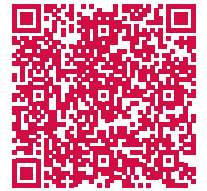


# A Nurses' Guide to Filling Out an Inpatient Assignment Despite Objection (ADO) Form

## Objective »»»

- ▶ To inform nurses about how to properly complete an ADO form.
- ▶ To educate nurses about what to do when given an assignment they believe creates an unsafe patient care environment.



## The Inpatient ADO Form »»»

- ▶ Is used by registered nurses to formally document circumstances in which the RN identifies an unsafe patient care environment.
- ▶ Ensures and documents that nursing administration has been notified.
- ▶ Is received, reviewed, and analyzed by the Professional Practice Committee (PPC) to identify trends and collect data which negatively affects patient and nurse safety.
- ▶ Is admissible in court, with regulatory agencies, and is a protected activity under federal labor laws. It is unlawful for an employer to retaliate or discipline an RN for filing an ADO.

## How the ADO Works

- STEP 1** The RN(s) with the concern about the unsafe patient care environment makes a good faith effort to verbally notify the supervisor. The immediate goal is to address concerns at hand. The supervisor must be aware of the problem in order to resolve the problem.
- STEP 2** It's important that RNs complete the ADO, whether to document the failure or success in resolving the issue with management.
- STEP 3** Copies of the ADO are submitted as follows:
1. White copy to supervisor.
  2. Pink copy to PPC, place in ADO box.
  3. Green copy to labor rep, place in ADO box.
  4. Golden copy to be kept by nurse for their records.
- STEP 4** When management receives a copy of the ADO, the date and time it was received will be noted on the upper right corner of the form.
- STEP 5** Management should respond in writing to the ADO in a timely manner.
- STEP 6** Management's responsibility is to return the response to the initiating RN(s), PPC chair and CNE/CNO.

