



STAFFING ISSUES

How to fill out an IIMS+

1 Add a new incident

2 Incident Details:

Who or what: **no person**

3 Principal Incident Type:

Organisation and Management

↳ Category incident type:

Service Provision

↳ Additional details:

Staffing or workforce issues OR

Unable to meet demand for service

4 Contributing Factors and

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

Request email report & send to your branch



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



**Safer
Work
SAFER
CARE**