

Default Question Block

UNIVERSITY OF
CENTRAL
ARKANSAS™UCA
BeWell

Healthy Department Certification

Please complete the following survey to help your department assess current practices and identify opportunities. Plan to dedicate 30 to 45 minutes to thoughtfully answer the questions.

Any member of the department/unit may take the lead on completing the survey. It is strongly recommended that you complete the assessment with at least one other colleague or in a small group to ensure that all viewpoints and interpretations of the questions are considered. Department leaders should be in support of the assessment and are encouraged to take an active role in the process.

You will be contacted with the results of the assessment within 10 business days after completion. If you have any questions, please contact mbruner1@uca.edu or 501-852-2319.

General Information

What is the name of your Department or Unit?

What is the role of the primary person or primary point of contact completing this form?

- Faculty
- Staff
- Administration
- Other (please specify):

What is the email address for the primary person or primary point of contact completing this survey?

What is the office phone number for the primary person or primary point of contact completing this form?

I have consulted with at least one other person in my department to complete this survey. If you answer "no" please consult with Moriah Bruner: mbruner1@uca.edu.

- Yes
- No

Please list the name(s) and title(s) of those who collaborated with you to complete this Certification survey.

Leaders (managers, supervisors, chair) in my department are in support of this assessment process. If you answer "no" or "not sure" please consult with Moriah Bruner at mbruner1@uca.edu.

- Yes
- No
- Not sure

How many employees are in your department or unit, including student employees, graduate assistants, and part-time employees?

General Leadership

Please answer the following questions about general wellness leadership within your Department/Unit.

	Yes	No	Does Not Apply
Department has a designated BeWell Champion each program year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department leader(s) are familiar with BeWell.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department leaders have attended at least one webinar, workshop or other event offered through BeWell within the last year. See BeWell calendar for examples.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department leaders personally participate in the BeWell financial incentive program, if eligible. This includes the annual biometric screening and health risk assessment survey and/or Lifestyle Rewards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department leaders regularly conduct stay interviews to assess job satisfaction and workload. Note: Supervisors may consider using tools such as Clifton Strengths, work values inventory, or ProQOL Scale to more effectively keep employees engaged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Communications and Marketing

Please answer the following questions about wellness communication and marketing within your Department/Unit.

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Department communicates information about BeWell offerings at least once per month via virtual or in-person team meetings or other avenues suitable to the department/unit. This can be the responsibility of the BeWell Champion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
<p>Department communicates information about the Employee Assistance Program (EAP) at least once per month via virtual or in-person team meetings or other avenues suitable to the department/unit. This can be the responsibility of the BeWell Champion.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department bulletin boards and other high traffic areas feature health and wellness information, including BeWell health education flyers, Employee Assistance Program information, HealthCheck360 newsletters, Campus Recreation announcements, etc. This can be the responsibility of the BeWell Champion.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Physical Activity and Movement

Please answer the following questions about physical activity and movement for wellness within your Department/Unit.

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
<p>Department's culture promotes and supports activity breaks (this may include walking meetings, fitting fitness activities into the workday, standing desks, stretch break apps, inclusive movement, or other activities).</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department communicates the availability of no-cost access to the HPER Fitness Center (cardio and strength training equipment, walking track, pool, basketball and racquetball courts, group exercise classes) and UCA outdoors equipment rentals (camping gear, mountain bike and watercraft, etc.).</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department communicates the availability of easy access to on-site outdoor recreation, including the Stone Dam Creek Trail paved shared-use path, the Jewel E. Moore Nature Reserve trails, and UCA's proximity to the Tucker Creek Trail.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department posts signs at elevators, stairwell entrances and exits, and other key locations that encourage employees to use the stairs or take physical activity breaks.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>In the past 6 months, the department has participated in a physical activity-based wellness challenge, either a HealthCheck360 wellness challenge or employee-led challenge.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please answer the following questions about ergonomics within your Department/Unit.

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
<p>Department encourages employees to work safely and comfortably by making efforts to provide computer users with workstations that conform to basic ergonomic guidelines.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department offers the option of using a height adjustable standing desk, when available.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Department's culture promotes and supports safe manual material handling (lifting, carrying, pushing, pulling, lowering and raising materials by hand). Example: Employees are provided training, proper equipment, and resources to support best practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Food Environment

Please answer the following questions about the food environment within your Department/Unit.

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Department includes healthy food options when catering is provided at meetings, conferences, celebrations, interviews, or other activities hosted by the department. This includes offering fruit and/or vegetables. Review UCA's Healthy Meetings Guide for other helpful tips.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When beverages are provided by the department, water is always provided and non-sugar sweetened options are offered if additional choices are desired.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department discourages use of single-use plastic bottles and instead promotes utilizing refillable beverage containers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department's culture promotes healthier options and portion sizes when food is shared in break rooms and throughout the department.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department works with Finance and Administration to request healthier options in vending machines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Employees have access to food storage and preparation options such as a refrigerator, microwave, and/or cold/hot water for meals brought from home.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department's culture supports eating meals (i.e. lunch) away from the desk or workspace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department offers a dedicated clean, comfortable space for eating meals away from workspaces.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department communicates the availability of no-cost access to nutrition counseling with the campus Registered Dietitian Nutritionist, or other nutrition counseling opportunities through the UCA Interprofessional Teaching Center.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the past 6 months, the department has participated in a nutrition-based or hydration-based wellness challenge, either a HealthCheck360 wellness challenge or employee-led challenge.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Physical Environment

Please answer the following questions about the physical environment within your Department/Unit.

