



DEVELOPING STAFF PERSONAL ACTION PLANS TO PREVENT AND RESPOND TO DANGEROUS CAREGIVER FATIGUE

What is a Staff Personal Action Plan?

A Staff Personal Action Plan is a documented plan developed through a discussion between a direct support caregiver and his or her supervisor. It identifies standard and individualized strategies to address specific risks or hazards. A Staff Personal Action Plan to Prevent and Respond to Dangerous Caregiver Fatigue addresses specific strategies to prevent falling asleep on the job and other hazardous conditions related to caregiver fatigue.

What are essential elements of a Staff Personal Action Plan to Prevent and Respond to Dangerous Caregiver Fatigue?

Staff Personal Action Plans are meant to reinforce policies and standards and should include customized strategies to help individual staff stay awake, alert and responsive to the needs of service recipients. A Staff Personal Action Plan to Prevent and Respond to Dangerous Caregiver Fatigue specifically addresses the unique risks of an individual caregiver for falling asleep and strategies that attempt to mitigate those risks.

Staff Personal Action Plans to Prevent and Respond to Dangerous Caregiver Fatigue may include, but are not limited to tactics to address:

- Individual risks for dangerous fatigue which include the warning signs
- Internal coping strategies, peer support, environmental modifications and administrative supports to prevent and/or address dangerous fatigue
- What to do if you are having significant trouble staying awake
- How you should respond if you find yourself accidentally nodding off.

Other plan elements may include written reinforcement of relevant policies and expectations such as: staff awareness of agency expectations regarding the need to remain alert and attentive, and the penalties for sleeping on the job. The documented plan may also include progressive supervisory notes regarding the review and modification of the plan and/or other supervisory follow up regarding the plan.