

## How to fill out our new Assignment Under Protest form

*Please make sure you are filling out the newest version of our AUP from 2023. The new form has our new logo, and has been delivered to each unit in a pad or notebook style, not just single sheets. You can still print the latest version from our website.*

PRIOR to filling out the AUP, you must immediately notify your chain of command that you intend to do so.

- Lead RN
- Manager (your lead RN should be the one to inform the manager)

On weekends or evenings when your manager is not available, notify:

- Lead RN (again, lead RN should inform the House supervisor)
- House Supervisor

Management must be informed immediately of your protest to your assignment and the reasons why. There is a line at the bottom of the form for you to write in the time they were notified. Then you can fill out the AUP throughout your shift, but please do so as soon as you can (prioritizing your patients of course).

Management has been instructed by our CNO of their obligation to sign the receipt of the form. Our CNO is creating a form of her own for her team to fill out to document how they attempted to correct the assignment.

We encourage each individual nurse to fill out an AUP specific to them. Please discontinue the practice of filling them out as a group when possible.

Did you know that our contract has a patient advocacy article in it? On page 77, C, 2 it reads in part....

*“If the Nurse performs the order, direction, or assignment under protest, no disciplinary action will be taken against such Nurse for her/his protest or because of any adverse effects resulting because the Nurse carried out the order, direction, or assignment as given.”*

Pretty supportive and helpful!

### Section I:

Write your name, department, shift and date. Try to change your practice of doing this form as a group, when possible.

### Section II:

This section gives you a simple check box list of some possible reasons why you believe your assignment is unsafe. There is an “other” line that can be filled out if the check boxes are not specific to your situation

### Section III:

Make sure to fill in the numbers of the lines that will help with your specific problem. This section has check boxes with specific issues to help you fill out the form faster and to give you ideas for filing out this form.

(Acuity numbers were previously in this section. Due to our current situation and lack of working acuity tool, we removed it. Please write in whatever acuity information you may have in the next section).

### Section IV:

Additional information and details. Please list what is unsafe for your patients, be brief & specific.

Signature lines: Please write in the name of whom you notified from the management team (not your lead nurse), the time they were notified, and your signature. As before, please fax to our office and place a copy in your manager’s mail box or designated file in your department.