

WORK LOAD FORM

Please complete this form for **every shift** where you experience workload issues, and give it to your Workplace Representative or ANMF Organiser

Member
number
(optional)

Date

This shift, I... (Tick all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Observed that the skill mix on the shift was deficient | <input type="checkbox"/> Had multiple patients waiting in DEM for an in patient hospital bed |
| <input type="checkbox"/> Worked short staffed | <input type="checkbox"/> Worked overtime |
| <input type="checkbox"/> Did not have adequate time for an appropriate handover at the start of my shift | <input type="checkbox"/> Worked a double shift |
| <input type="checkbox"/> Missed part – or all – of my breaks | <input type="checkbox"/> Completed non-nursing duties |
| <input type="checkbox"/> Felt a high level of stress for at least part of the shift | <input type="checkbox"/> Did not have time to get all patients regular observations done |
| <input type="checkbox"/> Was unable to provide the required quality of care to patients | |
| <input type="checkbox"/> Worked with agency or pool staff. | |
| <input type="checkbox"/> There was a risk to patient or staff safety | |

Comments:

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Mental Health Inpatient Unit

Royal Hobart Hospital



Australian
Nursing &
Midwifery
Federation
Tasmania

WORK LOAD FORM

The following are incidents and must be reported as well as noted here. Every time they occur you **must complete an incident report**. Contact your Workplace Representative or ANMF Organiser for assistance.

☐ Working short staffed

☐ There was a risk to resident or staff safety

☐ Could not manage to get all patients' regular observations done

☐ Believe an incident occurred due to short staffing

☐ I completed an SRLS

If you'd like to provide more information about the incident(s), you can do so here:

What can you do?

- Let your Workplace Representative or ANMF Organiser know your concerns by completing and handing in this form.
- Complete an incident report for your employer about short staffing, family complaints and distress, and the stress the incidents place on you.