

MNU HOW TO:

SUBMITTING ONLINE WSRs

BEFORE WE LEARN HOW TO FILL OUT AN ONLINE WORKLOAD STAFFING REPORT (WSR), IT IS IMPORTANT TO UNDERSTAND WHY WE NEED TO FILL THEM OUT.

A WSR is a joint problem-solving tool. It is your voice as a nurse, and filling one out is your right. WSRs ensure that the situations you face are documented, and that your management is held accountable.

Online WSRs are a better option than paper WSRs because unlike the paper forms, online WSRs are immediately documented with management, the provincial MNU office, and your local/worksite. This ensures that no WSR gets lost, and that all workload situations are addressed.



THE MORE WSRs WE CAN FILL OUT, THE MORE DOCUMENTATION WE HAVE AND CAN USE GOING FORWARD.

The online WSR system is designed to make filling out WSRs as easy and quick as possible. Please take the time to fill them out when you experience a workload issue.

To submit an online WSR, start by going to the MNU website (manitobanurses.ca) and clicking on “SUBMIT WSR” at the top of the page OR type the WSR login address directly into your browser (workloadstaffing.manitobanurses.ca)

Once you land on the Online WSR page, log in using your MNU member number and existing portal password.



ONCE YOU LOGIN, YOU WILL BE DIRECTED TO THE HOMEPAGE.

To start a new form, select and click the form type that corresponds to your care setting. Either Acute Care, Community Care, or Long Term Care.

Once you select your form type, your form will open and you will see all of the relevant sections.

NOTE:

When filling out WSRs, please be mindful of PHIA. You should never enter any identifiable patient information in the WSR.

WSR TIPS:



Fields with a red asterisk are **REQUIRED FIELDS** and therefore they **MUST** be filled out.

IF THIS IS YOUR FIRST TIME LOGGING IN TO FILL OUT A WSR YOU WILL NEED TO FILL IN YOUR FIRST NAME, LAST NAME, AND EMAIL ADDRESS.

After you have logged in and submitted a WSR, the system will email you and ask you to link your account - you should do this as it will save you time in the future by remembering your personal info. Please be sure to use your work email when filling out your WSR.

Beside the boxes for your name and email address, you will find the "Notification" section. This section identifies the manager that was notified, the manager's email address, and the date they were notified.

NOTE:

The Manager's email **MUST** be entered correctly otherwise the form will bounce. Please double check your manager's email address is entered correctly before submitting your form.



Please frequently click on "SAVE DRAFT" at the top of the form. This will ensure that the information you have entered will not be lost in the event you need to walk away or there are technical difficulties.



As you continue to work through your form, please enter as much information as possible.

‘DETAILS OF UNRESOLVED SITUATION’ SECTION:

DETAILS OF UNRESOLVED SITUATION

Please provide a concise summary of how the unresolved situation affected your workload.

NOTE:
The question, “Was patient care compromised or not completed?” under the “Details of Unresolved Situation” section is a **REQUIRED FIELD**.

Was patient care compromised or not completed?
Select

Select if this is an isolated incident or an ongoing problem
Select

THE ‘PATIENT CARE AND OTHER CONTRIBUTING FACTORS’ SECTION IS VERY IMPORTANT.

Please make sure to check off all factors that you believe contributed to the situation. If the incident resulted in an RL6 or incident report, please be sure to include the RL6 or incident report number in the text box.



‘STAFFING/WORKING CONDITIONS’ SECTION:

In this section it is important to include as many details as possible about the cause of staff shortages.

MAKE NOTE OF THINGS LIKE:

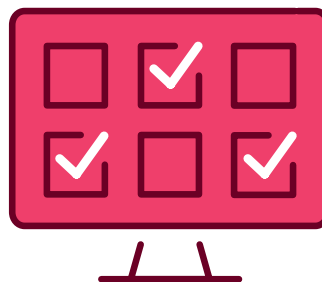
- How short was your shift compared to baseline
- What position you were short - Nurses? HCAs? Other?
- Did anyone work overtime as a result?
- Were breaks or meals missed?

IN THE ‘AVAILABILITY OF ALTERNATIVES’ SECTION:

Please make sure to provide details of your discussion with management, whether or not they provided guidance, details to support, as well as if any extra staff were called in and what type of staff they were (RN, LPN, RPN, Support Staff).

IN THE ‘RECOMMENDATIONS’ SECTION:

Please be sure to check off any boxes that apply, and explain why these are your recommendations in the text box below.



UNDER THE ‘NURSE SIGNATURES’ SECTION:

The form will prefill with the primary nurse’s name (the nurse who signed in to fill out the form). If this is your form, you **MUST** select the box beside your name, under “Has authorized the use of their name on this report” to give authorization.

If other nurses would like to ‘sign’ the form, click on “+ Add Signature” and enter first and last names for each signatory. You **MUST** have their permission and click the box beside each name to confirm that you have received that nurse’s authorization to use their name on the form. Required fields are first name, last name, and authorization box.

NOTE:

Adding additional nurses to your WSR is great for added support. But please remember that each individual workload issue should have its own WSR filled out.

ONCE COMPLETE YOU MUST SUBMIT YOUR WSR BY CLICKING “SUBMIT REPORT” AT THE TOP OF THE SCREEN.



NOTE:

Managers will NOT be able to change any of the info you have entered.

Once your WSR has been submitted you will receive an email confirming that your WSR has been submitted. Your MNU local/worksite will also receive notification that a WSR has been filled out by one of their members, MNU provincial will receive an email that a WSR has been filled out by a member, and your manager will receive an email with a notification as well. The manager’s notification email will include a link for them to review the WSR and add their comments on the situation.

MANAGEMENT HAS 14 DAYS TO RESPOND TO YOUR WSR.

When the manager does respond, you will receive an email notification that lets you know that you can login to the WSR portal to view the finalized form. Your MNU local/worksite and management will receive notice of the management response with a PDF copy of the “final” WSR. MNU provincial office will receive the final notification as well.



EMAIL NOTIFICATIONS WILL LOOK SIMILAR THIS:

