Observe DISTRESS

Identify changes in the trainee

**Attendance:** Absenteeism, tardiness, decreased productivity

**Behavior:** Inappropriate conduct, changes in appearance, unkempt, sadness, abrupt changes in mood, irritability, agitation, interpersonal difficulties, fatigue, difficulty concentrating, decreased motivation, expression of self-harm

Consult & Connect

WITH RESOURCES

Clarify supervisor and trainee needs and outline strategies to:

- optimize referrals for care
- enhance workplace functioning
- ensure safety

Contact:

- OITE
- EAP
- OMS
- Civil
- Ombudsman

Triage EMERGENCIES

**Police, 24/7,** Imminent threats, workplace violence, harm to self or others

**Main Bethesda Campus** Call NIH Police:
- 911 - landline, 301-496-9911 - mobile

**All other NIH facilities** Call Local Police:
- 9-911 - landline, 911 - mobile

**OMS, 24/7,** Evaluations for abrupt behavior change, substance abuse, injury, illness
- 301-496-4411, 301-496-1211 (after hours)

Quick tips to help the SUPERVISOR, Recognize the Distressed Trainee, National Institutes of Health
OITE  301-496-2427
training.nih.gov

Career Services | Educational Counseling & Advising

- Consultation & training for Supervisors
- Graduate and professional school advising
- Career exploration and advising
- Interpersonal skills development
- Wellness workshops and advising
- Cultural adaptation to USA
- Strategies to improve mentor/mentee relationships

EAP  301-496-3164
ors.od.nih.gov/sr/dohs/EAP

Mental Health Professionals | Confidential | Voluntary

Employee Assistance Program
- Short-term Counseling
- Crisis Intervention
- Community Resources & Referral
- Supervisory Consultation
- Assistance referring trainees to EAP
- Phone and face-to-face consultations

Civil  301-402-4845
https://civilworkplace.nih.gov

Response Team | Coordinators | Anonymous Reports

NIH Human Resources
- Consultation to mitigate workplace difficulties, including harassment (sexual/non-sexual), inappropriate, uncivil, and other disruptive behavior
- Resource for harassment (sexual/non-sexual), inappropriate, uncivil, and other disruptive behavior impacting the workplace

Ombudsman  301-594-7231
ombudsman.nih.gov

Consultation | Coaching | Facilitation

Center for Cooperative Resolution
- Neutral, confidential, independent resource
- Coaching, individual and team problem-solving
- Conflict resolution of personal and interpersonal issues
- Identify work-related systems problems

OMS  301-496-4411
301-496-1211 (after hours)
https://go.usa.gov/xnhG3

Occupational Medical Service
- Medical Emergencies | CC Bldg 10, OP6
- 24/7: Evaluations for abrupt behavior change, substance abuse, injury, illness

Police  24/7, Law Enforcement

Main Bethesda Campus Call NIH Police
911 landline, 301-496-9911 mobile
Non-emergency, 301-496-5685

All other NIH facilities Call Local Police
9-911 landline, 911 mobile

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