

NBA PROFESSIONAL RESPONSIBILITY FORM

In the interest of safe patient care and safe nursing practice, the parties agree in Article 59 of the HEABC / NBA Provincial Collective Agreement to **a problem solving process to address nurse concerns** relative to patient care including:

- (a) **nursing practice conditions**
- (b) **safety of patients and nurses**
- (c) **workload**

STEPS IN PROBLEM SOLVING PROCESS

1. As per article 59.01, the nurse(s) with a concern may document on a Professional Responsibility Form (PRF) their concern and will discuss the matter with their **excluded manager**, or excluded designate, with the objective of resolving the concern. This should be done as soon as possible after you encounter the concern and **within 72 hours**. The preferred method for discussion is face-to-face, but may also take place via telephone, video conferencing or e-mail where necessary.
2. Your excluded manager will have **72 hours** following the meeting to provide you with a **written response outlining actions to be taken. Wait until you have received your manager's written response before submitting your PRF.**
3. If the matter is **not resolved to your satisfaction within seven calendar days** of receipt of the written response, you **may submit the PRF to the Professional Responsibility (PRF) Committee.**
4. Upon receipt of the completed PRF, the PRF Committee **must** meet within **14 calendar days**. The PRF committee will have **30 days** following the meeting to attempt to resolve the identified concerns and to submit a final report to you and the Union.
5. If the concern is not resolved at the PRF committee level, the **Union** may refer the matter to the **Senior Review Committee (SRC)** within **seven calendar days** of receipt of the PRF committee final written report.
6. The **SRC** will **issue recommendations** in a written report to the **Union** and the respective Health Authority/Providence Health Care **within 60 days** of referral.
7. Recommendations that are unanimous will be binding and will be implemented by the parties. Recommendations that are not unanimous will not be binding but will be detailed in the written report issued to the Union and the Health Authority/Providence Health Care for further consideration.

TIPS

- Review the form before completing it so you are familiar with the information that is required.
- Do not identify patients/clients/residents.
- Report only facts about which you have first-hand knowledge.
- If you need more space use additional pages and attach.
- You may seek assistance from your steward to attend the discussion with your excluded manager or to complete the PRF.
- Keep the completed PRF form and provide a copy to your excluded manager, your BCNU steward and the Chair of your local PRF Committee.

PROFESSIONAL STANDARDS OF PRACTICE

College of Registered Nurses of British Columbia Professional Standards for Registered Nurses and Nurse Practitioners

STANDARD 1: PROFESSIONAL RESPONSIBILITY AND ACCOUNTABILITY

Maintains standards of nursing practice and professional conduct determined by CRNBC.

STANDARD 2: KNOWLEDGE-BASED PRACTICE

Consistently applies knowledge, skills and judgment in nursing practice.

STANDARD 3: CLIENT-FOCUSED PROVISION OF SERVICE

Provides nursing services and works with others to provide health care services in the best interest of clients.

STANDARD 4: ETHICAL PRACTICE

Understands, upholds and promotes the ethical standards of the nursing profession

Effective Date: November 2012

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<https://www.crnbc.ca/Standards/Lists/StandardResources/128ProfessionalStandards.pdf>

Registered Psychiatric Nurses of Canada (RPNC) Standards of Practice

RPNC STANDARD 1: THERAPEUTIC INTERPERSONAL RELATIONSHIPS

Registered Psychiatric Nurses establish professional, interpersonal, and therapeutic relationships with individual, groups, families, and communities.

RPNC STANDARD 2: APPLICATION AND INTEGRATION OF THEORY BASED KNOWLEDGE

Registered Psychiatric Nurses apply and integrate theory-based knowledge relevant to professional practice derived from psychiatric nursing education and continued life-long learning.

RPNC STANDARD 3: PROFESSIONAL RESPONSIBILITY

Registered Psychiatric Nurses are accountable to the public for safe, competent, and ethical psychiatric nursing practice.

RPNC STANDARD 4: PROFESSIONAL ETHICS

Registered Psychiatric Nurses understand, promote, and uphold the ethical values of the profession.

<http://www.crpnc.ca/wp-content/uploads/2011/11/2011-12-02-CRPNBC-RPNC-SoP-amalgamation.pdf>

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NBA PROFESSIONAL RESPONSIBILITY FORM

Conversation with Excluded Manager:

Excluded Manager's Name: Conversation Date:

Written response received from Excluded Manager Date:

Matter not resolved to nurse's satisfaction; PRF submitted to PRF Committee on (Date):

1. General Information:

Name(s):

Email / Phone #: Date of Incident:

Program / Service: Ward / Unit:

Facility / Agency:

Which union do you belong to (BCNU, HSA, UPN or Other) ?

2. Summary of Concern(s) and Contributing Factors:

*Describe the concern(s). Specify nursing care that could not be done. Explain actual or potential hazards or situations that resulted from the concern(s). Attach additional pages as required. **Use point form and avoid acronyms.***

This PRF is related to (please tick all that apply):

nursing practice concerns safety of patients/clients/residents and nurses workload

3. Attempted Remedy:

What corrective action was taken and by whom (e.g., you, CNL, CNE, PCC, Administrator on call, staffing)?

ACTION AND RESULT	TAKEN BY: NAME / POSITION

4. Employee Recommendation(s):

Summarize your suggestions for ways of resolving the concern(s) or preventing its recurrence. Prioritize your recommendations in order of relative importance (e.g., 1, 2, 3 - Be specific and think creatively).

Please keep original PRF and send copies to:

- Excluded Manager
- Union Steward
- PRF Committee Chair

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