



## Texas Center for Nursing Workforce Studies

Department of State Health Services

Mail Code 1898

P.O. Box 149347

Austin, Texas 78714-9347

512-776-6575

Dear Chief Nursing Officer:

The Texas Center for Nursing Workforce Studies (TCNWS) is preparing to launch the 2012 Hospital Nurse Staffing Survey (HNSS). The 2012 HNSS will be available online March 15, 2012 at the following link: <http://2012hnss.questionpro.com>. All the Chief Nursing Officers (CNO)/Directors of Nursing (DON) in Texas are asked to take this survey to help the TCNWS:

- Assess the size and effects of the nursing shortage in Texas' hospitals
- Forecast the number of nurses needed in Texas
- Serve as a resource for nursing advocacy groups such as the Texas Nurses Association, the Texas Hospital Association, as well as the Texas Governor's Office and Legislators, in establishing legislative priorities and making legislative and policy decisions

Attached you will find a copy of the survey instrument, along with operational definitions for the terms used on the survey, and instructions on how to complete the survey online. Please use the attached copy of the survey as a template to begin gathering all the information you are going to need to complete the online survey. We have found that having all the information you need completed and in front of you when you log-in, makes the online survey process much easier.

### **MARK YOUR CALENDARS!**

Please go to <http://2012hnss.questionpro.com> anytime between **March 15, 2012** and **April 13, 2012** to complete the survey online.

You may also submit a completed copy of the survey by fax at 512-776-7344 or by mail to:

Department of State Health Services  
Texas Center for Nursing Workforce Studies  
Mail Code 1898  
P.O. Box 149347  
Austin, TX 78714 - 9347

In addition to collecting and analyzing this important information, we are committed to making sure that the findings from this survey are widely disseminated. **Please be aware that your survey responses will be strictly confidential. All findings will be reported in aggregate form only. Individual hospital data will not be identified.** By participating in this survey you are helping in the development of health policy and assisting programs in addressing the nursing shortage.

Please do not hesitate to call or email, we are here to assist you. We appreciate your participation in this project and thank you for your time!

Sincerely,

**Pamela L. Wiebusch**

**T**exas **C**enter for **N**ursing **W**orkforce **S**tudies  
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## **Texas Center for Nursing Workforce Studies 2012 Hospital Nurse Staffing Survey (HNSS) Advance Information and Instructions**

The Texas Center for Nursing Workforce Studies (TCNWS) is collecting information relating to the supply and demand for nurses in Texas hospitals. This year, data for the 2012 HNSS will be collected using an online survey hosted by QuestionPro. You will see the QuestionPro name and logo on the blank survey document.

This Advance Information is to assist you in compiling your program data and to provide instructions and tips before starting the online survey.

### **IMPORTANT DATES:**

**Survey available online:**

**March 15, 2012**

**Completion deadline:**

**April 13, 2012**

### **STEPS IN THE PROCESS:**

1. Print out and review the blank survey document emailed to you on March 15, 2012 (*This is a PDF file.*)
2. Complete the data sections of the paper survey
3. Use the completed paper survey as your reference when completing the online HNSS
4. Complete the HNSS online (*See below.*)

We strongly encourage you to assemble all your data on the paper survey document before you begin the online HNSS.

### **TO BEGIN THE ONLINE 2012 HNSS:**

*The 2012 HNSS can be accessed using the link below.*

Click on the link below.

<http://2012hnss.questionpro.com>



## **REPORTING PERIOD**

There are three reporting periods for this survey:

- Census date: January 22, 2012 – January 28, 2012.
- Calendar year: January 1, 2011 – December 31, 2011
- Your organization's last fiscal year: varies

Please read each question carefully to determine the reporting period that applies to each question.

## **NAVIGATING THROUGH THE ONLINE SURVEY**

Select the <CONTINUE> button at the bottom of the first screen to begin the HNSS. Selecting the <CONTINUE> button on each subsequent screen will allow you to proceed through the survey to the end.

Sometimes you may have to use the scroll bar on the right side of your screen to see and use the navigation buttons. A progress bar at the bottom of each screen indicates the percentage of the HNSS that has been completed at that point.

It is not possible to return to previous pages to change your entries. If any entries require revision, please email the corrections to Pamela Wiebusch at the Texas Center for Nursing Workforce Studies, [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us).

