

Why do LPNs need a Professional Responsibility Form (PRF)?

- Our expanded roles and responsibilities in delivering care to our patients and residents require a tool we can use to voice our professional practice concerns.
- With the move to full-scope of practice, LPNs now have more liability attached to their work. The PRF gives every LPN a way to raise a red flag on issues that compromise the College of Licensed Practical Nurses of BC standards of practice.
- Health employers have a responsibility to provide a safe work environment for employees, and safe caring conditions for patients and residents.
- The PRF gives LPNs a vehicle through which they can be proactive in alerting management to potential risks resulting from such issues as under-staffing, heavy workload, and lack of resources. By using our voice, it is possible to hold the employer to account for substandard delivery of patient and resident care, and protect the integrity of the LPNs' standards of nursing practice.
- Don't wait for a crisis to happen. Use PRFs to promote risk management, not crisis management.



Steps in the Professional Responsibility Form (PRF) Process

Step 1

Discuss the matter with your immediate excluded Supervisor and look for possible solutions.

You may want to bring an LPN advocate (shop steward) to this meeting. If there is a resolution, please ask for it in writing. If you are unable to resolve the issue at this stage, you have 14 days to file a PRF.



Step 2 (facility)

Complete a PRF. Keep the white copy (for your records) and gold copy (for the Chief Operating Officer, if a third step is required), and give a photocopy to your HEU shop steward. Give the yellow copy to your excluded Supervisor and the pink copy to your Senior Nurse Leader (or Clinical Nurse Leader) within the allotted 14 days.

The excluded Supervisor and Senior Nurse Leader will meet with you and your LPN advocate/shop steward to discuss ways to resolve the problem. Within 14 days of the meeting, the Nurse Leader will provide you with a written response.

If there is no satisfactory resolution, go to Step Three.



Step 3 (Health Service Delivery Area or Employer for Affiliate)

If resolution has not been reached in the previous step, send the gold copy to the Chief Operating Officer (COO) at the HSDA or to the Employer at an affiliate.

The COO or Affiliate Employer will meet with you, your LPN advocate/shop steward and Nurse Leader to look at ways to resolve the problem.

Within 14 days of this meeting, either the COO or Nurse Leader will respond in writing.



If there is still no resolution through the PRF process, these concerns will be raised through other avenues such as the newly negotiated joint workload committee at the health authority level, local/regional campaigns or the FBA provincial joint policy table.



Tips for filling out the PRF

By filling out a PRF, you are helping to improve the working and caring conditions of your worksite for you, your colleagues and patients/residents. Here are some tips:



- Keep it simple, and use plain language.
- Capture the main events and stick to the facts. Avoid blaming language and personal attacks.
- Adhere to the oath of patient confidentiality. Do not use patient/resident names.
- Be proactive where possible. It is important to identify potential risks as well as actual incidents and crisis situations.
- Include suggestions that can provide a remedy for the problem, and prevent further occurrences.
- If the situation affects other members of your unit, it is important for more than one person to fill-out a PRF.
- If you need assistance, ask a co-worker or LPN advocate/shop steward to help you fill out the form.
- If you are not sure that a PRF is appropriate, talk to your LPN advocate/shop steward and your nursing team colleagues.