March 12, 2020

ONA/PSVMC Executive Committee

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SRDFs: What They Are And Why They Are So Valuable

With recent news about the corona virus (COVID-19), patient privacy issues and safety for nurses and the community are a priority. It is essential that we track any concerns with staffing and safety in a consistent methodology. Please use DATIX and SRDF reporting for any and all unusual and unsafe occurrences.

When you file an SRDF, be sure you send a copy to your manager.ONA automatically gets a copy in our online system, but to avoid delay, send your manager a copy ASAP.

ONA is also asking all members to take an ONA COVID-19 Workplace Survey to help better understand the work being done by facilities across the state.

To stay up to date on the work being done and to take the COVID-19 Workplace survey, visit: www.OregonRN.org/coronavirus

WHAT IS AN SRDF?

A staffing request and documentation form (SRDF) is an ONA tracking tool used to identify unsafe or potentially unsafe staffing conditions.

It is still appropriate to file an SRDF when a shift goes smoothly, and all work is completed in a timely manner if:

- More staff was required to do so per the staffing plan, or
- A request for more staff was made and requested staff arrived

FUNCTIONS OF AN SRDF

- Identify the staffing problem
- Activate the chain of command (notify your charge nurse and/or manager)
- Request more staff in real time
- Complete the SRDF, preferably within 48 hours

WHAT HAPPENS NEXT

- Manager brings issue and resolution (if applicable) to House-Wide Staffing Committee (HWSC) meeting
- HWSC will discuss SRDFs
- Unit-Based Staffing Committee and HWSC unit members address solutions and possible changes to the unit staffing plan
- ONA publishes an annual report of SRDFs submitted from facilities around the state

To read the annual reports visit www.OregonRN.org/115.

If you file an SRDF, your manager should, and will likely, follow up with you. This is part of their job, to make sure they understand why the SRDF was filed and try to prevent future staffing problems. At times, nurses have voiced concern about these meetings being uncomfortable. If you have concerns, be sure and document the events. If a meeting is troubling, you can also ask to reschedule and have human resources (HR) participate.
Critical Care Nurses Discuss Orientation

Recently, the critical care (CC) units held two highly attended drop-in meetings last week for members to discuss their concerns with the loss of the long-standing 12-hour orientation for floating between CC units and overall challenges with the floating grid. Twenty-nine members stopped by and filled out surveys! There will be another meeting with hospital administration in March to discuss the orientation issue.

These members are ready to take action to push the issue if the administration continues to de-prioritize patient safety by reducing the orientation given to these nurses, compromising patient safety.

Required Call for Labor & Delivery Nurses

Having labor and delivery (LD) nurses take required call is a new development in our last contract. Nurses were told required call would be utilized in very limited situations – for LD surges only (not division surges), and only when the unit is staffed to core. This has not been the case in actual practice.

Nurses and hospital administration will be meeting in the next week to go over the data on how required call is being used and to try and develop solutions. Questions? Contact Allison Jackson, St. Vincent Local Treasurer and night charge RN.

RQI UPDATE: We are finalizing our agreement. Due to absences and workload in the HR department we haven’t been able to finalize this agreement but hope to have it to you next week at the latest.

Staffing Education & Advocacy Training

Have you recently been elected to your hospital’s staffing committee or do you desire to be a more prepared and effective staffing advocate? If so, we encourage you to take a SEAT with ONA for our online Staffing Education & Advocacy Training (SEAT). This is the only comprehensive staffing law training in Oregon and is available online through our OCEAN platform. It is available 24/7 and can be taken at your own pace. It is free for ONA members and available to non-members at a discounted price.

Nurses can earn 2.25 continuing nursing education contact hours for completion of the entire SEAT series.

Visit www.OregonRN.org/OnlineCE to get started.

Oregon Nurses Association is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.
Nurses are reporting lengthy delays in payroll corrections. One nurse lost clinical ladder pay earlier this year and waited over two months to have the problem rectified after multiple email requests to HR. This is not a reasonable amount of time.

If this is a consistent problem with our members, we need to escalate this issue. Please let a steward, officer, or ONA staff person (Sally LaJoie or Julia Trist) know if you have had this problem in the last six months. Tell us: how long did you have to wait for your pay? Were you ultimately paid? And anything else we need to know to track this issue.

Payroll Errors? 
Contact ONA!

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. It ensures that there is another person there to make sure you answer clearly, to take notes and to make sure we don’t have a disagreement about what happened in that meeting. 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.

HOW TO USE YOUR WEINGARTEN RIGHTS

- 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 a steward or officer and have them assist you by attending the meeting or rescheduling. If you can’t reach an officer or steward, contact your ONA labor representative.
- 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.

True or False: A manager tells a nurse that if they don’t ask for a representative at the beginning or the meeting or the investigatory process, they aren’t allowed to have a representative.

This is false! You have a right to a representative whenever you are in an investigatory meeting.
ONa held a new stewards training on March 2, 2020. The training was well attended with seven new St. Vincent stewards, along with others from Providence Newberg and Home Health & Hospice. **Additional trainings will be coming up in the region:** April 22 in Newberg and June 18 on the east side of Portland. Both trainings will be from 10 a.m. – 2 p.m. Interested in attending? Contact a steward, officer, or ONA staff person.

New stewards are coming! Since the new year, ten members have committed to become ONA stewards and are currently in the process of being on-boarded in their new role. Keep an eye out for steward unit election announcements and always feel free to go to ANY union steward with questions or concerns.

**Stewards Updates**

Stewards are essential for building a strong union. They are the lifeblood of what keeps our union moving. Stewards field member questions make sure members are informed and empowered, and provide general support and leadership in the units.

Our goal is to have at least one steward per unit per shift. **The following units currently do not have any stewards and filling these roles are our top priority:** CC Float, Inpatient Peds, Perinatal Special Care, IMCU 7W, Neuro 6E, PICU, Peds ED, and Peds Surgery.

Interested in learning more? Contact a current steward, executive committee member, or ONA staff.

**Providence Bargaining Statewide**

Providence Hood River has been in bargaining since December 2019 and received an economic proposal with a four-year agreement and wages that would be tied to raises in other ONA-represented Providence facilities. See updates on the ONA/Providence Hood River webpage at [www.OregonRN.org/78](http://www.OregonRN.org/78).


Providence Medford will start their negotiations on May 5 2020. Read more updates at [www.OregonRN.org/80](http://www.OregonRN.org/80)

**ONA on COVID – 19**

ONA is posting regular updates on COVID – 19.

To learn more, visit the ONA website at [www.OregonRN.org/coronavirus](http://www.OregonRN.org/coronavirus)

IN THE NEXT ISSUE

Learn more about the following topics in the next issue of the ONA/PVSMC newsletter:

- Providence proposal for extra shift grievances
- Celebrating Nurses Week