College of Osteopathic Medicine

Element 5.3: Safety, Health & Wellness

Sam Houston State University
Element 5.3 – Safety, Health and Wellness

SHSU has established policies and procedures that address student faculty and staff safety, health and wellness that include exposures, fatigue mitigation and access to physical and mental health resources. These policies and procedures are accessed through the SHSU-COM leadership, the SHSU Risk Management Department and the SHSU Student Health Center in the division of Student Affairs. All students will be provided with information regarding resources and policies for the prevention of exposures, as well as care and follow up after exposures related to their activities at SHSU-COM. These include:

- Required immunizations
- Techniques to decrease the risk of exposures
- Procedures for receiving care for and reporting exposures to biohazards, including needle sticks and follow-up
- Wellness opportunities through the University Student Affairs
- Community-based wellness services
- Fatigue mitigation efforts

Through SHSU Student Affairs and the Associate Dean for Clinical Affairs, resources will be updated to ensure current access for students of the COM.
1. GENERAL

Safety, health, wellness, and fatigue mitigation are important components in life and in medical education settings. Due to the intense nature and rapid learning expectations of a medical education program, SHSU-COM will educate students, faculty, and staff about the signs of fatigue, burnout, and disillusionment in a supportive and collegial environment.

2. SAFETY, HEALTH AND WELLNESS

2.1. SHSU-COM shall address safety, wellness and aspects of self-care. This includes:

2.1.1. Efforts to enhance the meaning that each medical student finds in the experience of being a student physician, including protecting time with patients, minimizing non-educational obligations, providing administrative support, promoting progressive learning, and enhancing professional relationships.

2.1.2. Ongoing evaluation of scheduling, work intensity, and work compression that impacts medical student well-being.

2.1.3. Evaluating safety data, exposures, risks and addressing the safety of medical students, faculty, and staff members; Effective mitigation for faculty, staff, and student exposure to infectious and environmental hazards, provision of education on prevention of such exposure, and procedures for care and treatment after such exposure shall be provided.

2.1.4. Instituting programs that encourage optimal medical student, faculty, and staff well-being.

2.1.5. Providing the opportunity to attend medical care, mental healthcare, and dental care appointments, including those scheduled during educational time.

2.1.6. Attention to medical student, faculty, and staff member burnout, depression, and substance abuse. The COM shall educate faculty members, staff and medical students in the identification of the symptoms of burnout, depression, and substance abuse, including means to assist those who experience these conditions. Medical students, staff, and faculty members shall also be educated to recognize those symptoms in themselves and how to seek appropriate care. SHSU-COM shall accomplish this by:

2.1.6.1. Encouraging medical students, faculty, and staff members to alert the COM administration, faculty advisor, attending physician, or faculty
member when they are concerned that another person may be displaying signs of burnout, depression, substance abuse, suicidal ideation, or potential for violence.

2.1.6.1.2. Providing access to appropriate tools for self-screening.
2.1.6.1.3. Ensuring access to confidential, affordable mental health assessment, counseling, and treatment, including access to urgent and emergent care 24 hours a day, seven days a week.

2.2. There are circumstances in which medical students may be unable to attend class or clinical rotations including, but not limited to: fatigue, illness, and/or family emergencies. The policies shall be implemented in such a matter that students and employees shall not fear negative consequences to care for themselves or their families. SHSU-COM will:

2.2.1. Educate all faculty members and medical students to recognize the signs of fatigue and sleep deprivation.
2.2.2. Educate all faculty members and medical students in alertness management and fatigue mitigation processes.
2.2.3. Encourage medical students to use fatigue mitigation processes to manage the potential negative effects of fatigue on learning and patient care.
2.2.4. SHSU-COM shall ensure continuity of patient care, consistent with policies and procedures, in the event that a student may be unable to perform their patient care responsibilities due to excessive fatigue. SHSU-COM must ensure adequate sleep facilities at major participating training sites and safe transportation options for students who may be too fatigued to return home safely.

3. FATIGUE MITIGATION

3.1. The fatigue mitigation plan shall help ensure medical students get home safely when fatigued after a rotation shift. Medical students who work overnight, not in lieu of daytime responsibilities, shall be provided with a sleep room. Medical students should not drive if they feel compromised by fatigue at the end of their shift.
**Procedure Title:** Safety, Health and Wellness  
**Effective:** Upon granting of Pre-Accreditation Status  
**Revised:** February 4, 2019

**Corresponding Policy:** Safety, Health, Wellness, and Fatigue Mitigation Policy  
**COCA Standard/Element:** COCA 5.3 – Safety, Health, and Wellness

**Description:**
The college shall work in cooperation with SHSU to adopt policies that address safety, health, and wellness at all locations operated by SHSU. SHSU-COM shall provide further guidelines for the safety of its students at remote sites.

