INSTITUTIONAL GME POLICY AND GUIDELINES – Resident Retreats
Approved by GMEC – March 27, 2015

Guidelines for Resident Retreats

In the context of these guidelines, a resident retreat is defined as a formal event that takes place outside of the typical resident workplace/duties, provides both educational and team-building activities, and includes a request to the Institution and/or Hawaii Residency Programs, Inc. for financial and/or administrative support for the event. These events will be planned at the program level, and a proposal submitted to the Office of the DIO for approval of the requested resources. Informal social activities planned for hours before or after the formal retreat are not covered by these guidelines.

1. To respect University and HRP policy and appropriate academic values, alcohol will not be allowed during the formal retreat.

The restriction on alcohol applies during the formal hours of the retreat, as this is considered a University- or HRP-sanctioned event. Individuals will bear personal responsibility for their actions or inactions once the retreat is over.

2. To respect concerns about safety and well-being of all participants, water activities (e.g., swimming, diving, jet skiing, etc.), other potentially dangerous activities (hikes, mountain climbing, biking, ziplining, strenuous obstacle courses, etc.), or overnight activities will not be allowed during formal retreat hours.

Individuals will bear personal responsibility for their actions or inactions once the retreat is over. However, the institution strongly recommends for everyone’s well-being that all safety precautions be taken even after the formal retreat is over.

Following the conclusion of the formal retreat, program directors have the discretion to make all residents free of any work related activity for the remainder of the 24 hours.

3. A resident retreat should include valuable educational components. This may also include (but is not limited to) having guest speakers on topics of interest to the attendees and/or discussions about resident well-being, stress management, relationship skills, sleep deprivation, leadership skills, career planning, debt management, etc.

4. Team-building, networking, bonding and other activities to promote wellness and fellowship are allowed as part of a resident retreat. It is expected that such activities will be “safe for all”. Content or activities should not be objectionable to any individuals in attendance, and there should be no pressure for any individual to participate if they are not comfortable doing so.

5. Content and activities should: a) follow institutional policies (JABSOM and HRP) and venue policies to ensure an environment that is safe and free of discrimination, b) not violate any Federal or State laws, c) support professionalism expectations of physicians-in-training, d) when appropriate, be supported by existing scholarly literature and/or facilitated by an experienced scholar/clinician.

6. The venue for the formal retreat should provide an appropriate environment that is conducive to learning and fellowship (e.g. availability of restroom facilities, seating, appropriate audiovisual technology capability, protection from the weather, etc.).

Within the parameters described in the preceding paragraph, both on-campus and off-campus venues are allowable.

7. While residents/chief residents may be stewarded the responsibility of leading the planning and implementation of the event, the retreat should formally be under the direction and guidance of the Program Director or an assigned faculty member from the respective program.

8. A completed proposal form and budget will be submitted through the respective Program Administrator for approval.
Introduction

In the context of these guidelines, a resident retreat is defined as a formal event that takes place outside of the typical resident workplace/duties, provides both educational and team-building activities, and includes a request to the Institution and/or Hawaii Residency Programs, Inc. for financial and/or administrative support for the event. These events will be planned at the program level, and a proposal submitted to the Office of the DIO for approval of the requested resources. Informal social activities planned for hours before or after the formal retreat are not covered by these guidelines.

Resident retreat proposal process

1. Name of training program:

2. Names and roles of participants:

3. Proposed date and time of the retreat:

4. Proposed venue and address of the retreat:

5. Proposed retreat agenda along with educational outcome (Attach Agenda).

   *check with Program Administrator for budget and reimbursement details.

7. Please initial that each of the following Resident Retreat guidelines will be met and communicated to all retreat participants:

   ___ To respect University and HRP policy and appropriate academic values, alcohol will not be allowed during the formal retreat.

