

## COMPLETING A WSR – When & How?

May 2021

**Question:** *When should a Work Situation Report (WSR) be completed?*

**Answer:** Through the collaborative Joint Nursing Advisory Process, before submitting a WSR, members must utilize low-level resolution to address the issue in real-time. Communication between yourself, your colleagues, and your Manager/designate will be key in finding low-level resolution.

The following steps are to be followed prior to submitting a WSR:

1. Identify the concern, situation, or issue that is unsafe, limiting your ability to provide quality care, or why you are unable to meet your professional responsibilities and accountabilities.
2. Try and find a solution with your colleagues on shift and Charge Nurse.
3. If unable to find a solution – contact your Manager/designate to try and find a solution.
4. If unresolved after a reasonable amount of time, notify your Manager that a WSR will be completed.
5. Complete and submit a WSR (online or paper).

The following are a few reminders to assist you in completing a WSR:

- Be an advocate and leader in your professional practice.
- Be professional, objective, factual, and concise. Avoid abbreviations & jargon.
- Avoid personal commentary, performance management, or personal issues.
- Maintain privacy & confidentiality. All information should be de-identified, containing no patient information or names.
- Know your professional regulatory standards, competencies, and code of ethics.
- Be familiar with your organizational policy, procedures, work standards, and processes applicable to your practice and environment.
- **NOTE:** WSRs should not be completed on work time.

**WATCH:** For a walk through of the WSR and additional tips for completing, check out SUN's learning modules available @ [sun-nurses.sk.ca](http://sun-nurses.sk.ca) under Members Resources - Professional Practice

### Do you have Questions or Need Help?

Contact your Local President and/or Local NAC Chair for immediate assistance or contact SUN Provincial and ask to speak with your Nurse Practice Officer (NPO).

### Contact SUN Provincial @ ...

#### Regina Office

(306)525-1666 or (800)667-7060  
[regina@sun-nurses.sk.ca](mailto:regina@sun-nurses.sk.ca)

#### Saskatoon Office

(306)665-2100 or (800)667-3294  
[saskatoon@sun-nurses.sk.ca](mailto:saskatoon@sun-nurses.sk.ca)



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