

Workload Staffing Reports Education Session - June 22, 2012

Registered nurses are obligated to meet the standards of practice by being responsible and accountable for their nursing practice and conduct. It is our responsibility to report, identify and respond to unsafe professional practice issues that may have an injurious effect on a patient or other. The purpose of the workload staffing report is to provide legal documentation of staff concerns and workload issues that may compromise patient care. The workload staffing reports are a joint effort between the union and the employer.

What should nurses do if they have identified a workload issue on their shift?

Inform the Patient Care Manager or Facility Service Manager of the situation. The employer will not be able to take action if they are not informed of the situation. The manager may assist to solve the problem by providing necessary assistance for example, providing extra staff, or assisting to prioritize work. The need to fill out a workload staffing report may not be necessary, if the situation is resolved at this stage.

What should nurses do if the staff concerns are not addressed or not resolved after speaking with management?

Prioritize nursing actions by determining which are absolutely necessary, those that can be done later in the day, and those that can be omitted. Redistribute the workload and assignment, if that will help to even it out. Delegate appropriate tasks to support staff available on the unit.

Fill out a workload staffing report form and notify the manager so the manager can respond promptly. It is helpful to include adequate details so a clear picture of the situation can be formed. Forward one of the vouchers from the form to the Union President for follow-up. The workload staffing reports are reviewed and discussed at the Nursing Advisory Committee. The Nursing Advisory Committee is composed of two representatives from the Local Executive and two representatives from management, including our Chief Nursing Officer.

Where does the form go after nursing advisory committee?

After discussion, the form is forwarded to Manitoba Nurses Union for further analysis.

Success Story:

Positive changes in the workplace can result from consistent, accurate and detailed documentation. For example, in 2008 the 3 east night baseline was permanently increased from two to three registered nurses after numerous workload reports and voiced concerns were presented to management.

This session is an informal education opportunity. We encourage questions and comments. Hands on assistance on how to fill out the forms is available, upon request. Please take an example of a workplace scenario and filled out report for future reference. If you have further questions, please contact your Local Executive or management.

References

College of Registered Nurses Manitoba, Standards of Practice
MNU Front lines Magazine, Issue 6, 2009 (available online)