



ASSIGNMENT DESPITE OBJECTION (ADO) INSTRUCTIONS

By completing an Assignment Despite Objection (ADO) Form, you are helping to make an issue known to management. This creates an opportunity for it to be addressed. Additionally, you are documenting the facts, which may be helpful to you later if there is a negative outcome.

A nurse questioning an assignment should communicate this concern in the following manner:

- 1) **Immediately** notify the person responsible for the assignment(s) on that shift (CN/House Supervisor, etc.) and discuss the concern.
- 2) The person responsible for making the assignment(s) should then assess options and seek to remedy the situation. When no possible alternatives are identified, the person in charge should contact his / her immediate supervisor on duty.
- 3) The supervisor should attempt to resolve the situation utilizing available resources as he/she determines appropriate.
- 4) If the nurse is dissatisfied with the decision of the supervisor, the nurse should initiate an Assignment Despite Objection (ADO) form and, if necessary, an occurrence report, prior to end of the shift.
- 5) ADOs are investigated by the unit manager.
- 6) Managers will attend the scheduled Conference Committee meeting with the results of the investigation of the ADO. MNA leadership and Hospital leadership will jointly review all ADOs and recommendations. In some instances, the RN may be asked to attend to speak to their concerns.
- 7) Nurses who raise assignment concerns should be free from restraint, interference, discrimination, or reprisal.

ADO "DO's":

1. **Do** notify your CN and/or manager/supervisor on call for help as soon as you realize there is a problem.
2. **Do** state that you will provide the best nursing care you can under the circumstances if help is denied, but the patients have the right to receive safe, professional nursing care.
3. **Do** familiarize yourself with the standard RN-to-patient ratios on the units you work
4. **Do** "tell your story" of the shift. RN/patient ratios are not always the full picture.
5. **Do** fill out the current ADO form **completely** and send it to your manager as soon as possible--

ADO "DON'T's":

1. **Don't** use the form if you have adequate help. If these forms are used indiscriminately and without justification, it will dilute their usefulness.
2. **Don't** use the form just to "complain" about a busy day. The intent of an ADO is to document unsafe conditions.
3. **Don't** use the form if you have failed to notify the person in charge of assignments in person or by phone of your need for more help. This form is to document your request for additional help or resources. If you didn't make the situation known, you may not use this form.