

Workload Review Form Website

Frequently Asked Questions



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1. What is a Workload Review Form?

Do you ever feel your practice environment does not support you practicing according to the CNO standards, Employer policy or Code of Ethics of nursing? A Workload Review Form (WLRF) is completed to document professional practice issues in your workplace. It is a tool that allows members to share accountability on everyday problems with their management to make the workplace better and safer for everyone.

2. Why would I fill out a Workload Review Form?

The WLRF is a powerful tool to make sure their voice is heard – it is an opportunity to share what is going on in your workplace and our healthcare system.

When you fill out a WLRF, you are helping to strengthen the nursing profession and advocating for a safe workplace. Advocating for a safe workplace will allow the people you care for to thrive and is crucial for protecting your nursing license in a healthcare environment that is constantly under-resourced and overloaded.

To put it simply, you would fill out a Workload Review Form when a concern with a charge nurse or other leader does not improve your practice environment. The tool allows workers to ask management to share accountability for everyday problems in the workplace.

3. What happens after I fill it out?

After filling out a Workload Review Form on seiunurses.ca/workload, a copy will be directed to the manager you indicate, your SEIU Healthcare Union Representative, and you. The WLRF will help track the professional practice issues you are trying to resolve with your employer.

You must follow up with your manager to address your WLRF after five days of submitting it. If your managers' response is not appropriate, contact your steward. If your manager or unit leader does not speak with you or provide a reasonable response, contact your steward.

4. How Can I access the WLRF on SEIU's mobile app?

To make the process more efficient and convenient, you can now access the Workload Review Form on our mobile app!

All you have to do is:

1. Click on "Resources" at the bottom of the screen.
2. Click on the "SEIU Files" tab.
3. Click on "1 Step Away from Submitting your Workload Review Form".
4. Complete and submit your Workload Review Form.

After filling out a Workload Review Form on the SEIU mobile app, a copy will be directed to the manager you indicate, your SEIU Healthcare Union Representative, and you. The WLRF will help track the professional practice issues you are trying to resolve with your employer.

5. Where does a nurse go to fill out a Workload Review Form?

Click here to go to SEIU's Workload Website: seiunurses.ca/workload

6. I would rather fax or email my Workload form? Can I still do this?

Yes. SEIU staff will input the information into the website and send you an email copy of the form.

7. My employer doesn't address my workload concerns. Why should I fill it out?

A single WRLF might be brushed aside by the employer as a one-off; however, when nurses fill out a WRLF any time they are short-staffed or made to work in an unsafe environment, this demonstrates a pattern. Documenting and reporting to both the union and employer allows the union to bargain and push for more floor resources and safer conditions. Workload Review forms are an essential resource that protects an employee from an unsafe situation out of their control.

As we tell all nurses, if you didn't chart, it didn't happen. Don't let your employer continue to make you work in an unsafe environment - document it and empower your colleagues to do so as well to improve your working conditions.

8. Why do I have to complete it? I don't have time!

Recording every unsafe incident and situation you encounter is vital. It not only holds your employer accountable, but it is essential for your nursing profession and provides evidence and proof to support you during management meetings, bargaining, union initiatives and important conversations with political leaders. The extra step of completing a WRLF can potentially protect your license when you've been placed in a difficult situation by your employer.

We know you are busy and have enough on your plate, but if it's not documented, your employer could say it never happened. Workload Review Forms are an essential resource that protects an employee from an unsafe situation out of their control. Documenting and reporting to both the union and employer also allows the union to bargain and push for more floor resources and safer conditions.

9. I still have questions about the Workload Review Form?

If you have more questions about Workload Review Forms, your Member Service Centre is here for you. You can reach the MSC by calling 1-877-672-7348 or through Live Chat on our SEIU Healthcare app available for download for iOS and Android phones.

