



Workplace Representative Application Form

Name: _____ Registration No. _____

Mailing address (circle either *home* or *work*):

Preferred phone: _____ Email address: _____

Name and address of workplace (and, if applicable, include the name of the site or department):

Position: _____

For planning purposes, please state approximately how many RNs, NPs and RN(AAP)s you will share SRNA information with. _____

By joining the program, you agree to:

- Communicate information to RNs, NPs and RN(AAP)s in your work area and to the SRNA.
- Share information with your colleagues that is received by email or mail (mailouts occur two to three times per year). The information provided will focus on nursing, health care, education workshops or conferences, and various health and social issues that pertain to nursing. Please inform us of any information you would like to see in the mailout packages.
- Collaborate with colleagues and other WPRs during National Nursing Week or for other celebratory events to share resources and plan events.
- Assist Graduate Nurses, Internationally Educated Nurses or newly relocated nurses to access SRNA resources and staff.
- Identify a space in your workplace where SRNA information can be provided to your colleagues. If a bulletin board is required, contact the SRNA for details.

The SRNA adheres to PIPEDA and privacy legislation. We do not share personal information including your home contact information without your permission. Under privacy laws your name, work contact address, work telephone number or work email address are public information.

Please read and sign if you agree:

As an SRNA Workplace Representative program participant, I agree to the criteria included above and to share my name, work phone number and primary email address provided through the SRNA database with other Workplace Representatives, SRNA members or others involved in health care service delivery.

Signature _____ *Date* _____

Completed forms may be emailed to links@srna.org or mailed to 2066 Retallack Street, Regina, SK S4T 7X5, Attention: Anita.

Please inform us of any changes to the above information or if you no longer wish to be involved with the program.

Workplace Representative Information

The main role of a Workplace Representative (WPR) is to be a connection between the SRNA and its members about nursing and health care issues, as well as other issues within the mandate of the SRNA.

What do WPRs do?

- WPRs circulate information provided by the SRNA to their colleagues. Information may include sharing emails regarding upcoming events, health care and nursing issues alerts or print information included in a mailed package.
- WPRs will post this information on a bulletin board at work or leave it in the coffee room for staff to read during their breaks.
- WPRs relay any questions or concerns from their colleagues to SRNA staff for further discussion.

What are some opportunities for WPRs?

- Occasionally the SRNA will ask for volunteers to participate in focus groups or provide feedback on SRNA documents that are being developed or reviewed.
- The SRNA Nominations Committee may contact WPRs to gauge their interest in standing as a candidate for SRNA Council or the Nominations Committee.
- WPRs can volunteer to represent the SRNA at education events or at school fairs. The SRNA will pay an honorarium and cover expenses for some activities.
- WPRs may take part in leadership training activities sponsored by the SRNA.

Participation in these activities is optional and is not required to be involved with the Workplace Representative program.

What are some advantages for being a WPR?

- The SRNA provides an annual education day in the fall for WPRs to learn about the resources and services of the SRNA. An honorarium is available, and expenses are covered to attend this event. Registration is limited, so please apply early. Attendance is optional.
- WPRs can also apply for an education grant of \$250 to use to attend SRNA or other nursing or health care related education events. Funding is limited and is on a first-come first-served basis for this program.
- The SRNA also provides opportunities for WPRs to participate in contests with prizes of paid registration or expense coverage to attend conferences.
- WPRs will receive an annual National Nursing Week Kit that is for National Nursing Week (NNW) in May. The kit contains a poster, list of suggested activities for NNW and promotional items to raffle or give away.

For more information contact: Yvonne Harris, RN, Nursing Advisor, Nursing Practice at 306-359-4208 or Anita Nivala, Program Assistant, Nursing Practice at 306-359-4246 or links@srna.org.