

HNA ELECTION UPDATE

Revised Timeline

2006 HNA Special Election of Officers, Directors and other positions

March 16:

Extended deadline for Nominations.

April 25:

Ballots to be mailed to HNA members.

May 11:

Deadline to pay dues in order to vote AND last day for members to request ballot packages or replacement ballots

May 16:

9:00 a.m.
Ballots must be *received* by HNA via U.S. mail. Votes to be tallied. Results to be publicized on website and in newsletter.

May 26:

5:00 p.m.
Deadline for election protests for those positions (officers and directors) supervised by the Dept. of Labor

May 31:

Deadline for election protests for all other positions (House of Delegates, Nominations Committee, Congress of Nursing Practice)

See Elections, Pg. 3

E Pluribus Unum – out of many, one

Safe Staffing Form: Use it to improve patient care and protect yourself!

Tired of working short staffed, feeling unsafe, or feeling like you can't provide the kind of care you want to give every one of your patients?

Take back your Power and make your voices heard!

Nurse leaders and HNA have revised our "Safe Staffing Concern Form" in response to YOUR voice! This form is designed for all facilities, inpatient and out, and to be quantifiable! We need YOU to use these forms so that necessary data can be collected to document

the unsafe staffing conditions that we are all experiencing now.

Fill out a form every time you experience unsafe staffing conditions. Provide as much information as you can. This is what will make the difference in helping us get safe staffing legislation passed. This is what will make the difference in helping us achieve safe staffing for all of our patients.

You will find a form in this issue of the HNA ACTION. Forms will also be available in your facilities soon, through your chief steward

or unit steward, by calling HNA, as well as on the HNA website:

<http://www.hawaiinurses.org/>

Make sure you verbally inform your supervisors of your concerns, send or fax a copy of the Safe Staffing concern form to HNA, keep a copy for yourself, and give one to your supervisor. You must send it to your supervisor within 3-5 days, depending on your contract. Protect yourself, your license, and your patients! Send in these forms to HNA every time you feel your working conditions are unsafe.

See Form, Pg. 4

Elections Update

continued from Pg.1

HAVE YOU RECEIVED YOUR BALLOT?

For this election, the mail-out date for ballots to be mailed to all HNA members was Tuesday, April 25. Completed ballots must be *received* by HNA, via U.S. Mail at PO Box 30830, Honolulu 96820-0830, before the 9:00 am deadline on May 16. Ballots may *not* be delivered by hand or by fax.

If you did not receive your ballot; if you received the wrong ballot; if you have misplaced or spoiled your ballot, don't wait - please contact HNA as soon as possible – any time after May 2nd – by calling (808) 531-1628. Requests for replacement ballots must be received by May 11th because HNA can't be responsible for delays caused by the US Postal Service.

Remember the all-inclusive ballots of the 2005 elections? Many members were confused about which elections to vote in and were concerned that their votes would not be counted if they made an error.

In this election, each member will receive a ballot only for the positions for which the member is permitted

to vote. This has resulted in up to 57 – yes, *fifty-seven* – different combinations of ballots, for districts, bargaining units, House of Delegates, Nominations Committee and Congress of Nursing Practice. Members should know their district (residence) and bargaining unit (primary employer) to ensure that they vote in the proper elections. You may contact HNA at 531-1628 to clarify your district or unit

HNA's labor attorneys, The Department of Labor, the Nominations Committee and the staff at HNA have worked diligently to ensure that this election complies with laws and regulations as well as HNA's Articles of Incorporation. For example, members who supervise other employees are not eligible to run for election or to vote for any position that will have influence over union activities. An impartial third party, Elections Systems & Software, has been hired to conduct this election to protect against any possible irregularities.

Once again, apathy is the enemy of democracy. The least any member can do is **VOTE!**

District 1	East Hawai'i (Hilo)
District 2	Kauai County
District 3	Maui County
District 4	Honolulu
District 5	Windward O'ahu
District 6	Leeward O'ahu
District 7	West Hawai'i (Kona)

Partnership to Market *Critical Portfolio*™

The American Nurses Credentialing Center (ANCC), the nation's leading nursing credentialing organization, has formed a strategic business relationship with Decision Critical Inc. (DCI), a leader in the health care education compliance and competency management industry, to jointly market DCI's Web-based professional portfolio management application, Critical Portfolio™.

Some 44,000 future Nurses, members of the National Student Nurses Association, currently use the application to manage their professional portfolios and career development. ANCC announced that it has lent its credibility to this product in an effort to bring its benefits to the over 2.9 million professional Nurses in the United States. ANCC will be utilizing the Critical Portfolio as their platform for online portfolio services.