## **PRINTING & REVISING YOUR COMPLETED SURVEY**

You will have the opportunity to print your completed HNSS after you click the <Submit Survey> button at the end of the survey process.

After reviewing the printed copy of your HNSS, if you find any entries that require revision, please email the corrections to Pamela Wiebusch at the Texas Center for Nursing Workforce Studies, [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us).

## **COMPLETING THE ONLINE SURVEY**

There are two navigation buttons at the bottom of each screen:



and





Sometimes you may have to use the scroll bar on the right side of your screen to see and use the navigation buttons.

Select the <CONTINUE> button at the bottom of the first screen to begin the survey. Selecting the <CONTINUE> button on each subsequent screen will allow you to proceed through the survey to the end.

How quickly you proceed will depend on whether you have the required data readily available. Completing the blank paper survey document, and having it in front of you before you start the online survey, should facilitate the process.

### **STOPPING THE SURVEY AND CONTINUING LATER**

Your response to each question is automatically saved when you select <CONTINUE> and go to the next page.

**We strongly encourage you to assemble all your data on the blank paper survey document before you begin the online survey so that you can complete the HNSS in one session.**

However, in the event that you are unable to complete the survey in one sitting, the <SAVE PAGE AND CONTINUE LATER> button will allow you to stop and resume at a later time.

**If you do not complete all the questions on the page you are on before you select <SAVE PAGE AND CONTINUE LATER>, your data for that page will be lost.**

If you do not have the necessary information at hand to complete all the questions on the current page, go back to the previously completed page and select <SAVE PAGE AND CONTINUE LATER>. (You can go back by right-clicking on your mouse and selecting “Back,” or by using your internet browser’s back button or arrow.)

After you select <SAVE PAGE AND CONTINUE LATER>, a new page will open, and the system will ask for your email address:

Please enter in your email address so that we can send you a link to the location that you have saved.

Email Address

Confirm Email Address

**Email me the link**

After you click on the “Email me the link” button, the system will email you an electronic link to your partially-completed survey.

When you are ready to return to the survey, click on the link in the email. The survey should direct you to the page following the one on which you selected the <SAVE PAGE AND CONTINUE LATER> button.

**Please remember:**

**You may stop the survey and continue later, but you may only submit the survey one time.**

**Once you click <SUBMIT SURVEY> at the end, you will no longer be able to resume the survey!**

**ADDITIONAL QUESTION INFORMATION**

Please note that double-clicking on the  icon next to any question will provide you with additional information (definitions) for that question. A list of the operational definitions is also enclosed with the blank copy of the survey.

**REQUIRED QUESTIONS**

We request that you complete all applicable questions in the HNSS before submission. Some questions, however, **MUST** be completed before the system will accept survey submission. Questions marked with an “\*” are required.

**VALIDATION CHECKS AND FORMATTING DATA**

Validation checks have been built into the survey to help prevent errors. A validation error occurs when you fail to answer a required question or to format an answer correctly.

The system will generate an error message when inappropriate values are entered. You may not know you have entered an invalid answer until you receive an error message.

After you click <OK> on the error message window, you will be returned to the survey, and the validation error count will appear at the top of the page. An error message will show above each question with the description of the error, as shown below:

There are 1 Validation Error(s)

Value has to be a numeric value.

State

License # 12345xx

For certain questions, the survey will only accept a certain format. For example, the state license number can only be accepted as a numeric value.

### QUESTION TYPES

There are several different types of questions in the survey. Some examples are:

- **TEXT FIELDS:** These provide you with open text fields to type in your responses.
- **RADIO BUTTON:** These allow you to **select only one answer** by clicking on one of several buttons:
- **CHECK BOXES:** These allow you to **select multiple answers** by clicking on as many boxes as are appropriate:

*Please remember, once you click <SUBMIT SURVEY> at the end, you will no longer be able to resume the survey!*

**You must submit the survey by April 13, 2012.**

If you have any questions or need assistance with the online survey, please contact Pamela Wiebusch at the Texas Center for Nursing Workforce Studies at (512) 776-6575 or [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us).

Thank you for completing the 2012 HNSS.

