



NURSING ADVISORY COMMITTEE PROFESSIONAL PRACTICE REPORT ARTICLE 58: SUN/SAHO Collective Agreement 2008-2012

Guidelines For Use (Revised March 2010)

1. As professional RNs, RPNs, and RN(NP)s it is your obligation under your Standards of Practice and Code of Ethics to provide safe, competent, ethical nursing care to your clients. If this is not possible, it is your duty to immediately report the situation to a higher level of authority.
2. As SUN members you can register your nursing concerns through a number of articles found in your SUN/SAHO Collective Agreement. This form has three separate articles that can be used. **Please check off the article that best represents your situation.** In each article there is a **requirement to discuss the situation with your supervisor/out of scope manager of your area.** SUN advises this person be **Out-of-Scope (OOS).** The following is a brief summary of the articles found under Nursing Practice:

58.03 a) This may be used when an individual nurse or group of nurses believe they are being “*asked to perform more work than is consistent with proper client care*”. The nurse or group of nurses must first discuss the matter with their OOS manager and if not resolved within 5 calendar days, refer to the Nursing Advisory Committee to be addressed.

58.03 b) This may be used when a nurse believes “*she is working, at the Employer’s direction, in violation of her professional responsibilities*”. The nurse must inform her immediate manager to identify the issue and try to rectify it. If not addressed “*a meeting shall be convened within 24 hours to consider and implement alternative options of care delivery meeting the required professional standards.*” If matter is unresolved, you may refer the issue to the Nursing Advisory Committee to be addressed.

58.05 This may be used when the RN or RPN at the point of care believes “*there is insufficient staffing to provide safe, competent nursing care*”. They must immediately report the situation to the manager. In the case that your first line supervisor is a SUN member, the nurse at the point of care shall notify the in-scope supervisor, but you must contact the OOS manager to identify options. Please fill out the Professional Practice Report form to document the circumstances which prevented you from meeting your professional standards of practice or policies of your licensing body. If matter is unresolved, refer the issue to the Nursing Advisory Committee to be addressed.

3. **Briefly outline**
 - description of issue(s); and
 - what would correct issue(s).If the form does not provide sufficient space, please add further information on a separate sheet.
4. **DO NOT** identify clients/residents or doctors involved in the issue, use Dr. X or Patient/Client/Resident A.
5. **DO NOT GIVE THIS FORM TO THE EMPLOYER.** Retain your copy and submit local and provincial copies to your Local Nursing Advisory Committee representative as soon as possible following the issue. (Your Local NAC submits your form to the employer on your behalf.)
6. Remember your Collective Agreement protects you from being penalized, harassed or disciplined by your employer for submitting a Professional Practice Report. If your manager approaches you about a Report you submitted, **remember you have the right to Union representation during any discussions.**
7. You may be contacted by your Local NAC Representative for further information.
8. **Begin your own recording of issue.** (Keep your own personal work documentation from the shift). Please note - The Union may be required to provide this information to the employer.
9. Notification of Professional Practice issue(s) are not intended to replace any incident report form or the internal documentation required under Employer Policies.
10. If you have questions regarding filling out forms, **first contact your Local Representative.** If you need further assistance, call SUN Provincial in Regina at (306)525-1666 or (800)667-7060 or Saskatoon at (306)665-2100 or (800)667-3294.