SRDF Filings on the Rise

Staffing request and documentation forms (SRDF)s have been on the rise at Providence St. Vincent Medical Center (PSVMC) in the past month, with CVOR, Surgical and CED filing recent reports.

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:

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

Functions of an SRDF
1. Identify the staffing problem
2. Activate the chain of command (notify your charge nurse and/or manager)
3. Request more staff in real time
4. 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 OregonRN.org/115.

For more information about nurse practice, staffing and safety, visit the Nurse Practice section on our

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### Filing via PVSMC Intranet
- Go to Intranet>Departments>Nursing
- Scroll to bottom of page until you see Nursing Facilities, select “Providence St. Vincent Nursing” SRDF—Staffing Request & Documentation Form (right-hand side of page)

Once completed, you MUST print the form, then scan it and email a copy to:
1. ORPNSRDF@providence.org
2. SRDF@OregonRN.org
3. Your Unit Manager.
4. Your UBSC chair.

### Filing via ONA Website
- Visit www.OregonRN.org/SRDF
- Complete and submit the form
- You will receive an email asking to confirm the form submission
- Once confirmed, you will be emailed a PDF copy of the completed form
- ONA also receives a copy of the form

You MUST email a copy of the form to:
1. ORPNSRDF@providence.org
2. Your Unit Manager
3. Your UBSC chair

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**Association Grievance**

**Association Grievance for Certification Pay Update #2**

ONA filed a new grievance on behalf of all nurses that submitted verification that they had renewed their certification – but their certification pay ceased. Unless the nurse has proof, the verification was submitted, the medical center has refused to pay retroactively to the date the pay ceased, only to the date the nurse re-submitted the documentation. (A grievance was filed last winter for nurses in the maternal child division who lost certification pay, which is also pending).

Human Resources and the management team are in the process of reviewing this grievance to determine if they will resolve the grievance or if we will need to proceed. It is expected that we will have an answer within the week.

If you are a nurse who submitted the renewal information but your pay ended and you either have not had your pay reinstated, or you had it reinstated without retroactive payment, please contact Sally LaJoie at Lajoie@OregonRN.org. Be sure and include your name, contact information, unit, and the date that your pay ended, when it was reinstated (if applicable).

**CVOR Grievance**

CVOR grievance moves to arbitration after joint staff nurse-management workgroup fails to reach consensus on a solution.

A grievance was filed in the CVOR under our contract provision requiring a charge in each patient care area, on each shift. The Medical Center maintains that a call team opening a unit for a case has never been considered a “shift” and so a charge is not required. Nurses in the CVOR have serious concerns about their skill mix during call hours and the requirement that a nurse called into the unit has the requisite charge skills to facilitate all cardiovascular surgical services, since they are not staffing to this need.

Art I, B.4. (p2) 4. Nursing Patient Care Area - As designated by the Medical Center, a patient care area is defined by the medical needs of the patient population. Charge nurse assignments will generally not span different floors. The Medical Center will assign a charge nurse to each patient care area on each shift.
Watch Your Pay Records and Report Errors Promptly

Many nurses have reported payroll errors. Some errors are from years past where certification submissions were not received, and certification pay “dropped” from their checks, while other errors have occurred more recently. **The Takeaway?**

- Watch your pay records for errors and report them to your manager immediately.
- Document when you reported it – just in case it is not resolved, and you need to go up the chain of command and possibly file a grievance.

Unity Center for Behavioral Health Organizing Update

Earlier in May, more than 170 nurses at Unity Center for Behavioral Health in Portland declared their intent to unionize and join ONA. Unity Center is a 24-hour psychiatric emergency room and behavioral health center in Northeast Portland run by Legacy Health. Nurses at Unity Center have been working to organize with the Oregon Nurses Association in order to improve community health care, create a safe environment for patients and staff, gain a real voice in decision making, and ensure fair representation for workers and compassionate treatment for patients.

“The best way to advocate for our patients and our community is to have a real voice in decision making so we can ensure every patient receives the high-quality care they deserve,” said Amer Filipovic, a charge nurse at Unity Center.

“Nurses are standing up to help fulfill Unity’s promise of delivering the right care at the right time to everyone in need.”

Last week, the National Labor Relations Board (NLRB) held a hearing to determine who should be eligible to vote in their union election. Hearings like these are not always needed; an employer can easily agree to proceed with an election for the group of employees a union petitions for, provided it meets the legal standard for an appropriate bargaining unit. In this case, the employer did not agree, and ONA was obligated to appear at a 3-day hearing. A decision from the Board is expected in the next two weeks. For more information read their newsletter here:

- Unity Issue #1
- Unity Issue #2
- Unity Issue #3

Unity nurses have been featured on OPB’s Think Out Loud. To listen to the podcast, [CLICK HERE](#) or go to www.spreaker.com and search on the story Unity Center nurses vote to unionize.

The Portland Tribune featured this story earlier this week, [CLICK HERE](#) or go to www.pamplinmedia.com and search on Unity.

Floating More than Once Per Shift – How to Report

We have received complaints and concerns about nurses floating in excess of the contract parameters (no more than one time per shift).

The joint Labor-Management Task Force discussed this at the monthly meeting on May 14.

What to do if you are floated beyond the amount allowed:

1. Immediately escalate this to the House Supervisor so that we can monitor the situation and occurrences.
2. Let your ONA labor rep, a steward or officer know as well.
Reminder: Send Your Feedback on Floating Grid

The floating grid at Providence St. Vincent Medical Center has been live since February 4 and was a project in the works for about a year.

It was developed at the unit-based level (through the unit-based staffing committee) and finalized at the House-wide Staffing Committee.

Floating outside of folks’ cluster was realized as a solution to a very real problem: nurses in one department are being mandated while nurses in another department are short-staffed.

Although many nurses from different units, both direct care and management, have worked diligently to ensure that this grid is accurate, we need to be aware there may be some kinks to work out once we actually start using the floating grid. Below are tips to help ensure that we are given assignments that fit our skill set.

If floated to a unit and given an assignment that is outside of your skill set:

- use your HRO tones and tools (Concerned, Uncomfortable, Stop)
- work up the chain of command if your concerns are not being heard

If you encounter a situation that is not safe, email the Hospital-Wide Staffing Committee with your floating narrative at rachelseidelman@gmail.com

Stewards Dinner

Our next Stewards dinner will be in August at the McMenamins Cornelius Pass Roadhouse

If you are interested in attending and meeting stewards and learning about being a steward, email us at APRNemail@gmail.com or talk to an officer or steward.

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 can 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 health care systems filter out ONA emails so nurses don’t receive ONA-related emails. This is why we encourage nurses to use their personal email addresses instead of work emails.