

# SAFETY TALK



## TIPS FOR WORKING WITH LIMITED RESOURCES

### DID YOU KNOW?

There are a number of strategies available to assist staff with optimizing service and/or patient care when resources are limited.

### YOU NEED TO KNOW:

#### ASSESS and SET PRIORITIES:

- Review clients with your team, assessing specific concerns and immediate needs. Differentiate activities that are absolutely necessary from those that can be delayed.
- Review the needs of your department. Decide what work can be safely delayed, eliminated, assigned to others or determine if patient care can be provided in a different way by negotiating with other members of the healthcare team.

#### QUESTION ?

HOW CAN YOU SAFELY  
SUPPORT YOURSELF AND  
YOUR TEAM WHEN  
WORKING WITH LIMITED  
RESOURCES?

#### COLLABORATE and COMMUNICATE:

- When appropriate, inform those affected by the above changes. Ensure that you are providing clear factual information when communicating what they can expect.
- Schedule a huddle part way through the shift to update and re-assign service and/or patient care accordingly. Communicate changes in client conditions to the healthcare team as needed.

#### DOCUMENT SAFETY CONCERNS:

- Immediately inform your supervisor and report any safety concerns you may have using your local Safety reporting system. Be prepared to work collaboratively with your manager and team to resolve these types of situation by proposing solutions which promote, safe, ethical and competent service and/or care.

INFORMATION SOURCE: <https://www.canada.ca/en/government/publicservice/covid-19/mental-health-tips.html>



## WEEKLY TOPIC: Tips for Working with Limited Resources

DATE: \_\_\_\_\_

FACILITY: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

SAFETY TALK CONDUCTED BY: \_\_\_\_\_

## ADDITIONAL DISCUSSION QUESTIONS

IN WHAT WAYS DOES YOUR TEAM COMMUNICATE THROUGHOUT A SHIFT?

IS THERE ROOM FOR IMPROVEMENT?

IF SO, WHAT ARE SOME IDEAS FOR IMPROVEMENT?

### SAFETY TALK NOTES:

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### WORKERS PRESENT:

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### WORKER CONCERNS:

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