Now that every unit in the hospital has to have a formal staffing plan, it is important to keep track of how well that plan is working. If units are short staffed, if nurses have to ask for extra help mid-shift and no help comes, if nurses are staying after their shift on a regular basis to finish up charting or are getting their lunches and one of their breaks, but not all of their breaks, the Hospital Nurse Staffing Committee (HNSC) needs to be made aware of that. This way, as a group, they can track whether the plans that they have created are effective. Evaluation of the plans as well as the audits of overtime are required at least annually. In order to help the committee complete these evaluations, they must be made aware of any issues that nurses encounter.

(continued on page 2)
aware of times when the plan wasn’t followed or didn’t work for the nurses and our patients.

Filling out a Staffing Request and Documentation Form (SRDF) is the way to do that. Paper copies of the form are available in most units, but the form is also available electronically here.

When filling out a form, make sure that you keep a copy for yourself, give one to your manager and forward one to the PNCC (Chair: Janice Carey) and staffing committees (co-Chairs Tammy Graham and Sharon Berlie).

Please fill out the form. The form is merely a way to collect data about whether the plans are working and can be used as a way to determine if there is a pattern to staffing issues. No one should fear retaliation or discipline for accurately reporting this information. It’s best to fill these forms out as the staffing problems happen, but if that is not possible, please get them in within 48 hours of the problems.

Remember to check the hospital policy for unusual occurrences, as if you are claiming that something was unsafe, you may also be required to fill out a hospital risk form.

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Nurses Have Access to Education Funds

As part of our contract with STA, our collective bargaining agreement (CBA) allocates education funds for ONA members. These funds are in addition to any funds that the hospital has set aside for mandatory trainings. Any ONA nurse can request education funds by following the process outlined below. If you have additional questions, please check your hospital email for a more in depth PowerPoint presentation, contact Emily Smith in education, or a member of the PNCC.

1. When requesting any education (on site, off site, or online) you need to complete a one page travel request form.
2. Make sure all hotel/flight reservations are booked through Concur.
3. When requesting that you be signed up for something by Emily in education, please fill out/print/include all information that is asked during the registration. For example: your address, phone number, professional title, license number, food preferences, etc. Whatever information is asked on the course registration needs to be included in your request.
4. Make sure the dollar amounts (or estimates) are included on the travel request form. This means you need to include how much the workshop costs, how many miles you will be traveling, about how much hotel costs, and how much you anticipate spending on food. Please do not turn in a travel request with only the name of the education filled in.
5. When you return from your conference and put your reimbursement request into Concur, it is imperative that you send Emily a copy of your final reimbursement request so that she knows exactly how much money was spent. This step is mandatory if you are using the funds our ONA team negotiated for you.
6. For ANY outside education or workshop, please forward the following information to Becky Miltenberger:
   - Date(s)
   - Name of conference/workshop
   - Copy of certificate or CEU received
Nurse Incivility in the Workplace

ONA and STA take workplace interactions seriously. While we recognize that in healthcare settings there are frequently high stress situations, we must always treat each other with professionalism and respect. ONA has worked with the hospital to address issues as they come up and we continue to be committed to addressing future issues. In our discussions with STA, we have been firm in the need for administration to act in the case of poor management. In return, we ask that nurses not behave in the same type of behavior.

Nurse to nurse incivility has been a long running concern and contributes to nurse burnout and poor patient outcomes. If we expect to hold the hospital accountable, we must also be accountable for our own behavior and treat our coworkers as the professionals that they, and we are.

Don’t Miss Important ONA Emails!

ONA wants to make sure all members receive timely communications, ensuring you have the most up-to-date information on your contract, bargaining issues, upcoming votes, nursing research, practice issues and workplace policies. If you are not receiving ONA emails, we can help.

