HOW TO COMPLETE SRDF REPORT

*Note: When completing the form press hard with the pen/pencil; this form is printed on NCR paper.

Section 1: Fill in date of incident, facility, shift and unit where incident took place; indicate if report by staff nurse(s) or charge nurse.

Section 2: Notify and request staff from person in charge (check appropriate box) and indicate how many staff requested.

Section 3: Do critical thinking: check one or more causes of the staffing problem present.

Section 4: All nurses making report print and sign their name.

Section 5: Information for this section is helpful but not mandatory.

Section 6: Assess what happened to patients/staff on the unit; this can wait until end of shift.

Submit copies to:
White: ONA via mail/fax
Yellow: Charge nurse, nurse manager, supervisor
Pink: PNCC
Goldenrod: Keep for your records