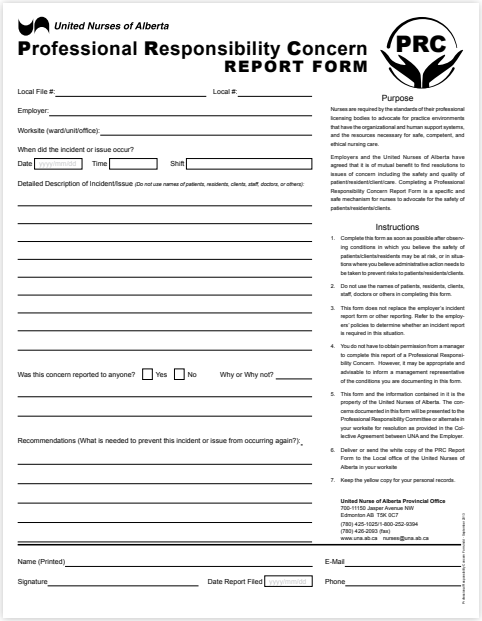
Professional Responsibility

Reporting Professional Responsibility Concerns

A protected and constructive Way for Registered Nurses to advocate for Patients/Residents/Clients



United Nurses of Alberta

Professional Responsibility Concern REPORT FORM

PRC

Local File #: _____ Local #: _____

Employer: _____

Worksite (ward/unit/office): _____

When did the incident or issue occur?

Date: yyyy/mm/dd Time: _____ Shift: _____

Detailed Description of incident/issue *(Do not use names of patients, residents, clients, staff, doctors, or others)*:

Was this concern reported to anyone? ☐ Yes ☐ No Why or Why not? _____

Recommendations (What is needed to prevent this incident or issue from occurring again?):

Name (Printed): _____ E-Mail: _____

Signature: _____ Date Report Filed: yyyy/mm/dd Phone: _____

Purpose

Nurses are required by the standards of their professional licensing bodies to advocate for practice environments that have the organizational and human support systems, and the resources necessary for safe, competent, and ethical nursing care.

Employers and the United Nurses of Alberta have agreed it is of mutual benefit to find resolutions to issues of concern including the safety and quality of patient/resident/client care. Completing a Professional Responsibility Concern Report Form is a specific and safe mechanism for nurses to advocate for the safety of patients/residents/clients.

Instructions

1. Complete this form as soon as possible after observing conditions in which you believe the safety of patients/clients/residents may be at risk, or in situations where you believe administrative action needs to be taken to prevent risks to patients/residents/clients.
2. Do not use the names of patients, residents, clients, staff, doctors or others in completing this form.
3. This form does not replace the employer's incident report form or other reporting. Refer to the employers' policies to determine whether an incident report is required in this situation.
4. You do not have to obtain permission from a manager to complete this report of a Professional Responsibility Concern. However, it may be appropriate and advisable to inform a management representative of the conditions you are documenting in this form.
5. This form and the information contained in it is the property of the United Nurses of Alberta. The concerns documented in this form will be presented to the Professional Responsibility Committee or alternate in your worksite for resolution as provided in the Collective Agreement between UNA and the Employer.
6. Deliver or send the white copy of the PRC Report Form to the Local office of the United Nurses of Alberta in your worksite
7. Keep the yellow copy for your personal records.

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Employers and the United Nurses of Alberta have agreed it is of mutual benefit to find resolutions to issues of concern including the safety and quality of Patient/Resident/Client care.

1. Contact your manager with your concern(s) and expect a response. You may be able to resolve your concern(s) at this point, prior to taking it to the Professional Responsibility Committee (PRC) meeting. It is your professional obligation to bring your concerns of unsafe patient care to the attention of your manager. If you do not get a response from your manager, note that on the PRC form.

2. Nurses are obligated to report incidents of unsafe practice to an appropriate authority. Complete the Professional Responsibility Concern Report Form and refer to the instructions on the right side of the form.

3. Encourage support from your colleagues in writing PRCs and or supporting other Health Care providers who don't have PRC language in their Collective Agreements. This may include discussing concerns and writing possible solutions to the problem on the form. Individual Nurses, Professional Licensing bodies and Employers all share the goal of achieving patient safety.

4. The form contains two copies. Keep the yellow copy for your personal records and send the white to your Local UNA office at your work site. This form and the information contained in it is the property of United Nurses of Alberta.

5. Discuss the form with your Local Executive or designated PRC Committee member and provide them with more information regarding your concern. If you need support with bringing the information forward to the manager because of intimidation, a member of your Local Executive may accompany you.

6. Professional Responsibility Concerns provide managers with information and opportunities to address hazards in a timely manner before they become close calls or before harm occurs. The PRC form doesn't replace the Employer's incident report form; please refer to the Employer's policies to determine whether an incident report form is required.

7. Please stay in touch with your Local Executive or PRC Committee to follow up with your PRC Committee and the resolutions you've suggested to resolve work place concerns.

PRC

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