The Critical Portfolio™ presents an electronic solution to the current paper process by providing

health care professionals and organizations alike with a single, automated, and organized repository of professional development and supporting documentation. The Critical Portfolio™ allows users to access, maintain, report on, and distribute customized portfolios that can include selected elements in the repository such as work history, education, committees, memberships, case logs and certifications, skills and training based on the information the owner wishes to send to the target recipient of that portfolio.

According to Jeanne Floyd, PhD, RN, CAE, ANCC Executive Director, "Nurses need to track more professional development information today than ever before. The online portfolio provides an ideal solution to parallel increases in Nurse mobility and demands by employers for a wide variety of professional documentation."

HAWAI'I NURSES ASSOCIATION NEGOTIATIONS, LEGISLATION, POLITICAL ACTION

Negotiations Update – O'ahu Care Facility

Certified Nurses Assistants (CNAs) at O'ahu Care Facility voted unanimously to ratify their very first contract. The vote took place on Friday, March 30, 2006. The agreement is between Hawai'i Nurses Association and O'ahu Care Facility. Congratulations to all!

Legislation – Safe Staffing

HCR 76, Urging healthcare facilities in the State of Hawai'i to implement the "Utilization Guide for the American Nurses Association Principles for Safe Staffing," was introduced by Senators Baker, Chun Oakland, and Kanno in the Senate Committee on Health. During the hearing on March 24, 2006, Senator Baker directed the Department of Health, the Hawai'i State Center for Nursing, and Hawai'i Nurses Association to work together to amend the resolution in such a way as to make it workable by establishing a working group convened by the Center for Nursing and have them collect and analyze the data then provide a report back.

The resulting amended resolution included:

- Encouraging Healthcare Facilities to implement the ANA Principles of Safe Staffing.
- Recommending that the Center for Nursing - as a neutral party create a working group of stakeholders to review data and make policy regulations and announcements.

The resolution was heard on March 29, 2006 and PASSED with amendments. With the legislature scheduled to end on May 4, 2006, all HNA members are strongly encouraged to follow this resolution through the remainder of the session. We also encourage you to urge your legislators to pass this resolution!

Election Campaigns 2006

2006 is an election year. Are you registered to vote? As HNA moves into its second year under the reorganized structure, we need to let the legislators know that members

of the Hawai'i Nurses Association are a force that can play a significant role in the 2006 elections – through campaign contributions and most of all, Nurses who will turn out to assist with sign waving, going door-to-door in their communities, writing friend-to-friend postcards, phone banking, etc.

All of the State House of Representatives seats and half the Senate seats are up for election. The Hawai'i Nurses Political Action Committee will be endorsing those candidates who will support our agenda for Nurses, Nurse practice, patient care, elderly, disabled, and hard working people in Hawai'i. YOU can be a part of that process. Contact Clyde Hayashi at 531-1628 or email him at clyde@hinurse.org or Aggie Pigao Cadiz at: 531-1628 or aggie@hinurse.org to voice your interest in the Hawai'i Nurses Political Action Committee (HN-PAC). Watch for HN-PAC information and activities and have your voice heard in the deliberations and actions of YOUR Political Action Committee.

Safe Staffing Form: continued from Pg.1

The form was developed by HNA's Collective Bargaining Committee, Robin Tanner Interim Chair. The committee's main priorities are:

- Organize every facility by implementing the new Steward Selection Process (see March 2006 issue or HNA's website – hawaiinurses.org – under the heading "collective bargaining" or call HNA for details).
- Put the new, revised Safe Staffing Concern Forms on the website and distribute them to all facilities through Nurse Leaders and Stewards.
- Get a copy of the new contract in every Nurse's hand by the end of April.

Committee members are:

1. Marina Robinson- Kaiser-HNL: sealvr444@yahoo.com
- 2- Elaine Schwartz – QMC: shamokin51@yahoo.com
- 3- Vicky Poland – Kuakini: polandv001@Hawaii.rr.com
- 4- Chris Broussard – Wilcox: c.broussard@verizon.net
- 5- Leigh Ann Gorai – S.F. Liliha: las.gorai@verizon.net
- 6- Marie Valbuena – QMC: valbuenam002@hawaii.rr.com
- 7- Karen Williams – Liberty: millenniumkaren@netscape.net
- 8- Robin Tanner – Kaiser- MOA: kaiserRN@hinurse.org

See Sample Form, Pg. 5



Staffing Concern Form Instructions

Please read carefully before filling out and reporting unsafe assignment

PURPOSE

The purpose of this form is to document staffing concerns, the actions taken, and the response of the manager.

***Nurses must verbally protest assignment to supervisor or charge nurse at the time it occurs.**

ETHICAL CONSIDERATIONS

A registered nurse or licensed practical nurse who receives an assignment that, in his or her professional judgment, is unsafe has an obligation to take action. Nurses share the responsibility and accountability with the employer to ensure that safe nursing care is provided. This accountability is both an ethical and legal responsibility as outlined in the Nurse Practice Act and the American Nurses' Association's *Code for Nurses*. The *Code* states, "The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others."

