



BE SAFE
Work Safe

STAFFING ISSUES

How to fill out an IIMS

- 1 **Clinical Form**
- 2 **Incident Date and Time**
- 3 **Incident Type(s):**

Organisation Management/ Service

↳ **Drop down rule:**

Insufficient staff for workload

- 4 **Principal Incident Type:**

Organisation Management/ Service

- 5 **Incident Descriptor**

State issue eg: sick leave not replaced like-for-like, 6-hour AIN to replace RN 8-hours.

**Keep unique identifier
and send to Reasonable
Workload Committee rep**



TEL: 1300 367 962

www.nswnma.asn.au

Safe Staffing Issue

eg: skill mix, non replacement of staff, missed meal break, inappropriate replacement of staff

**Notification to
After Hours Nurse
Manager / NUM**



**Issue
resolved**

**Complete IIMS &
Reasonable Workload
form + send to Branch
Rep** available from Member
Central – Workloads

**No RWC in
workplace**

Contact
Association
Organiser

Reasonable Workload Committee (RWC)



No consensus



Consensus

Grievance
Seek NSWNMA
officer involvement

