



qnmu making a difference

WORKLOADS CONCERNS FORM

- to be posted on noticeboards in the ward/unit/area
- to be lodged with the nurse/midwifery Unit manager/ Line manager

Copy this form prior to lodgement:

- Forward a copy to your line manager
- Send a copy to the QNMU:
 - Email: qhworkloads@qnmu.org.au
 - Fax: Brisbane (07) 3844 9387
Toowoomba (07) 4639 5052
Bundaberg (07) 4151 6066
Rockhampton (07) 4922 3406
Townsville (07) 4721 1820
Cairns (07) 4051 6222



This QNU form is a valid reporting form.

If you need more forms please contact the QNMU on 07 3840 1444 or visit www.qnmu.org.au/workloads

Nurses and Midwives (Queensland Health) Award-State 2015

In accordance with Award clause 39.1 (a) the BPF is the agreed methodology for the resolution of disputes regarding workload and safe staffing levels.

Clause 39.1 (c) Notional, ward/unit based nurse: patient ratios will be defined. Patient safety and sustainable workloads will be the guiding principles in defining the nursing/midwifery hours required.

Clause 39.3 (c) (i) Where a nurse/midwife identifies a workload concern, it will be raised immediately at the service level with the line manager. (iii) The line manager or after-hours nurse/midwife manager is responsible for immediately investigating the workload concern identified and implementing actions (including implementing service agreed low priority strategies) to resolve the identified concern, mitigate risk to patient safety and/or prevent recurrence.

Name of NUM	Date
Position	Time

I/We, the nurses/midwives of Unit/Ward/Work Area, hereby notify a workloads concern in accordance with the Nurses and Midwives (Queensland Health) Award – 2015 (Clause 39.3)

Names of all the nurses/midwives working this shift:

Hospital			Service			Time/Shift		
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STEP 1: identify the problem(s) on this day/shift:

- BPF nursing/midwifery hours are incorrectly determined
- Insufficient nurse/midwife numbers
- Inability to take rest pauses/meal breaks
- Resources/equipment not available
- Lack of consultation on BPF application
- No access to the BPF service profile for the unit
- Nursing/midwifery staff deployed to other areas
- Sick leave/absence not replaced
- Unexpected patient admissions
- Technology/equipment failure
- Excessive use of casual/relief staff
- Overtime required
- Deficient skill mix
- Patient acuity increases
- Other (please detail)

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STEP 2: Brief details of the problems:

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Management response:

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STEP 3: According to your professional judgement what additional resources are required?

Staffing category	Hours required
Equipment required	
Reason	

STEP 4: identify low priority tasks that will not be undertaken on this day/shift to manage and make the workload safe:

- Data entry (unless required by nurses and midwives)
- Meeting attendance (unless required by nurses and midwives)
- Monitoring visitors in the ward/unit/area
- Moving equipment or furniture
- Dealing with non-essential enquiries
- Discharges
- Re-stocking
- Answering telephones
- Non-essential patient escorts
- Other (please detail)
- Filing
- Bed moves
- Making beds
- Admissions

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