**Memorandum**

**To**: Erika Paterson

**From**: Alicia DeGelder

**Date**: 22 February 2019

**Subject**: Progress report

Audience for my report: This report will address the respective managers/leaders of the departments involved in my survey.

* MDR: Louise Bertrand
* Lab: Katie Monai, interim PPL for Hope Byrne

The purpose of my report is to:

1. Identify risk factors associated with job burnout in technical service areas in health care
2. Identify methods to mitigate those risks
3. Collect/analyze data from employees in technical service areas of health care regarding job burnout.

This report will highlight work-related factors associated with job burnout and identify staff who may be experiencing symptoms. Proposed solutions can bring about increased employee engagement, potentially leading to increased productivity, increased team work, and decreased sick time.

Research Plan:

* Information needed to formulate survey questions:
* Identify risk factors (done)
* Identify symptoms (done)
* Identify methods to combat (i.e. self-care) (done)
* Compose surveys: (done)
* Job information (title, department, length of employment, hours)
* Staff identifying risk factors in the workplace
* Staff identifying with symptoms of burnout
* Staff participating in self-care routines
* Willingness to participate in self-led activities
* Willingness to participate in employer provided activities
* Finalize secondary sources and summarize information (in progress)
* All secondary info collected/summarized: Deadline: **March 1, 2019**
* Survey will be sent upon approval: Deadline for return: **March 8, 2019**
* Consolidate survey data and complete report: deadline **March 15, 2019**

I look forward to continuing my research on this topic. Please to contact me for clarification or to provide suggestions.