UME Office must be aware of and comply with the Freedom of Information and Privacy (FOIP) Act. Programs can obtain guidance about FOIP issues from the UCalgary Access and Privacy Coordinator. Contact information is found on the U of C Secretariat's webpage.

**Responsibilities**      **5**      Medical Students: To provide information and communicate safety concerns to the program and to comply with safety policies.

UME: To act promptly to address identified safety concerns and incidents and to be proactive in providing a safe learning environment.

**Procedures**      **6**      CONTACT INFORMATION:

        a. Protection Services

- ACH 403 955 7600
- FMC 403 944 1152
- PLC 403 943 4502
- RGH 403 943 3430
- SHC 403 956 1000

- b. Occupational Health and Safety Office
  - Blood and Body Fluid Exposures (BBFE) 1-855-450-36194
  - Call a WHS Services Team OHN in your zone  
<http://insite.albertahealthservices.ca/4891.asp>
- c. AMA Physician and Family Support Program PFSP Hotline  
 1 877 767 4637 (Toll Free 24 hours/day)  
<https://www.albertadoctors.org/services/physicians/pfsp>
- d. University of Calgary Counseling Services  
[www.ucalgary.ca/counselling/erosnalcounselling](http://www.ucalgary.ca/counselling/erosnalcounselling)
- e. Sexual Harassment  
 Office of Diversity, Equity and Protected Disclosure (ODEPD)  
<https://www.ucalgary.ca/legal-services/university-policies-procedures/harassment-policy>  
 Sexual Violence Support  
 Email: [syva@ucalgary.ca](mailto:syva@ucalgary.ca)  
<https://www.ucalgary.ca/sexual-violence-support>
- f. UME Faculty Advocates Against Mistreatment (FAAM)  
<http://mistreatment.ucalgary.ca/i-need-help/>
- g. Cumming School of Medicine Office of Professionalism, Equity and Diversity (OPED)  
 Email: [OPED@ucalgary.ca](mailto:OPED@ucalgary.ca)  
<http://cumming.ucalgary.ca/equity/>
- h. UCalgary Access and Privacy Coordinator  
<https://www.policyschool.ca/privacy-policy/>

**Instructions/Forms**

Cross references to related policies.

- Operating Procedures: Role of Learners During Health Care Emergencies
- Managing students involved in placements during a communicable disease outbreak, epidemic or pandemic (AHS Documents 1158-01)

**History**

- 8** Approved: UME Management: October 26, 2021  
 Approved: UMEC: February 2022 (Electronic)