

ONLINE WORKLOAD STAFFING REPORT FACT SHEET



SUBMIT WSR

QUICK FACTS: Submitting WSRs Online

- Online system automatically generates a unique WSR form number.
- Online system has some mandatory fields that must be filled out to submit the report. The nurse must select their Health Region and enter their work email and the manager email.
- If the nurse does not have an employer-issued email account, they may enter a personal email address.
- If unable to complete online submission for any reason, the nurse should complete a paper form instead.
- Form sections are not numbered and are in a slightly different order from paper version.
- Some sections of the form will auto-populate.
- Completed form is automatically sent electronically to named manager (email address must be included) and MNU local/worksites.
- After manager response submitted, the nurse author receives an email notification that manager has responded and may log into the online system to view the response.
- Manager and MNU local/worksites also receive emails with an electronic copy of the completed WSR.
- WSR is automatically logged at MNU provincial office throughout process, starting with nurses submission of form.
- Users can “Save Draft” of the form by clicking on the “Save Draft” button.
- The online process maintains a record of individual nurse author’s WSR drafts, submissions and manager responses.

BACKGROUNDER

- WSRs are part of the MNU Collective Agreement, a joint tool for problem-solving unresolved issues.
- The nurse initiates the workload staffing problem-solving process when they feel their ability to provide safe patient/resident/client care is at risk.
- The designated out of scope manager is part of the problem-solving process, prior to the nurse completing a WSR.
- All WSRs are discussed at Nursing Advisory Committee meetings.



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QUESTIONS?

Contact your local/worksites representative.