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<tr>
<th>Procedure Step/Task</th>
<th>Responsible Party</th>
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<tr>
<td>1. SHSU and SHSU-COM shall assure campus-wide distribution of all related safety, health, and wellness policies through SHSU’s website.</td>
<td>SHSU Academic Affairs, SHSU Student Affairs</td>
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<td>2. SHSU-COM will provide students with a list of required immunizations or proof of immunity to commonly encountered infectious agents prior to matriculation.</td>
<td>SHSU Student Affairs, SHSU-COM Associate Dean for Clinical Affairs</td>
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<td>3. Students, through simulation and other training methods, will be provided with information and techniques intended to decrease the risk of exposure to biological hazards.</td>
<td>SHSU Associate Dean for Clinical Affairs</td>
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<td>4. SHSU-COM will instruct students during orientation and preparation for clinical rotations regarding procedures to follow in the case of exposure to biological hazards (needle sticks and body fluid), including the proper notification of such incidents, the need for evaluation and follow up care.</td>
<td>Associate Dean for Clinical Affairs, Clinical Coordinators</td>
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<td>5. Students shall be provided with a current list of physical and mental health facilities in the location where they are learning, including rotations sites affiliated with SHSU-COM. This list shall be updated to ensure adequacy and current availability.</td>
<td>Associate Dean for Clinical Affairs, SHSU Student Affairs</td>
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<td>6. SHSU shall ensure that all students are aware of and have access to 24-hour mental health hotlines.</td>
<td>Associate Dean for Clinical Affairs, SHSU Student Affairs</td>
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<td>7. The college shall participate, as necessary, in the training of all personnel who may have contact with infectious and biohazardous materials.</td>
<td>SHSU-COM Educational Affairs; SHSU Academic Affairs, SHSU Human Resources</td>
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<td>8. The college shall provide direction to all students regarding infection control procedures while participating in clinical experiences including procedures in the event of inadvertent contact. Those procedures shall be distributed to all participating affiliated teaching sites.</td>
<td>Associate Dean for Clinical Affairs</td>
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<td>9. Students, Clinical Coordinators and affiliated clinical education sites shall be provided with instructions for students in the event of biological, infectious or environmental exposures.</td>
<td>Associate Dean for Clinical Affairs, Director of Clinical Education</td>
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<td>10.</td>
<td>Students experiencing a biologic, infectious or environmental exposure should complete the Student Exposure Notification Form and submit it to Clinical Coordinator for the rotation site.</td>
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<td>11.</td>
<td>SHSU shall distribute fatigue mitigation guidelines to students, faculty (including preceptors) and clinical site leadership.</td>
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SAM HOUSTON STATE UNIVERSITY WELLNESS PROGRAM

01. POLICY STATEMENTS

01.01 The purpose of this program is to provide, as a privilege, an opportunity for regular full-time Sam Houston State employees to participate in a voluntary wellness program by utilizing educational and recreational facilities made available to them on the Sam Houston State campus.

01.02 Chapter 664 of the Government Code authorizes state agencies to use funds and facilities for fitness programs.

02. OBJECTIVE AND DEFINITION

02.01 The objective of the Sam Houston State Wellness Program is to encourage faculty and staff to utilize on-campus facilities to achieve and maintain an improved level of personal health which research shows leads to improved job performance, increased work satisfaction and reduced health care/insurance costs.

02.02 The Sam Houston State Wellness Program consists of various voluntary wellness-related activities that qualify as eligible for release time. Activities that qualify for release time are:
   a. Wellness Activities
   b. Health Fitness Screenings/Assessments
   c. Stress Management Classes
   d. Smoking Cessation Classes
   e. Weight Loss Classes
   f. Nutrition Classes
   g. Health Risk/Injury Reduction Classes

03. PROCEDURES FOR PARTICIPATION

03.01 Employees approved for participation in the Wellness Program shall receive a maximum of 30 minutes release time per day for approved wellness activities on the Sam Houston State University campus only. Release time may not be granted for participation in wellness activities off the Sam Houston State campus. Release time is paid time and does not have to be made up. For documentation and tracking purposes, employees will check in/out at the Recreational Sports facility using their university I.D. when participating in the program. Participation reports will be available upon request.

03.02 Approval from the appropriate authority must be secured prior to participation in the Wellness Program. The approval authority for employees is their account manager. The approval authority for account managers is their supervisor or approved designee.

03.03 Approval authorities shall make reasonable efforts to honor requests for participation in the Wellness Program but retain sole judgment and discretion whether or not granting a request is in the best interests of his or her work unit.

03.04 To apply for approval to participate in the Sam Houston State Wellness Program, employees must fill out the Sam Houston State University Wellness Committee Release Time form, complete with their supervisor’s signature. This form will then be faxed to the Student Health Center. Participation requires an annual enrollment, which expires on the anniversary of enrollment date.

03.05 Only current full-time employees are eligible to participate in the Sam Houston State Wellness Program.

03.06 Abuse of the privilege to participate in the Wellness Program will subject the employee to revocation of the privilege and possibly disciplinary action.

03.07 Any exceptions to the policy and procedures of this program must be approved by the employee's immediate supervisor.

04. REVIEWERS OF THIS PROGRAM

04.01 Reviewers of this program include the following:
   Position
   Chair, Staff Council
   Chair, Faculty Senate
   Associate Vice President of Human Resources and Risk Management

Approved by the President's Cabinet
Student Exposure Notification Form – complete within 24 hours of exposure.

Students should report to student health, their private physician or, in the case of an emergency, the hospital emergency department, as appropriate for the type of exposure.

Name of Student: ____________________________ Date: _________________

Site of Exposure:

Type of Exposure:

☐ Needle Stick:
  ☐ Blood Draw
  ☐ Injection
  ☐ Suture

☐ Body fluid:
  ☐ Blood
  ☐ Amniotic Fluid
  ☐ Other (describe): ____________________________

☐ Chemical (describe if known): ____________________________

Please provide a description of the exposure below:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Please describe any treatment, follow up plan or other intervention recommended:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Student signature: ____________________________ Date: _________________

Clinical Coordinator: ____________________________ Date: _________________

This form should be sent to the Associate Dean for Clinical Affairs at smckernan@shsu.edu