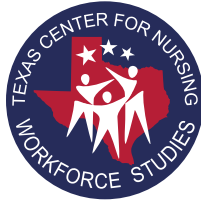# Texas Center for Nursing Workforce Studies
Department of State Health Services

P.O. Box 149347 • Austin, TX 78714-9347 • Phone: 512-776-6723 • www.dshs.texas.gov/chs/cnws

Welcome to the 2017 Hospital Nurse Staffing Survey (HNSS)

Purpose: The primary purpose of this survey is to assess nurse staffing and related issues in Texas hospitals. The information in this survey will serve as a guide for the development of policy recommendations by the Texas Center for Nursing Workforce Studies Advisory Committee. 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.

Due Date: Your completed survey is due by **Friday, May 12th, 2017**.

Confidentiality Agreement: Your responses are completely confidential. We will report aggregate findings (statewide and regional results) only.

If you have questions at any time about the survey or the procedures, you may contact Cate Campbell by phone at 512-776-2365 or by email at TCNWS@dshs.texas.gov.

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

1. **Hospital Information:**

Hospital Name:

State License #:

Contact Person:

Contact Title:

Contact Email:

Contact Phone Number:

CNO Name (if different from Contact Person):

CNO Email:

Please provide your hospital's address:

Physical Address:	
Mailing Address (if different from above):	
City:	
State:	
Zip:	

2. **Number of beds**

Number of Licensed Beds:	
Number of Staffed Beds:	

3. **Please indicate which of the following designations apply to your hospital. Select all that apply.**

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

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

   [   ]

5. **Does your hospital's board have any RN members?**

   - ○ No
   - ○ Yes, and they have voting privileges
   - ○ Yes, but they do not have voting privileges
   - ○ Not applicable or unknown

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 year.**

   - ○ Increased (Continue to question 7)
   - ○ Decreased (Skip to question 8)
   - ○ No change (Skip to question 9)

7. **What are the reasons your organization has increased budgeted direct patient care RN FTEs on staff in the past year? Select all that apply and then skip to question 9.**

   - ☐ Patient volume
   - ☐ Patient acuity
   - ☐ Decrease in nurse/patient levels
   - ☐ Addition of new beds
   - ☐ Addition of new units and services
   - ☐ Transforming LVN positions to RN positions
   - ☐ Implementation of electronic medical records
   - ☐ Staffing committee request/recommendation
   - ☐ Other (Please specify):

   [   ]

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

   - ☐ Patient volume
   - ☐ Patient acuity
   - ☐ Closing or reducing size of units or departments
   - ☐ Enhanced efficiency through work redesign
   - ☐ Change in delivery model
   - ☐ 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 (from when the job requisition is posted until the job offer is accepted):**

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

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. Which of these nursing staff recruitment and retention strategies are used by your hospital? Select all that apply.

Strategy	Full-time employees	Part-time employees
NONE	☐	☐
Health insurance	☐	☐
Retirement plan	☐	☐
Paid vacation days	☐	☐
Employee recognition programs (employee of the month, staff dinners/luncheons, etc.)	☐	☐
Reimbursement for workshops/ conferences	☐	☐
Sign-on bonus	☐	☐
Bonus for recruiting nursing staff to the organization	☐	☐
Career ladder positions for RNs/ LVNs/APRNs	☐	☐
Career ladder positions for nurse aides	☐	☐
Flexible scheduling or job sharing	☐	☐
Shift differential	☐	☐
Merit bonus	☐	☐
Sabbatical	☐	☐
Tuition (reimbursement or direct payment for employees/new hires)	☐	☐
Financial assistance in receiving certifications or further education	☐	☐
Payback for unused sick/vacation time	☐	☐
Other, please specify:	☐	☐

13. In your opinion, what interventions would have the greatest impact on retention of nurses and other direct patient care staff in your hospital? Select all that apply.

- ☐ Pay increase
- ☐ Employee recognition
- ☐ Adequate staffing
- ☐ Other (Please specify):

14. What consequences has your hospital experienced in the past year as a result of an inadequate supply of nursing personnel? Select all that apply.

- ☐ NONE - We had an adequate supply of nursing personnel.
- ☐ Increased workloads
- ☐ Low nursing staff morale
- ☐ Declined referrals
- ☐ Inability to expand services
- ☐ Increase in voluntary overtime
- ☐ Delayed admissions
- ☐ Wage increases
- ☐ Increased nursing staff turnover
- ☐ Increased use of temporary/agency nurses
- ☐ Delays in providing care
- ☐ Increased patient/family complaints
- ☐ Increased absenteeism
- ☐ Increased number of incident reports
- ☐ Difficulty completing required documentation on time
- ☐ Use of administrative staff to cover nursing duties
- ☐ Other (Please specify):

15. On a scale from 1 to 4, where 1=most important and 4=least important, please rank in order of importance when hiring RNs, the weight you assign the following attributes. Use each number only once.

