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
- Ombudsman
- EAP
- 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)

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OITE 301-496-2427
training.nih.gov
oite-wellness@nih.gov

Career Services | Educational Counseling & Advising
Office of Intramural Training & Education
• 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
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
• 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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