

## Evaluating Your Organizational Self-Care Practices



**Your well-being is integral to your confidence, productivity, and sustainability in your work. You are one crucial piece of the puzzle within your larger organization. So, how are your organization's practices supporting you?**

The following Organizational Self-Care Checklist is designed to provide organizations with new ideas and concrete examples of what it means to promote a culture of self-care. Building an organizational culture of self-care often requires an initial period of difficult reflection on what is currently happening in your organization. The goal is to build self-care practices into daily routines and rituals, so that they become very good habits. Use the Organizational Self-Care Checklist to assess what your organization is currently doing to support self-care and get ideas for how to build on these to further create and sustain a culture of self-care.

**Instructions: Check off everything your organization currently does to support self-care.**

### Training and Education

- The organization provides education to all employees about stress and its impact on health and well-being.
- The organization provides all employees with education on the signs of burnout, compassion fatigue and/or vicarious traumatization.
- The organization provides all employees with stress management trainings.
- The organization provides all employees with training related to their job tasks.
- Staff are given opportunities to attend refresher trainings and trainings on new topics related to their role.
- Staff coverage is in place to support training.
- The organization provides education on the steps necessary to advance in whatever role you are in.

## **Support and Supervision**

- The organization offers an employee assistance program (EAP) or alternative.
- Employee job descriptions and responsibilities are clearly defined.
- All staff members have regular supervision.
- Part of supervision is used to address job stress and self-care strategies.
- Part of supervision is used for on-going assessment of workload and time needed to complete tasks.
- Staff members are encouraged to understand their own stress reactions and take appropriate steps to develop their own self-care plans.
- Staff members are welcome to discuss concerns about the organization or their job with administrators without negative consequences (e.g., being treated differently, feeling like their job is in jeopardy or having it impact their role on the team).
- Staff members are encouraged to take breaks, including lunch and vacation time.
- The organization supports peer-to-peer activities such as support groups and mentoring.

## **Employee Control and Input**

- The organization provides opportunities for staff to provide input into practices and policies.
- The organization reviews its policies on a regular basic to identify whether they are helpful or harmful to the health and well-being of its employees.
- The organization provides opportunities for staff members to identify their professional goals.
- Staff members have formal channels for addressing problems/ grievances.

## Communication

- Staff members have regularly scheduled team meetings.
- Topics related to self-care and stress management are addressed in team meetings.
- Regular discussions of how people and departments are communicating and relaying information are addressed in team meetings.
- The organization provides opportunities for staff in different roles to share their “day in the life”
- The organization has a way of evaluating staff satisfaction on a regular basis.
- Communication from organizational leaders is transparent and happens regularly
- Co-workers listen to one another and provide support, when needed
- Meetings are effectively facilitated and are usually productive
- Clear deadlines and goals are provided for projects

## Work Environment

- The work environment is well-lit
- The work environment is physically well-maintained (e.g., clean, secure, etc.).
- Information about self-care is posted in places that are visible.
- Employee rights are posted in places that are visible.
- The organization provides opportunities for community building among employees.
- The organization has a no-tolerance policy concerning bullying.
- Work place issues, including grievance issues and interpersonal difficulties, are managed by those in the appropriate role and remain confidential.

## Reflective Practice

What was this process of filling out the checklist like for you?

Were you surprised by any of your responses? If so, which ones?

What ideas did you find on the checklist that you liked/did not like?

What are the things that you found realistic/not realistic to implement?

What are some of the barriers or challenges to implementing these practices?