- __ Past relevant (hospital or specialty) nursing experience
- __ Past nursing experience in a non-hospital setting
- __ Bilingual
- __ Bachelor's in nursing or higher education

16. Please state any other key attributes you look for when hiring RN staff.

17. Please indicate the number of newly licensed RNs, by degree, that were hired by your organization during your organization's last fiscal year, and the total number of RNs, by degree, employed by your organization during the last fiscal year.

	Number of newly licensed RN applicants **hired**	Number of **all** RNs employed
Diploma		
ADN		
BSN		
MSN Alternate Entry		

18. Please provide the following information regarding nursing informaticists within your hospital during the week of January 23 – January 29, 2017. Enter "0" as applicable.

Number of nursing informaticists employed during the week of January 23-January 29, 2017	
Number of vacant nursing informaticist positions during the week of January 23-January 29, 2017	

In questions 19-22, please provide staffing numbers for all RNs, just first-year RNs, LVNs, and NAs. Staffing questions about APRNs are in the following section.

19. 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 FTEs (full-time equivalents) in this question.

	Total number of FTE positions occupied during the week of 01/23/2017 -01/29/2017	Total number of vacant FTEs being recruited during the week of 01/23/2017 -01/29/2017	Total number of vacant FTEs on hold/ frozen during the week of 01/23/2017 -01/29/2017	Additional number of FTEs your organization expects to budget next fiscal year
First-year Registered Nurses (RNs)				
All Registered Nurses (RNs)				
Licensed Vocational Nurses (LVNs)				
Nurse Aides (NAs)				

20. 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.

	Number of full-time workers employed 01/01/16	Number of full-time workers employed 12/31/16	Number of part-time workers employed 01/01/16	Number of part-time workers employed 12/31/16	Number of per diem workers employed 01/01/16	Number of per diem workers employed 12/31/16
First-year RNs						
All RNs						
LVNs						
NAs						

21. 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 **separations** during 01/01/2016 - 12/31/2016
First-year RNs	
All RNs	
LVNs	
NAs	

22. ONLY include direct patient care staff. Please enter "N/A" 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 01/23/2017 -01/29/2017
All RNs	
LVNs	
NAs	

23. **Please indicate whether your hospital directly employs the following APRN types or whether the hospital contracts APRN services through another entity. Check all that apply.**

	My hospital directly employs this type of APRN.	My hospital uses the following APRN types who are employed by a private provider group and credentialed by the healthcare organization.	My hospital contracts the following APRN services through an outside agency.	I am unsure how my hospital employs or contracts this type of APRN.	My hospital does not employ this type of RN.
Nurse Practitioners (NPs)	☐	☐	☐	☐	☐
Clinical Nurse Specialists (CNSs)	☐	☐	☐	☐	☐
Certified Registered Nurse Anesthetists (CRNAs)	☐	☐	☐	☐	☐
Certified Nurse Midwives (CNMs)	☐	☐	☐	☐	☐

Questions 24-26 only pertain to hospitals that directly employ APRNs. If your hospital contracts APRNs, please proceed to question 27. If you are unsure whether your hospital employs or contracts APRNs or your hospital does not employ APRNs, please proceed to question 28.

24. **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 use 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 01/23/2017 -01/29/2017	Total number of vacant FTEs being recruited during the week of 01/23/2017 -01/29/2017	Total number of vacant FTEs on hold/frozen during the week of 01/23/2017 -01/29/2017	Additional number of FTEs your organization expects to budget next fiscal year
NPs				
CNSs				
CRNAs				
CNMs				

25. **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 use the particular type of nurse. Please note that you are to report a head count in this question.**

	Number of full-time workers employed 01/01/16	Number of full-time workers employed 12/31/16	Number of part-time workers employed 01/01/16	Number of part-time workers employed 12/31/16	Number of per diem workers employed 01/01/16	Number of per diem workers employed 12/31/16
NPs						
CNSs						
CRNAs						
CNMs						

26. 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 use the particular type of nurse. Please note that you are to report a head count in this question.

	Total number of **separations** during 01/01/2016 - 12/31/2016
NPs	
CNSs	
CRNAs	
CNMs	

27. ONLY include direct patient care staff. Please enter "N/A" if your hospital does not use 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 01/23/2017 -01/29/2017
NPs	
CNSs	
CRNAs	
CNMs	

28. Please indicate the methods of interim staffing used and the hours and costs of interim staffing methods used in your hospital from 1/1/2016 through 12/31/2016 for all direct patient care licensed nursing staff. This information can be obtained from your organization's Chief Financial Officer.