## 2012 Hospital Nurse Staffing Study Operational Definitions

**Certified Nurse Midwives (CNMs)** - an RN who through a formal post-basic education program has developed expertise in the specialty area of midwifery and who possesses evidence of certification according to the requirements of the American College of Nurse-Midwives. **Source:** Interagency Collaborative on Nursing Statistics (ICONS). <http://www.iconsdata.org/definitions.htm>

**Certified Registered Nurse Anesthetists (CRNAs)** - an RN who through a formal post-basic education program has developed expertise in the specialty area of anesthesiology and who possesses evidence of certification according to the requirements of the Council on Certification of Nurse Anesthetists or its predecessor. **Source:** Interagency Collaborative on Nursing Statistics (ICONS). <http://www.iconsdata.org/definitions.htm>

**Clinical Nurse Specialists (CNS)** - an RN who through a formal post-basic education program has developed expertise within a specialty area of nursing practice. In addition to the delivery of direct patient/client care, the role may include consultative, educational, research, and/or administrative components. Certification and/or state recognition may be required for practice as a CNS. **Source:** Interagency Collaborative on Nursing Statistics (ICONS). <http://www.iconsdata.org/definitions.htm>

**Contract/Traveling nurses** - an RN who is contracted through an outside organization to work in a designated hospital for a specified period of time, ranging from a few weeks to one year. This staffing arrangement can be used to cover for unfilled budgeted positions, absent RNs on permanent staff, and unusual or increased workload. **Source:** TCNWS, June 2005.

**Experienced RNs** - an RN who has one or more years of nursing experience involving direct patient care.

**Full-time** - a nurse who works a full work week and full work year, as defined by the employer. **Source:** <http://www.iconsdata.org/employment.htm>

**Full-time Equivalent (FTEs)** - the equivalent of one (1) full-time employee working for one year or a staff position budgeted for 2,080 hours per year. This is generally calculated as 40 hours per week for 52 weeks (or other variations such as 80 hours in a 14 day time frame), for a total of 2,080 paid hours per year. This includes both productive and non-productive (vacation, sick, holiday, education, etc.) time. Two employees each working 20 hours per week for one year would be the same as one FTE.

**Sources:** Finkler, S. (2001). *Budgeting Concepts for Nurse Managers*. 3<sup>rd</sup> Ed. Philadelphia: W.B. Saunders, p. 394 and *Hospital Report Care Act, Draft Rules*, August 30, 2004. Illinois Hospital Association. Retrieved May 1, 2005 from <http://www.ihatoday.org/issues/safety/updates/drafrules.pdf>

**In-house staffing pool** - a group of nurses on hospital staff who are not permanently assigned to one hospital department or unit; instead they are assigned on an “as needed” basis to units throughout the hospital to provide direct patient care. This staffing arrangement can be used to cover unfilled budgeted nursing positions, the absence of

## **2012 Hospital Nurse Staffing Study Operational Definitions**

permanent staff, or increased workload. In house-staffing pool may also include per diem nurses as defined below.

**Internationally-Educated Nurses** - RNs who received their basic nursing education in a country other than the United States. **Source:** TCNWS, June 2005.

**Licensed Beds** - the total number of beds authorized by the state licensing (certifying) agency. **Source:** 2010 American Hospital Association Annual Survey of Hospitals <http://www.dshs.state.tx.us/chs/hosp/Forms/AHS10.pdf>

**Licensed Vocational Nurses (LVNs)** - an individual who holds a current license to practice as a practical or vocational nurse in at least one jurisdiction of the United States. **Source:** Interagency Collaborative on Nursing Statistics (ICONS). <http://www.iconsdata.org/definitions.htm>

**Magnet Hospital** - a hospital that has been awarded this status by the American Nurses Credentialing Center based on successfully meeting specified standards that show the hospital's ability to attract and support committed staff members and to be viewed as a desirable, positive place to work. **Source:** Wise, Patricia S. Yoder. Leading and Managing in Nursing. 1st ed. St. Louis: Mosby, 1995. <http://www.nursecredentialing.org>

**Newly Licensed RNs** - an RN who has been licensed for less than one year.

**Nurse Aides (NAs)** - individuals who assist nursing staff in the provision of basic care to clients and who work under the supervision of licensed nursing personnel. Included in, but not limited to, this category are nurse aides, nursing assistants, orderlies, attendants, personal care aides, medication technicians, unlicensed assistive personnel and home health aides. **Source:** <http://www.iconsdata.org/regulatory.htm>

**Nurse Practitioners (NPs)** - an RN prepared in a formal, post-basic nurse practitioner program, who functions in an independent primary health care provider role addressing the full range of patient's/client's health problems and needs within an area of specialization. Certification and/or state recognition may be required for practice as an NP. **Source:** Interagency Collaborative on Nursing Statistics (ICONS). <http://www.iconsdata.org/definitions.htm>

**Overtime** - the additional hours worked beyond a nurse's regularly scheduled hours for which your organization compensates at an overtime rate.

