Reasons to Complete a Staffing Request and Documentation Form (SRDF) at Providence Newberg

The ONA Staffing Request and Documentation Form (SRDF) is a tool available for nurses to report when nurse staffing on their unit/shift is insufficient. The data collected from SRDFs help us better understand staffing issues within facilities and advocate for better staffing through various channels.

When a nurse on a shift is faced with staffing which is imminently or potentially unsafe according to the various causes of unsafe staffing, it is intended that the nurse a) notify someone in the chain of command, b) ask for additional staff, and c) ask for a response in a reasonable period of time, e.g., minutes, hours.

Following this, the nurse assumes the patient care load as assigned, asking for help as he/she needs. At the end of the shift, or within 48 hours, the nurse completes the form, files it with the nurse manager, PNCC, and ONA. The data on the SRDF forms is converted to statistics, and reports are generated.

Violations to include in the SRDF:

- Patients NOT assigned per acuity
- Missed or late meals and/or rest breaks
- Pulled charge/resource nurse for patient assignments, break relief, or trainings
- Pulled break nurse for patient assignments
- Pulled CNAs or other staff not replaced
- Nurses required to transport patients
- Insufficient ancillary staff
- RNs directed to complete mandatory education concurrent with patient assignment
- Insufficiently trained staff
- Manager doing bargaining unit work
- Insufficient equipment or equipment not provided in a timely manor
- Unsafe environment - please provide specifics

File an SRDF at www.OregonRN.org/SRDF

Help Improve Staffing at Providence Newberg

Print and cut out the SRDF Smart Card below and carry it with you. When you experience a situation where a staffing violation occurs, be sure to notify the appropriate people in the chain of command and fill out an SRDF! If you have staffing questions, contact your labor rep or your Staffing Committee nurse chair listed below.

- Providence Newberg Medical Center Staffing Committee Chair: Wendy Touzeau