|  |  |
| --- | --- |
| Office of Accountability: | Postgraduate Medical Education |
| Office of Administrative Responsibility: | Postgraduate Medical Education |
| Revision Date: | May 29th, 2023 |

#### **Overview**

At times throughout their postgraduate training program, postgraduate learners will be required to travel to complete clinical placements and academic commitments. Postgraduate learners are to choose the most appropriate method of transportation considering distance to destination, time of day, season, weather conditions and academic/clinical responsibilities. Common sense and practical considerations for reducing risk should take precedence.

**Purpose**

To provide guidelines for the safe travel of postgraduate learners when undertaking academic and clinical activities related to their postgraduate training program.

**Scope**

All postgraduate training programs at Memorial University (Memorial).

**Guideline**

1. **Responsibility of the Postgraduate Training Program**
	1. To act promptly to address identified travel safety concerns and incidents and to be proactive in providing resources and support to postgraduate learners encouraging safe travel.
	2. To provide an unscheduled day (travel day) between required learning experiences to or from distributed training locations.
2. **Responsibility of the Postgraduate learner**
	1. When traveling by vehicle, postgraduate learners are expected to:
		1. adhere to provincial traffic laws and regulations at all times (e.g., cell phone use, speed limits);
		2. ensure they have adequate insurance coverage on their vehicle, whether owned or rented;
		3. check the road and highway conditions before travelling, in order to make informed travel decisions;
		4. execute caution and judgement at all times, especially when driving in inclement weather or when fatigued;
		5. travel with appropriate supplies (e.g., emergency car kit and contact information);

* + 1. adequately maintain their vehicle (e.g., winter tires, sufficient gas);
		2. be cautious of moose.
			1. Moose are very common in all areas of the island, including the St. John’s metro area. Moose are most active at dusk and dawn, and appear more frequently during the peak months of May to September.
	1. If long distance travel is required for clinical or academic assignments, postgraduate learners should ensure that a colleague and the program office is aware of their itinerary.
	2. In the event of a motor vehicle accident while travelling for clinical or academic activities, postgraduate learners are required to notify both the Postgraduate Medical Education (PGME) office and their program office.
	3. Call Schedule
		1. Postgraduate learners should not drive home after call if they have not had adequate rest. It is recommended that postgraduate learners avail of a taxi or bus service to return home.
		2. As per the Postgraduate Learner Safety Policy, Postgraduate learners should not be on call the day before long distance travel for clinical or academic assignments by vehicle. When long distance travel is required in order to begin a new required learning experience, the postgraduate learner should request that they not be on call the weekend preceding the beginning of the required learning experience.
	4. Travel during inclement weather conditions
		1. In cases of inclement weather, postgraduate learners are to be aware that hospitals will remain open even if Memorial is officially closed. As employees of Newfoundland and Labrador Health Services, postgraduate learners must make every effort to safely report to work.
		2. If a postgraduate learner is unable to report to work as a result of inclement weather (or expected to arrive late), the postgraduate learner is expected to contact their supervisor or Program Director promptly. Upon returning to work, the postgraduate learner is required to submit a leave request form to the program office for vacation time.
		3. If a clinical service decides to reduce or close services due to weather conditions, the postgraduate learner may be able to remain home, or leave their work area early, with the approval of their supervisor or Program Director, and subject to operational requirements.