

# Shortages put everyone at risk.

HAVE YOU HAD THE **WORKLOAD** CONVERSATION?

**WORKLOAD  
CAMPAIGN**



Visit [workload.hsabc.org](https://workload.hsabc.org) to start the conversation.

HAVE QUESTIONS OR WANT TO GET INVOLVED? [workload@hsabc.org](mailto:workload@hsabc.org) or 604-517-0994 | 800-663-2017



# The Workload Tracking Card

Attention to:

FULL NAME (Please print clearly)

PHONE

WORKSITE

PERSONAL EMAIL \*HSA DOES NOT EMAIL MEMBERS AT WORK TO PROTECT YOUR PRIVACY.

WEEK 1	MON		TUES		WEDS		THURS		FRI		SAT		SUN	
	MM/DD		MM/DD		MM/DD		MM/DD		MM/DD		MM/DD		MM/DD	
	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact
Missed breaks														
Overtime														
Impact on patients														
Notes														

WEEK 2	MON		TUES		WEDS		THURS		FRI		SAT		SUN	
	MM/DD		MM/DD		MM/DD		MM/DD		MM/DD		MM/DD		MM/DD	
	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact	✓	Reason/ impact
Missed breaks														
Overtime														
Impact on patients														
Notes														

<b>REASONS</b>	<b>B</b> - Overbooking of patients	<b>CB</b> - Call back / on call work	<b>PATIENT IMPACTS</b>
<b>CS</b> - Colleagues sick	<b>E</b> - Emergency	<b>LA</b> - Late admission	<b>ST</b> - Shortened treatment
<b>NB</b> - No backfill	<b>P</b> - Increased patient load	<b>SS</b> - Student supervision	<b>PU</b> - Patient unseen
<b>WH</b> - Working at home	<b>WOP</b> - Work outside own job	<b>UE</b> - Unexpected discharge / duties / event	<b>SPL</b> - Seeing patient less often

**CONFIDENTIALITY:** THE INFORMATION YOU PROVIDE WILL NOT BE SHARED WITH YOUR EMPLOYER WITHOUT YOUR EXPRESS CONSENT. IT WILL ONLY BE USED BY HSA'S ORGANIZING AND SERVICING TEAMS TO DETERMINE WHETHER OR NOT YOU ARE LIKELY EXPERIENCING A PROBLEM WITH EXCESSIVE WORKLOAD, SO WE CAN FOLLOW UP WITH YOU TO EXPLORE THE OPTIONS YOU HAVE FOR ADDRESSING ISSUES YOU MAY BE FACING.

**Done?** Scan or snap a picture with your phone. Email to [workload@hsabc.org](mailto:workload@hsabc.org) or fax to HSA at **604-515-8889 / 800-663-6119** | [workload.hsabc.org](http://workload.hsabc.org)