Update on Contract Printing

Our new contract is in its final stages of editing and will be on its way to the printer soon! In the meantime you can view the redline (showing changes to the contract) version of the new contract online on the ONA website. Go to www.OregonRN.org. Surf over a little to the right to Find Your Bargaining Unit. Select Prov Portland. After all the editing is completed the redline version will be replaced with the print ready version and you will be able to view and print the new contract online as we wait for our booklets. During this time and as always, if you have any questions about the contract language please reach out to your ONA Labor Relations Representatives or any bargaining team member. We will be scheduling contract training sessions this fall that highlight the changes made to the contract during this last round of negotiations. Stay tuned for dates, times and locations this fall.

Staffing Issues

We began hearing from nurses in July that a few units are experiencing significant understaffing. We urge nurses to fill out a Staffing Request and Documentation Form (SRDF) for any shift that is not adequately staffed. The Staffing Committee reviews the SRDF forms and this data helps us demonstrate how and when to make changes to a unit’s staffing plan.

Your ONA nurse leaders have been bringing these staffing concerns to the attention of management and human resources (HR) and will be addressing these at our Task Force (labor management) meeting later this month as well as working with your staffing committee.

Want to get more involved in helping out with staffing issues? The Staffing Committee is recruiting nurses to join and accepting nominations (you may nominate yourself or a coworker). If you would like to get involved, please fill out the consent to serve form on page two and make sure the ONA office or your staffing committee co-chair, Kristin Harman, receives your consent to serve form. The deadline to nominate is Sept. 1, 2019. Elections will be held online and in person at our monthly meeting on Sept. 11, from 6 - 8:30 p.m. in HCC8.
PPMC Hospital Nurse Staffing Committee
Intent to Serve Application

This application will be available for viewing by hospital staff.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Unit/Divisions:</th>
<th>PPMC Hire Date:</th>
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Briefly state why you would like to be a member of this committee.

What qualities or experience do you feel you will bring to the committee?

What staffing issues would you like to see addressed in your cluster and in the hospital?

Direct care nurse representatives must:
- Be able to attend all scheduled and ad-hoc meetings.
- Interested in thoroughly understanding Oregon’s staffing law and advocating for safe staffing.
- Be willing to do advocacy work such as attend cluster UBCs/Staff/PNCC meetings as needed; as well as educate and support staff in their own advocacy for safe staffing levels.

Submit this form via email to ONA Labor Rep Jaime Newman (newman@oregonrn.org), Kristen Harman (kristin.e.harman@gmail.com), or via fax at 503-293-0013.

How to Complete a SRDF

There are two ways to complete a staffing request and documentation form (SRDF).

**To file electronically:**

- Go to ONA site – [www.OregonRN.org](http://www.OregonRN.org)
- Click Green bar button “About ONA”.
- Click on “Forms and Links”.
- Under the Forms heading, click blue hyperlink “SRDF Main Page for forms and instructions”.
- Click the Blue button “Click here to complete an SRDF”.
- Complete the form and submit.
- When submitted, you will receive an email that asks you to confirm your signature. YOU MUST CONFIRM THE SIGNATURE!
- Once you confirm, you will receive a completed PDF version of the SRDF you just filed.
- Print this form or send email copies to: 1) your manager, 2) staffing committee co-chair or place in one of the SRDF boxes on the first floor either

Continued on page 3
How to Complete a SRDF

across from HCC8 or next to Cancer Center elevators. Keep this email for your records.

**How to file by paper:**

a. Fill out a form on your unit bulletin board. If no forms are available, please contact ONA.
b. Fax a copy to ONA, 503-293-0013.
c. Give a copy to your manager.
d. Put a copy into one of the SRDF boxes on the first floor either across from HCC8 or next to the Cancer Center elevators.

If you have any questions, please contact your labor representative, Jaime Newman by email at Newman@OregonRN.org.

Stay Involved in YOUR Union!

Contract bargaining may be done, but you can stay involved in the Oregon Nurses Association (ONA)! Make your voice heard on these important committees. We’re looking for nurses to serve on the staffing committee, the Professional Nurse Care Committee (PNCC), contract enforcement and unit stewards!

**Interested in the Staffing Committee?**

It is a representative/advocacy role. It has a huge impact on our wellbeing as nurses and the community members in our care.

The staffing committee meets every other month for four hours. The meetings are scheduled a year in advance. You will be scheduled off your regular shift to come to the meeting so that you see it on your Kronos schedule. You will be paid for these hours. Many members work on their floors after the meeting is over. Currently, the meetings are on Mondays from 7 - 11 a.m. However, we have recently discovered that it is generally easier to schedule people to come to the meeting on Tuesdays. We as a committee will hold a vote about whether or not to change the meeting day to Tuesdays.

Alternates are highly encouraged to attend all meetings and participate in task forces. Alternates will become the representative member who votes on staffing plans and processes when the primary member is absent (vacation, sick). We hope that alternates will one day become primary representative members if and when the primary member’s term ends and chooses to not run for reelection.

There is work outside of meeting times. We have secured paid hours in our contract for work that committee members do outside of meeting times. We have an Oregon Health Authority audit approaching sometime within the year. We will be splitting up into task forces to look for discrepancies between our practice on the staffing committee and the staffing law. These task forces will meet outside of the regularly scheduled meeting.

**Want to Be A Member of PNCC?**

Are you passionate about improving nurse practice issues? PNCC would be a great committee for you! The PNCC is a committee comprised of direct care nurses and has many important responsibilities within the hospital. One of the most important duties of this committee is to review professional practice issues, make recommendations to management, and help put systems in place to improve the safety or practice of nursing. Some of the other duties include reviewing staffing concerns/complaints, reviewing education expenditures that aren’t approved, and working with management to review any proposed changes to floating requirements. This committee is important in addressing practice concerns in the workplace and needs strong nurse leaders.

**Become a Unit Steward!**

We fought hard for our new contract, and now we must make sure it’s enforced! Our contract works better when we have union members who know how to read and use the document. That’s where unit representatives and stewards come into play in a big way. ONA unit representatives and stewards play a key role in helping answer basic questions about our contract, educating colleagues about their rights, updating your unit’s bulletin board, attending meetings with colleagues, and
Stay Involved (continued from page 3)

advocating for improvements on the unit. Every unit and every shift should have at least one unit representative or steward. There’s no such thing as too many! Let us know if you are interested and we will notify you of the next unit steward training!

For more information on these committees, please email ONA labor representatives Jaime Newman Newman@OregonRN.org or Mike Coutley Coutley@OregonRN.org.

Next ONA/PPMC Membership Meeting

Wednesday, August 14, 2019
HCC8 | 6 - 8:30 p.m.

Wednesday, September 11, 2019
HCC8 | 6 - 8:30 p.m.

ONA membership meetings are the second Wednesday of every month. They are drop in and refreshments are provided!

Oregon Nurses Foundation was established in 1982 to advance the profession of nursing in Oregon. They raise funds to support three key areas: scholarships, workforce assistance and retention programs. ONF’s goal is to raise $100,000 this year so they can award larger scholarships in 2020. Visit www.OregonNursesFoundation.org for more information or to donate.

Visit ONA’s Facebook page from 2-2:30 p.m. on Aug. 14, 2019 to hear from our nurse practice consultants. They’ll be taking questions about everything from nurse staffing and scope of practice to continuing education. If you can’t see it live, it is archived for viewing later.

www.facebook.com/OregonNursesAssociation