

Tips for quickly and effectively filling out a PRF form

Find the PRF form time-consuming or intimidating to fill out? It doesn't have to be!
Here are some tips to help you out...

In general remember: Keep it simple - just capture the main events, facts and your related thoughts – you can expand on these later in verbal meetings.

- fill out the form in whatever style is easiest for you! (bullets points, narrative, styles, etc.)
- use plain language
- ask others for help!

PROFESSIONAL RESPONSIBILITY REPORT FORM

More than 1 person can sign a PRF... or work together to fill out a number of PRFs on the same incident / situation

Section 1: General Information

Add phone numbers*

Name: _____ Position: _____

Employee Agency/Facility: _____ Date of Report: _____

Ward/Unit: _____ Type of Service: _____

Section 2: Summary of Problem

Note: "Describe the nature of the problem. If the problem relates to staffing, include the number of patients and staff on the ward/unit at the time. Specify any planned nursing care that could not be done because of the problem. Explain any actual or potential hazards or situations that resulted from the problem."

In this section, focus on:

- ➡ Describing the situation — major events and issues.
- ➡ It is important to highlight issues of risk management as much as actual incidents/crisis situations.

Describe:

- ➡ What didn't get done — (due to workload, etc.)
- ➡ Any potential risks (ie.) what could have happened?

Remember:

- ➡ Keep it simple — just capture the facts: who, what, where, when, how... anything you put here is great.
- ➡ Don't worry about how it's written — What matters is that the relevant facts are captured and that the form gets completed!

Make sure your Steward gets a photocopy

cc: 1. Employer 2. Supervisor 3. Chair of PR Committee 4. Director/VP Nursing

Section 3: Contributing Factors (Note: Summarize any special circumstances that contributed to the problem (e.g. malfunctioning equipment, non-routine procedures or orders.)

i.e. ➡ What else complicated the situation?

Section 4: Attempted Remedy (Note: Specify what corrective action, if any, was taken and by whom.)

i.e. ➡ What did you do to try and fix the problem?

eg: called for additional workload help

Section 5: Employee Recommendation (Note: Summarize your suggestions for ways of alleviating the problem or preventing its recurrence.)

i.e. ➡ What would you like to see happen?

Brainstorm a complete list and then make specific recommendations.

Referring to RNABC Standards (throughout or at the end) supports your PRF by linking the issues you describe to the challenge of meeting your professional standards. See the Standards 'Tips' sheet in this package to help you...