	Method Used	Hours	Cost
Voluntary overtime	☐		
In-house staffing pool	☐		
Contract/traveling nurses	☐		
Per diem nurses	☐		
Temporary staffing agencies	☐		
Use of managerial staff to cover duties of absent RNs or vacant positions	☐		
Other interim staffing methods (Please specify):	☐		

Transition to Practice

The Institute of Medicine's Future of Nursing: Leading Change, Advancing Health report made 8 recommendations for the field of nursing. Recommendation 3 from this report is "Implement nurse residency programs." In response to this recommendation, the Texas Center for Nursing Workforce Studies and its Advisory Committee are gathering information on transition to practice programs in nurse employment settings. For the purpose of this survey, transition to practice programs are defined as formal programs of active learning for:

- newly licensed registered nurses (RNs) and licensed vocational nurses (VNs) designed to support their progression from education to practice
- experienced nurses who transition to a new practice setting or specialty
- newly licensed advanced practice registered nurses (APRNs) transitioning to a new practice setting, specialty, or role.

Nurse residency – a series of learning sessions and work experiences that occurs continuously over a predetermined period of time and is designed to assist new employees as they transition to their first professional nursing role. For the purpose of this survey, nurse residency programs are geared toward newly licensed nurses, or nurses licensed for less than one year.

Nurse fellowship – a series of learning sessions and work experiences that occurs continuously over a predetermined period of time and is designed to assist experienced nurses to master new clinical settings or newly certified or licensed advanced practice nurses to master new settings, specialties, or roles.

Student Nurse internship/externship – a training program designed for upper-level nursing students to further develop nursing skills and assist in the successful transfer from educational to clinical settings.

Preceptorship/Mentorship – A formal, one-on-one teaching-learning relationship of predetermined length between a competent preceptor or mentor and a newly licensed nurse that facilitates transition to practice.

Employment model – Under this model, transition to practice programs hire nurses as permanent employees of the health care organization prior to entry into the program.

Non-employment model – Under this model, organizations engage nurses for the duration of the transition to practice program without a commitment for continued employment.

Please tell us about your transition to practice program by answering the following questions.

29. Please provide the following information on the transition to nursing practice programs your organization uses.

Does your hospital offer the following program type?	Please identify the nurses who are eligible for the transition to practice program offered by your hospital.	Please indicate whether your transition to practice program is an employment or non-employment model.		Length of program in <u>weeks</u>	Number of participants in program during last fiscal year
		Employment Model	Non-employment Model		
☐ Nurse Residency	☐ Newly licensed VNs ☐ Newly licensed RNs	○	○		
☐ Nurse Fellowship	☐ Experienced VNs transitioning to new setting or specialty ☐ Experienced RNs transitioning to new setting or specialty ☐ Newly licensed/certified APRNs ☐ Experienced APRNs transitioning to new setting or specialty	○	○		
☐ Student Nurse Internship/ Externship	☐ VN Students ☐ RN Students	○	○		
☐ Preceptorship/ Mentorship (independent of a residency, fellowship, or internship/ externship)	☐ Newly licensed VNs ☐ Newly licensed RNs ☐ Newly licensed/certified APRNs ☐ Experienced VNs transitioning to new setting or specialty ☐ Experienced RNs transitioning to new setting or specialty ☐ Experienced APRNs transitioning to new setting or specialty	○	○		
☐ Other program (Please describe in question 30)	☐ Newly licensed VNs ☐ Newly licensed RNs ☐ Newly licensed/certified APRNs ☐ Experienced VNs transitioning to new setting or specialty ☐ Experienced RNs transitioning to new setting or specialty ☐ Experienced APRNs transitioning to new setting or specialty ☐ VN Students ☐ RN Students	○	○		

30. If "Other" transition to practice models are offered, please describe them below.

31. Please identify how the transition to practice program is coordinated in your hospital.

○ There is dedicated transition to practice program coordinator position.
○ Coordination of the transition to practice program is done by the Chief Nursing Officer or Director of Nursing.
○ Coordination of the transition to practice program is done by a nurse manager.
○ Other (Please specify):

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○ I am unsure.

32. Please select up to 3 main outcomes that have resulted in your organization as a result of your transition to practice 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):

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Additional Comments and Suggestions

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

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You have reached the end of the 2017 Hospital Nurse Staffing Survey! Thank you for your participation. If you have any questions or concerns, contact Cate Campbell by phone at 512-776-2365 or by email at TCNWS@dshs.texas.gov.