



/STEP 1: LOGGING IN

MNU recommends that the first time you complete the online WSR, you do so on a computer, not a mobile device. This is so that you can become familiar with the sections and navigation process online before you view it in a more condensed mobile format.

The online WSR is accessed at: workloadstaffing.manitobanurses.ca.

It will also be accessible utilizing a shortcut on the employer site computer desktop. Click on the Start menu at bottom left hand corner of screen. Click on the Shortcuts icon at the top of the listed applications.

The screen will display Shared Health Shortcuts; there will be a number of tiles to choose from. Click on the "Nursing Workload Staffing Report" tile.

You need to have your **MNU member # and member portal password** to submit an online WSR. On the sign-in screen you enter your "Member #" and "Password" in the appropriate boxes and then hit enter, or click on the "Login" button. Do not click on the "Staff Login" tab located in the lower right-hand corner of the screen (this is for MNU staff).

In the middle of the landing page you will see the WSR online instructions. On the left side of the landing page are your options.

At the bottom of the column on the left-hand side of the landing page, you can "Create New Report" by clicking on the button matching the type of care (Acute Care, Community Care, Long Term Care).

/STEP 2: FILLING IN AN ONLINE WSR

All of the same sections from the printed WSRs are found on the online version, and the information being requested and gathered is the same.

Significant differences are: There are required fields and a manager's work email is needed.

You **must** complete the following required fields:

1. In the "General Information" Section:

- **First Name, Last Name, Work Email**

- The first time you start a form, you will need to input your first name, last name and your **work email address**.
- If you do not have an employer-issued email account, you may enter a personal email address.
- After you have submitted your first form and verified your email address (an auto email is sent asking you to verify it), this information will prefill on any future forms you submit.

- If you ever submit for a different workplace (i.e., you work casual at another workplace or you change workplaces) you will need to ensure you enter your appropriate/new work email address.
 - **Manager Notified, Date Notified and Manager’s Work Email** – Necessary so the manager can receive and respond to the submitted online WSR.
 - **Region and Local/Worksite**
 - First you select the region from the dropdown list, and then select from the list of locals/worksites within that region.
 - **Date of Situation**
2. In the “Details of Unresolved Situation” Section: “Was patient care compromised or not completed?” – **You must select “No” or “Yes”** from the drop-down menu. **If “yes” selected, you must indicate how care was compromised.**
3. In the “Nurse Signatures” Section: Your name will be prefilled, but **you must check off the consent box.** If other nurses agree to sign onto the WSR with you, please input the appropriate number of names in this section by pressing “+ Add Signature.” When adding more nurse names, **you must have each nurse’s verbal consent and check off the consent box beside each of their names,** in order to submit the WSR.

Go through all of the sections of the form, filling in the necessary information.

Once you have completed your form, you will click “Submit Report” at the top of the screen.

If any required information is missing, the missing information will be outlined in red or have a message in red, indicating what’s needed. If you complete it correctly, and submit it successfully, the screen will transition to a table listing the submitted report.

If you cannot complete the form before exiting the program for some reason, you can also save what you have inputted as a draft. You must click the “Save Draft” button at the top of the screen in order to save the draft you are working on. When you log back in, you will see “Draft Reports” on the left-hand sidebar of the landing page. You can click on that and then click on the draft you wish to continue working on.

If you are unable to submit the online form for some reason, you will need to submit a paper WSR.

STEP 3: AFTER YOU HAVE SUBMITTED THE ONLINE WSR

The online WSR system is designed to send email notifications to three parties indicating that the form has been submitted:

- The nurse author who submits the form,
- The manager who must respond with comments, and
- The appropriate MNU local/worksites.

The online WSR is also logged with MNU provincial office.

Within a few minutes of submitting the form, the following process begins:

- You (the nurse author) will receive an auto email to the email address that was entered on the form, stating that you have submitted a form.
- The MNU local/worksites will get an auto email saying that a new WSR has been submitted by [nurse/your name]. It will also provide the form number and a PDF attachment of the completed form.
- The manager cited in the form will receive an auto email that will contain a link that will take them to the form to enter their comments into the "Responses" section under "Management Comments". While they will be able to read the entire form, the rest of the form will be locked from editing, meaning that they will not be able to change your entries.
- Once the manager has entered and submitted their comments, you will get an email notification that the manager has responded.
- You may log into the online system to view the manager's response. The manager may also speak with you about the submitted WSR.
- The MNU local/worksites and manager will be sent an email with a PDF file of the form containing both your submission and the manager's comments. This version will be logged with MNU provincial office.

You are able to log into the system to view the status of your WSR at any time. Any submitted WSRs will be discussed at the next Nursing Advisory Committee (NAC) meeting.

For more information or to discuss the status of your WSR submission, contact your MNU local/worksites representative.