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
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	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Employees have easy access to tap water from well-functioning break room sinks, water fountains, or water bottle refill stations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active and sustainable transportation options such as walking, biking or carpooling to work are discussed as options for commuting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees have easy access to bike racks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees are provided information about the location of campus lactation suites during the employee onboarding process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees have easy access to a dedicated lactation suite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Department communicates the availability of free access to showers at the HPER Center for those utilizing active modes of transportation and/or exercising during the workday.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees are trained in recycling best practices for toner waste cartridges, office paper, and other materials.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department has UCA recycling containers placed in convenient and easily accessible locations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees are trained in zero waste best practices, such as eliminating printed handouts and agendas when electronic access or projected slide deck is a suitable alternative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When documents must be printed, the department encourages use of double-sided and multiple-slides-per-page options.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Stress Management and Emotional Health

Please answer the following questions about stress management and emotional health within your Department/Unit.

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Department's culture includes recognition through praise, positive feedback and recognition programs. This includes nominating employees for Faculty Excellence Awards and Staff Senate Employee of the Quarter Awards and Employee of the Year Awards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department's culture fosters clear, honest, kind and respectful communication. This includes utilizing inclusive language practices to foster inclusion and acceptance and to avoid unintentionally causing harm with hurtful and stigmatizing language.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All members of the department attend at least one diversity, belonging, inclusion and equity (DBIE) training annually (in addition to the mandated diversity training) to support a culture of inclusion of employees from diverse backgrounds and perspectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Department's culture promotes and organizes at least four (4) team-building opportunities or department-wide events annually, such as: recognition events, potlucks, celebrations, retreats or employee recreational activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department's culture promotes and organizes employee service/volunteerism opportunities to help build a sense of greater purpose and accomplishment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department has made space available for relaxation during the workday, such as a quiet room or area for mindfulness, meditation, or yoga. This could be a conference room that turns into a quiet zone at designated times. Note: Free on-demand mindfulness tools are available on the BeWell Resources Guide .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Department's culture supports employee use of paid time off (PTO) or leave. Specifically, leaders encourage employees to rest and make it possible to do so. Examples may include: Department leaders regularly highlight and model the importance of taking PTO or leave. PTO or leave planning is incorporated into regularly scheduled team meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department has employees that are suitably cross-trained to facilitate protected PTO or leave for other department members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department leaders intentionally schedule meetings to end at :25 and :50 to allow for breaks in between meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stretch breaks are built into meetings lasting longer than 50 minutes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department leaders avoid scheduling meetings during typical meal times (i.e., 12:00-1:00).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department's culture supports focus or "heads-down time," such as blocks of time during the work week when scheduling meetings and events is discouraged to allow employees to work without distractions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Never	Rarely	Sometimes	Often	Always	Does Not Apply
Department leaders allow employees to utilize alternate work arrangements, whenever possible. Example: Allowing an employee to adjust their work schedule to accommodate a 1.5-hour mid-day break to exercise at the HPER Center.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Department leaders talk openly about mental health. Note: When leaders talk openly about their mental health, they send a message to employees that they are welcome to discuss their own challenges as well. A manager appropriately disclosing plans to attend their own counseling session, for example, can be helpful in normalizing mental health care and increasing the likelihood that direct reports will also talk openly about it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
<p>Department leaders have personally utilized the Employee Assistance Program (EAP) at least once, to familiarize themselves with the resources and support available to employees. Note: Even supervisors without an acute concern can schedule a consultation with EAP to discuss stress management resources.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department leaders are trained to detect subtle signs of distress (see list below) and regularly approach employees to ask open-ended questions to check on their well-being. Example: "This is a stressful time. How are you handling it?" Note: Subtle signs of distress include taking more time off than usual, seeming fatigued or withdrawn, decreased productivity at work, mood changes, such as irritability or sadness, or increased complaints about work or personal life.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department leaders are trained to activate appropriate crisis response protocols in response to a critical incident that threatens the physical or emotional safety of employees or results in physical or psychological harm to employees (i.e., death, shooting, natural disaster). UCA's Critical Incident Response Protocol for Faculty and Staff is available here.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Safety, Emergency Preparedness and Confronting Immediate Danger

Please answer the following questions about safety and preparedness within your Department/Unit.

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
<p>Department has one or more functioning and routinely maintained automated external defibrillators (AEDs).</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department identifies the locations of AEDs with posters, markers, or other forms of communication other than on the AED itself.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department has multiple employees trained in cardiopulmonary resuscitation (CPR) and/or automated external defibrillators (AEDs) for response to cardiac events.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department leaders facilitate annual review of emergency and evacuation plans with their unit and host annual training on safety and emergency preparedness. This includes review of tornado, fire, and active aggressor procedures, participation in annual or bi-annual fire drills, and instruction on how to dial 9-1-1 using campus VOIP and personal cell phones.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Never	Rarely	Sometimes	Often	Always	Does Not Apply
<p>Departments in vulnerable areas (cash handling, Human Resources, Student Health Clinic, etc.) receive customized active aggressor training and have access to discreet panic buttons.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
<p>Department coordinates safety procedures for employees who work on campus after hours, including limiting swipe card access to the unit after regular business hours and communicating that UCA Police Department officers are available to escort employees to their vehicles, when needed.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department leaders regularly work with the university's environmental health and safety coordinator to identify and address occupational hazards.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other

Please answer the following questions about financial and intellectual wellness within your Department/Unit.

	Never	Rarely	Sometimes	Often	Always	Does Not Apply
<p>Department communicates the availability of no-cost virtual financial wellness webinars provided by Human Resources. This can be the responsibility of the BeWell Champion.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Department's culture promotes and supports the pursuit of professional development opportunities through the Office of University Training, Center for Excellence in Teaching and Academic Leadership (CETAL), UCA Outreach and Community Engagement, and the university's tuition remission program.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional information you feel may be helpful to the certification process.