I. PREFACE
This procedure implements the Institutional GME Policy—Resident/Fellow Impairment Prevention and Wellness.

II. EDUCATION
In an attempt to prevent resident/fellow impairment, Hawaii Residency Programs, Inc. (HRP) and the University of Hawai‘i (University) John A. Burns School of Medicine (JABSOM) will provide the following education:

- HRP will educate residents/fellows, program administrators, and other appropriate HRP staff about physician impairment, including problems of substance abuse, its incidence and nature of risks to both the involved individuals and patients. Education includes communication of signs and symptoms of impairment. Education also includes communication about resources that may be available to the impaired resident/fellow.
- JABSOM Office of the Designated Institutional Official (ODIO) will work with department chairs and residency/fellowship program directors to ensure appropriate JABSOM faculty and other appropriate JABSOM and University employees are educated about physician impairment, including problems of substance abuse, its incidence and nature of risks to both the involved individuals and patients.

III. REPORTING AND SELF-DISCLOSURE
It is the responsibility of employees of HRP and JABSOM to report cases of possible resident/fellow impairment, including cases reported by self-disclosure, to at least one of the following:
- Program director who is the immediate supervisor of the resident/fellow
- HRP Chief Executive Officer (CEO) or Human Resources staff
- JABSOM Designated Institutional Official (DIO), any member of the ODIO, any Department Chair, or the Dean or his/her designee(s)

IV. MANAGEMENT
The CEO of HRP and Designated Institutional Official (DIO) of JABSOM shall work together, with residents/fellows, and with the appropriate governing bodies such as hospitals and health care facilities, licensing boards, federal and state agencies, and others to address cases of possible resident/fellow impairment, including failure of residents/fellows and employees of HRP and JABSOM to cooperate or report.

Should a resident/fellow dispute any actions taken by HRP or JABSOM, he/she may follow the GME policies and procedures on hearings, grievances, and administrative procedures, which supplement the HRP Resident Handbook.