First, check to make sure ONA emails are not being filtered into a junk, spam or clutter folder. Many email providers, like Comcast, Yahoo and GMail, have built in Spam/Junk filters or blockers. The filters are intended to prevent you from getting junk mail or spam, but it can also unintentionally block emails you want to receive. If ONA emails are in one of these folders, flag them as “not junk” and add News@OregonRN.org to your safe sender list.

If there are no ONA emails in those folders and you still aren’t receiving ONA emails, there are various causes listed to the right.

You can fix most problems by simply emailing ONA at News@OregonRN.org with your name, personal email address and the name of the facility you work at in the body of the email.

We will update our records to ensure you don’t miss future ONA emails.

Common Reasons for Not Receiving ONA Emails

1. **Mislabeled:** Emails from ONA are being flagged as junk or spam by your email service provider.
2. **No Email:** ONA does not have an email on file for you.
3. **Bad Email:** ONA has an incorrect or outdated email on file.
4. **Blocked:** Due to several failed delivery attempts, our system has stopped attempting to send emails to your email address.
5. **Opted Out:** You have opted out of receiving emails.
6. **Work Email Filters:** Some healthcare systems filter out ONA emails so nurses don’t receive ONA-related emails. This is why we encourage nurses to

Fixing Problems to Receive ONA Emails

1. **Check your junk/spam/clutter folder for ONA emails:** Flag ONA emails as “not junk/spam” and add News@OregonRN.org to your safe sender list.
2. **Email ONA:** To fix reasons 2-6, simply email ONA at News@OregonRN.org, and include your name, personal
Know Your Weingarten Rights

What are Your Weingarten Rights?

In the case National Labor Relations Board vs. J. Weingarten, Inc., the Supreme Court ruled an employee who reasonably believes an investigatory interview will result in discipline has the right to have a union representative present. This is legally protected activity under the National Labor Relations Act (NLRA) and is your fundamental right as part of an ONA bargaining unit.

All nurses in ONA bargaining units have the right to ONA representation during any investigatory interview that could lead to discipline. By invoking your Weingarten Rights, you ensure you have an advocate by your side during difficult conversations. Having an ONA steward or labor representative supporting you gives you a contract expert to advise you during any conversations with management that may lead to discipline.

While we hope you never need to exercise these rights, it’s important that we all know our rights in order to protect ourselves and our coworkers.

You Have a Right to Representation

Every nurse has discussions with supervisors about job performance. When this happens to you, there is an important question to ask your boss, “Could this meeting lead to discipline or affect my personal working conditions?”

If the answer is “Yes,” stop the meeting and invoke your Weingarten Rights by saying:

“If this discussion could in any way lead to my discipline or termination, or affect my personal working conditions, I request an association representative, steward or officer be present. Unless I have this representation I respectfully choose not to participate in this discussion.”

How to Use Your Weingarten Rights

Take immediate action when you are called into a meeting or discussion you believe may lead to discipline.

- Ask the supervisor or manager who is present, “Could this meeting lead to discipline or affect my personal working conditions?”
- If the answer is “Yes,” stop the meeting immediately.
- Invoke your Weingarten Rights by saying: “If this discussion could in any way lead to my discipline or termination, or affect my personal working conditions, I request an association representative, steward or officer be present. Unless I have this representation I respectfully choose not to participate in this discussion.”

- Contact your ONA steward or ONA labor representative immediately or call the ONA office at (503) 293-0011.
- Wait for the ONA steward or labor representative to arrive or reschedule the meeting. Do not continue the meeting until your ONA steward or representative is present!

Every ONA nurse has the right to fair representation. If you have additional questions about your Weingarten Rights, contact your union steward or your labor representative, Ateusa Salemi at (541) 571-8552.

Need help remembering your Weingarten Rights?

Request an ONA badge backer from your labor representative, Ateusa Salemi

Phone: (541) 571-8552
Email: salemi@oregonrn.org

ONA badge backers identify you as a registered nurse, fit most lanyards and contain the full Weingarten statement on the reverse side.