

**APPENDIX B
PROFESSIONAL RESPONSIBILITY WORKLOAD CONCERNS/INDICATORS FOR HOSPITAL SECTOR**

STAFFING	<input type="checkbox"/> Lack of orientation and/or mentorship	<input type="checkbox"/> Insufficient/Not Appropriate
<input type="checkbox"/> Skill mix novice to expert	<input type="checkbox"/> In-service	<input type="checkbox"/> Computer/Internet/Technology Issues
<input type="checkbox"/> Skill mix RN/RPN/UCP	<input type="checkbox"/> Access to an educator	MEDICATION SYSTEMS/POLICY
<input type="checkbox"/> Baseline Staffing	<input type="checkbox"/> Understanding of scope of practice for intra and interdisciplinary team	<input type="checkbox"/> Access to
<input type="checkbox"/> Charge nurse role/responsibility/accountability	<input type="checkbox"/> Model of Care	<input type="checkbox"/> Administration of
<input type="checkbox"/> Bed Utilization (over Capacity Protocol)	<input type="checkbox"/> Meeting requirements for the Excellent Care for All Act (2010)	<input type="checkbox"/> Dispensing
<input type="checkbox"/> Skill mix float pool/agency (not trained for area)	<input type="checkbox"/> Float Pool/Casual Nurses	<input type="checkbox"/> Pharmacy Related
<input type="checkbox"/> CNO Code of Conduct, Scope of Practice	<input type="checkbox"/> Other	<input type="checkbox"/> Processing Orders
<input type="checkbox"/> Patient Mix/Acuity Family demands	PHYSICIAN/NP RELATED	<input type="checkbox"/> Supply Inadequate/Outdated
<input type="checkbox"/> Scheduling/Vacancies and sick call replacement	<input type="checkbox"/> Availability/Off hours rounds	<input type="checkbox"/> Other
<input type="checkbox"/> Physician Related	<input type="checkbox"/> Relationships	POLICIES AND PROCEDURES
<input type="checkbox"/> Ward/Unit Clerk	ENVIRONMENT	<input type="checkbox"/> Violence in the workplace
<input type="checkbox"/> Weekend and shift coverage related to baseline staffing	<input type="checkbox"/> Call bells	<input type="checkbox"/> Administrative
<input type="checkbox"/> Workload	<input type="checkbox"/> Infection control issues/PPE availability	<input type="checkbox"/> Equipment/Computers
<input type="checkbox"/> Baseline staffing/Model of Care (Care Teams, Pod Nursing, etc.)	<input type="checkbox"/> Cleanliness of Area	<input type="checkbox"/> CNO Standards
<input type="checkbox"/> Patient Factors	<input type="checkbox"/> Issues with Construction/Renovation	<input type="checkbox"/> Admission/Discharge
<input type="checkbox"/> Unregulated Care Providers (UCP)	<input type="checkbox"/> Personal safety alarms	<input type="checkbox"/> Clinical Pathways/Medical Directives
<input type="checkbox"/> Other	<input type="checkbox"/> Placement of Patient Inappropriate/Hallway	COMMUNICATION
NON-NURSING FUNCTIONS	<input type="checkbox"/> Over-capacity/Surge Capacity	<input type="checkbox"/> Lack of or availability of Leadership & Support including after hours and weekend
<input type="checkbox"/> Answering phones	<input type="checkbox"/> Physical Layout	<input type="checkbox"/> Policies & Procedures
<input type="checkbox"/> Porter/Maintenance/Housekeeping	<input type="checkbox"/> Fire Alarm	
<input type="checkbox"/> Visitor Inquiries	<input type="checkbox"/> Safety for Patient/Staff	<input type="checkbox"/> Patient Factors/Complexity
<input type="checkbox"/> Clerical/Scheduling Calling in Staff	<input type="checkbox"/> Other	<input type="checkbox"/> Charting/Documentation System
<input type="checkbox"/> Other	EQUIPMENT & SUPPLIES	<input type="checkbox"/> Transfer of Accountability
EDUCATION/ORIENTATION	<input type="checkbox"/> Faulty/ Access to Maintenance	<input type="checkbox"/> Other
<input type="checkbox"/> Access to Reference Material	<input type="checkbox"/> In-service of New Equipment	
<input type="checkbox"/> Use of Agency Staff	<input type="checkbox"/> Ongoing education/updates on all equipment	

When to file a Professional Responsibility Workload Report Form: When your working conditions compromise your ability to meet your CNO Code of Conduct, Practice Standards and Guidelines and/or when your ability to provide safe, quality patient care is compromised.

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