

Checklist for members coping with change at work

- 1 Does your employer have an organisational change policy and if so are they following it?
- 2 Where significant changes are proposed for your work has all relevant information been provided to you, your colleagues and the CSP?
- 3 Have management's proposals been provided with enough time to allow you to be properly consulted with, or has the crucial decisions already been taken?
- 4 Does the information provided by your employer include exactly why, when, who is affected and how and what the claimed impact on your services will be?
- 5 If colleagues from other unions/professions are affected or have an interest what sort of network or process been set up to ensure effective information sharing and support?
- 6 Have you and colleagues put management on notice that there must first be clarity on the process – timescales, status of proposal, nature of consultation and staff involvement?
- 7 Has your steward or safety rep networked via CSP with members from other organisations where similar proposals have been introduced?
- 8 If there are potential redundancies looming, read up on your rights by downloading CSP's information paper titled "Redundancy: A Guide to the Law and NHS Provisions" – available to CSP members at www.csp.org.uk

Do:

- ✓ Discuss with colleagues and the CSP the option of taking out a collective grievance if your employer is not following their policy, not giving enough information or enough time for you to effectively participate in their consultation process.
- ✓ Talk to family and friends if feeling stressed, allow them to support you.

Don't:

- ✗ Suffer in silence.
- ✗ Accept changes to the scope of your job or your responsibilities without making sure that you know what is required of you and are able to do it.
- ✗ Ignore health and safety effects associated with stress. If available utilise your employer's employee assistance programme or contact Occupational Health, or see your GP.