



QUALITY ASSURANCE PROGRAM

Self-Care Plan

Overview

As part of the self-assessment process, it is important to tend to factors which may contribute to your stress load or affect your ability to perform professionally. The purpose of the *Self-Care Plan* is to prompt independent reflection and facilitate the development of an effective, proactive strategy for you to maintain your personal and professional wellness.

The *Self-Care Plan* consists of 2 parts:

1. Self-assessment of stressors and balances

- Identify the factors that contribute to your stress and any mitigation strategies that you currently employ.

2. Developing a Self-Care Plan

- Consider the potential impacts the identified factors may have on your professional work and develop a plan to engage in sufficient self-care to mitigate their impact. When necessary, this may include reducing or withdrawing from professional activities and service provision.

There is no requirement to submit any tool used to reflect on and plan your self-care. Due to the personal nature of this self-examination, should you wish to use another manner of self-care planning, you may do so if it helps you to reflect on personal and professional risk factors and plan mitigation strategies.

1. SELF-ASSESSMENT OF STRESSORS AND BALANCES

Reviewing the following factors may help you to identify personal and professional areas that require attention. If any of the listed signs or symptoms are relevant to you, consider your current strategy for addressing these factors, or if additional self-care is needed to mediate these factors, remedy stressors and prevent risk.

Precipitating, Aggravating and Perpetuating Factors

Personal

Anxiety

Current life stressors (e.g., illness, bereavement, moving, job change, changes in marital status, birth or adoption of children, other psychosocial, physical, vocational or financial challenges life presents)

Depression, sleep or appetite disturbance, lethargy or negative mood

Inability to focus or concentrate; forgetfulness

Inadequate leisure or non-work activities

Inadequate personal supports

Poor self-care practices

Relationship conflicts, increased isolation from or conflict with intimates

Social isolation

Substance use/abuse or other compulsive behaviours engaged in to manage stress

Unhelpful coping strategies

Workplace Environment

Administrative/ legal/ regulatory/ financial and/or business concerns

Feeling unappreciated or undervalued for work done

Inadequate organizational or managerial supports

Increased cynicism, negativity, irritability, impatience

Increased reactivity and loss of objectivity and perspective in work

Insufficient balance/ variety in caseload

More frequent errors in work

Poor fit with colleagues

Professional isolation/ different frequency of contact with colleagues than desired

Subject to unprofessional behaviours

Workload too heavy or too light; lack of control

Exposure to ethical violations

Professional Role

Challenges managing the intimate, confidential and non-reciprocal nature of the client-provider relationship (if applicable), e.g.,

- Are there clients you struggle to work with? Why?
- Are there particular client problems that are difficult to deal with (e.g., loss, traumatization, neglect, regression, situations you have experienced yourself)?
- Are there clients you think about frequently or between appointments?
- Are there clients you express very strong feelings, concern or anger on behalf of?

Dislike of the work

Inadequate knowledge, skills or training for specific work

Inadequate professional supports

Mismatch between work and your own values and beliefs

Negative social/ political/ cultural attitudes towards the population served or services provided

Poor personal fit with the work being done

Stigma within the profession for practitioners who acknowledge distress or impairment

Unrealistic self-expectations

If there are other factors or stressors not listed which you find relevant to your personal or professional wellness, you may list them below and describe their impact:

Mitigating Factors, Balances and Remedies

Self-awareness; honest assessment of mental and physical health

Prevention (including activities that are personally restorative, such as adequate sleep, good nutrition, regular exercise, yoga, meditation, massage, etc.)

Satisfying hobbies; nurturing of interests apart from psychology or applied behaviour analysis

Satisfying close relationships; personal social supports

Personal psychotherapy or counselling

Spiritual practice

Strong professional support network

Regular vacations or breaks from work

Monitoring of substances and/or processes used for relaxation or recreation

Realistic expectations about workload, responsibilities, and capabilities

Familiarity with literature or occupational risk for psychological or behavioural practitioners (e.g., burnout, vicarious traumatization, compassion fatigue, colleague assistance and professionals in distress)

If there are other mitigating factors, balances or remedies not listed which you find helpful to your personal or professional wellness, you may list them below and describe their benefit:

2. DEVELOPING A SELF-CARE PLAN

Based on your self-assessment of personal and professional stressors, consider whether you would benefit from further self-care to mediate or remedy these issues and prevent them from affecting your competence, capacity and wellness.

To create an actionable *Self-Care Plan*, you may wish to develop a mitigation strategy using SMART objectives: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound

Identified Stress Factor	Mitigation Strategies Self-care activities or practices planned to remedy stressors, address potential risks, and maintain or increase personal and professional competence.

It may be beneficial to return to your *Self-Care Plan* over the next two-year period to monitor your progress and reflect on what planned activities or practices have been impactful, and which areas may require further or renewed attention.

If an identified issue is negatively affecting your ability to perform professionally, you must consider whether it is necessary to withdraw from professional services. For more information about this obligation, please review Standard 13.1 [Impairment Due to Health Factors](#).