

## **2011 Personnel Survey Instructions**

The purpose of the Personnel Survey supplement to the Annual Survey is to collect additional workforce data to better track and understand the workforce issues that affect Wisconsin hospitals.

To help in the completion of the survey, the following are definitions of the positions for which data is being collected. If you have additional questions while completing the Personnel Survey, contact Judy Warmuth at the Wisconsin Hospital Association, Information Center at 608-274-1820.

### **REPORTING CATEGORIES:**

**Consultant and/or Contracted Staff-** Provide number of persons for the health care occupations listed below.

**Number of Positions Vacant and Actively being Recruited-** Provide number of full-time person, part-time persons, and part-time hours for positions that are vacant and actively being recruited for health care occupations listed below.

**Number of Employees age 55 and Over-** Provide number of employees who are age 55 and over for the health care occupations listed below. If you are unable to provide exact numbers, provide your best estimate.

**Number of Employee Separations-** Provide number of employees that left your facility, for any reason (terminated, left for a new position, etc) in FY 2010. **Do not include employees that have transferred within your facility or system.**

\*\* Further clarification regarding employees "on the payroll" – Individuals that were paid during that time period, whether it was to work or paid as time off.

*Please exclude individuals in the following situations:*

- That were not paid or were off on unpaid leave
- If an employee works every other week, they would not be included.
- If an employee works one weekend out of three and they are not on this particular week.
- If an employee works per diem or on call, and they were not scheduled or called.

### **HEALTH CARE OCCUPATIONS DEFINITIONS:**

#### **REGISTERED NURSES**

Administer nursing care to ill or injured persons. Licensing or registration required. Include administrative, public health, industrial, private duty, and surgical nurses. **Report only those nurses that provide direct patient care.**

#### **LICENSED PRACTICAL NURSES**

Care for ill, injured, convalescent, and disabled persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

#### **NURSING ASSISTANTS**

Work under supervision of nurses to provide basic bedside care such as eating, dressing and bathing.

#### **PHARMACISTS**

Compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.

#### **PHARMACY TECHNICIANS & AIDES**

Fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. May clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. May operate cash register and accept prescriptions for filling.

#### **MEDICAL & CLINICAL LABORATORY TECHNOLOGISTS**

Perform a wide range of complex procedures in the general area of the clinical laboratory or perform specialized procedures in such areas as cytology, histology, and microbiology. Duties may include supervising and coordinating activities of workers engaged in laboratory testing. Include workers who teach medical technology when teaching is not their primary activity.

**MEDICAL & CLINICAL LABORATORY TECHNICIANS**

Perform routine tests in medical laboratory for use in treatment and diagnosis of disease. Prepare vaccines, biologicals, and serums for prevention of disease. Prepare tissue samples for Pathologists, take blood samples, and execute such laboratory tests as urinalysis and blood counts. May work under the general supervision of a Medical Laboratory Technologist.

**MEDICAL CODING TECHNICIANS**

Health care professional whose main duties are to analyze clinical statements and assign standard codes using a classification system.

**OTHER HEALTH INFORMATION MANAGEMENT TECHNICIANS****MEDICAL RECORDS TECHNICIANS**

Compile and maintain medical records of hospital and clinic patients.

**RADIOLOGIC TECHNOLOGISTS**

Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Include technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Include workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

**SURGICAL TECHNOLOGISTS & TECHNICIANS**

Perform any combination of the following tasks either before, during, or after an operation: Prepare patient by washing, shaving, etc.; place equipment and supplies in operating room according to surgeon's instruction; arrange instruments under direction of nurse; maintain specified supply of fluids for use during operation; adjust lights and equipment as directed; hand instruments and supplies to surgeon, hold retractors, and cut sutures as directed; count sponges, needles, and instruments used during operation; and clean operating room.

**RESPIRATORY THERAPISTS**

Provide assessment, diagnostic evaluation, treatment, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.

**PHYSICAL THERAPISTS**

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.

**OCCUPATIONAL THERAPISTS**

Plan, organize, and participate in medically oriented occupational programs in hospital or similar institution to rehabilitate patients who are physically or mentally ill.

**DIETITIANS & NUTRITIONISTS**

Organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. May administer activities of department providing quantity food service. May plan, organize, and conduct programs in nutritional research.

**CERTIFIED REGISTERED NURSE ANESTHETISTS**

Certified Registered Nurse Anesthetists. CRNA takes care of a patient's anesthesia needs before, during and after surgery or the delivery of a baby.

**PHYSICIAN ASSISTANT**

is an advanced practice clinician licensed to practice medicine with the supervision of a licensed physician.

**ADVANCED PRACTICE NURSES**

Includes: Nurse midwives, Clinical Nurse Specialists, and Nurse Practitioners