Notice of Unsafe Staffing Situation

To: Chief Nurse Executive, Virtua-Memorial Hospital **Date: _____**

On: _____, _____ was notified that, in my/our
(date, time) **(unit director or nursing supervisor)**
professional opinion, the number of staff assigned to _____was inadequate to
(unit, shift)
meet the needs of our patients, and placed both these patients and the staff at risk.

Please be advised that, in spite of the unsafe staffing situation, we attempted to carry out our responsibilities and provide patient care to the best of our ability.

Signed: _____ _____

_____ _____

_____ _____

_____ _____

The following problems and events may have been the result of short staffing:

Medications not given in a timely manner.
Call lights not answered in a timely manner.
Patient assessments delayed.
Patient/family education time inadequate.
Patient injury.
Employee injuries.
Other (explain)_____

Response from CNE:

_____

_____

_____

_____**date**_____

HPAE/AFT

Instructions: send 1st page to Chief Nurse Executive by inter-office mail, place 2nd page in union mailbox, keep last page for your records.