**Pathway to Excellence®** - the American Nurses Credentialing Center (ANCC) designates a Pathway to Excellence organization based on the confirmed presence of a set of characteristics known as "The Pathway to Excellence Criteria" in the facility. Foundational quality initiatives in creating a positive work environment, as defined by nurses and supported by research, are documented by way of a thorough review process. These criteria are integrated into operating policies, procedures, and management

## 2012 Hospital Nurse Staffing Study Operational Definitions

practices and are paramount to a positive nursing practice environment that impacts on nurse job satisfaction and retention. **Source:** <http://nursecredentialing.org/Pathway.aspx>

**Part-time** - a nurse who works less than full-time, as defined by the employer. **Source:** <http://www.iconsdata.org/employment.htm>

**Per diem** - an arrangement wherein a nurse is employed directly on an as needed basis and usually has no benefits. Per diem nurses may be unit based. **Source:** The Forum of State Nursing Workforce Centers Minimum Nurse Demand Dataset. [http://www.nursingworkforcecenters.org/resources/files/Nurse\\_Demand\\_Dataset.pdf](http://www.nursingworkforcecenters.org/resources/files/Nurse_Demand_Dataset.pdf)

**Registered Nurses (RNs)** - an individual who holds a current license to practice within the scope of professional nursing in at least one jurisdiction of the United States. Includes diploma RNs, ADN's, and BSN's. **Source:** Interagency Collaborative on Nursing Statistics (ICONS). <http://www.iconsdata.org/definitions.htm>

**Separations** - the number of people (head count) who left your organization in the specified time frame. Include voluntary and involuntary terminations or separations. Do NOT count per diem workers, contract/temporary labor, students in training, travelers or separations due to illness or death in the termination or separation numbers. Do not include within-organization transfers. **Source:** The Forum of State Nursing Workforce Centers Minimum Nurse Demand Dataset. [http://www.nursingworkforcecenters.org/resources/files/Nurse\\_Demand\\_Dataset.pdf](http://www.nursingworkforcecenters.org/resources/files/Nurse_Demand_Dataset.pdf)

**Staffed beds** - the number of beds regularly available (those set up and staffed for use). Report only operating beds, not constructed bed capacity. Include all bed facilities that are set up and staffed for use by inpatients who have no other bed facilities, such as pediatric bassinets, isolation units, quiet rooms, and reception and observation units assigned to or reserved for them. Exclude newborn bassinets and bed facilities for patients receiving special procedures for a portion of their stay and who have other bed facilities assigned to or reserved for them. Exclude, for example, labor room, post anesthesia, or postoperative recovery room beds, psychiatric holding beds, and beds that are used only as holding facilities for patients prior to their transfer to another hospital. **Source:** 2008 American Hospital Association Annual Survey of Hospitals <http://www.dshs.state.tx.us/chs/hosp/Forms/AHS08.pdf>

**Teaching Hospital** - academic health centers that provide education programs for preparing healthcare professionals or an affiliated agency that provides a clinical portion of the educational program, as verified through membership in the Council of Teaching Hospitals (COTH). **Source:** <http://www.aamc.org/teachinghospitals.htm>

**Temporary Staffing Agencies** - "temporary" personnel agencies that hospitals contract with to obtain RNs to work a designated shift and work area in the hospital whenever there is a staffing need. This staffing arrangement can be used to cover for unfilled budgeted positions, absent RNs on permanent staff, and unusual or increased workload. **Source:** TCNWS, June 2005.

## **2012 Hospital Nurse Staffing Study Operational Definitions**

**Trauma Center** - a hospital that is designated as a trauma facility by the Texas Department of State Health Services to provide emergency and specialized intensive care to critically ill and injured patients. Level I: a comprehensive trauma facility that manages major and severe trauma patients. Level II: a major trauma facility that provides services similar to a Level I trauma facility, although research and some medical specialty areas are not required. Level III: a general trauma facility that provides resuscitation, stabilization and assessment of injury victims and either provides treatment or arranges for appropriate transfer to a higher level trauma facility. Level IV: a basic trauma facility that provides resuscitation and stabilization, and arranges for appropriate transfer of major and severe trauma patients to a higher-level trauma facility. **Source:** Sjoberg, Elizabeth, Associate General Counsel, Texas Hospital Association. Email communication to TCNWS May 3, 2005. From Texas Administrative Code, Section 157.2.



