

CHAPTER Human Resources	CHAPTER 05	SECTION 003	SUBJECT 40
SECTION Health and Safety		DESCRIPTION Debriefing after a Traumatic Incident	
WRITTEN BY Michelle Gould-Rice, LMSW QI Supervisor	REVISED BY Jacklyn Shillinger, Quality Improvement Coordinator		AUTHORIZED BY Brooke Sankiewicz, LMSW, CADC, CEO

APPLICATION:

☒ CMH Staff	☐ Board Members	☐ Provider Network	☒ Employment Services Providers
☐ Employment Services Provider Agencies	☒ Independent Contractors	☒ Students	☒ Interns
☒ Volunteers	☒ Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) ensures staff have debriefing and access to adequate trauma response services following a work-related traumatic incident.

STANDARDS:

- A. LCCMH Administrative Clinical Staff provide both individual and department-level debriefing and trauma response services to departments without a clinical supervisor and/or when a clinical supervisor is affected by a traumatic incident.
- B. Individual debriefing and trauma response services provided remain confidential.
- C. Staff are given resources for ongoing trauma response services and support.
- D. In the days and weeks following the debriefing and trauma response service, supervisors periodically check on staff to ensure the incident is not affecting them personally and/or their ability to work and carry out their job functions.

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PROCEDURES:

- A. Debriefings are facilitated within 24–72 hours after the incident.
- B. Staff member(s)
 1. Experiences a traumatic incident or intrusive situation on the job, which affects or may affect job functioning or program functioning.
 2. Notifies their immediate supervisor or the Human Resources Manager of the traumatic incident and the need for individual or department debriefing or trauma response services.
 3. Follows Incident Report Policy 04.001.35 if an incident involves a person receiving mental health services and notifies the Recipient Rights Officer.
 4. Follows Policy 05.001.130 Worker's Compensation/On the Job Injuries for staff injury.
- C. Department Supervisor or Human Resources Manager
 1. After the initial trauma response, supervisors and administrators ensure staff are aware of options for ongoing support, including the County Employee Assistance Program (EAP). The EAP is located in Office Tools in the Shared Folder.
 2. Receives information and sets up a debriefing or trauma response immediately, no later than 24 hours from receipt of information, based upon the request of the concerned individual(s).
 3. Notifies the Chief Executive Officer (CEO) immediately if there is an interruption, either a delay or a stop in services, within the department due to a traumatic incident.
 4. Conducts debriefing and documents the debriefing on Supervision Meeting Notes Form #189.
 5. Ongoing support may include the Human Resources Manager reviewing staff benefits and assisting staff with accessing their benefits.

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6. Periodically checks on staff to ensure they have the support needed to aid in personal recovery from the traumatic incident, and they are able to perform their job functions.

- D. In the event of an all-agency traumatic incident, the CEO may arrange an external mental health provider for debriefing services.

DEFINITIONS:

Debriefing: a set of procedures, including counseling and providing information, aimed at preventing psychological morbidity and aiding recovery after a traumatic incident.

Employee Assistance Program: a voluntary, work-based program offering free and confidential assessment, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems.

Traumatic Incident: an event experienced by an individual as physically or emotionally harmful or threatening.

Trauma Response Services: services aimed at helping people cope with physical or mental health problems following a traumatic incident. These services range from listening to emergency services and linking staff to resources outside the agency.

REFERENCES

Incident Report Policy 04.001.35
Supervision Meeting Notes Form #189
Worker's Compensation/On the Job Injuries Policy 05.001.130
Employee Assistance Program (EAP)

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