

QUALITY RISK MANAGEMENT (QRM)

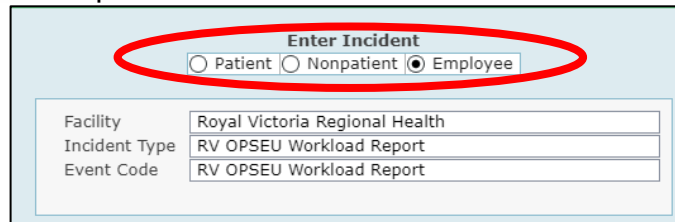
OPSEU Workload Report

Overview

This document provides instructions on how to enter an OPSEU Workload Report using the Incident Management System. This tip sheet is **supplemental** to the QRM Incident Management manual, located on the CARE4 website www.care-4.ca > Training > Resources > Administrative Training Materials > QRM.

Incident Entry

From your home screen in Meditech click on the icon in the bottom right corner (triangle) or the cog in the top right corner and Report an Issue, choose "Incident". Click "Employee", choose the Incident Type "OPSEU Workload Report" the Event Code will automatically populate and the form will open.



Enter Incident

Patient Nonpatient Employee

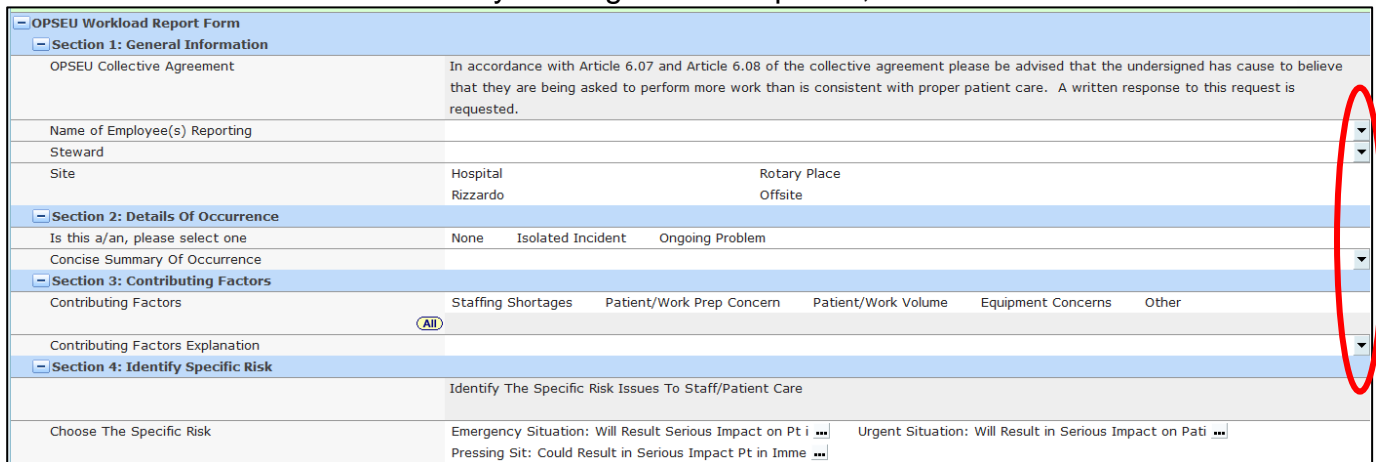
Facility: Royal Victoria Regional Health

Incident Type: RV OPSEU Workload Report

Event Code: RV OPSEU Workload Report

OPSEU Workload Report Sections

Submitter shall complete all applicable sections of the form prior to submission. Where there is a drop down arrow (or F9) open the comment section to type your summary. Otherwise selections are chosen by clicking on the response, double click to deselect.



OPSEU Workload Report Form

Section 1: General Information

OPSEU Collective Agreement: In accordance with Article 6.07 and Article 6.08 of the collective agreement please be advised that the undersigned has cause to believe that they are being asked to perform more work than is consistent with proper patient care. A written response to this request is requested.

Name of Employee(s) Reporting: [Dropdown]

Steward: [Dropdown]

Site: Hospital (Rizzardo) | Rotary Place (Offsite)

Section 2: Details Of Occurrence

Is this a/an, please select one: None | Isolated Incident | Ongoing Problem

Concise Summary Of Occurrence: [Dropdown]

Section 3: Contributing Factors

Contributing Factors: Staffing Shortages | Patient/Work Prep Concern | Patient/Work Volume | Equipment Concerns | Other

Contributing Factors Explanation: (All) [Dropdown]

Section 4: Identify Specific Risk

Identify The Specific Risk Issues To Staff/Patient Care

Choose The Specific Risk: Emergency Situation: Will Result Serious Impact on Pt i ... | Urgent Situation: Will Result in Serious Impact on Pati ... | Pressing Sit: Could Result in Serious Impact Pt in Imme ...

Parties Notified

Using the drop down menu (or F9) choose the leader/individual you notified of the workload issue, prior to submitting the report. This is a mandatory field, you must populate this field in order for the form to be saved.

*Contact Type	*Name	*Date/Time

Referrals

Referrals will automatically populate based on location (e.g., unit/area/dept) and incident type. If you do not see your Manager/Leader listed, add them using the + button. The X icon will allow you to remove someone that you added in error.

*Refer To	Primary	Statement
Mt, Meditech	O	<None>

Filing Your Incident

When you have completed the form; file it by clicking SAVE. You will be prompted if any mandatory fields were missed. A pop up will display notifying you the incident has been filed; you will also receive an acknowledgement email with the incident details.

Attachments [Cancel] Save [?] [lock] [mail]

When your incident has been reviewed and completed by your Manager/Leader, you will be notified by email.