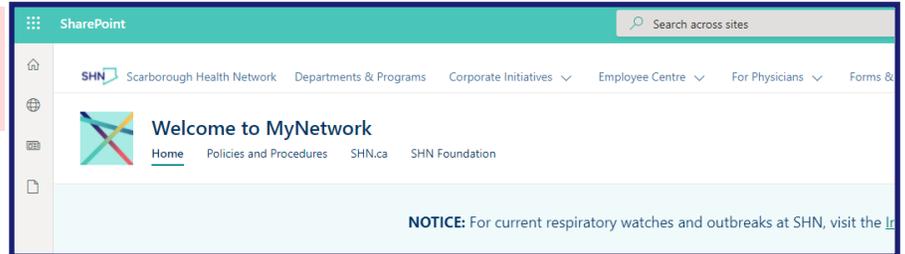


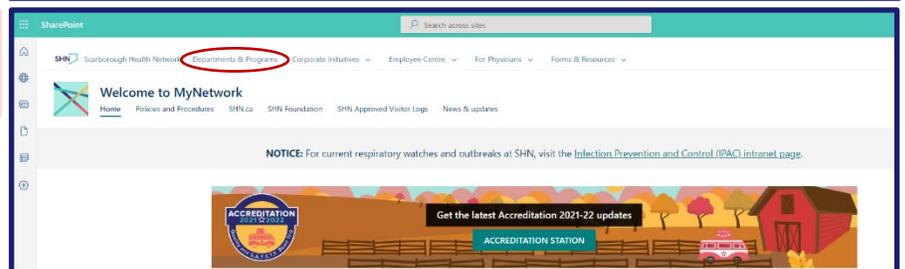
# ONA PRWL Workload Form: How to Find It & Submit Electronically



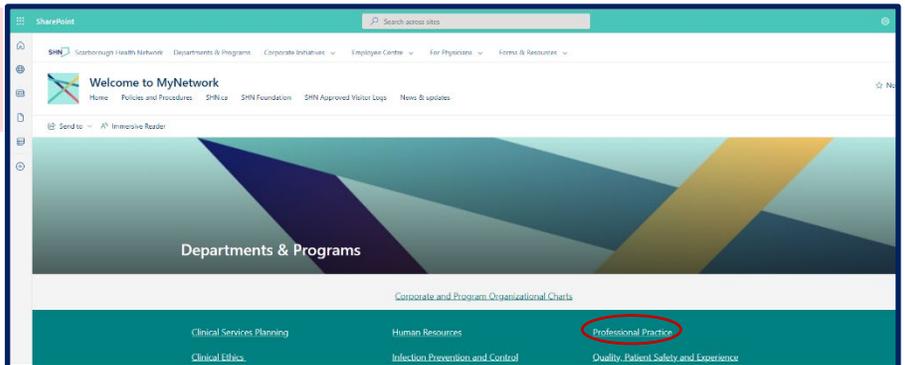
**Step 1:**  
Open the hospital's SharePoint main page "[MyNetwork](#)"



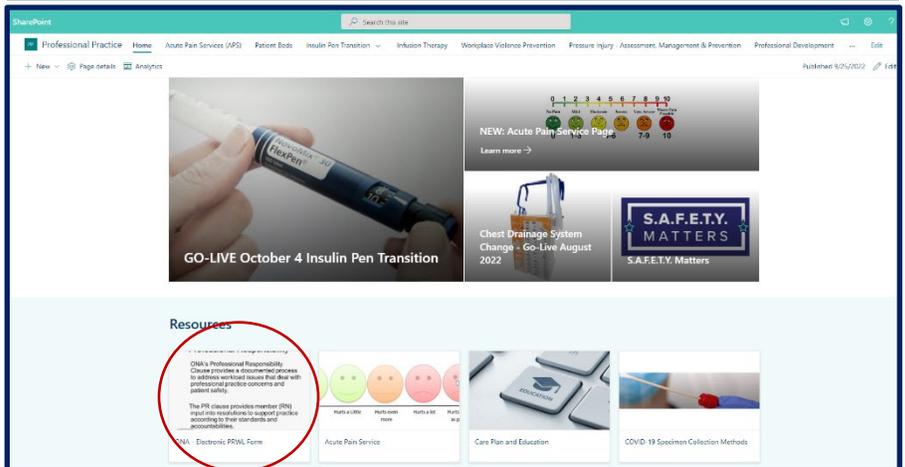
**Step 2:**  
Click on "[Departments & Programs](#)"



