

**WSNA LOCAL UNIT  
SOUTHWEST  
WASHINGTON  
MEDICAL CENTER**

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**Local Unit Officers**

Christie Riley	Co-Chair
Travis Elmore	Co-Chair
Mary Oster	Vice-Chair
Stephanie Mitcham	Treasurer
Mandy Ruder	Secretary
Terry Joyce	Grievance
Marcia Bryan	Grievance
Eileen Higbie	Membership

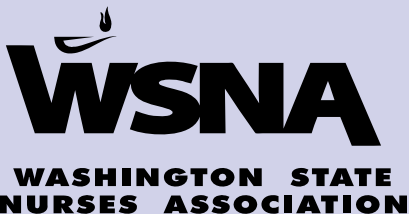
**WSNA Nurse Representative**

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**WSNA Web Site**

[www.wsna.org](http://www.wsna.org)

*The Oldest and Largest  
Union Representing  
Registered Nurses in  
Washington State*



## **STAFFING CONCERN FORMS**

**What are they? How are they used?**

A Staffing Concern Form is an accepted way for staff nurses to document areas of concern in caring for their patients safely. Washington State Nurses Association calls their form an ASSIGNMENT DESPITE OBJECTION form (ADO).

SWMC does not use the ADO form as it is discoverable in a court of law. During the first contract negotiations we agreed to use a form developed by Management and the Association. It is designed to look at the same issues as the ADO form. It is a tracking form. SWMC calls their form a STAFFING CONCERN FORM. It is used to identify problems that arise with your assignment during your work shift.

Is the assignment safe for the patient and the nurse? Is the acuity too high to safely care for the number of patients that are assigned to one nurse? Has a patient's condition changed significantly to warrant making a change in the division of the workload? Is there adequate staff for the number of patients on a unit during a given shift? Do you get relief for your rest breaks and meal periods?

When one of these situations arises, by filling out a Staffing Concern Form, you help us keep track of how often a specific issue comes up.

- Is it a one time occurrence?
- Does it happen often?
- How was the issue solved?
- Did it get solved?



Keep in mind it is incumbent on the nurse to let a charge nurse or supervisor know there is a problem, just as soon as it is recognized. We want management to have the opportunity to “fix it.” You don’t have to fill out the form immediately, by the end of the shift is okay. You must let management know there is a problem.

There is a sub-committee of the Conference Committee who meet monthly to review what the issues have been, where they occurred, and what was done to solve the problem.

If you have questions about this form, please do not hesitate to ask one of the Local Bargaining Unit Officers or the Unit Rep on your floor. Staffing Concern Forms should be available on all of the units.



## PAID TIME OFF (PTO)

WSNA has noted that there are a few areas of our contract that need to be highlighted.

Be sure you check your PTO balance as outlined in the contract. Once you reach the cap of 360 hours, anything over that, you will stop accruing hours.



So with that said, be sure, if you have been employed at SWMC for a long time you know your accrual rate. You can check your PTO balance every two weeks when you go on-line to check your pay stubs. The information is recorded on that pay stub.

Don’t wait until the last minute to request time off, if you know you are getting close to the maximum number of hours that you can accrue. Remember, PTO is a negotiated benefit, don’t lose time. Check to make sure the automatic cash out puts you far enough below the cap that you will still continue accruing your benefits.

If you are denied PTO, be sure to request a different amount of time off. Keep all documentation you receive when you are denied your requested time off.

Please review all of Article 18 in your contract; to be sure you don't exceed the cap of 360 hours.

REMEMBER, if you reach the cap of 360 hours, you will stop accruing PTO. It is ever so much better to take your PTO before that happens, so you receive your full benefits.

## COMPUTERS

WSNA is concerned about you being disciplined for things you say on-line. Our advice is to confine the use of computers at work to the job you are doing. Do not use hospital computers for personal business.

Be aware that anytime you go on-line on your employer's computer system, **NOTHING IS PRIVATE!**

Management can:

1. Red Flag specific sites.
2. Generate detailed reports that state how long you were on the computer and what site you were on.
3. Tell what computer you used.

If you leave a computer signed on under your personal password, someone else may write something you will be held accountable for.

WSNA cares about our nurses. We do not want to see you disciplined for verbally blowing off steam. It is happening more and more.

Management does monitor the use of their computer systems.

## Upcoming Events

### Nurse Legislative Day

February 8, 2010

Olympia

(Please go to  
[www.wsna.org](http://www.wsna.org) for  
more information)

