Greater Cincinnati **Health Council**

If it involves health,
we're involved.

2006 Vacancy/Turnover Study

HUMAN RESOURCES DATA

Attached is the 2006 GCHC Vacancy/Turnover Study input form. Please read all instructions below including the subsequent 'Job Titles and Descriptions list' prior to completing the survey. All entries are to be e-mailed to smoody@gchc.org or faxed to 513-531-0278 *(attn. Suzanne Moody)* by **Monday, June 12, 2006**.

Please note: only the organizations that submit data will have access to the full report.

If you have any questions/comments, please feel free to contact Suzanne Moody at 531-0200. Thank you.

GENERAL INFORMATION

- **Hires and Separations Data** - report for time period: from January 1, 2005 through December 31, 2005.
- **Openings and # of Employees Data** - report for December 31, 2005.
- **Time to Fill Data** - report for December 31, 2005.
- Please **do not** include optional or PRN positions in the head count or the FTE count.

INSTRUCTIONS

Openings by Head Count – report the actual number of open positions by head count in the job title. Count part-time and full-time employees equally.

Openings by Full-Time Equivalent (FTE) – report the actual number of open positions by FTE in the job title.

Number of employees by headcount as of 12/31/05 (formerly Filled Positions)– report the actual number of employees in the job title. Count part-time and full-time employees equally.

- **Number of employees by FTE's as of 12/31/05 (formerly Filled Positions)**– report the actual number of FTEs in the job title.

- **Hires by Head Count** – report the actual number of employees hired in the job title during the specified time period.

- **Hires by FTE** – report the actual number of FTEs hired in the job title.

- **Separations by Head Count** – report the number of separations by head count in the job title during the specified time period.

- **Separations by FTE** – report the number of separations by FTE in the job title during the specified time period.

- **Time to Fill** – report the number of calendar days to fill the job from the date of posting until the offer is accepted.

- **All Organization Positions** – report organization totals for openings, filled positions, hires and separations by head count and FTE. Report organization averages for time to fill.

2006 Annual GCHC Vacancy/Turnover Study

Job Titles and Descriptions

Vacancy Turnover Job Titles and Descriptions

OFFICE & CLERICAL

106 **Medical Transcriptionist**

Transcribes dictation, such as history and physical examination reports, discharge reports and consultation. An extensive knowledge of medical terminology is used in clarifying illegible names, dates, numbers, etc. May perform a variety of related duties.

109 **Unit Clerk/Coordinator**

Under the direction of the team leader, charge nurse, or unit manager, performs clerical and non-nursing functions, such as transcribing physicians' orders and charting prescribed data on patient charts. Greets visitors, gives out visitor passes, directs visitors to rooms. May monitor patient telemetry printouts and screens. Answers patient intercom and telephone.

112 **Coder/Abstracter/DRG Clerk**

Codes and abstracts patient information from charts to provide accurate statistical indices. Codes all diagnoses, operations, procedures, and complications by ICD-9-CM. Assigns DRG codes on Medicare patients. (May Be Certified)

117 **Medical Records Technician (RHIT)**

Prepares statistical reports, codes diseases and operations according to accepted classification, maintains indices according to established plans and procedures. Registered Health Information Technician (RHIT) required.

GENERAL SERVICES

201 **Food Service Worker (entry-level)**

Performs a variety of duties in cafeteria, kitchen, or other food service areas as assigned by a cafeteria service manager or a food service supervisor. Depending on the size of the organization, may work only in the kitchen or the cafeteria area. In small organizations, may have dual responsibilities for both kitchen and dietary area. Work may include serving patrons, stocking cafeteria counters, cleaning and maintaining cafeteria area, assembling prepared foods for regular or modified patient diet trays, delivering trays to service area or to patients, and returning trays to clean-up.

204 **Environmental Services Worker (entry-level)**

Performs a variety of housekeeping functions which may include cleaning patient rooms, administrative offices, halls, floors, stairways, and wash rooms, in order to maintain the hospital in a sanitary, orderly, and attractive condition. May utilize scrubbers, buffers, and other housekeeping equipment.

TECHNICAL & PROFESSIONAL

306 **RespiratoryTherapist Technician (Certified/Certification Eligible)**

Performs the specialized techniques of respiratory therapy under the direction of the director of pulmonary services, supervisor of pulmonary services, or physician in charge. May assist in the training and supervision of non-certified technicians.

