

## Stress and Burnout Checklist for Investigators

0 = Not at all   1 = Sometimes   2 = Almost always

### Section 1: (in the past 30 days)

- I wish there was more clarity about how I was supposed to handle certain situations.
- I feel like I'm the only one in my department who cares about anything.
- The major goal in our department is to do just enough to avoid getting in trouble.
- I get angry or frustrated throughout the day and can't always tell why.
- When I ask how to do something, the bureaucracy in the response gets to me.
- I dread supervision and feel like I spend most of it being lectured and defending myself.
- I have trouble focusing because I'm so worried about the decisions I've made.
- I wasn't trained for all the things that I'm being asked to do.
- My friends and family tell me that my job is taking over my life.
- I feel overwhelmed with my job duties and everything I must complete.
- I don't feel satisfied with my work, and more often wish I didn't take the job.
- As a result of helping others through my job, I don't take care of myself.
- I feel worn out as a helper; no one understands how hard this is.
- After doing something I enjoy or for fun, I still feel stressed out when I come back.
- Everything I do happens under a microscope. No one trusts me to know what to do.

**Total for Section 1 (0-30)**

### Section 2: (in the past 30 days)

- I get a good night's sleep and wake refreshed.
- I like my work as an investigator and see myself doing it for a long time.
- There is good training and support to help me to complete my work.
- I have a group of friends who support me in my work/life balance.
- I find time to help others and care for myself throughout the day.
- I can balance my work and personal life to have time for both.
- I feel like the person I want to be. My work makes me feel good about myself.
- My supervisor supports me and my work; I look forward to our check-in times.
- Helping people sustains me. I have more energy after and feel good about myself.
- I am good at setting boundaries and saying no, and I feel supported by my supervisor.
- I have a good understanding of what my job duties are.
- While there are some tough challenges with my job, overall, I find it rewarding.
- I have time for myself to recharge throughout the week.
- I can exercise and take time to engage in physical activities I like.
- My work as an investigator gives me a sense of purpose.

**Total for Section 2 (0-30)**

**Stress and Burnout Scoring and Intervention Process**

This checklist's purpose is to help the investigator better understand their current stress and coping levels. Scoring is provided to give a general range of concern categories and offer some suggestions for improvement.

**Step 1:** Subtract the score from Section 2 from the score from Section 1. You should have a number between -30 and 30.

**Step 2:** Look at the range of scores below. The lower the score, the better off the investigator is handling stress and avoiding burnout.

- **Scores -30 to -10:** Here, the investigator functions well and experiences very few problems with the job. This does not mean they are perfect or never experience problems, but overall, they are doing well managing their stress.
- **Scores -9 to 0:** There may be some increase in stress in a few areas, but overall, the investigator is still functioning well. It will be helpful to offer additional support during high-stress times and ensure they are accessing available support.
- **Scores 1 to 10:** The investigator's stress is increasing, and their coping skills are not keeping up. It would be helpful to have some targeted conversations on setting boundaries and ensuring access to training and support. Without intervention, the investigator is heading from being stressed to experiencing burnout.
- **Scores 11 to 30:** The investigator is now in the burnout zone. Stress has reached a point where they struggle to balance their social life, friends, relationships, and work obligations. Interventions here would involve increased supervision, a reduction of workload, and a referral to counseling services.

**Suggested Interventions**

Manage Stress	Connect to Others	Physical/Emotional
Consider setting boundaries on your personal time and knowing when you need to “turn off.”	Proactively share with your supervisor your stress level.	Try to get to the gym three days a week. Consider a workout partner.
Create three “to-do” lists. The first are immediate tasks, second next week, third next month.	Make use of HR resources such as an employee assistance program.	Make a list of five of your favorite things to de-stress and schedule them during the week.
Discuss training needs for the department with your supervisor.	Talk with other investigators about the challenges of the work.	Consider making use of scheduled activities like taking an exercise class or book club..
Look for positive ways you can take time for yourself apart from work to recharge.	Pair up with others to hold you accountable.	Assess what friends are supportive and helping and which are not.