



## Professional Responsibility Report Form Nurses Bargaining Association: Psychiatry

### Purpose

In the interest of safe patient/client/resident care and safe nursing practice, the parties agree in **Article 59 of the NBA Collective Agreement** to a problem solving process to address nurse concerns relative to patient/resident/client care including: nursing practice conditions; safety of patients/clients/residents and nurses; workload.

### Overview of the Professional Responsibility Reporting Process

1. Document your concern on this PRF form and use it as a resource to discuss the matter with your excluded manager or excluded designate. This first step is a simple discussion with the objective of resolving the concern and must occur within 72 hours of identifying the issue. A written response from the excluded manager or designate must be provided within 72hr hours.
2. If you do not receive a satisfactory response in writing from the excluded manager or designate then you must complete a Professional Responsibility Form and submit it within 7 days of the written response. Retain the original and forward copies to the excluded manager, the Chair of the PRF Committee, and your HSA Union Steward.
3. Upon receipt of a Professional Responsibility Report Form, the Professional Responsibility Committee must meet within 14 calendar days. The PRF Committee then has 30 days following this meeting to attempt to resolve the concerns and to submit a final written report to the nurse(s) and the HSA identifying the resolution and the timeline.
4. **For Health Authorities, Providence Health Care, and St. Joseph's General Hospital:** If a resolution is not reached to the Union's satisfaction, the HSA may refer the matter to the Senior Review Committee within 7 days of receiving the PRF Committee report or of the failure to implement the report.

**For Affiliate Employers other than Providence Health Care and St. Joseph's General Hospital:** If a resolution is not reached to the Union's satisfaction it may refer the matter to the Board of Directors verbally or in writing within 7 days of receiving the final report of the PRF Committee. All parties shall receive copies of submission and documentation provided to the Board. The Board of Directors or functional equivalent shall review the submission at their next regularly scheduled board meeting and shall respond in writing to the Union in writing within 14 calendar days. Copies of the response are to be forwarded to the HSA, the Administrator and the Professional Responsibility Committee members.

### Form Tips:

1. Review the form before completing it so you have an idea of what kind of information is required.
2. Fill in online or print the form and write legibly. You need four completed copies.
3. Do not under any circumstances identify patients / residents.
4. Report only facts about which you have first-hand knowledge. If you use second-hand or hearsay information, identify the source if permission is granted.
5. If you need more space attach additional pages.
6. Prior to submitting the PRF, ask your steward to review it.



# Professional Responsibility Report Form Nurses Bargaining Association: Psychiatry

## Section 1: Record of Discussion with Manager

Date: \_\_\_\_\_

Manager or Designate: \_\_\_\_\_

RPN Name: \_\_\_\_\_

RPN Signature: \_\_\_\_\_

## Section 2: General Information

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Facility: \_\_\_\_\_ Ward / Unit: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Date of Report: \_\_\_\_\_

Type of Service: \_\_\_\_\_

## Section 3: Summary of the Issue

**Describe the nature of the problem.** If the problem relates to staffing, include the number of patients and staff on the ward / unit at the time. Specify any planned nursing care that could not be done because of the problem. Explain any actual or potential hazards or situations that resulted from the problem.

Baseline staffing present: Yes No

Replacement requested: Yes No RPN RN LPN Aide Unit Clerk

Replacement Received: Yes No RPN RN LPN Aide Unit Clerk

Unit over-census: Yes No Number: [Click here to enter text.](#)

Patients requiring secure rooms/1:1 Number: [Click here to enter text.](#)

Workload staff requested: Yes No RPN RN LPN Aide Unit Clerk

Workload staff received: Yes No RPN RN LPN Aide Unit Clerk



# Professional Responsibility Report Form Nurses Bargaining Association: Psychiatry

**Written summary of the issue:**


---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Section 4: Contributing Factors**

**Summarize any special circumstances that contributed to the problem.** For example, malfunctioning equipment, non-routine procedures or orders.

