

**NURSING
QUESTIONNAIRE**

APPROVED TITLE	EFFECTIVE DATE	TITLE CODE	ER CODE
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NAME		
DEPARTMENT		
PRESENT PAYROLL TITLE		RATE
WORKING TITLE IF DIFFERENT		PERCENT OF TIME
SUPERVISOR'S NAME	SUPERVISOR'S PAYROLL TITLE	
DEPARTMENT HEAD'S NAME IF DIFFERENT	DEPARTMENT HEAD'S TITLE	

Please read the entire questionnaire before filling it out in order to avoid duplication. Please use specific examples which are representative for the job aspect in question, if requested. Since this questionnaire was designed for a wide variety of nursing jobs, you may find questions that do not apply to your position. Mark such questions "not applicable." Space is provided at the end for additional duties that you believe have not been adequately covered.

A. State briefly what is done in the unit you work and explain how your job fits in with the others in the organization. (Please attach an organizational chart.)

Clinical Responsibilities:

1. A) Do you provide direct clinical nursing care to patients? **YES or NO**

If you answered "Yes", briefly describe the nature of the patient care you provide, including the number of patients involved.

- B) What percentage of time do you provide direct clinical nursing care?

2. Do you have any responsibility for the clinical supervision of other nursing personnel? **YES or NO**

A) If you answered "yes" to question (2), what percentage of time do you provide?

Clinical Supervision? _____ %
Clinical/Research Teaching? _____ %
Clinical Performance Evaluation? _____ %

3. Do you have responsibility for developing and implementing patient care standards for your unit or department?
YES or NO

If you answered "yes", please briefly describe.

4. Do your duties require any specialized education, training or certification beyond current RN licensure?
YES or NO

If you answered "Yes", please briefly describe: (for example, NP).

5. Please comment on other clinical responsibilities, if applicable.

Administrative Responsibilities:

1. Do you have responsibility for the administrative supervision of other employees?

If you answered "Yes", are you authorized to take the following actions, or do you recommend them to your supervisor?

	Take	Recommend
Use of temporary employees:		
Selection of new employees:		
Approval of overtime:		
Employee performance evaluation:		
Disciplinary actions (verbal or written):		
Change permanent duty assignments of subordinates:		

B. List the number and payroll titles of those personnel that you supervise.

2. What percentage of your time is spent on?

A. Clinical Responsibilities _____ %*
1. Direct care _____ %
2. Clinical supervision _____ %

B. Administrative responsibilities _____%*

C. Research responsibilities (see last page) _____%*

*Total should equal 100%

3. Do you have responsibility for the following?

Preparation of unit or departmental budgets? **YES or NO** If you answered "yes", please indicate:

Number of accounts:

Number of dollars in annual budget:

Ongoing management/monitoring of unit or departmental budgets?

4. Do you have responsibility for long-range planning for a unit or department? **YES or NO**

If you answered "Yes", please briefly describe that responsibility:

5. Do you have administrative responsibility for?

	Yes	No
One shift?		
Multiple shifts?		
24 hour coverage of a unit?		
Other (Please explain):		

6. For approximately how many patients do you have administrative responsibility?

7. Please comment on other administrative responsibilities, if applicable.

8. What are the most difficult aspects of your position and why?

Research Responsibilities

1. Do you have responsibility for the following areas?

Area	Yes/No	% Time	Additional description
Review, interview, screen, select and schedule patients for studies; administers questionnaires.			

Area	Yes/No	% Time	Additional description
Coordinates multidisciplinary team to institute, coordinate or supervise data collection.			
Revise or adapt standard procedure to meet needs of project. Analyze literature and suggest changes in protocol to PI; analyze data.			
Design, develop, implement and evaluate grant proposals; financial management of grants; prepare and present research findings.			
Provide education regarding project to other team members.			
Design, implement and evaluate clinical research programs.			
Educate other staff research professionals about research process and applicable findings.			

Does not need to equal 100%

- Please comment on any additional research responsibilities, if applicable.

CERTIFICATE OF EMPLOYEE: I certify that the foregoing information is correct and complete and describes my job, as I understand it.

Signature

Date

CERTIFICATE OF IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD: I have reviewed the above statements and certify to their accuracy with the exceptions noted here.

Supervisor's Signature

Date

Department Head's Signature

Date

Administrative Approval (if required)

Date