

SUN Work Situation Report (WSR) Information Sheet

What is a WSR?

A Work Situation Report (WSR) is a document used by SUN nurses to formally record patient safety or nursing practice concerns.



It is an important tool that:

- Provides clear evidence of workplace issues affecting safe, ethical, and quality care.
- Opens communication between nurses, managers, and the Nursing Advisory Committee (NAC) to identify and resolve concerns at the frontline.

Purpose of a WSR

A WSR helps to:

- Document situations that impact the ability to provide professional, safe care.
- Provide management with the evidence needed to take action.
- Support professional advocacy and demonstrate accountability, helping to **protect your nursing license**.

When to Use a WSR

File a WSR when there are:

- Issues related to nursing practice, patient safety, or nurse safety.
- Concerns about staffing levels, excessive workload, or high patient acuity.
- Any factor negatively affecting patient care or professional standards.



Not reporting concerns gives the impression that unsafe or unethical conditions are acceptable.

Completing a WSR

- **MUST** attempt low-level resolution first and record any actions you took.
- If the issue remains unresolved, notify the manager or covering manager. If after hours, contact the site manager. May also contact the on-call director, if urgent.
- For ongoing or repeated concerns, ensure your manager is informed.
- Complete all relevant sections with clear, factual or as accurate as possible information — skip non-relevant areas.
- Avoid emotional language or personal opinions and **never** include patient-identifiable details.
- Clearly describe how the situation affects patient safety or professional standards.

Submission Process

- Online (SUN Provincial website, SUN Link app): Fill in electronically — a PDF will be sent to your Local NAC representative, your manager, and SUN Provincial. You will also receive a copy via email. *(Manager's email is required for submission.)*
- Paper Form: Give original to your Local and keep one copy for your records. Contact the Local if you need more forms.

After Submission

- The Local NAC will review and follow up before scheduled NAC meetings.
- You may be contacted for more details or invited to attend a meeting.
- Stay involved through resolution.



Support

- Unit representatives and NAC members are available to help you complete a WSR or answer questions.

Additional Notes

- Complete WSRs as soon as possible after your shift or during a break. Avoid filling them out during work time unless necessary.
- A WSR is not an incident report — it is designed to address ongoing or recurring workplace and practice concerns.
- Choosing not to file a WSR can allow unsafe situations to continue and set a precedent that is difficult to change later.

Remember, if it's not documented, it didn't happen!