Vacancy Turnover Job Titles and Descriptions

307 **Respiratory Therapist (Registered/Registration Eligible)**

Performs the specialized techniques of respiratory therapy under the direction of the director of pulmonary services, supervisor of pulmonary services, or physician in charge. Acts as consultant to medical staff in all areas of respiratory therapy.

308 **Echo Technologist (Registered or Registry Eligible)**

Responsible for conducting II-D and M-Mode echocardiograms. Records measurements of the echocardiogram. ARDMS registered or regisry eligible.

311 **Medical Laboratory Technician (Registered)**

Performs various chemical, microscopic, and/or bacteriologic tests to obtain data used in diagnosis and treatment. Applies routine techniques used in fields of bacteriology, mycology, parasitology, histopathology, hematology, serology, allergy, and/or chemical, radioactive, or morphologic examinations. Responsible for carrying procedures to completion (and a numerical answer). Records laboratory test results (but does not prepare diagnostic reports). Must have MLT (ASCP) registry.

315 **Pharmacy Technician**

Assists pharmacist in preparing dose package, maintains records, and codes prescriptions for data processing or billing procedures. Performs routine duties including receiving, unpacking, and storing supplies; checking shipment against invoices; delivering drug orders and running errands; washing bottles and glassware; filing requisitions.

316 **Pharmacist, Staff (Registered)**

Responsible to pharmacy supervisor for compounding stat orders, IV additives, checking patient unit charts, and working on the patient unit with the nurse. Checks and verifies all work performed by pharmacy technicians, and keeps record of all pre-packaged drugs. Fills all intravenous solutions and investigational drug orders. Must be licensed to practice by the state.

317 **Physical Therapist (Registered)**

Performs specialized techniques of physical therapy upon patients, under recommendation of a physician, applying all modalities of specialized equipment, and recording pertinent data in patient charts. May assist the director of physical therapy or chief therapist in the training of therapist aides or other registered therapists. Must be licensed to practice by the state.

318 **Physical Therapy Assistant**

Assists registered physical therapist in patient evaluation and treatment procedures. May administer most of the modalities of treatment programs as planned and directed by the staff therapist. Observes and reports patient response to treatment. May assist with clerical duties and maintenance of equipment and supplies. Must be licensed in the state employed.

324 **Diagnostic Radiology Technologist (Registered)**

Performs radiographic procedures. Registered by the ARRT.

326 **Ultrasound Technologist/Sonographer (Registered or eligible) - General and Obstetrics**

Operates ultrasound equipment performing routine and special examinations. Assists physicians in completing amniocentesis and other specific localization studies. ARDMS registered or registry eligible. Also includes general and obstetrics.

327 **Radiation Therapy Technologist (Registered)**

Applies ionizing radiation to patient in accordance with the prescribed course of radiation therapy treatment. Must be a graduate of an approved program in radiation therapy technology and be registered in radiation therapy technology by the ARRT.

Vacancy Turnover Job Titles and Descriptions

328 **Nuclear Medicine Technologist (Registered)**

Operates radioscopic equipment, such as detectors and scanners, to produce scanograms and measure concentrations of radioactive isotopes in specified body areas to obtain information for use by physicians in diagnosing illnesses. Experienced radiologic technologist or equivalent with special registry in nuclear medicine from ARRT.

329 **MRI Technologist (Registered)**

Performs MRI procedures. Working knowledge of MRI equipment including various head and body coils, computer technology, and laser imager. Requires ARRT registration. Certification in MRI preferred. Requires at least six months experience with MRI procedures, techniques and protocols.

331 **Surgical Assistant**

Applies scientific principles and technical skills in assisting physicians in all phases of surgical operations. Assists in retracting, clamping, sponging, aspirating, draping, tying, suturing, and minor cutting under direct visual supervision of surgeon. May have successfully completed a physician assistant program from an accredited school.

332 **Speech Pathologist**

Provides evaluative and therapeutic speech pathology services for patients exhibiting developmental delay in the acquisition of acceptable communication skills, learning disabilities, and/or other speech and language disorders. MS required.

340 **Operating Room/Surgical Technician (Certified)**

Assists as requested in surgical procedures and related treatments. Responsible for the physical arrangement of patients and equipment for surgical procedures as directed by the surgeon or responsible nurse; responsible for clean-up duties as well as maintaining aseptic nature of environment. Reports to the supervisor in the operating room. Has completed a recognized accredited course of technical instruction in surgical techniques and assisting, and has passed the registry examination that is administered by the Liaison Council on Certification for the Surgical Technologist.