**Step 3:**  
Click on "[Professional Practice](#)" to open the page



**Step 4:**  
Click on box named "[ONA-Electronic PRWL Form](#)"



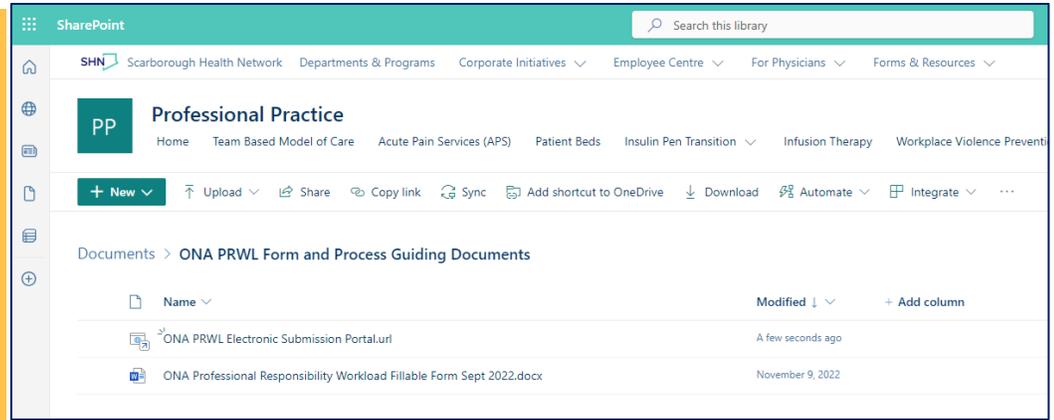
# ONA PRWL Workload Form: How to Find It & Submit Electronically



## Step 5:

You are now presented with two (2) items.

1. the fillable Word version of the ONA PRWL Form 8 if a paper-version is being submitted.
2. the link to the new submission portal for the ONA PRWL Form 8.
3. So now what?
  - a. It is preferred that members complete the form electronically. As soon as you click “submit” all required individuals, including the writer, will receive an automated email confirming submissions.



## What You See When You Open the Link:

Once you click the “Electronic-Automated Submission” link, Alchemer will launch and writer is met with Welcome Screen shown here. You will need to add your name as the Writer.

**NOTE:** If there is more than one (1) writer of the PRWL Form, please ensure you choose “yes”; a drop-down field will appear, so can enter their names and email addresses.

**Enter the name and @shn.ca email address of your Unit Manager.**

ONA/Hospital Professional Responsibility Workload Report Form

ONA/Hospital Professional Responsibility Workload Report Form

Article 8 – Professional Responsibility provides a problem solving process for nurses to address concerns relative to patient care. This form is intended to appropriately identify employee concerns relative to their workload issues in the context of their professional responsibility. These issues include but are not limited to: gaps in continuity of care, balance of staff mix, access to contingency staff and appropriate number of nursing staff. This report form provides a tool for documentation to facilitate discussion and to promote a problem solving approach.

Section 1: General Information

\*\*For your reference, we have provided inpatient manager names and email addresses. Please ensure that you are entering this information correctly - this list is correct as of Jan 2024\*\*

Please provide the information for the write of this PRWL form:

First Name	Last Name
<input type="text"/>	<input type="text"/>

Your @shn.ca email address

SHN Site (BIRI/CEN/GEN)

Unit

Name of Unit Manager:

Please enter the @shn.ca email address of the Unit Manager. We have provided a reference list below.

# ONA PRWL Workload Form: How to Find It & Submit Electronically



**Step 6:**  
Complete all fields.  
A list of Managers is provided and will be continually updated as required.

The screenshot shows a web form with a table of managers at the top. Below the table are several sections with input fields and dropdown menus, including sections for 'Unit Information', 'Reporting Period', and 'Submission Details'. A red arrow points from the Step 6 text to the form.

