



Workload Staffing Reports



Fall 2018



Manitoba
nurses
Union

A COMMITMENT TO CARING



New forms start October 1st

- Packages provided to Local/Worksite presidents to replace old forms with new
- Tools provided– fact sheets, process posters, and sample forms
- Power point and tools will be found on MNU website
- MNU will provide education as requested
- “Old” completed forms will still be accepted





What's new?

- Addition of Long Term Care Form
- 3 types of forms now
 - Acute
 - Long Term Care
 - Community Care
- Addition of narrative section
- A more streamlined, concise form
- Process flow chart on back of form





WSR Reminders– not new

- From Collective Agreement Article 1103
- A joint union/management form
- A tool for MNU members to document workload and staffing concerns
- When quality patient/resident/client care may be jeopardized
- Documenting and attempting to resolve care concerns is part of Nursing professional responsibility



Workload Staffing Problem-Solving Process

- Nurse discusses issue at unit/ward/program level
- Nurse discusses issue with the designated out of scope manager.
- If issue unresolved, nurse completes WSR
- The objective is for dialogue and problem-solving at the initial level



1. General Information

- Nurse's Name
- Employer and Local/Worksite
- Unit (be specific)
- Date and Time (start & end)
- Day
- Shift type & length
- Manager name and when notified
- Total # of beds, total # patients



2. Details of Unresolved Situation

- Provide a concise summary of how the unresolved situation affected your nursing practice/workload
- Was care compromised?
- If yes, indicate how (checkbox & explain)
- Is this isolated incident? or ongoing problem?



3. Patient Care and Other Contributing Factors

- Check off factors that contributed to situation.
- Add #s, where requested
- Add additional information where requested under “specify here”
- For any incidents (RL6), include form #



4. Staffing/Working Conditions

- Indicate if sick call, vacancy or other reason for staff shortage
- # of Regular staff (baseline)
- # of Actual staff
- Indicate if any agency, casual, grad or float nurses
- Overtime– no, yes and how much
- Breaks– missed or late
- Further info about planned/actual workload (on LTC and Community only)



5. Availability of Alternatives

- Provide details of the discussion with out of scope manager
- Provide details of guidance provided by out of scope manager
- Information about additional staff provided
- If other measures implemented, provide details



6. Recommendations

- The nurse provides problem-solving recommendations- not necessarily limited to the checkboxes
- Explain strategies that could be utilized in the future.
- Using your knowledge, skills and judgement, your professional opinion is stated.



7. Nurse Signatures

- Can be signed by one nurse or several nurses
- Complete only 1 form per situation
- Print your name (legible) so response can be forwarded to you.
- Agency nurses or non-MNU members do not sign



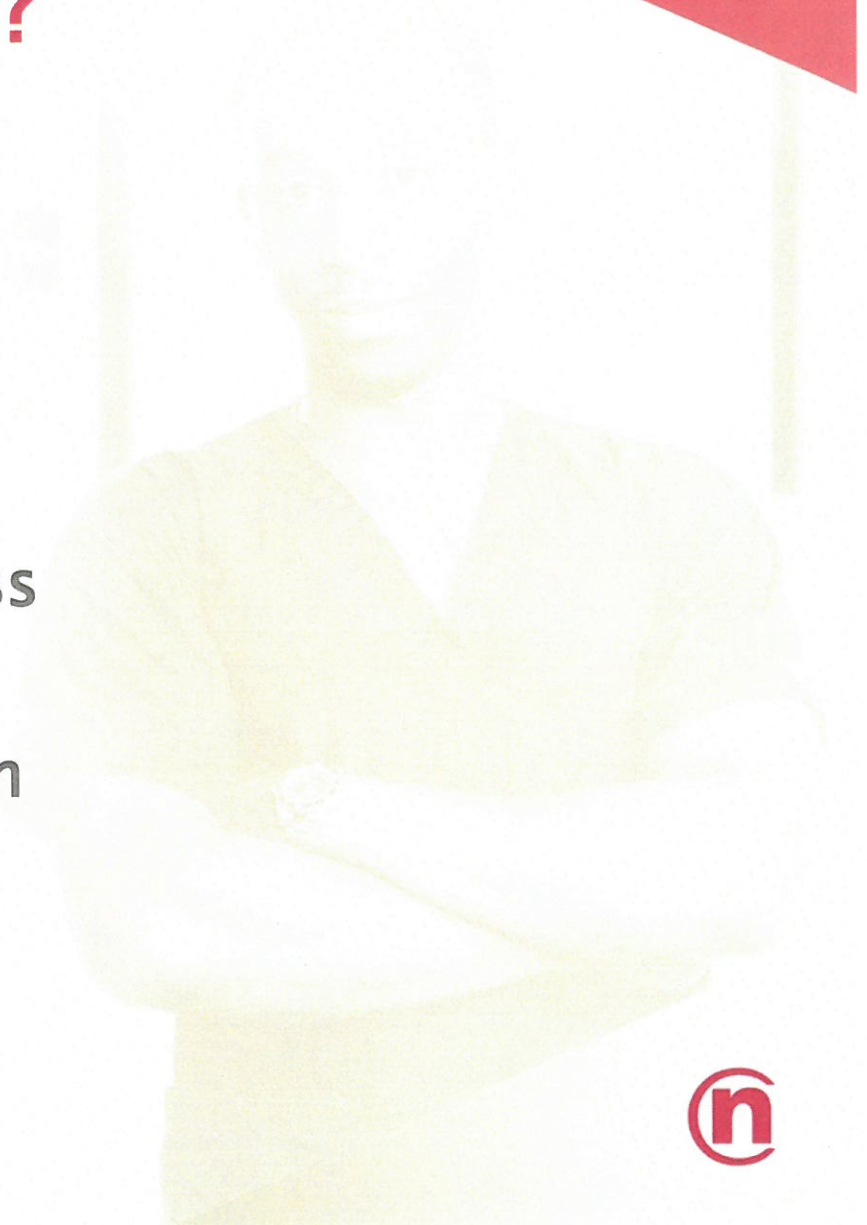
Things to remember

- Do not identify patient/client/resident/family or doctors
- Avoid abbreviations and print legibly
- If you need more space, use additional paper
- Add the WSR number to all additional papers
- Include the local/worksites name and number
- All parties use the form as a tool in problem-solving & are expected to document respectfully.



What happens next?

- Nurse makes copy for self
- Nurse notifies
Local/Worksite– find out
your local/worksite process
- Nurse forwards entire form
to Manager ASAP





8. Management Comments

- Out of scope Manager shall provide a written response as soon as reasonably possible and no later than 14 days after the form has been submitted.
- Response will outline the action(s) taken and any further actions to be implemented
- Indicate if not notified at time of situation
- Manager forwards form to Local/Worksite





Local/Worksite

- Sends original form to MNU office ASAP
- Retains yellow copy
- Ensures nurse receives copy of form with Manager response





Nursing Advisory Committee

- All workload forms are referred to NAC meetings.
- NAC Co-chairs provide follow-up (letter) to nurse
- If issue remains unresolved from the perspective of the nurse(s), it may be referred to an Independent Assessment Committee (IAC) through NAC





For more information visit:
manitobanurses.ca/workload-staffing-reports

Questions can be directed to:
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