Foster Well-Being: As a supervisor or training director, you are responsible for the productivity and well-being of your trainees.

**Observe)** DISTRESS

Be proactive in promoting well-being and identify warning signs related to distress, such as:

- **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, OMS, EAP, Ombudsman, Civil

**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)
### OITE 301-496-2427
training.nih.gov
oitewellness@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
- 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
Anti-Harassment Hotline 833-224-3829

**Response Team | Coordinators | Anonymous Reports**

**NIH Human Resources**

- Consultation to mitigate workplace difficulties, including all forms of harassment, inappropriate, uncivil, and other disruptive behavior
- Resource for all forms of harassment, 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

**Quick Tips to Help the Supervisor, May 1, 2021, page 2 of 2**

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**NATIONAL INSTITUTES OF HEALTH**

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**Resources**