DIRECTIONS

1. Verbally address your staffing concern to charge nurse or supervisor immediately.
2. Attempt to resolve the unsafe situation using your best professional judgment.
3. After the assignment is complete or the shift is over, fill out this form. If you are unsure about some parts, **fill out and submit to the best of your ability.**
4. Distribute form as follows:
 - ORIGINAL COPY: Your HNA labor relations specialist or union steward
 - YELLOW COPY: Your supervisor
 - PINK COPY: Your files

***You have limited time to complete and submit this form. Check your contract for details.**

LIMITATIONS

This form does not replace an incident, unusual occurrence, variance, or grievance form. It must not be used in isolation from other activities, such as contacting your HNA union steward, chief steward, or your labor relations specialist at the HNA office.

FOLLOW-UP

Management is obligated to respond, in writing, to this report within a specific time. Check your contract for specifics. Please fax or deliver any management correspondence to HNA immediately.

NO RETALIATION

You have a right to communicate your concerns about patient care. Please contact HNA if you feel this right has been violated.

The Hole in the Bucket Syndrome

by Jeanna Bozell, RN, CPC

The Last Recruitment & Retention Article Hospital Management Will Ever Have to Read

HNA found this article, written for Hospital Top Management, of interest and wanted to share it with you for your information.

Recruitment and retention are hot topics. Are [your local hospitals] still scrambling to sell opportunities, pay, benefits, signing bonuses, perks, and communities to qualified candidates? Unfortunately, the inability to hire and retain quality employees is a symptom...not the problem. The bad news is that solving the problem is a process - it takes time; the good news is – the problem is solvable!

Reality Check: Without retention, spending strategically-placed recruitment dollars is like paying for sand to fill a bucket with a hole in it. What do most hospitals do? They increase spending on recruitment...they buy more sand, higher-priced sand, better sand, invest in new and creative approaches to locate sand, and pay others lots of money to find sand. The key to retention...and to plugging the hole in the bucket...is leadership. But wait! Let's be more specific. If you truly want to cure the "Hole in the Bucket Syndrome," you must do it with the guy in the foxhole...the person who has the most impact on the people you can't get or keep...and that person is the manager. It's a well-known fact - a person's direct supervisor is the most important relationship at work, bar none. So pour your monies into equipping and teaching this key player whose leadership (relationships, influence, and expertise) impacts the quality of care, patient outcomes, physician satisfaction and referrals, customer service, employee satisfaction and thus recruitment and retention, and yes, the bottom line!

This critical role is often filled with someone with little or no leadership knowledge or training, but with great clinical skills. You may even find that many managers with experience haven't had leadership

training! They have the desire to lead but not the tools! They don't know what they don't know! Let's face it, doing a budget and resolving conflict are two completely different challenges! Consider this person's impact. If you don't equip him/her, it's a set up for failure...along with the staff, the unit, AND the organization. You're expecting things from a manager that he/she is not able to produce! Everybody is frustrated!

What's the answer? Ongoing leadership development at the grass roots level - the cure for The Hole in the Bucket Syndrome and to unlocking the door to excellence. It encompasses:

1. identifying, equipping, and releasing new leaders,
2. ongoing development of those new leaders and existing leaders, and
3. meeting in small groups and one-on-one settings to ignite open communication, understanding, and a change in belief systems (growth). It's truly the only way to go deeper; large group discussions just barely touch the surface!

The "Hole in the Bucket Syndrome" is a choice! It's true, there aren't enough Nurses nationwide for all of the openings. But not to worry...every hospital won't do the work. They won't plug the hole. Why? They don't realize how great a manager's impact is on the organization. Will you follow the majority of hospitals through the next several years and blame your staffing crises on the nursing shortage? Or will you follow the examples of Magnet hospitals, who affirm that it can be done...even in a nursing shortage? The choice is yours!

HAWAII NURSES ASSOCIATION **ACTION**

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UAN Expands Website

UAN's website - www.UANNurse.org - has been updated and expanded with a fresh look to include additional research, material on the staffing shortage, tools for VA Nurses and more. UAN plans to add a "Make Your Voice Heard" e-Activist feature to the site in April, allowing users to sign up to receive UAN emailed alerts once a month supplying information and encouraging action on issues important to union Nurses. In May, UAN will add to the website its online steward training—information for local unit leaders (stewards) on communications, handling grievances, and more. HNA, currently working to update our own website – www.HawaiiNurses.org – urges everyone to take a look at the updated UAN website.

BOD and EC Meetings

HNA's Board of Directors meets the third Saturday of every month, from 10 a.m. to 2 p.m. at HNA's headquarters office. HNA's Executive Committee meets the second and fourth Fridays of every month from 5:30 p.m. until they are done with the business before them.