

Guidelines

This form should be used to communicate an objection to an assignment that refers to licensure and/or certification or questions concerning scope of practice or to assignments to which competencies have not been validated.

Nurses in all areas who have other unresolved problems or concerns outside of licensure and/or scope of practice may direct a memo to your Nurse Manager/ Supervisor if unable to resolve the situation.

Guidelines for Completion of Objection to Assignment Form (ADO)

- I. Section I – complete information accurately and **legibly**.
Print your name, shift, date and unit/work area

Section II – describe the situation(s) and circumstance(s); incorporate who, what, where and when

Section III- document actions taken towards resolution; list those involved and document discussions and interactions
- II. Sign/date and submit the ADO form to the shift Supervisor/Manager prior to leaving at the end of the shift
- III The Shift Supervisor/Manager will review for completion and in turn will forward the ADO form to the Director of Patient Care Services or designee who will arrange for an assessment of the situation and forward a written response to the nurse
- IV A written response will be completed and forwarded to the nurse who initiated the objection in a reasonable time frame

References

SETTLEMENT OF GRIEVANCE 059-90-RNPA-01 August 22, 1991

1. Section 17.8 – Assignment Despite Objection refers to licensure and/or certification or questions concerning scope of practice.
2. Nurses in all areas who have other problems or concerns may:
 - a. Bring the matter up with their immediate supervisor.
 - b. If the nurse is unable to resolve the question, he/she may write a memo describing the situation which shall be given to the Nurse Manager;
 - i. The Nurse Manager shall discuss it with the nurse.
 - ii. The Nurse Manager will respond in writing even if the matter is resolved.
3. The Association may examine any Section 17.8 documents or memos as per paragraph 2 and all responses hereunder. The names of patients may be redacted. Such documents may be examined by RNPA at reasonable times.
4. This settlement does not change the definition of a grievance under Article 15.

John Kagel to retain jurisdiction for any issues regarding application or interpretation hereof.

MEMORANDUM of UNDERSTANDING between Registered Nurses Professional Association and County of Santa Clara (August 7, 2000 through November 10, 2002)

Section 18.8 – Nursing Practice

If a nurse objects to an assignment on the basis that it exceeds the nurse's professional qualifications and the nurse is unable to resolve the objection with the immediate supervisor, the objection will be noted, in writing, by the nurse and delivered to the Director of Nursing's office or the appropriate administrator prior to the nurse leaving at the end of the shift. A written response from the Director of Nursing or designee will be forwarded to the nurse.

Section 8.13 – Float Differential

...Except in emergencies (emergency is defined as a situation when reasonable efforts to float from like areas fails), no nurse will be assigned to an area without having adequate orientation to that area. Adequate orientation will be determined by the Director of Nursing with input from the Nurse Manager, and Staff Developer.

Assignments shall include only those duties and responsibilities for which competency has been validated. A registered nurse with demonstrated competencies for the area shall be responsible for nursing care, and shall be assigned as a resource to the RN who has been assigned to the unlike area and who has not completed competencies for that area.

This form will pilot from December 2002 to June 2003, and then reviewed by Nursing Administration and RNPA.