



# TACKLE THE TRIGGERS

IT'S EVERYONE'S RESPONSIBILITY

## KEY STEPS 1: CONSULTATION AND DEVELOPMENT

**Everyone has a role to play in developing Staff Wellbeing Strategies, including the Board, senior management, clinical staff including GPs, and other staff.**

**Extensive consultation will increase staff ownership and means strategies are more likely to be taken up. There are no hard and fast rules on how to consult but below is one possible process that you could adapt to suit your service:**

1. Identify the people who will lead the consultation and will assist in the development of the strategies. Bring together a group of people from all areas of the service and include smokers and non-smokers so everyone feels included.
2. Identify a champion(s). A champion or champions may help the change process. The champions could be anyone in the service who is supportive of a wellbeing culture or even a respected elder or member of the community.
3. Determine the options the service is able to offer based on time constraints and money. Some ideas are provided in the WHAT section regarding options for wellbeing, smoking cessation and family support.
4. Inform staff that your service is going to develop Staff Wellbeing Strategies and that you value their input. Also, invite the Board and senior management to contribute to the strategies.
5. Send a short survey to all staff where they can share their preferences based on the options your health service can offer. You can do this through [www.surveymonkey.com](http://www.surveymonkey.com) or you could use a paper-based survey. It might help to have one question about smoking status so you can learn about the preferences of smokers and non-smokers.
6. At a management meeting consider the results and discuss how the options can be implemented. Document the strategies and circulate for staff and the Board to review.
7. Refine the strategies based on this feedback to ensure it meets staff needs. If all feedback can't be taken on board have a conversation about why it could not be addressed. Once there is agreement, formally document the Staff Wellbeing Strategies including the implementation plan and review processes. Encourage staff to have the document handy for easy reference.