**Staffing**

- Working short staffed
- Workload staffing not supplied
- Nurse: patient ratio inadequate
- RPNs replaced by other healthcare workers
- RPNs reassigned
- Inappropriate staffing mix

**Breaks/Scheduling**

- Unable to take breaks
- Frequently working overtime

**Beds/Rooms**

- Lack of available inpatient psych beds
- Lack of secure rooms
- Inappropriate patient mix

**Resources**

- Lack of appropriate policies
- Admission of off-service patients
- Security inadequate
- Lack of community resources



Professional Responsibility Report Form  
Nurses Bargaining Association: Psychiatry

Written summary of contributing factors:

---

---

---

---

---

---

---

---

---

---

Related CRPNBC Standards of Practice Compromised: \_\_\_\_\_

---

---

(Effective May 2010) See CRPNBC Professional Standards: [http://www.crpnbcc.ca/wp-content/uploads/2011/02/2010\\_Code\\_Standards.pdf](http://www.crpnbcc.ca/wp-content/uploads/2011/02/2010_Code_Standards.pdf)

**1. STANDARD 1: THERAPEUTIC INTERPERSONAL RELATIONSHIPS**

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

**Indicators:**

A Registered Psychiatric Nurse: Acts as role model for positive professional, interpersonal, and therapeutic relationships. Uses professional judgment and practices with personal integrity to initiate, maintain, and terminate professional, interpersonal, and therapeutic relationships. Consistently applies processes of self-awareness within professional practice. Collaborates and advocates with individuals, families, groups, and communities. Creates therapeutic environments in diverse practice settings. Creates partnerships in professional, interpersonal, and therapeutic relationships. Recognizes and addresses power imbalances in professional, interpersonal, and therapeutic relationships.

**2. 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.

**Indicators:**

A Registered Psychiatric Nurse: Uses theory-based knowledge in psychiatric nursing practice. Synthesizes and applies recognized theories or frameworks to engage in innovative problem solving. Provides theoretical and/or evidence-based rationale for psychiatric nursing practice. Applies theory to psychiatric nursing decisions and interventions. Applies theory-based knowledge, skill, and judgment to assess, plan, implement, and evaluate the practice of psychiatric nursing. Applies critical thinking in the problem solving process. Applies communication theory to ensure effective verbal and written communication. Applies documentation principles to ensure effective



# Professional Responsibility Report Form Nurses Bargaining Association: Psychiatry

written communication. Remains current in knowledge relevant to the professional practice setting. Engages in life-long learning.

### 3. STANDARD 3: PROFESSIONAL RESPONSIBILITY

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

**Indicators:**

A Registered Psychiatric Nurse: Practices in accordance with the Code of Ethics, Standards of Psychiatric Nursing Practice, and relevant legislation. Assumes responsibility and accountability for own practice. Recognizes personal and professional limitations and consults and refers appropriately. Creates and maintains professional boundaries. Integrates cultural safety into psychiatric nursing practice. Recognizes and reports unprofessional and/or unethical conduct. Assumes responsibility and accountability for continuing competence.

### 4. STANDARD 4: PROFESSIONAL ETHICS

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

**Indicators:**

A Registered Psychiatric Nurse: Practices and conducts one's self in a manner that reflects positively on the profession. Promotes and adheres to the professional Code of Ethics. Uses ethical principles to guide psychiatric nursing practice. Applies the elements of confidentiality and consent in psychiatric nursing practice. Recognizes the power imbalance in the therapeutic relationship and mitigates the risks of exploiting that power. Supports the rights of clients to make informed decisions. Maintains boundaries between professional and personal relationships.

## Section 5: Remedy

**Specify what corrective action would remedy the situation. If the situation was addressed, describe what action was taken and by whom, and if there are any ongoing concerns.**

**Notified charge nurse** Name: \_\_\_\_\_

Response: \_\_\_\_\_

**Notified Manager/Admin-on-call** Name: \_\_\_\_\_

Response: \_\_\_\_\_

**Called staffing office**

Response: \_\_\_\_\_

**Written summary of remedy:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Professional Responsibility Report Form  
Nurses Bargaining Association: Psychiatry

Section 7: Submission

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. No more than 72 hours after identifying an issue, use this form to document the issue and your proposed resolution and meet to discuss the issue with your excluded manager.
2. You will receive a written response within 72 hours of that meeting from the excluded manager or designate. If a satisfactory response is not reached within 7 days of that written response or if you do not receive a response, keep the original of this form and submit copies to the Chair of the PRF Committee, the excluded manager, and your HSA Steward within 7 days of PRF Committee meeting.