

- 1. Orientation Action Items
 - a. Consider having a one-on-one meeting with each resident to get to know they/them as a person. In this meeting, the Program Director and/or Assistant Program Director can learn:
 - i. Pronunciation of the resident's name
 - ii. Personal pronouns
 - iii. Resident's interests/hobbies: the Program Director can then help them learn about opportunities in the area to continue these activities
 - iv. Faith needs, including if the resident needs a place to pray or meditate at work: the Program Director can then help locate an optimal location (The PD can collect a list of various places of worship as suggestions for future residents)
 - v. Discuss race and ethnicity of yourself and the resident: the Program Director takes an interest in learning about the resident's background and shows respect and support
 - vi. Discuss any health needs the resident might have or accommodations for disabilities the resident may need
 - b. Review parental leave policy, which should include leave for adoption and childcare needs
 - c. Review same sex partner benefits with Human Resources and GME prior to orientation and be prepared to answer questions relating to same sex partner benefits
 - d. Review location of lactation rooms
 - e. Identify gender neutral bathrooms at all sites
 - f. Allow for time off/vacation for religious and/or cultural holidays of the resident's personal faith
 - g. Review mental health resources in the institution
 - h. Review grievance procedures: including who to report grievances or mistreatment (Program Director, Dean of GME, DIO, Human resources, Ombuds Office, etc.)
- 2. Encourage all trainees to participate in health maintenance: provide protected time for doctor and dentist appointments
- 3. Dedicated private lactation room with refrigeration capability
- 4. Protective lead (two pieces or one piece) in **all** sizes to accommodate **all** body types
- 5. Policy for radiation safety for pregnant trainees. Review the use of fetal badges and policies for doing fluoroscopy during pregnancy. Encourage trainees to discuss any work related concerns during pregnancy with Program Director
- 6. Glove sizes for **all** hand sizes in **all** radiology locations. Latex free gloves need to be available for a resident/fellow who needs these
- 7. Provide PPE for residents with hijabs and turbans in interventional radiology

- 8. Provide PPE for residents with beards
- 9. Provide chairs in the reading rooms for all sizes of trainee
- 10. If you have adjustable tables for PACS, faculty should ask a resident if it is ok to sit or stand, as it may be difficult for a short resident to be standing with a tall faculty member reading out studies or vice versa
- 11. Clean, gender neutral call rooms. No posters on the walls that could be a type of microaggression
- 12. Equitable call allocation for trainees (no special preference given to any individual resident/fellow dependent on their home life)
- 13. Review Program's Website and add a statement in support of "Diversity, Equity, and Inclusion"
- 14. Include welcoming statement of diversity in program presentation during recruitment
- 15. Provide information on the Program's and institution's support communities and mentorship opportunities for underrepresented in medicine trainees in recruitment materials
- 16. Identify LGBTQIA+ resources (such as task forces, social groups, medical student groups) at sponsoring institution in recruitment materials
- 17. Ensure women and underrepresented in medicine faculty and trainees are involved in the applicant recruitment and interview process
- 18. During the interview process, the interview team can wear rainbow stickers on their IDs to show solidarity with the LGBTQIA+ community
- 19. Consider unconscious bias training for all residents and faculty
- 20. Include pictures of LGBTQ faculty and residents and their families (with permission) in any montage or presentation that includes other faculty/resident families
- 21. Diversity, Equity, and Inclusion Committee: preferably for the department. If the department does not have this committee, the training program should establish this committee
- 22. Consider establishing a Women In Radiology Group
- 23. Provide information on the Program's and institution's support communities and mentorship opportunities for underrepresented in medicine trainees in your program
- 24. Identify LGBTQIA+ resources (such as task forces, social groups, medical student groups) at sponsoring institution and share with residents (particularly for smaller programs which may only have 1 LGBTQIA+ trainee)
- 25. Consider identifying LGBT faculty and allies with rainbow stickers on ID badges or office doors
- 26. Consider initiative for all department faculty to include pronouns in auto signature (perhaps starting with leadership)
- 27. Ensure women and underrepresented in medicine faculty and trainees are involved in the Clinical Competency Committee (CCC) and Program Evaluation Committee (PEC)