

**Anatomy of a Staffing Request and Documentation Form (SRDF)**

R = required section

TOP:	ONA logo, address, fax and online identifiers (R)
TOP:	Date, facility, shift, unit and nurse reporting identifiers (R)
TOP:	Notification Statement (R)
TOP:	Reason for reporting and request for additional staff (R)
TOP:	Causes of the insufficient/unsafe staffing (R)
TOP:	Assignment despite objection statement (R)
TOP:	RN Signature(s) (R)
MIDDLE:	Action Summary
BOTTOM:	Unintended Consequences Summary (R)
BOTTOM:	Shift Summary