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P.O. Box 149347 • Austin, TX 78714-9347 • Phone: 512-776-6575 • [www.dshs.state.tx.us/chs/cnws](http://www.dshs.state.tx.us/chs/cnws)

## **Welcome to the 2012 Hospital Nurse Staffing Survey (HNSS)**

**Purpose:** The primary purpose of this survey is to assess the size and effects of the nursing shortage in Texas Hospitals. The information in this survey will serve as a guide in developing policy recommendations by the Texas Center for Nursing Workforce Studies Advisory Group. The data you provide will also be instrumental in developing projections for the number of nurses needed in Texas. Your participation in this study is completely voluntary but highly encouraged, since the better the response rate for this biennial survey the more credible this crucial information will be.

**Due Date:** Your completed survey is due by **April 13, 2012** at 5 p.m. Central Standard Time.

**Confidentiality Statement:** Your survey responses will be strictly confidential and data from this research will be reported only in the aggregate.

### **Instructions for completing and submitting the online survey:**

1. Assemble all your data on the paper survey document before you begin the online survey.
2. Please complete all questions in the survey before submission.
3. Any question marked with an asterisk ( \* ) must be answered before the system will accept survey submission.
4. Please note that clicking on the question mark ( ? ) icon next to the question will provide you with additional information on the question.
5. You may stop the survey and resume later, if necessary, by selecting the Save Page and Continue Later button at the bottom of each page. Please be sure all questions on the page have been completed, otherwise you will lose the data on that page. You can go back to the last completed page by right-clicking on your mouse and selecting "Back," or by using your internet browser's back button or arrow.
6. After you have submitted your survey, you will be able to print a copy of your completed survey for your records.

If you have questions at any time about the survey or the procedures, you may contact Pamela Wiebusch at 512-776-6575 or by email at [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us). Thank you very much for your time and support. Please start the survey now by clicking on the Continue button below.

Survey responses are strictly confidential. Individual hospitals will not be identified when survey results are reported.

**For the purpose of this survey, please include data for all hospital services except clinics.**

### 1. Hospital Information

Please provide the following information for your individual hospital (NOT hospital system).

Hospital Name:

State License #:

Physical Address:

Mailing address (if different from above):

City, County, State, Zip Code:

Contact Person:

Contact Title:

Contact E-mail:

Contact Phone Number:

CNO Name (If different from Contact Person):

CNO E-mail:

### 2. Number of beds

Number of Licensed Beds	
Number of Staffed Beds	

3. Please indicate which of the following designations apply to your hospital. Please see Operational Definitions for more information on the following designations. Select all that apply.

- Teaching hospital (As verified by Council on Teaching Hospitals)
- Magnet hospital
- Pathway to Excellence organization (As designated by the American Nurses Credentialing Center)
- Designated trauma center

4. What level trauma center corresponds to your hospital?

- Level 1 Trauma Center
- Level 2 Trauma Center
- Level 3 Trauma Center
- Level 4 Trauma Center

5. What is the maximum number of hours per week that is considered part-time in your organization?

Please contact [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us) if you have any questions regarding this survey or if you need any corrections made to your survey. You may also call Pamela Wiebusch at 512-776-6575.

Survey responses are strictly confidential. Individual hospitals will not be identified when survey results are reported.

## Staffing

**6. Please indicate the type of change, if any, in the number of budgeted direct patient care RN FTEs on staff in the past two years.**

- Increased
- Decreased
- No change

**7. What are the reasons your organization has increased budgeted direct patient care RN FTEs on staff in the past two years? Select all that apply.**

- Patient Volume
- Patient Acuity
- Decrease in nurse/patient ratios
- Addition of new beds
- Addition of new units and services
- Other (Please Specify)

**8. What are the reasons your organization has reduced budgeted direct patient care RN FTEs on staff in the past two years? Select all that apply.**

- Closing or reducing size of units or departments
- Net revenue concerns
- Ability to accomplish some "RN tasks" with nurse aides and LVNs
- Inability to fill existing RN positions
- Other (Please Specify) \_\_\_\_\_

