

## ACCOUNTABILITIES OF ONA REPS & E-Scan

What can you expect from your ONA Reps, and how can we tell if the reps are doing a good job?

**As a minimum**, Reps are expected to do the following:

1. Attend Reps meetings or at least RSVP if you are unable to attend (these occur twice a year),
2. Complete E-Scans (Enviroscan) and return them as requested (quarterly).
3. Assist with Workloads on the Unit – encourage people to fill them out, and to be a contact between the executive and the members.
4. Share information that is sent to you from the Executive, and report back on issues when asked.
5. Submit a nomination form at election time.
6. Check your email regularly. **If you would prefer to receive ONA emails on your home email, let us know and this can be arranged.**

Attached is a modified E-Scan for you to complete. You may either print it off, fill it in and fax it to the office, or simply send an email to [chris.moseley@sunnybrooke.ca](mailto:chris.moseley@sunnybrooke.ca) telling what is happening on your Unit under the headings:

- a. **Scheduling Concerns** - this means things like schedules posted in timely fashion, denial of requests for time off, whether you have unfilled vacant positions, and whether overtime shifts are being distributed correctly.
- b. **Workload Issues** – what are they? Are there barriers to filling out Workload complaints? How often do you have hallway patients on your Unit?
- c. **Health and Safety** – any issues? Any injuries, equipment concerns? Do you have staff on modified or accommodated work, and is it impacting other staff? Any violence or harassment problems?
- d. **Professional issues** – do you have access to Inservice? Are issues being discussed at practice councils or staff meetings? Are issues getting resolved?
- e. **Human Rights** – any harassment or interpersonal conflict, especially related to sexual identity, race, colour, disability or any other grounds covered by the Human Rights Code?

And finally, how do you share the newsletters with your co-workers? Would you like to see a different process, and if so what? Do members find our ONA LOCAL 80 website a good place to find information?