

Nurse Manager- Nurse Supervisor - Professional Practice Committee Work Situation Report

Section 1: General Information

Name(s) of Employee(s): _____

Employer: _____

Unit/Area/Program: _____

Date of Situation: _____ Time: _____

Shift:

7.5 Hours # Regular Staff: RN _____ LPN _____ PSW _____ Clerical Support _____

11.25 Hours # Actual Regular Staff: RN _____ LPN _____ PSW _____ Clerical Support _____

Other Staff Shortage Due to: Sick Call ELOA Vacancies

Did This Cause You to Miss Your: Meal Break: Yes No Rest Period/Break: Yes No

Required Overtime: Yes No

Name of Program Director or immediate supervisor
Reported to: _____

Section 2: Details of Situation

Provide a detailed summary of the situation (what, when, where, why):

Was the safety of the patient or nurses compromised? Yes No
 N/A How? _____

Workload not completed: _____

(i.e.: unable to attend meetings, performance appraisal delayed, supervisor's rounds not done...)

Is this an isolated incident? Yes No Ongoing problem? Yes No

Section 3: Patient Care Factors Contributing to the Occurrence

Please check off the factor(s) you believe contributes to the workload issue and provide details

- Change in patient acuity _____
- Patient Census at time of situation _____
- Visitors/Family Members/complaints follow-up:
Please specify _____
- Number of patients on infections precaution _____
- Over capacity protocol in effect? _____
- Coverage of other sectors _____
- Staffing: Please specify _____

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- Number of complex cases _____
- Other: Please specify _____

Section 4: Recommendations

Please check-off one or all of the areas below you believe should be addressed in order to prevent similar situations:

- In-service
- Orientation
- Change unit layout
- Review Workload Measurement Statistics/Care Model recommendations/core staffing recommendations
- RN Staffing
- In House support staffing
- Float/casual pool
- Review policies and procedures
- Replace sick calls, vacation, paid holidays, other absences by a Nurse manager/nurse supervisor
- Delegation of tasks/responsibilities to nurse managers from other departments, sectors or services
- Consultation/communication
- Create Float Nurse manager position
- Other:

Section 5: Employee Signatures and Contact Information

Signature: _____	Contact Information : _____
Signature: _____	Contact Information : _____
Signature: _____	Contact Information : _____
Signature: _____	Contact Information : _____

Section 6: Management Comments

Please provide any information in response to this report, including any actions taken to remedy the situation where applicable

Management Signature: _____ Date: _____

Section 7: Recommendations of Professional Practice Committee

The Professional Practice Committee recommends the following in order to prevent similar situations:

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Is this issue resolved? Yes No

Copies to: 1. Immediate 2. NBNU Local President 3. Member
 Supervisor

Dated: _____
