

### **/ QUICK FACTS: WSR Form Changes**

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- Addition of a Long-Term Care form
- Addition of narrative section for nurse to provide more details and explanation relevant to the situation.
- A more streamlined, concise form. Areas combined and some questions removed.
- Addition of a process flow chart on back of form.
- Form numbering includes letter to indicate if Acute (A 00001), LTC (L 00001) or Community (C 00001) form.

### **/ Backgrounder**

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- WSRs are part of the MNU Collective Agreement, a joint tool for problem-solving unresolved issues.
- There are 3 types of forms; Acute Care (black), Long Term Care (green) and Community Care (blue).
- The nurse initiates the workload staffing problem-solving process when she feels her ability to provide safe patient/resident/client care is at risk.
- The designated out of scope manager is part of the problem-solving process, prior to the nurse completing a WSR.
- Only 1 form is completed per situation. One or more nurses can sign on the same form. Not all nurses on shift are required to sign.
- Only MNU members and out of scope management representatives document on the form.
- Management representatives are to respond in writing on the form.
- Respect PHIA; do not use patients', residents', clients', family members' or physicians' names.
- All WSRs are discussed at Nursing Advisory Committee meetings.
- Local/Worksite reps should send the WSR form (or a copy) to MNU provincial office ASAP for timely notification and data entry.
- MNU provincial office maintains information generated from WSRs in a database.

### **ANY QUESTIONS?**

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