

Intentional Organizational Wellbeing Efforts Assessment Tool

Updated January 2025

This checklist is designed to assist colleges in evaluating the effectiveness of their wellbeing programs. Leaders can utilize this tool to identify areas where their programs are performing well and where opportunities for improvement exist. While not an exhaustive inventory of all potential wellbeing initiatives, this checklist serves as a guide to help colleges establish sustainable, successful, and systemic wellbeing programs.

For clarity, the term “organization” in this checklist refers specifically to the veterinary college, while “institution” refers to the broader university of which the college is a part.

Wellbeing Activities	Not in Place	In Progress	Implemented
OVERARCHING ACTIVITIES			
A senior leader within the organization has wellbeing as a part of their portfolio and is positioned within the organization as a decisionmaker, with access to students, employees, and faculty.			
Data collection instruments are reviewed by wellbeing and mental health professionals, both within the organization and from the broader institution, to ensure the use of non-stigmatizing language and best practices			
Employee and student onboarding includes information about wellbeing-related policies and benefits, such as PTO accrual, insurance options, access to workout facilities, available mental health services, and leave/absence policies.			
Has established collaborative relationships within the organization, the institution, and the community to promote sustainable wellbeing practices that meet long-term organizational and community goals.			
The socio-ecological model is used to layer wellbeing efforts, with a focus on increasing organizational and policy-level interventions. Activities may include:			
<ul style="list-style-type: none"> Policy-level interventions (e.g., duty hour policies that are supportive of sleep, Personal Time Off (PTO) policies that encourage the use of accrued leave, policies that allow clinicians and students to take breaks to tend to human needs such as eating and drinking). 			
<ul style="list-style-type: none"> Organizational-level interventions (e.g., incorporating wellbeing into building renovations and interior design choices, infusing wellbeing into the curriculum, ensuring staffing levels are adequate to decrease burnout, efforts to improve psychological safety and climate) 			
<ul style="list-style-type: none"> Interpersonal-level interventions (e.g., suicide prevention training, mental health first aid training, team-building activities) 			
<ul style="list-style-type: none"> Individual-level interventions (e.g., counseling services, stress management workshops, leadership development). 			
Leadership development is available to people at all levels (i.e., beyond the Dean’s level). It includes content that connects wellbeing to organizational priorities, such as retention, academic outcomes, and improved patient outcomes, in order to recognize the positive impact of creating a culture of wellbeing beyond individual outcomes.			

Intentional Organizational Wellbeing Efforts Assessment Tool (Continued)

Wellbeing Activities	Not in Place	In Progress	Implemented
Professional development and training opportunities for faculty, staff, and students include accessible wellbeing content, and time and space are provided for attendance.			
The organization has a committee working to improve organizational wellbeing with intentional representation from key stakeholders. The committee:			
<ul style="list-style-type: none"> Includes organizational members such as senior leaders, tenured faculty, students, interns, house officers, and wellbeing staff. 			
<ul style="list-style-type: none"> Includes institutional members, such as university counseling center staff, wellness center staff, health center staff, and graduate school staff. 			
<ul style="list-style-type: none"> Includes community member volunteers from, for example, national mental health agencies (e.g., National Alliance on Mental Illness, Canadian Mental Health Association, Mind UK), local veterinarian-focused support services, and local mental health agencies. 			
<ul style="list-style-type: none"> Is not solely chaired by a wellbeing professional, to demonstrate the organization's community-wide commitment to wellbeing 			
<ul style="list-style-type: none"> Has formalized membership on the committee for professionals not solely focused on wellbeing support by writing it into role descriptions. 			
The organization adheres to AAVMC guidelines concerning wellbeing-related issues, such as duty hours. (See AAVMC Intern and Resident Guidelines)			
The organization has at least one full-time staff person leading wellbeing efforts who is not dually responsible for providing clinical counseling services.			
Organization members are encouraged to attend wellbeing-related programs by being provided protected time that they may use for such activities without negative consequences.			
The organization provides a safe way for individuals to report wellbeing-related concerns and feedback, such as an anonymous form or confidentially, to a trusted team leader. These reports are tracked, and appropriate action is taken to address negative trends.			
Wellbeing of self and others is tied to organizational mission and vision.			
Wellbeing is a permanent component of the organization's strategic plan.			
PARTICIPATION BARRIER SCANS			
Demographic information is collected as part of wellbeing-related program evaluations to assess organizational underrepresentation in wellbeing initiatives.			
The organization administers an organizational scan that assesses the organizational climate around wellbeing and organizational needs to inform wellbeing priorities. Barriers to wellbeing, such as childcare needs, finances, difficulty accessing mental health or physical health services, and academic and professional workloads, should be examined and addressed wherever possible.			
The selection methodology for participation in leadership training considers factors like how well candidates role model and can positively influence wellbeing culture and practices.			
The selection methodology for participation in organizational committees, working groups, and task forces considers pre-existing commitments to ensure an appropriate workload.			

Intentional Organizational Wellbeing Efforts Assessment Tool (Continued)

Wellbeing Activities	Not in Place	In Progress	Implemented
NEW PROGRAMMING/INITIATIVE ASSESSMENT			
Wellbeing professionals are consulted during organization-wide changes or initiatives, such as building renovations or curriculum revisions.			
Wellbeing programs are evidence-informed and use culturally appropriate health behavior change theories.			
Wellbeing programs have established goals and objectives, which are regularly assessed using quantitative and qualitative methods.			
COMMUNICATION, PUBLICATIONS & IMAGES			
Images used accurately represent existing wellbeing opportunities and are aligned with DEI principles.			
Prepared comments reference the importance of wellbeing whenever appropriate.			
The organization's communication guide includes evidence-informed guidance related to wellbeing.			
Wellbeing professionals review wellbeing-related communications before being published.			
CRISIS COMMUNICATIONS			
The organization has a written plan to address and support individual and collective wellbeing during crisis situations.			
Wellbeing-related responses should be mission-focused, evidence-based, and compassionately professional, soliciting feedback when appropriate.			
When communicating after a suicide, refer to the communication toolkit from the AVMA and The American Foundation for Suicide Prevention.			

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