



Tools for Managers: The Organisational Self-Care Checklist

Evaluating Your Organisational Self-Care Practices

The following Organisational Self-Care Checklist is designed to provide organisations with new ideas and concrete examples of what it means to promote a culture of self-care. Building an organisational culture of self-care often requires an initial period of difficult reflection on what is currently happening in your organisation. The goal is to build self-care practices into daily routines and rituals, so that they become very good habits. Use the Organisational Self-Care Checklist to assess what your organisation 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 organisation currently does to support self-care.

Training and Education

- The organisation provides education to all employees about stress and its impact on health and well-being.
- The organisation provides all employees with education on the signs of burnout, compassion fatigue and/or vicarious traumatisation.
- The organisation provides all employees with stress management trainings.
- The organisation 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 organisation provides education on the steps necessary to advance in whatever role you are in.
- Other



Support and Supervision

- The organisation 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 organisation 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 organisation supports peer-to-peer activities such as support groups and mentoring.
- Other

Employee Control and Input

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



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 organisation provides opportunities for staff in different roles to share their "day in the life"
- The organisation has a way of evaluating staff satisfaction on regular basics.
- Other

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 organisation provides opportunities for community building among employees.
- The organisation 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.
- Other



Reflective Practice



- What was this process of feeling 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?

Adapted from:

Guarino, K., Soares, P., Konnath, K., Clervil, R., and Bassuk, E. (2007). *Trauma-Informed Organizational Self-Assessment for Programs Serving Families Experiencing Homelessness*. Rockville, MD: Center for Mental Health Services, Substance Abuse and Mental Health Services Administration, and the Daniels Fund, the National Child Traumatic Stress Network, and the WK Kellogg Foundation