

QUICK TIPS FOR EFFECTIVE WSRS FAQ

Revised: May 2026

WHAT STEPS ARE REQUIRED IN A WORK SITUATION REPORT?

1. Identify the concern(s) that is making your shift:
 - a. Unsafe for patients, residents or clients,
 - b. You can't provide high-quality and appropriate care,
 - c. You can't fulfill regulatory, professional and/or organizational requirements,
 - d. You don't have the right number or type of providers on shift, and/or
 - e. There is more work than the registered nurses can complete.
2. Try to find a solution with your colleagues on shift, then contact your Manager/designate if you can't find a solution.
3. If the Manager/designate can't resolve your concern(s) after a reasonable amount of time, notify them that a Work Situation Report will be completed.
4. Fill out a [SUN Link Work Situation Report](#), but not during work time.
5. If you have repetitive concerns, a Work Situation Report can be filled out on each shift.

WHAT INFORMATION MUST BE INCLUDED IN A WORK SITUATION REPORT?

- A minimum of one checkbox must be selected in each section.
- Add additional clarifying information in narrative boxes.
- What couldn't you do as a registered nurse or Nurse Practitioner?
- What was delayed, deferred or omitted care?
- Why were patients, residents or clients unsafe?
- What regulatory requirements (i.e, entry-level competencies, standards, code of ethics/conduct, guidance) couldn't be done?
- What professional, specialty or best practices couldn't be done?
- What organizational policy, procedure, or work standard couldn't be done?
- Describe actual or potential risks and harm.
- Recommendations = specific, reasonable, and appropriate to registered nursing or Nurse Practitioner practice.
- Be professional, objective, and factual.
- Avoid abbreviations, acronyms, and jargon.
- No personnel management, physician, or family issues.
- Do not use patients' and others' identifiable information.

WHERE CAN I LEARN MORE?

SUN Provincial has developed [WSR/NAC Learning Modules & Resources](#), including videos, FAQs, and other resources. Contact your Local President and/or NAC Chairperson for immediate assistance.