Quick Tips to Help the Supervisor Recognize the Distressed Trainee
National Institutes of Health
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Foster Well-Being: As a supervisor or training director, you are responsible for the productivity and well-being of your trainees.

Observe Distress
EARLY WARNING SIGNS: 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 and 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)

Resources
National Institutes of Health

Office of Intramural Training & Education (OITE)
301-496-2427
training.nih.gov, oite-wellness@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
Employee Assistance Program (EAP)
301-496-3164
ors.od.nih.gov/sr/dohs/EAP
Mental Health Professionals | Confidential | Voluntary
- Short-term Counseling
- Crisis Intervention
- Community Resources & Referral
- Supervisory Consultation
- Assistance referring trainees to EAP
- Phone and face-to-face consultations

Civil Program (NIH Human Resources)
301-402-4845
https://civilworkplace.nih.gov
Anti-Harassment Hotline 833-224-3829
Response Team | Coordinators | Anonymous Reports
- 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 (Center for Cooperative Resolution)
301-594-7231
ombudsman.nih.gov
Consultation | Coaching | Facilitation
- Neutral, confidential, independent resource
- Coaching, individual and team problem-solving
- Conflict resolution of personal and interpersonal issues
- Identify work-related systems problems

Occupational Medical Service (OMS)
301-496-4411
301-496-1211 (after hours)
https://go.usa.gov/xnhG3
Medical Emergencies | CC Bldg. 10, OP6
- 24/7: Evaluations for abrupt behavior change, substance abuse, injury, illness

Emergencies/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