

Standards for Workplace Violence Prevention

Checklist To Meet the New 2022 Requirements from The Joint Commission

Our WVP Program is "Owned" By a Senior Leader

Meets Criteria: TJC Leadership Chapter LD.03.01.01

A senior member of leadership "owns" the WVP program and can communicate the goals and scope of the program to employees.

Our Program Includes:

- ◆ Specific policies and procedures to prevent and respond to workplace violence
- ◆ A reporting process to analyze threats and trends
- ◆ An outlined system for follow-up and support (including trauma counseling)
- ◆ A method to relay incidents and investigations to a governing body

Our WVP Features an Annual "Worksite Analysis"

Meets Criteria: TJC Environment of Care Chapter EC.02.01.0

Our WVP program has been written and is reviewed at least annually. It includes an assessment of the physical environment and the critical programmatic elements below.

Our Annual Analysis Includes:

- ◆ All investigations of prior incidents
- ◆ An analysis of risk factors and all possible trends identified
- ◆ Identification of areas for improvement
- ◆ An assessment of risk level to employees
- ◆ An assessment of current training programs, policies, and procedures. Are they appropriate for the current level of risk, aligned with best practices, and in compliance with federal, state, and local regulations?

Our WVP Program Includes a Specific Training Program

Meets Criteria: Human Resources Chapter HR.01.05.03

Our Training Program Addresses:

- ◆ Prevention, recognition, response, and reporting of workplace violence
- ◆ The roles/responsibilities of leadership, clinical staff, security, and external law enforcement

Our WVP Program Has a Process for Investigating/Reporting Incidents

Our Reporting Process Includes:

- ◆ A format that is accessible and easy to use
- ◆ A way for employees to easily report incidents, and they are encouraged to do so
- ◆ A process for investigating incidents with a multidisciplinary team to identify root causes and trends
- ◆ A system for documenting and sharing findings with staff



Annual Worksite Analysis – How to Meet this New Annual Requirement

Organizations are now required to complete an annual worksite analysis of their Workplace Violence Prevention program to meet The Joint Commission's (TJC) new standards.

This in-depth and rigorous analysis must be completed annually. The process may be a beneficial touchpoint or a significant pain point depending on what you have developed for your organization's Workplace Violence Prevention plan.

TJC specifically requires the annual review to be a "proactive analysis" and details that the organization must "take action on findings from this analysis." Organizations must be looking for ways to improve their plan, identify new risks and vulnerabilities, and have a documented response for mitigating risk and addressing concerns.

What questions should be answered in your annual worksite analysis?

- ◆ How many WPV incidents were there in the past year?
- ◆ Were they all documented?
- ◆ Were they investigated?
- ◆ Were any gaps, trends, or vulnerabilities noted?
- ◆ Is the training and education plan sufficient to meet needs? Who gets trained? What topics are covered for each group?
- ◆ Do any structural modifications need to be made incorporating best practices of Crime Prevention Through Environmental Design (CPTED)?
- ◆ What actions did the organization take based on this trend analysis?

Does your workplace violence prevention plan include:

- ◆ Industry best practices?
- ◆ Local, State, Federal laws, and regulations? Current accreditation standards?

TJC surveyors will review the documented results of this analysis and will review all risks and vulnerabilities identified and what steps the organization took to mitigate or resolve those findings.

Prevention and mitigation efforts, along with follow-up reporting and progress, should be thoroughly documented and linked back to the annual worksite analysis to meet accreditation standards. Joint Commission surveyors will be looking for this documentation.

Incident analysis for improvement should include:

- ◆ What happened?
- ◆ What can you do better?
- ◆ What did you do about it?
- ◆ Where did you document it all?