

PROCESS FOR REPORTING & REVIEW OF UNIT-BASED TEMPORARY HOURS

TIMEFRAME

STEPS

ONE WEEK FOLLOWING END OF PERIOD.

Manager receives UBT report for previous six scheduling periods

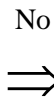


UPON RECEIPT OF REPORT

Report shared with WRC



Has any UBT worked an average of 20 hours/week or greater?



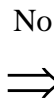
No further action required.

Yes



WITHIN ONE WEEK OF RECEIPT OF REPORT

Are there RN positions posted on this unit?



Manager discusses rationale for UBT hours with UMPNC chairperson & agree upon next steps.



Manager submits written report to CON, DON, WRC Chair, UMPNC Chair & cc to HR (Linda Bullard) outlining rationale and outcome of discussion with UMPNC

Yes



WITHIN ONE WEEK OF RECEIPT OF REPORT

Manager e-mails UMPNC chairperson with cc to L. Bullard acknowledging UBT hours & confirming open, posted positions.



AT NEXT AVAILABLE MEETING

Reports are collated and reviewed at JIT