**Step 7:**  
Once you have completed all fields, will be asked to sign the form (as you would for a paper version) and then click "Submit".

The screenshot shows the bottom portion of the form, including a signature line and a 'Submit' button. Two red circles highlight the signature line and the 'Submit' button, with red arrows pointing from the Step 7 text to these elements.

**Submission Complete! You will see the "Successful Submission" screen.**

**Step 8:**  
You will then see this screen.  
Your submission was successful. A list of all stakeholders is here to show you who receives your submission.

The screenshot shows the 'Successful Submission' screen. At the top, it displays the SHN and BPSO logos and the title 'ONA/Hospital Professional Responsibility Workload Report Form'. Below the title, it says 'Successful Submission' and 'Thank you for filling out this ONA Workload Professional Responsibility Form. The process remains the same as previous:'. A list of stakeholders is provided:

- A copy of this Professional Responsibility Workload form will be automatically sent to the following upon submission:
  1. ONA Member who submitted the form (provided email address was entered correctly)
  2. Unit Manager (provided email address was entered correctly)
  3. ONA Rep
  4. Chief Nursing Executive
  5. Director Professional Practice
  6. ONA LRO

A progress bar at the bottom shows 100% completion.

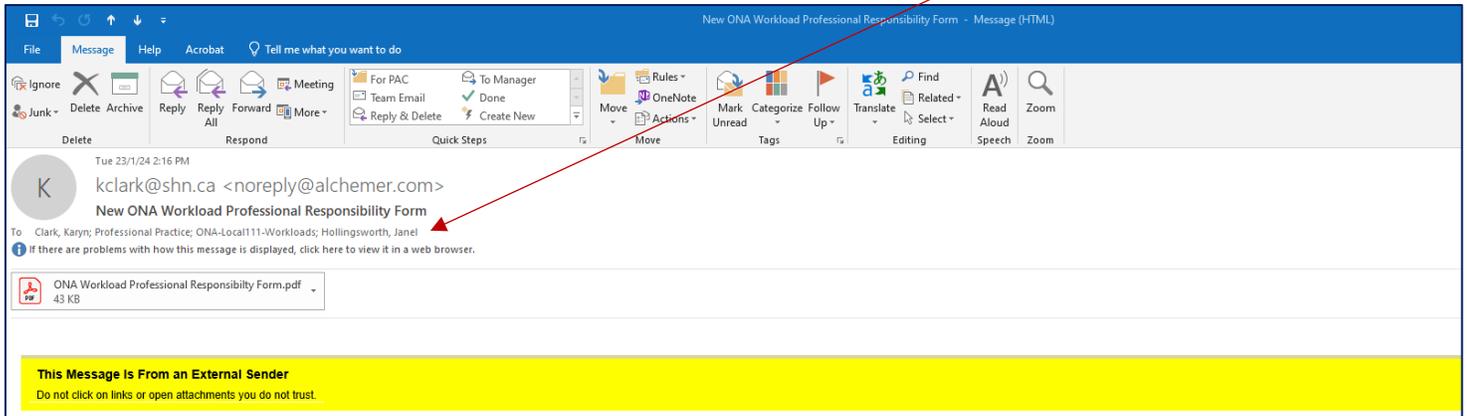
# ONA PRWL Workload Form: How to Find It & Submit Electronically



## Next Steps:

Please check your email for a copy of your submission; it will contain:

- PDF of the content you entered into Alchemer. You will also see the other recipients.



Who receives what I just submitted? This process remains the same:

- You, the Writer
- Any additional Writers (if you added them, and provided their email addresses were correctly entered)
- Your Unit Manager - provided the @shn.ca email address was correctly entered
- ONA Local 111 Office – [ONA111SHN\\_Workload@ona.org](mailto:ONA111SHN_Workload@ona.org)
- Professional Practice Office – [professionalpractice@shn.ca](mailto:professionalpractice@shn.ca)
- Chief Nursing Executive – via Professional Practice email address