

FRM Policy Template

Approved (Date)	
Review Date	
Revised Date	
Approved By	

Background/ Introduction

Mission statement tailored to local context

This section introduces the rationale for FRM Policy development and implementation, and communicates the shared responsibility for and commitment to managing fatigue from a risk-based approach.

► Sample Content

Fatigue is a hazard in medical education that impacts residency training and workplace health and safety, with potential implications for patient safety. Fatigue is an inevitable aspect of 24/7 healthcare service and therefore it is not realistic to eliminate risk but rather to work collectively to mitigate the risk across the system. Successful management of fatigue risk is therefore the shared responsibility among all those who have a role within medical education. Within that shared responsibility, trainees have a key role in managing and reporting their own fatigue to their supervisors, peers and to the healthcare team. To support this, medical education leaders are accountable for ensuring practices are in place that enable and protect every trainee's ability to fulfill their role in the management of fatigue risk.

Objective/ Purpose

Tailored to local context

This section address the purpose of the policy, clearly stated and outlining what the policy aims to achieve.

▶ Sample Content

The objective of this policy is to prevent, mitigate and manage the hazard of fatigue during residency training, and to promote health and wellbeing for physicians and for the provision of quality patient care.

Definitions (may be tailored to local context)

TERM	DEFINITION
Clinical Practice & Learning Environment (also, the Clinical Training Site)	Clinical Practice & Learning Environment (also, the Clinical Training Site).
Continuous Quality Improvement (CQI)	Structured process to improve all aspect of care and service continually; ongoing study to improve performance. (Medical Dictionary for the Health Professions and Nursing, 2012). For FRM, CQI will explicitly entail the promotion and sharing of information, and communicating learnings from incidents as they occur (See Section X: <i>Facilitating FRM Infrastructure: Knowledge Sharing and Best Practices</i>).
Fatigue	A decreased capacity to perform mental or physical work, or the subjective state in which one can no longer perform a task. Fatigue manifests in physiological performance decrements and cognitive impairment. Fatigue primarily arises as a result of inadequate restorative sleep, but is also influenced by time of day and prior wake. (FRMS Resource Pack: Queensland Health, 2009).
Fatigue Risk Management (FRM)	A set of ongoing fatigue prevention and mitigation practices, principles, and procedures integrated throughout all levels of the clinical and academic work environment, and are designed to monitor, ameliorate and manage the effects of fatigue and associated risks for the health and safety of healthcare personnel and the patient population they serve (FRM Task Force, 2016).
FRM Officer/Local Working Group (LWG)	Group or individual responsible for oversight of the process by which fatigue risk is managed and monitored in the clinical practice and learning environment.

Scope

This section articulates who the policy applies to, and the conditions under which the stakeholders are accountable to the policy.

▶ Sample Content

This policy applies to all postgraduate trainees of (institution name), for the duration of all activities associated with the performance of their trainee duties.



Key Roles & Responsibilities

▶ PERSONAL HEALTH & SAFETY

▶ WORKPLACE/ OCCUPATIONAL HEALTH & SAFETY

▶ See section on Governance, Responsibility & Accountability, page X in the Toolbox

This section clearly outlines the respective roles and shared responsibilities for trainees, educators, leaders, clinical training sites/employers and universities/institutions, and the responsibility for alignment with respective PHO service agreements. This section will also describe the responsibility the employer has to trainees, whether the employer is the hospital/clinical training site or the university. To help define the roles, responsibilities within the FRM policy can be described under the following headings:

▶ Personal Health and Safety

- Responsibility of the Program and/or the Clinical Training Site
- Responsibility of the Resident/Trainee

▶ Workplace/Occupational Health & Safety

- Responsibility of the Program and/or the Clinical Training Site
- Responsibility of the Resident/Trainee

Procedure

This section will outline the details of how fatigue will be identified, managed, mitigated and reported on within your organization.

► **The procedure may include details describing:**

- Processes for communication
- Practices around service hours and scheduling/rostering
- Practices around safe vehicle travel for clinical or academic purposes
 - Align these practices with existing resident travel policies (where present), that may include post-call travel or long distance travel
- Reporting practices to ensure fatigue is effectively monitored
- Protocols to ensure staff and trainees are educated and trained on the effects of fatigue and how to manage fatigue in their context

Related Resources/ Other Information

Tailored to local context

This section will detail relevant information, links or resources for trainees or staff that may be useful in orienting and educating your team about fatigue, its effects on performance, wellbeing and health overall.

