

**STAFFING DISCREPANCY REPORT AND PATIENT CARE
ASSIGNMENT NOTIFICATION**

Date: _____

Unit: _____

Shift: _____

Patient Care Center: _____

**HOW MANY NURSES ARE ON THIS
SHIFT?**

**HOW MANY NURSES ARE NEEDED ON
THIS SHIFT FOR SAFE STAFFING?**

RN: _____

RN: _____

LPN: _____

LPN: _____

ANCILLARY STAFFING: _____

ANCILLARY STAFFING: _____

NURSING ASSISTANT: _____

NURSING ASSISTANT: _____

SECRETARY: _____

SECRETARY: _____

OTHER UNIT CONDITIONS: _____

COMMENTS/RECOMMENDED SOLUTIONS: _____

SIGNATURE OF CHARGE NURSE/SUPERVISOR NOTIFIED: _____

DATE/TIME NOTIFIED: _____

SUPERVISOR REFUSED TO SIGN

Check one or more:

- I have not been adequately trained or oriented to this area (or procedure) and/ or have not been given the appropriate cross-training checklist.
- This assignment is not consistent with staffing guidelines according to policy and protocol of JM and/or does not permit me to execute my care according to the standard of excellence promoted by Jackson Memorial Hospital.
- In my professional opinion, there are not enough nurses for safe patient care.
- In my professional opinion and experience, the patient assigned to me should be in critical care area and with appropriate critical care staffing.

Because I could be disciplined for refusal, and in adherence to the Nurse Practice Act, I do not wish to abandon the patient and, therefore, I accept this assignment. I request immediate remedial action by management; I disclaim liability for any acts or omissions that may result from my acceptance of this assignment; and, I hereby notify management that I am accepting under protest. Because this assignment is unsafe, and inconsistent with quality patient care, I am additionally filing an incident report.

PERSON INITIATING REPORT: _____

WORK PHONE: _____

HOME PHONE: _____

1. Complete at beginning of shift or when unsafe assignment is made
2. Obtain supervisor's signature immediately
3. Please fax copy to: **Leah Kinneard at 305-585-5355**
4. Please fax copy to: **SEIU at 305-620-1429**
5. Please give copy to your Nurse Manager
6. Keep copy for yourself