

### Policy & Structure Review

- Flexible scheduling policies in place
- Realistic caseload guidelines established
- Clear after-hours boundaries defined
- Protected supervision time scheduled regularly
- Crisis response protocols documented
- Professional development pathways outlined

### Support Systems

- Peer support program active
- Professional supervision available
- Crisis debriefing process clear
- External resources identified
- Coverage system for staff breaks
- Professional development opportunities accessible

### Team Culture

- Regular celebration of successes
- Open discussion of challenges
- Collaborative problem-solving
- Trauma-informed practices for supervision and team interactions
- Clear communication channels
- Feedback mechanisms in place

### Assessment & Adaptation

- Staff wellbeing surveys conducted
- Workload metrics tracked
- Exit interview insights reviewed
- Feedback acted upon
- Policies regularly updated
- Team input incorporated

### Red Flags to Monitor

- Increased overtime
- Rising sick leave
- Supervision postponements
- Missed breaks
- Team conflict
- Decreased engagement

### Regular Practice

#### Daily

- Model work-life boundaries
- Take visible breaks
- Acknowledge team efforts
- Respond promptly to urgent staff concerns

#### Weekly

- Individual check-ins with direct reports
- Review workload distribution
- Monitor crisis incident reports
- Enable peer support time

#### Monthly

- Team resilience discussions
- Review overtime patterns
- Update resource accessibility
- Assess supervision effectiveness

### Remember:

- Review this checklist monthly
- Adapt items to your context
- Share and discuss with your team
- Document actions and outcomes