

CAC ACTION PLAN For Addressing Work-Related Trauma Exposure

Assessment & Training	Already in place	Implement in next 6 months	Implement in next 12 months	Implement later
Individual assessment				
Organizational assessment				
Create annual training agenda				

Policies & Procedures	Already in place	Implement in next 6 months	Implement in next 12 months	Implement later
Create value statement				
Incorporate information into hiring/screening processes				
Incorporate information into Orientation				
Develop policies and referral process for symptomatic employees				
Include STS/VT in employee evaluation process				
Benefits package/MH benefits/EAP knowledgeable in STS				
Provide adequate leave				
Develop crisis plan				

For Supervisors	Already in place	Implement in next 6 months	Implement in next 12 months	Implement later
Training regarding recognizing VT/STS in staff and referral process for accessing support				
Question guide to facilitate reflection and self-awareness				
Specialized training for supervisors in supportive supervision				
Formal support for supervisors				

Organizational Culture	Already in place	Implement in next 6 months	Implement in next 12 months	Implement later
Assess physical safety of staff				
Assess psychological safety				
Examine workloads and diversify where possible				
Create debriefing process				
Define success and plans to celebrate successes				
Communicate Values/Mission of Agency				