

AIDE MEMOIRES: ALL STAFF

AIM

These aide memoires have been gathered and developed from a variety of sources and are useful tools to assist all our staff during the 3Rs we are facing during COVID-19.

DISTRIBUTION

These are intended for you to print and made available to all staff members if you do not have your own mechanism for achieving their aims.

Due to the sourcing of some of these aide memoires from organisations in the South East, please amend them to have your own organisations phone numbers/contact details. Please also ensure these are printed on something durable so that staff members can keep on their person and in compliance with Infection Prevention and Control (IPC) procedures.

All can be laminated and made into smaller / larger sizing for personal use and/or poster display.

CONTENT

The Aide memoires are:

- **Annex F:** Check In/Out Handout (print doubled sided)
- **Annex G:** Going Home Checklist
- **Annex H:** Coping Strategies/Grounding Techniques
- **Annex I:** 5 Step Wellbeing conversation

And should be considered to be published in a Decompression / Wellbeing Room.

ANNEX F CHECK IN/OUT HANDOUT

Am I OK?



At the end of each day or shift am I....

- Disconnected – even from colleagues
- Not caring what happens to my patients
- Unable to stop thinking about work
- Feeling I have been inadequate or incompetent
- Not sure what to do with myself

Withdrawn

- Feeling I haven't done enough
- Sad and maybe tearful
- Finding thoughts of work keep popping into my head
- Struggling to fall or stay asleep
- Sometimes forgetting to look after myself

- Looking forward to going home
- Laughing with colleagues
- Enjoying [things](#) I usually enjoy
- Usually falling and staying asleep OK
- Looking after myself OK

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Speak with someone before you go home today or contact your Employee Assistance Programme (*add in phone number*).

If you don't think you can keep yourself safe
Call the Samaritans on 116123 or NHS Emergency services.

Speak with your manager/mentor/supervisor or other trusted senior as soon as you can.
Contact your Faith Leader or Employee Assistance Programme.
Use the resources on the Intranet (*add staff Intranet name*).
Do more of the things that usually help you feel better.
Find the decompression room and try the wellbeing tools available in them.

Keep doing what you're doing!
Use the wellbeing resources you find helpful.
Carry on actively looking after yourself!
Remember to ask #HAY? to your colleagues too.



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ANNEX G

Going Home Checklist



Take a moment to think about today



Acknowledge **one** thing that was difficult on your shift; let it go



Be proud of the care you gave today



Consider **three** things that went well



Check on your colleagues before you leave; are they OK?



Are you OK? Your senior team are here to listen and support you



Now switch your attention to home:
RestandRecharge

Our employee assistant programme, **Care first**, is available to all employees at any time. The service is free for everyone to use and offers confidential, impartial advice and support at any time, 24 hours a day, 7 days a week.

You can call the free phone number on **0800 174 319** or access the **Care first** website at <https://carefirst-lifestyle.co.uk/>
Login: **asp001**, password: **employee**

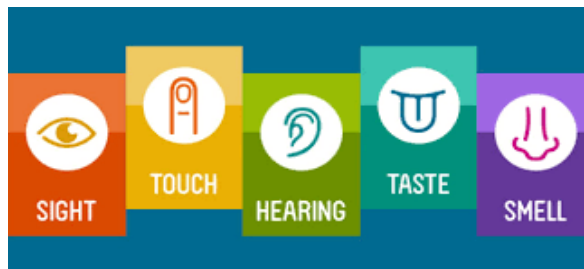


ANNEX H COPING STRATEGIES/GROUNDING TECHNIQUES

1. Reconnect the person with reality
2. Orientate the individual to here and now
3. Reassure the individual, decrease anxiety
4. Prevent further injury or distress

Focus on all 5 senses:

- Touch 5 things
- See 4 things
- Hear 3 things
- Smell 2 things
- Taste 1 thing

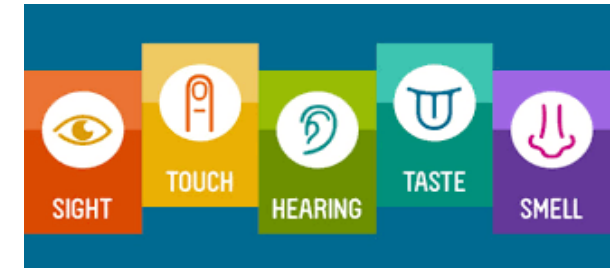


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Set Goals – Create a daily structure

Think Positive

- Challenge unhelpful and negative thoughts, focus on what you **can** control,

Emotional Control

- Notice your emotion, label and separate yourself from it, don't become overwhelmed, ask for help if needed

Anxiety Regulation

- Stay informed, use coping strategies, maintain routines

Mental Rehearsal

- Visualise success and imagine how you will achieve your goals

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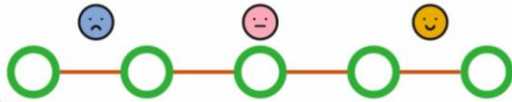
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ANNEX I

5 STEP WELLBEING CONVERSATION

Step 1: Wellbeing toolbox

- How are you?
- What has made you feel good in the last couple of days?
- What has made you feel proud recently?
- How do you feel on the scale below? (in general) - please tick.



What are you doing to support your wellbeing and resilience?

Step 2: Drains and Triggers

Are there situations in work or outside of work that are draining your energy and impacting on your wellbeing and resilience?

How can I support you to maintain and improve your wellbeing and resilience?

Step 5: Plan/Next steps

What keeps you well?
Is there anything new that you're planning to try?

What steps will you be taking if you start to experience poor wellbeing and resilience? How can I help?

How are you feeling today?



Step 4: Support

Are there people that you trust that you can turn to for support? They may be inside or outside of work. Do you know where to go, in addition to me, to seek help and guidance?

Step 3: Early warning signs

How does it feel when you're having a bad day? What can I look out for that would indicate you may need some help?