



TRAUMATIC STRESS INSTITUTE

Check List for Team Collaboration in Tough Times

- Have team discussions of what is going on and how it is affecting us as people
- Are we connecting with anyone who has been hurt and expressing our concern?
- Team discussion of possible reasons for chaos
- Reinstatement of positive activities that do not have to be earned, such as board games, art projects, music nights, walks, special food events (pizza competition)
- Make sure therapists are spending individual time with clients
- Divide and conquer- do things with clients in small groups
- Do we need training on a specific issue or problem?
- Should we bring in a consultant, maybe from another part of the agency or from outside the agency?
- Can we repair any damage that has been done, and what resources do we need to make the living quarters look nice?
- Can we reinstitute routines and rituals such as meals together, bedtime stories (no matter how old the clients are) or hellos and goodbyes?
- Are the therapists spending time hanging out on the units?
- Are the staff staying out of the office and engaging the clients in games, discussions, jokes, fun?
- Does the program leadership need any additional support or training?
- Is supervision happening?
- Do we have enough structure with regular activities and little down time and not too much reliance on electronic distraction?
- Are we flexible enough to respond to individual needs?
- Is our environment too noisy?
- Can we add music?
- Can we make the space more pleasant, add decorations?
- Have we talked openly with the clients about recent losses, such as a staff leaving?
- Have we looked for secrets the clients may be keeping- such as bullying or sexual activity that may be going on?
- Have we had group and individual discussions with the clients about what they think is going on, and what they think would help?
- Do we have mechanisms in place to recognize staff for special effort?
- Are we planning staff fun activities like pot luck lunches?
- Has administration expressed gratitude for the efforts of the staff, and sadness for their pain and injuries?
- Are we continuing to talk about what is going on, with compassion and respect, recognizing that everyone is doing the best they can?