   ___ To respect concerns about safety and well-being of all participants, water activities (e.g., swimming, diving, jet skiing, etc.), other potentially dangerous activities (e.g. hikes, mountain climbing, biking, zip lining, strenuous obstacle courses, etc.), or overnight activities will not be allowed during the formal retreat.

   ___ A resident retreat should include valuable educational components. This may also include (but is not limited to) having guest speakers on topics of interest to the attendees and/or discussions about resident well-being, stress management, relationship skills, sleep deprivation, leadership skills, career planning, debt management, etc.
Team-building, networking, bonding and other activities to promote wellness and fellowship are allowed as part of a resident retreat. It is expected that such activities will be “safe for all”. Content or activities should not be objectionable to any individuals in attendance, and there should be no pressure for any individual to participate if they are not comfortable doing so.

Content and activities should: a) follow institutional policies (JABSOM and HRP) and venue policies to ensure an environment that is safe and free of discrimination, b) not violate any Federal or State laws, c) support professionalism expectations of physicians-in-training, d) when appropriate, be supported by existing scholarly literature and/or facilitated by an experienced scholar/clinician.

The venue for the formal retreat (either on-campus or off-campus) should provide an appropriate environment that is conducive to learning and fellowship (e.g. availability of restroom facilities, seating, appropriate audiovisual technology capability, protection from the weather, etc.).

The retreat should be under the direction and guidance of the Program Director or an assigned faculty.
Resident Retreats – Frequently Asked Questions

1. We understand that alcohol cannot be consumed at the retreat. After the retreat is officially over and attendees have departed, is it allowable for a group of residents to go to a restaurant that serves alcohol?

   The restriction on alcohol applies during the formal hours of the retreat, as this is considered a University- or HRP-sanctioned event. Individuals will bear personal responsibility for their actions or inactions once the retreat is over.

2. We understand that due to safety concerns, water activities such as swimming and diving are not allowed as part of the retreat. After the retreat is over, is it allowable for residents and their guests to participate in water activities?

   Individuals will bear personal responsibility for their actions or inactions once the retreat is over. However, the institution strongly recommends for everyone’s well-being that all safety precautions be taken even after the formal retreat is over.

3. Are other events, such as Resident “end-of-year parties”, off-campus program meetings, etc. guided by this policy too?

   While some of the same Institutional and/or HRP policies might apply, this set of guidelines is specific to Resident Retreats. Residents should work with their respective program administration in planning other types of events.

4. Scenario - A Resident Retreat is held at a venue that requires a rental fee. The rental fee is approved as part of the formal Retreat budget, and paid for by the Institution/HRP. Once the formal part of the Retreat program is completed, do the guidelines allow for alcohol to be consumed during the rented period of time at that venue?

   The answer to this question would be “No”. As the venue is under rented contract to the Institution and/or HRP, alcohol could not be consumed during the rental period. As outlined in the guidelines, once the formal Retreat program is completed, interested residents could move to another location to socialize.

5. Does this policy limit Resident Retreats to on-campus (hospital or medical school) venues only?

   No. Off-campus venues that meet the criteria outlined in the guidelines would be allowable.

6. Does this policy prohibit team-building, social or other non-academic activities during formal Retreat hours?

   No. These types of activities are allowable under the Retreat guidelines. However, as noted in the guidelines, there should be some element of academic activity during the Retreat hours as well. Moreover, social and other non-academic activities can certainly be planned for before or after the formal Retreat hours.

7. While “overnight” Retreats are not allowed, do these guidelines prohibit respective program directors from providing residents with 24 hours of protected time away from work surrounding the hours of the formal Retreat?

   No. The restriction on “overnight” refers specifically to formal, funded Retreat hours. Program directors have the authority to grant protected time to residents with the understanding that they consider the impact of such decisions on requirements for resident duty hours, obligations to cover specific hospital services, etc.

   Of related note, it is conceivable that a residency program may hold conferences that span “overnight” periods (a weekend conference for example). These types of events would not be considered a “resident retreat”, and therefore would not fall under the parameters of these guidelines.