



ID#: _____ (b)
(please quote original WLRF ID#)

WORKLOAD REVIEW FORM FOLLOW UP

At the time, a nurse completes a WLRF they may be experiencing frustration and leave out important information. Utilize this follow up questionnaire when speaking with Nurses who have completed the RPN WLRF.

Following every RPN WLRF the PPL designated to that site or unit will contact the nurse and ask the following questions while coaching on how to effectively to complete the WLRF.

The PPL can make notes of this follow up interview on the notes section of the SEIU HC WLRF Server.

Section 2: General Information

1. What is normal staff compliment? RPNs: ___ RNs: ___ PSWs: ___ Clerk: ___
Service Staff: ___ Other: ___
2. What was staffing that shift? RPNs: ___ RNs: ___ PSWs: ___ Clerk: ___ Service Staff: ___
Other: ___
3. Patient census this shift? _____
4. Normal Patient census? _____

Section 3: Factors/Details of Occurrence

5. Anyone on modified duties?
6. Novice staff on the floor? **YES** or **NO** How many of each designation? RPN: ___ RN: ___
7. Any equipment issues; lacking equipment or not functioning equipment?

8. Unit on outbreak? _____
9. Non-nursing duties? _____
10. Student supervision/mentorship? _____

Section 4: RPN Recommended Solution

11. Provide details of this was or was not resolved

12. Review workload statistics

13. Adjust staffing

14. Adjust support staff

15. Other

Notes:
