

6 STEPS TO RESOLVE YOUR WORKLOAD ISSUE

(HEALTHSCOPE NURSES & MIDWIVES)

In order to shift management to resolve your workload problem we suggest following the steps below. Remember, if the issue is raised collectively management will feel more pressure to resolve it promptly.

1

IDENTIFY the workload issues or problems in your ward/unit and if possible, the solution. Discuss the impacts of these with your colleagues.

2

CONSIDER AND DISCUSS: is it safe to continue working in this environment? Do you need to change anything immediately to maintain the safety of patients, yourselves and/or your registration?

3

Consider whether you need to take the time to **COLLECT DATA** supporting your concerns?

4

Together, **RAISE THE ISSUE AND ANY PROPOSED SOLUTION** with your manager, as a group and provide any data that you have collected supporting your concerns.

5

If the issue is not resolved **DOCUMENT THE ISSUES IN WRITING**, including the possible solutions and forward to the next level of management. You may want to **CONSULT WITH YOUR UNION** at this point.

6

If the issue is still not resolved, **MEET UP AS A WORKPLACE NSWNMA BRANCH** (if you have one) and union Organiser to devise a collective strategy. Progressing the issue at this point may include commencing dispute proceedings.