346 **Vascular Technician (Credentialed)**

Performs all duties related to non-invasive testing for peripheral vascular disease including duplex imaging for the extremities, segmental Doppler pressures, phleborheographs (PRG's), reflex heating, nerve blocks, and transcranial Dopplers. Must be registered and/or registry eligible in vascular ultrasound or a related ultrasound specialty.

349 **CT Technologist**

Performs CT scanning and venipuncture. Injects IV contrast materials. Graduate of a two-year course of specialized training and registered by ARRT. Does not have supervisory or managerial responsibilities.

357 **Mammography Technologist**

Operates mammography equipment to perform exams ranging from simple, routine mammograms to more complex needle localizations in conjunction with a Radiologist. Requires ARRT registration. Certification in mammography required. Requires one year radiologic experience, preferably in mammography.

NURSING

402 **Licensed Practical Nurse (LPN) with Pharmacology**

Under the direction of physicians and staff nurses, provides nursing care which requires technical knowledge but not the professional training of an RN. Has completed a one-year course in an accredited school of practical nursing and is licensed by the state. Has completed an approved pharmacology course and has obtained a certificate from the National Association of Practical Nursing Education and Service.

Vacancy Turnover Job Titles and Descriptions

405 **Registered Nurse, Staff**

Provides nursing care to patients within an organized nursing unit, utilizing special skills, knowledge, and judgment in observing and reporting symptoms and condition of patient. Administers highly specialized therapy with complicated equipment. Gives medication and treatment under direction of physician. Must have RN degree from accredited school of nursing and be registered by the state. Generally reports to a head nurse or an assistant head nurse. In the absence of an immediate supervisor, may take charge of a unit. Charge responsibilities are limited to functional supervision only.

417 **Patient Care Assistant/STNA**

Under the supervision of a staff nurse, performs routine, non-therapeutic assignments such as taking vitals, grooming, bathing, collecting specimens, feeding, transport, positioning, assisting in dressing changes, cold and warm treatments. (Includes only personnel who meet the criteria established by the Cincinnati Health Department's Task Force on Unlicensed Assistive Personnel, specifically: have high school diploma or G.E.D.; have passed state test for nurse aides; successfully completed forty hours of acute med-surg training; OR have successfully completed the competency testing requirements for "grandfathering" P.C.A.'s.) (Also, see Nurse Assistant.)

HOME HEALTH PROGRAMS

553 **Home Health Aide**

Provides personal care to patients in their homes. Completes duties listed on the Aide care plan established by the RN. These duties include bathing, skin care, hair care, dressing, assistance with transfers and ambulation, carrying out home exercise programs established by therapists, light meal preparation, assistance with feeding, and completing light household tasks associated with patient's care.

