

## Special Project Comparative Analysis of the Current and Proposed Policies

Parkridge Valley currently has an Employee Assistance Program (EAP) that can be utilized for staff that are experiencing an array of issues. To conduct a comparative analysis of the current EAP by Parkridge Valley and the proposed Parkridge Valley Self Care Initiative, we need to understand the scope, definitions, measures, and implementations detailed in the Employee Assistance Program. Here's a breakdown of how these two approaches compare:

### I. Scope and Applicability

#### A. Employee Assistance Program:

1. Provides a broad spectrum of services for staff outside of the agency.
2. Generally aimed at issues that occur outside of the workplace.

#### B. Proposed Policy:

1. Specifically tailored to self-care needs within the organization (Parkridge Valley).
2. Applies directly to all staff, volunteers, and interns at Parkridge Valley.

### II. Applications of Self-Care

#### A. Employee Assistance Program:

1. Emphasizes a broad range of mental health services.
2. The Program is more focused on access to services outside of the agency instead of a written policy within the agency.

#### B. Proposed Policy:

1. Provides specific definitions and written policy for self care.
2. Detailed examples of what constitutes self-care activities for clarity purposes

### III. Reporting Mechanisms

#### A. Employee Assistance Program:

1. Primarily serves as an advocacy platform, and while it encourages reaching out for help to outside providers, it may lack specific, localized reporting within the agency to address.
2. Emphasizes the importance of seeking mental health services but does not detail the steps for requesting a Critical Incident Debrief.

#### B. Proposed Policy:

1. Outlines specific reporting procedures including anonymous reporting, online submissions, and direct communication with a designated Supervisor.
2. Clearly defines the process from self-reporting to engage in a Critical incident Debrief.

### IV. Training and Prevention

A. Employee Assistance Program:

1. Encourages staff to utilize mental health services on their own time.
2. Provides resources and materials to support awareness but may not mandate specific training programs.

B. Proposed Policy:

1. Mandates annual training for all interns, staff, and volunteers specifically on education and training on Secondary Trauma, Vicarious Trauma, Burnout, Self-Care, and Critical Incident Debriefs
2. Includes specific policy on Self-care during the workday.

V. Sanctions and Protections

A. Employee Assistance Program:

1. Does not specify sanctions; focus is more on prevention and advocacy.
2. Calls for supportive measures for staff but lacks specific guidelines on implementing protections

B. Proposed Policy:

1. Clearly articulates possible sanctions for those found guilty of violating confidentiality from counseling to suspension in the Critical Incident Debriefs
2. Includes strict measures against violating confidentiality and retaliation of the Self-Care policy

VII. Policy Review and Updates

A. Employee Assistance Program:

1. There is no policy review.

B. Proposed Policy:

1. Includes an annual review by Parkridge Valley leadership with feedback from staff, ensuring the policy remains relevant and effective.

Conclusion and Consideration

The Employee Assistance Program, while providing a valuable framework for services to employees does not outline a specific Self-Care Policy for employees while at work. To access information related to the Employee Assistance Program, employees must navigate to Parkridge Valley's internal employee page, where it is listed as a resource. This level of accessibility could potentially hinder the effectiveness of the program's reach and implementation for new employees.

In contrast, the proposed Parkridge Valley Self-Care Initiative for Parkridge Valley Behavioral Hospital and IOP offers a more localized, detailed, and actionable approach specifically tailored to address self care

strategies during working hours. It provides: Clear definitions of self-care, Specific and accessible procedures, mandatory training for all staff, interns, and volunteers, defined sanctions for violations, measures against retaliation, and a structured policy review process to ensure relevancy and effectiveness. This proposed policy is designed to be directly accessible and applicable to Parkridge Valley staff, ensuring that all employees know the available resources to them and understand the procedures and protections in place.

#### Recommendation

It is recommended that Parkridge Valley consider integrating this proposed policy directly into its own communications and practices. Doing so can enhance the policy's visibility and accessibility, making it easier for staff to understand their benefits and the resources available to them for implementing self-care. This approach supports a safer working environment and aligns with the organization's commitment to dignity and respect for all individuals.