

All information provided will be kept confidential and only used as an aggregate.

Preparing and Submitting Your 2010 Q2 Turnover & Vacancy Data

USING THE ONLINE SURVEY

To submit your survey data, you will need to follow the link provided in your invitation emailed on **July 2, 2010**. Your username and password for the www.healthcarehrsource.org website were also provided. If you did not receive the mentioned email please contact jmayers@hasc.org.

Begin taking the survey online.

All data submitted through the survey should reflect activity during the 2nd Quarter of 2010 (**April, May and June**).

The deadline for data submission is **Friday, July 23, 2010**.

Make sure to activate your survey through [Healthcare HR Source](http://www.healthcarehrsource.org). Activating your survey will allow you to view the survey report when it is available.

The report is scheduled for distribution on **Friday, August 13, 2010**.

Please answer all questions listed. If you need help, you can call us weekdays between 9:30 am and 4:30 pm at (213) 538-0705.

■ Contact Info

Please complete your organization's contact information. Your organization's HID Code is included in your email invitation.

■ Questionnaire

Please complete the information relating to your organization's turnover and vacancy practices.

SECTION I: ALL EMPLOYEES, REGISTERED NURSES, AND OTHER POSITIONS

Please exclude temporary, contract and per diem staff. Report per diem staff in Section II.

1. **Full-Time, Part-Time Employees:** Report the total number of employees in your entity. Please use totals from the pay period closest to the end of the quarter. Include management and non-management positions. Report both full-time and part-time in the appropriate areas. Please do not report Full-Time Equivalent (FTE). Please exclude temporary and contract staff.
2. **Employees Hired:** The number of hires that occurred during the quarter.
3. **Job Openings:** Job openings (vacant positions) from both replacements needs and employment growth. *Replacement needs* arise as workers leave or transfer within the organization. *Employment growth* refers to job openings that result from growth of the economy. Report open positions for which employees are

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being actively recruited. (i.e. positions that were vacant at the end of the quarter specified on the data submission form). Please exclude temporary and contract staff.

4. **Layoffs:** Report the number of employees laid-off during the quarter.
5. **Voluntary Separations:** The employee made the decision to leave; includes normal retirement.
6. **Involuntary Separations:** The employee was asked to leave either due to performance.
7. **Total Employee Separations:** All permanent terminations of regular employees, whether voluntary or involuntary (i.e., resignations, retirements, discharge, death – but not layoffs or reductions in force.) Do not include transfers to other entities within a hospital.

REGISTERED NURSES

(Includes those who provide direct care to patients)

Job Code 1004: Staff Nurse (Registered Nurse) (RN)

General Characteristics: Providing professional nursing care by utilizing the nursing process to care for patients. Coordinates care planning with other disciplines.

Include: The nurse generalist RN who meets the job description, who may be on a clinical ladder.

Exclude: Personnel not receiving benefits such as per diem (pay in lieu of benefits) or float pay. Also, exclude new graduates.

1. Assesses patient needs, problems and concerns.
2. Identifies above in priority for action with consultation as needed.
3. Establishes care plan:
 - a. Provides direct nursing care, including observation and prescribed treatments.
 - b. Makes assignments, teaches and supervises care given by ancillary personnel.
 - c. Instructs patients, families, or appropriate person(s) concerning on-going care.
 - d. Provides patient care documentation as required.
4. Provides direct nursing care, including observation and prescribed treatments.
5. Makes assignments, teaches and supervises care given by ancillary personnel.
6. Instructs patients, families, or appropriate person(s) concerning on-going care.
7. Provides patient care documentation as required.
8. Evaluates outcomes of care and adjusts nursing care process as necessary with consultation as needed.
9. Participates in conferences, committee meetings, staff development and educational programs to meet personal, professional, institutional certification and regulatory requirements.

Education & Experience: Must have a minimum of six months staff nurse experience.

License/Registration/Certification: Must have current and valid California State RN license. CPR certification required.

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RN NEW GRADUATES

1. **RNs New Graduates Hired:** The total number of new graduate staff registered nurses hired during the quarter.
2. **RNs Separated With Less Than 12 Months Experience:** The total number of RNs who have separated with less than 12 months of overall experience.

SECTION II: PER DIEM SECTION

1. Report the number of per diem employees and separations for the positions listed. Per Diem staff is defined as an employee who works with or without an established schedule but does not receive benefits.
2. Please list the number of voluntary and involuntary separations for all per diem staff.

SECTION III: DIFFICULT TO FILL

1. Report any other allied health care position that is difficult to fill that is not already identified in this survey.

SECTION IV: ADDITIONAL COMMENTS/SUGGESTIONS

1. Please provide any feedback, comments or suggestions.

SUBMITTING YOUR SURVEY DATA

You will submit your survey data by clicking onto the 'Submit' button at the end of the survey. Please print the confirmation page to keep for your records. If you have any difficulty submitting your survey data, please call us weekdays between 9:30 am and 4:30 pm: (213) 538-0705.

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