

University of Toronto Faculty of Medicine

PROCEDURAL MEMORANDUM ON RESPONSIBILITY OF
NOTICE TO PROGRAMS AND HOSPITALS
FOR POSTGRADUATE MEDICAL TRAINEES
WHO ARE HEPATITIS B POSITIVE

This memorandum outlines the responsibilities of the postgraduate medical education office, the program director, and the hospital, and the action to be taken when a postgraduate medical trainee has been identified as Hepatitis B positive.

1. It is the responsibility of the faculty Postgraduate Medical Education (PGME) office to collect immunization information annually from each postgraduate trainee and this becomes part of the trainee's registration record.
2. To complete registration with the Faculty of Medicine, postgraduate medical trainees must sign the consent section at the bottom of the immunization form, allowing the Associate Dean, Postgraduate Medical Education to share evidence of immunization/infection with hospital and university staff on a need-to-know basis.
3. When the PGME office receives information that a resident is Hep B surface antigen positive, the record is sent to the Expert Panel for review, and the trainee will receive counseling and follow-up coordinated by the Expert Panel chair and the Associate Dean, Postgraduate Medical Education.
4. It is the Associate Dean's responsibility to inform the program director of the trainee's infected status. The Program Director must then take reasonable steps to advise the hospitals and placements where the infected student will work. Only necessary persons should be notified (i.e. the local supervisor) and every effort should be taken to preserve the medical trainee's privacy.
5. It is the responsibility of the hospital/placement site to implement their own precautionary measures or restrictions on the resident's training and practice. As noted in (4) above, only necessary person(s) should be informed at the hospital/placement site.