

## PREVENTING DANGEROUS CAREGIVER FATIGUE:

### *A Ten-Point Checklist for Individuals, Self-Advocates, Advocates, Families and Friends*

#### Questions to Ask the Agency/Facility About Preventing Caregiver Fatigue:

- |   | Done ✓                   |
|---|--------------------------|
| 1. How do you make sure staff is always present, alert and fit for duty?  | <input type="checkbox"/> |
| 2. Do you have an emergency plan to safely relieve staff from duty if necessary?  | <input type="checkbox"/> |
| 3. How do you make sure staff communicates with their supervisors about fatigue, illness and medications that may affect their ability to safely do their assignments?                          | <input type="checkbox"/> |
| 4. How do you support staff who are on duty but are visibly tired from long or unusual shifts?  | <input type="checkbox"/> |
| 5. Do you use prevention tools, such as a Staff Personal Action Plan to Prevent and Respond to Dangerous Caregiver Fatigue, or a Personal Safety Plan for Residents in Care?                    | <input type="checkbox"/> |
| 6. How can I make a Personal Safety Plan for myself (or my loved one)?  | <input type="checkbox"/> |
| 7. Are staff required to respond to or report unsafe conditions immediately, such as a co-worker sleeping on the job?   | <input type="checkbox"/> |
| 8. How does your facility/program respond to complaints about staff sleeping on duty?   | <input type="checkbox"/> |
| 9. What should you do if your caregiver (or your loved one's caregiver) does not appear fit for duty due to fatigue or illness, or is asleep on duty?   | <input type="checkbox"/> |
| 10. Is there an accessible working phone available to me (or my loved one) with emergency and complaint numbers posted to help me immediately report staff sleeping or other unsafe conditions? | <input type="checkbox"/> |
| 11. Other: _____  | <input type="checkbox"/> |
| _____   |                          |

#### **I Know Who to Call about Emergencies and Unsafe Caregivers:**

**Emergencies:** Police/Fire/EMS - 911 \_\_\_\_\_

**Other Unsafe Conditions:** Agency/Facility Administrator-on-Call - \_\_\_\_\_

**Allegations of Abuse or Neglect:** NYS Justice Center for the Protection of People with Special Needs (Justice Center) - 1-855-373-2122 / TTY 1-855-373-2123

**Other Complaints about Staff Misconduct:** Agency/Facility Administrator/Quality Assurance Office - \_\_\_\_\_

**Complaints about the Agency/Facility:** Licensing agency complaint line - \_\_\_\_\_