2006 VACANCY REPORT

As of December 31, 2005

		Includes figures for only those facilities Reporting both Openings and Number of Employees									
		All Openings by		Total Number of Employees as of 12/31/05		2006 VACANCY RATE		% Change from 12/05**		2005 Vacancy Rate++	
GCHC JOB CODE	**Job Title**	Head Count	FTE	Head Count	FTE	Head Count	FTE	Head Count	FTE	Head Count	FTE
106	Medical Transcriptionist	7	7	329	278	2%	2%	*-31%*	*-23%*	3%	3%
109	Unit Clerk/Coordinator	28	17	1,111	767	2%	2%	*-51%*	*-56%*	5%	5%
112	Coder/Abstractor/DRG Clerk	8	6	193	165	4%	4%	*-20%*	*-26%*	5%	5%
117	Medical Records Technician	4	4	143	124	3%	3%	*-32%*	*-39%*	4%	5%
201	Food Service Worker (entry-level)	26	22	580	433	4%	5%	*-28%*	*-5%*	6%	5%
204	Environmental Services Worker	67	58	1,086	999	6%	5%	*-27%*	*-32%*	8%	8%
306	Respiratory Therapy Technician (Cert/Eligible)	9	6	130	107	6%	6%	*-57%*	*-60%*	15%	14%
307	Respiratory Therapist (Registered/Eligible)	22	17	387	275	5%	6%	*-40%*	*-41%*	9%	10%
308	Echo Technologist (Registered/Eligible)	3	2	37	35	8%	6%	*-53%*	*-64%*	16%	18%
311	Medical Laboratory Technician	8	7	275	227	3%	3%	*-6%*	*-29%*	3%	4%
315	Pharmacy Technician	17	13	330	257	5%	5%	*-18%*	*-2%*	6%	5%
316	Staff Pharmacist (Registered)	20	16	320	267	6%	6%	*-2%*	*-4%*	6%	6%
340	Surgical Technician (Certified)	28	26	200	176	12%	13%	12%	6%	11%	12%
317	Physical Therapist (Registered)	27	24	257	216	10%	10%	*-14%*	*-18%*	11%	12%
318	Physical Therapy Assistant	6	6	59	52	9%	10%	15%	22%	8%	8%
331	Surgical Assistant	7	7	81	77	8%	8%	14%	*-2%*	7%	8%
332	Speech Pathologist	4	4	131	103	3%	3%	*-73%*	*-69%*	11%	11%
324	X-Ray Technologist (Registered)	30	26	365	298	8%	8%	8%	1%	7%	8%
349	CT Technologist	6	5	78	71	7%	6%	2%	*-38%*	7%	10%
326	Ultrasound Tech/Sonographer (Registered/Eligible) - General and Obstetrics	4	3	118	95	3%	3%	*-59%*	*-66%*	8%	9%
327	Radiation Therapy Technologist (Registered)	2	2	48	37	4%	4%	*-73%*	*-75%*	15%	16%
328	Nuclear Medicine Technologist (Registered)	1	1	108	87	1%	1%	*-87%*	*-89%*	7%	10%
329	MRI Technologist (Registered)	8	7	104	88	7%	7%	*-11%*	*-8%*	8%	8%
346	Vascular Technician (Credentialed)	5	5	41	35	11%	11%	55%	43%	7%	8%
357	Mammography Technologist	3	2	111	85	3%	2%	*-67%*	*-75%*	8%	9%
402	Licensed Practical Nurse (with Pharmacology)	36	26	638	505	5%	5%	*-47%*	*-59%*	10%	12%
405	Registered Nurse (Staff)	789	611	9,238	6,844	8%	8%	*-34%*	*-41%*	12%	14%
417	Patient Care Assistant/STNA	134	112	1,972	1,447	6%	7%	*-51%*	*-45%*	13%	13%
553	Home Health Aide	4	3	91	77	4%	4%	*-77%*	*-79%*	18%	17%
	LOCAL OVERALL NURSING	**963**	**752**	**11,939**	**8,873**	7%	8%				

COMBINED AVERAGE RATES ***6%*** ***6%***

	All Openings by		Total Number of Employees as of 12/31/05		VACANCY RATE		% Change from 12/05**		2005 Vacancy Rate	
	Head Count	FTE	Head Count	FTE	Head Count	FTE	Head Count	FTE		
All Organization Positions	2,300	1,816	40,947	33,538	5%	5%	*-40.91%*	*-43%*	9%	9%

*Including but not limited to all positions listed above

Greater Cincinnati Health Council member organizations' data included in the Vacancy Rate Calculations Include:

1. Brown County Hospital
2. Children's Hospital
3. Dearborn County Hospital
4. Health Alliance
5. Margaret Mary Community Hospital
6. McCullough-Hyde Memorial Hospital
7. Mercy Health Partners
8. Deaconess Hospital
9. St. Elizabeth Medical Center
10. TriHealth
11. Highland District Hospital
12. CMH Regional Health System

++2005 figures include the following hospitals: Middletown Regional Hospital

Calculations:
Vacancy Rate = Openings/(Openings+Number of Employees)
The same formula is used for both head count and FTE calculations.