**9. Please indicate the average number of days it currently takes your organization to fill direct patient care RN positions in the following specialty areas:**

	1-30 days	31-60 days	61-90 days	91 days or more	N/A
Adult Medical/Surgical	<input type="checkbox"/>				
Pediatric Medical/Surgical	<input type="checkbox"/>				
Adult Intensive Care/Critical Care (include ICU, CCU, SICU)	<input type="checkbox"/>				
Pediatric Intensive Care/Critical Care (includes ICU, CCU, SICU)	<input type="checkbox"/>				
Obstetrics/Gynecology/Labor & Delivery	<input type="checkbox"/>				
Neonatal ICU	<input type="checkbox"/>				
Operating Room/Recovery Care (including outpatient)	<input type="checkbox"/>				
Emergency Department	<input type="checkbox"/>				
Psych/Mental Health/Substance Abuse	<input type="checkbox"/>				
Other Direct Patient Care RNs	<input type="checkbox"/>				

Please contact [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us) if you have any questions regarding this survey or if you need any corrections made to your survey. You may also call Pamela Wiebusch at 512-776-6575.

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**10. Where do you currently focus your RN recruitment efforts? Select all that apply.**

- Within Texas
- In states outside of Texas
- Internationally
- Other (Please Specify)

**11. If you focus your RN recruitment efforts outside of Texas, please describe why.**

**12. ONLY include direct patient care staff. Please enter "0" if your hospital does not employ the particular type of nurse. Please note that you are to report FTEs (full-time equivalents) in this question.**

	Total number of FTE positions occupied during the week of 01/22/2012 -01/28/2012	Total number of vacant FTEs being recruited on during the week of 01/22/2012 -01/28/2012	Total number of vacant FTEs on hold/frozen during the week of 01/22/2012 -01/28/2012	Additional number of FTEs your organization expects to budget next fiscal year.
Registered Nurses (RNs)				
Licensed Vocational Nurses (LVNs)				
Nurse Aides (NAs)				
Nurse Practitioners (NPs)				
Clinical Nurse Specialists (CNS)				
Certified Registered Nurse Anesthetists (CRNAs)				
Certified Nurse Midwives (CNMs)				

Please contact [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us) if you have any questions regarding this survey or if you need any corrections made to your survey. You may also call Pamela Wiebusch at 512-776-6575.

Survey responses are strictly confidential. Individual hospitals will not be identified when survey results are reported.

**13. ONLY include direct patient care staff. Do not include agency, contract, or traveling nurses in this section. Please enter "0" if your hospital does not employ the particular type of nurse. Please note that you are to report a head count in this question.**

	Number of <b>full-time</b> workers employed <b>01/01/11</b>	Number of <b>full-time</b> workers employed <b>12/31/11</b>	Number of <b>part-time</b> workers employed <b>01/01/11</b>	Number of <b>part-time</b> workers employed <b>12/31/11</b>	Number of <b>per diem</b> workers employed <b>01/01/11</b>	Number of <b>per diem</b> workers employed <b>12/31/11</b>
Registered Nurses (RNs)						
Licensed Vocational Nurses (LVNs)						
Nurse Aides (NAs)						
Nurse Practitioners (NPs)						
Clinical Nurse Specialists (CNS)						
Certified Registered Nurse Anesthetists (CRNAs)						
Certified Nurse Midwives (CNMs)						

**14. ONLY include direct patient care staff. Do not include agency, contract, or traveling nurses in this section. Please enter N/A if your hospital does not employ the particular type of nurse. Please note that you are to report a head count in this question.**

	Total number of <b>separations</b> during 01/01/2011 - 12/31/2011
Registered Nurses (RNs)	
Licensed Vocational Nurses (LVNs)	
Nurse Aides (NAs)	
Nurse Practitioners (NPs)	
Clinical Nurse Specialists (CNS)	
Certified Registered Nurse Anesthetists (CRNAs)	
Certified Nurse Midwives (CNMs)	

Please contact [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us) if you have any questions regarding this survey or if you need any corrections made to your survey. You may also call Pamela Wiebusch at 512-776-6575.

