

## **NURSING WORKLOAD/STAFFING REPORTS**

### **When and How Should a WSR be completed?**

- It should be completed every time an unsafe situation, or the potential for an unsafe situation, related to workload and/or staffing occurs in the workplace.
- The first step, whenever reasonably possible, is to discuss the situation with the immediate supervisor in an effort to resolve the concern. This is the preferable time to complete the form.
- One form is to be completed per situation and signed by all of the nurses involved.
- Reminder: Do not identify patients/residents or doctors involved. Avoid abbreviations.
- If space is inadequate, additional pages can be completed and attached. **The WSR # must be noted on all additional papers.**
- The vouchers on the reverse side of the cover page take the place of having multiple copies and provide a tracking mechanism for all of the parties. It is important to include all of the information indicated on the voucher.
- Once the form is completed, the vouchers are detached and distributed as follows:
  - One to be kept by the author;
  - One to the Local President or designate;
  - One to the Nursing Administration Office.

The completed form is given to the supervisor with whom the situation was discussed.

Nurses should not be afraid to file a WSR. Remember, this is a joint Union/Management form and is for the use of management as well as the union. It is to be supported by management. They cost share the production of the form and participate in negotiating the language.

Once the supervisor completes the response s/he makes a copy for her/himself, and gives the white copy to the Local President and the green copy to the Nursing Administrator.

The Local President or designate is responsible for providing a photocopy of the form to the Author and faxing a copy to MNU. Be sure the WSR # is on the second page when faxing to the office.

**Remember! The WSR is there to protect the quality of your working life, and the quality of care you provide to patients!**

### **The Importance of a Local Tracking Process**

Each Local should establish a process to track the outstanding WSRs (as identified by the vouchers) to make sure that they are being addressed in a timely fashion

**“Your Silence Will Not Protect You”**