2006 TURNOVER REPORT

From January 1 through December 31, 2005

GCHC JOB CODE	Job Title	All Separations by		Total Number of Employees as of 12/31/05		2006 TURNOVER RATE		Average Time to Fill (Days)	% Change from 12/05++	
		Head Count	FTE	Head Count	FTE	Head Count	FTE		Head Count	FTE
106	Medical Transcriptionist	32	24	329	278	10%	9%	23.5	-3%	-4%
109	Unit Clerk/Coordinator	162	103	1,111	767	15%	13%	37.0	-9%	3%
112	Coder/Abstractor/DRG Clerk	21	17	193	165	11%	10%	44.6	21%	49%
117	Medical Records Technician	20	19	143	124	14%	15%	26.1	17%	71%
201	Food Service Worker (entry-level)	178	114	580	433	31%	26%	18.0	2%	-10%
204	Environmental Services Worker	289	254	1,086	999	27%	25%	46.2	2%	-2%
306	Respiratory Therapy Technician (Cert/Eligible)	12	9	130	107	9%	8%	25.0	-34%	-39%
307	Respiratory Therapist (Registered/Eligible)	47	28	387	275	12%	10%	28.3	-13%	-15%
308	Echo Technologist (Registered/Eligible)	9	7	37	35	24%	19%	4.3	62%	276%
311	Medical Laboratory Technician	23	18	275	227	8%	8%	46.7	-74%	-83%
315	Pharmacy Technician	56	41	330	257	17%	16%	41.1	6%	0%
316	Staff Pharmacist (Registered)	29	22	320	267	9%	8%	27.7	13%	40%
317	Physical Therapist (Registered)	18	12	257	216	7%	6%	33.9	-65%	-71%
318	Physical Therapy Assistant	6	5	59	52	10%	10%	18.2	-22%	-13%
331	Surgical Assistant	16	16	81	77	20%	21%	82.2	80%	107%
340	Surgical Technician (Certified)	33	31	200	176	17%	18%	29.0	27%	25%
332	Speech Pathologist	13	8	131	103	10%	8%	21.9	-45%	-55%
324	X-Ray Technologist (Registered)	35	25	365	298	10%	8%	36.5	-13%	-6%
349	CT Technologist	6	5	78	71	8%	8%	25.9	10%	-5%
326	Ultrasound Tech/Sonographer (Registered/Eligible) - General and Obstetrics	10	7	118	95	8%	8%	60.0	-23%	-14%
327	Radiation Therapy Technologist (Registered)	3	2	48	37	6%	6%	3.4	56%	109%
328	Nuclear Medicine Technologist (Registered)	12	11	108	87	11%	13%	25.9	-7%	6%
329	MRI Technologist (Registered)	10	6	104	88	10%	6%	20.0	221%	528%
346	Vascular Technician (Credentialed)	7	6	41	35	17%	18%	21.1	31%	62%
357	Mammography Technologist	6	4	111	85	5%	5%	7.3	-10%	17%
402	Licensed Practical Nurse (with Pharmacology)	128	101	638	505	20%	20%	40.6	-20%	-17%
405	Registered Nurse (Staff)	1,050	708	9,238	6,844	11%	10%	56.0	3%	3%
417	Patient Care Assistant/STNA	510	351	1,972	1,447	26%	24%	42.3	29%	28%
553	Home Health Aide	30	22	91	77	33%	29%	31.2	-23%	-31%
	LOCAL OVERALL NURSING	**1,718**	**1,183**	**11,939**	**8,873**	**14%**	**13%**			

COMBINED AVERAGE RATES ***14%*** ***13%***

	All Separations by		Total Number of Employees as of 12/31/05		TURNOVER RATE		Average Time to Fill (Days)	% Change from 12/05**	
	Head Count	FTE	Head Count	FTE	Head Count	FTE		Head Count	FTE
All Organization Positions	5,998	4,574	40,947	33,538	15%	14%	40.4	5%	5%

*Including but not limited to all positions listed above

Greater Cincinnati Health Council member organizations' data included in the Turnover Rate Calculations Include:

1. Brown County Hospital
2. Children's Hospital
3. Dearborn County Hospital
4. Health Alliance
5. Margaret Mary Community Hospital
6. McCullough-Hyde Memorial Hospital
7. Mercy Health Partners
8. Deaconess Hospital
9. St. Elizabeth Medical Center
10. TriHealth
11. Highland District Hospital
12. CMH Regional Health System/Clinton Memorial Hospital

Calculations:
Turnover Rate = Separations/Number of Employees
-The same formula is used for both head count and FTE calculations.

Greater Cincinnati Health Council member organizations' data included in the Average Time to Fill include:

1. Brown County
2. Children's Hospital
3. Dearborn County Hospital
4. McCullough-Hyde Memorial Hospital
5. Mercy Health Partners
6. St. Elizabeth Medical Center
7. Highland District Hospital

Calculations:
Average Time to Fill = Sum of Responses/Number of Responses

++2005 figures include the following hospitals: Middletown Regional Hospital