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**15. ONLY include direct patient care staff. Please enter 0 if your hospital does not employ the particular type of nurse. Please note that you are to report FTEs (full-time equivalents) in this question.**

	Contract, agency, and traveling staff FTEs employed during 01/22/2012 -01/28/2012
Registered Nurses (RNs)	
Licensed Vocational Nurses (LVNs)	
Nurse Aides (NAs)	
Nurse Practitioners (NPs)	
Clinical Nurse Specialists (CNS)	
Certified Registered Nurse Anesthetists (CRNAs)	
Certified Nurse Midwives (CNMs)	

## Methods and Costs for Interim Staffing

**16. Please indicate the methods of interim staffing employed in your hospital. Select all that apply.**

- Voluntary Overtime
- In-house staffing pool/per diem
- Contract/Traveling nurses
- Per diem nurses
- Temporary staffing agencies
- Use of managerial staff
- Other interim staffing methods (please specify)

Please contact [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us) if you have any questions regarding this survey or if you need any corrections made to your survey. You may also call Pamela Wiebusch at 512-776-6575.

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**17. Please indicate the hours and costs of interim staffing methods used in your hospital from 1/1/2011 through 12/31/2011 for all direct patient care licensed nursing staff. This information can be obtained from your organizations Chief Financial Officer. Please enter "0" if your hospital does not use a particular method of interim staffing.**

	<b>Hours</b>	<b>Cost</b>
Voluntary Overtime		
In-house staffing pool/Per diem		
Contract/Traveling nurses		
Per diem nurses		
Temporary staffing agencies		
Use of managerial staff		
Other interim staffing methods		

**18. How has the current economic recession affected your nurse staffing and hiring practices in regard to newly licensed RNs? Please indicate no effect if appropriate.**

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## **Hiring of Newly Licensed RN Graduates**

In the report on **The Future of Nursing: Leading Change, Advancing Health**, which was published by the Committee on the Robert Wood Johnson Foundation Initiative in the Institute of Medicine, there is a section of the report that discusses the issues involved in the transition of newly licensed RNs from school to professional nursing practice. The following questions are intended to inform stakeholders of current trends regarding transition into practice type programs for newly licensed RNs in Texas.

Please contact [tcnws@dshs.state.tx.us](mailto:tcnws@dshs.state.tx.us) if you have any questions regarding this survey or if you need any corrections made to your survey. You may also call Pamela Wiebusch at 512-776-6575.

Survey responses are strictly confidential. Individual hospitals will not be identified when survey results are reported.

**19. Please indicate the number of newly licensed RNs, by degree, that have applied and that have been hired by your organization during last fiscal year.**

	Number of newly licensed RN applicants	Number of newly licensed RN applicants <b>hired</b>
Diploma		
ADN		
BSN		
MSN Alt. Entry		

**20. Does your organization have a planned transition into practice type program for new professional nursing graduates (also called residency, internship, new nursing graduates' orientation, transition to practice, mentoring or preceptor program)?**

- Yes
- No

**21. If Yes, please describe your organizations transition into practice type program.**

**22. Please indicate whether your transition into practice type program is an employment or non-employment model.**

- Employment model
- Non-employment model

**23. Please indicate the length of your organizations transition into practice type program in weeks.**

Weeks

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**24. How many new professional nursing graduates applied for your transition into practice type program in the last fiscal year?**

**25. How many professional nursing graduates did you accept into your transition into practice type program in the last fiscal year?**

**26. Please indicate the 3 main outcomes that have resulted in your organization as a result of your transition into practice type program:**

- Increased number of new graduates applying for RN positions in your organization.
- Decreased turnover of newly licensed RNs in the first year of employment.
- Improved clinical decision making abilities among first year nurses.
- Improved clinical competence in patient care among first year nurses.
- Improved communication skills among first year nurses with physicians, other health professionals, staff, patients, and families.
- Improved organization and prioritizing skills in clinical practice among first year nurses.
- Improved ability to incorporate research-based evidence in clinical practice among first year nurses.
- Other (Please specify)

## **Additional Comments and Suggestions**

**Please use this space to make any comments or suggestions regarding any section of this survey.**

**You have reached the end of the 2012 Hospital Nurse Staffing Survey! Thank you for your participation. Click on the Submit button below, you will have the opportunity to print your survey. If you have any questions or concerns, feel free to contact Pamela Wiebusch at (512)776-6575 or by email at [TCNWS@dshs.state.tx.us](mailto:TCNWS@dshs.state.tx.us).**

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