Local Work Situation Tracking Form
FOR LOCAL USE ONLY

Below is an internal tracking form developed for Locals to track the status of patient safety and safe nursing practice concerns identified through the initial stages of the Joint Nursing Advisory (NAC) Process. Please note, this form is **not a formal document** and is not intended to be treated as such.

The following chart will assist Locals in flagging issues which may be considered to be "trending issues" and may be referred to the Executive Oversight Committee for further recommendation.

"Trending" is defined as instances resolved through low level resolution yet reoccur at a predictable or high rate of frequency; such instances should be recorded on a WSR and marked as trending. Unique or one-time occurrences resolved using low level resolution (Step 1 or Step 2 of the process) would not be considered trending issues and do not require a WSR to be completed.

Date	Issue Identified	Status	WSR #	Manager Contacted	Trending?
		☐ Resolved with Low Level Resolution ☐ Resolved with Manager/designate ☐ WSR filed ☐ Other			☐ Yes ☐ No
		☐ Resolved with Low Level Resolution ☐ Resolved with Manager/designate ☐ WSR filed ☐ Other			☐ Yes ☐ No
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