

ACCESSING & COMPLETING ONLINE WSR

May 2021

Question: *What do I need to know about using the **online** Work Situation Report (WSR) form?*

Answer: The following are a few general tips and recommendation for using the online WSR.

What You Need to Do

- Remember, the Nursing Advisory Process steps must be followed using Low-Level Resolution:
 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 an Online WSR form

Accessing The Online Form

- Online WSR is accessible from main menu on SUN's website @ sun-nurses.sk.ca.
- A SUN account is required to access the form.
 - To create an account, you will need to enter the following criteria:
 - ◆ First Name
 - ◆ Last Name
 - ◆ Email Address
 - ◆ SUN ID # from your Membership Card
- To log into your account you will require your SUN ID # and password.
- If you are having difficulty with the online form or do not know your SUN ID #, contact SUN's Database Administrator email database@sun-nurses.sk.ca or phone toll free 1-800-667-7060
- **TIP:** Locate and confirm your Manager's email address prior to logging into the WSR form.
- **TIP:** If you are unable to access the online form, complete and submit a paper WSR.

... See page 2 for more tips

Completing The Online Form

- Online WSR is the preferred method to submit your practice concerns.
- The online WSR and paper form are identical in terms of questions and process. A PDF copy of the form will be simultaneously delivered to yourself, your Manager, Local, and SUN Provincial when you click submit.
- The Nursing Advisory Process, including utilizing Low-Level Resolution, must be followed.
- Fill out a WSR as close to real-time as possible when your concern was not resolved with your Manager/designate. Do not complete a WSR on work time.
- Be clear and concise when providing descriptions; avoid abbreviations & jargon.
- Complete all sections and information on the form relevant to your situation.
- A minimum of one (1) checkbox is required in each section for the online form to process.
- Focus on how your concern impacted performing your minimum regulatory and employer responsibilities and accountabilities.
- Focus on how your concern impacted patient*/staff safety, staffing, workload, and caused risk
- Describe what occurred, why it occurred, what the impact was on providing care, and how you were unable to uphold your professional responsibilities and accountabilities.
- Describe what steps you took to limit risk and ensure safe, quality care to your best ability.
- Provide recommendations that are specific, reasonable, and appropriate to your situation.
- If there are other SUN Members involved in the same situation, complete one (1) WSR and include their names with their permission on the form.
- Fill out a WSR every time there is a professional practice, workload, and/or staffing issue that is not resolved through low-level resolution.
- Expect a call/email from your Local NAC Chair and contact from your Manager to collect additional information in preparation for review at the Joint Nursing Advisory Committee meeting.

WATCH: For a walk through of the WSR and additional tips for completing, check out SUN's learning modules available @ 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).

***The term 'patient' is used to reflect: patient, client or resident*

Contact SUN Provincial @ ...

Regina Office

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

Saskatoon Office

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



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