



Personnel Survey Manual

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CONTENTS

INTRODUCTION	3
REPORTING CATEGORIES.....	4
REGISTERED NURSES.....	4
LICENSED PRACTICAL NURSES.....	4
NURSING ASSISTANTS	4
PHARMACISTS	4
PHARMACY TECHNICIANS & AIDES.....	4
MEDICAL & CLINICAL LABORATORY TECHNICIANS	4
mEDICAL CODING TECHNICIANS	5
OTHER HEALTH INFORMATION TECHNICIANS	5
rADIOLOGIC TECHNOLOGISTS.....	5
SURGICAL TECHNOLOGISTS & TECHNICIANS.....	5
RESPIRATORY THERAPISTS	5
PHYSICAL THERAPISTS.....	5
OCCUPATIONAL THERAPISTS	6
DIETICIANS & NUTRITIONISTS.....	6
CERTIFIED REGISTERED NURSE ANESTHETISTS	6
PHYSICIAN ASSISTANT.....	6
NURSE MIDWIVES	6
CLINICAL NURSE SPECIALISTS.....	6
NURSE PRACTITIONERS.....	6
MEDICAL ASSISTANTS.....	6
SONOGRAPHERS	6

INTRODUCTION

PERSONNEL SURVEY INSTRUCTIONS AND DEFINITIONS

The purpose of the Personnel Survey (a supplement to the Annual Survey) is to collect additional workforce data to better track and understand the workforce issues that affect Wisconsin hospitals. WHAIC collects and distributes survey data in multiple online publications that can be found under the Data Products Tab at <http://www.whainfocenter.com/>.

This survey is utilized in the WHA Workforce Report which is published under the [WHA Media Room](#).

To help in the completion of the survey, the following are definitions of the positions for which data is being collected. For more information on the deadlines for the current year see the [Survey Submission Calendar](#).

ELECTRONIC SUBMISSION

The Personnel Survey must be completed using the online survey application. Electronic survey submission requires a username and password to access the [survey submission web site](#). Users must register for access to the secure portal. [Registration](#) instructions are available on the survey website.

In addition to this survey instruction manual, users may view the survey questions in advance of completing the online tool by:

- Logging into the [Secured Portal](#) and printing off or downloading the survey to pass along to the appropriate staff.
- Encouraging multiple staff to register to the secured portal to complete survey online. There is no limit to the number of people that can [register](#).

CHANGES IN HOSPITAL INFORMATION

As a reminder for the annual and fiscal surveys, hospitals are required to report certain changes (as defined below) to the WHA Information Center within 45 days after the event occurs. Changes that must be reported include the opening or closing of a hospital; the merger of two or more hospitals; and a change in the hospital's name, address, fiscal year, or chief executive (or administrative) officer. An email stating the changes should be sent to the WHA Information Center at whainfocenter@wha.org.

For more information about additional surveys required, newsletters, and training materials, visit the WHA Survey website.

WHAIC RESOURCE

If you have any questions about completing this survey, contact the Information Center at whainfocenter@wha.org.

REPORTING CATEGORIES

Enter all requested data for the **PAY PERIOD THAT INCLUDES SEPTEMBER 30 of the survey year.**

The September 30 date is intended to gather the most consistent information about personnel within your organization and reflect a “normal workweek”. If for some reason your hospital was closed during this week or there were unusual circumstances – utilize the closest “normal” workweek.

*Number of Employee Separations – Number of employees that left your facility, for any reason, during the fiscal year).

REGISTERED NURSES

Administer nursing care to ill or injured persons. Licensing or registration required. Include administrative, public health, industrial, private duty, and surgical nurses. **Report only those nurses that provide direct patient care.**

LICENSED PRACTICAL NURSES

Care for ill, injured, convalescent, and disabled persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

NURSING ASSISTANTS

Work under supervision of nurses to provide basic bedside care such as eating, dressing and bathing.

PHARMACISTS

Compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.

PHARMACY TECHNICIANS & AIDES

Fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. May clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. May operate cash register and accept prescriptions for filling.

MEDICAL & CLINICAL LABORATORY TECHNICIANS

Perform routine tests in medical laboratory for use in treatment and diagnosis of disease. Prepare vaccines, biologicals, and serums for prevention of disease. Prepare tissue samples for Pathologists, take blood samples, and execute such laboratory tests as urinalysis and blood counts. May work under the general supervision of a Medical Laboratory Technologist.

MEDICAL CODING TECHNICIANS

Health care professional whose main duties are to analyze clinical statements and assign standard codes using a classification system.

OTHER HEALTH INFORMATION TECHNICIANS

- Ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems.
- Use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs.
- Cancer registrars – compiling and maintaining data on cancer patients.

RADIOLOGIC TECHNOLOGISTS

Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Include technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Include workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

SURGICAL TECHNOLOGISTS & TECHNICIANS

Perform any combination of the following tasks either before, during, or after an operation: Prepare patient by washing, shaving, etc.; place equipment and supplies in operating room according to surgeon's instruction; arrange instruments under direction of nurse; maintain specified supply of fluids for use during operation; adjust lights and equipment as directed; hand instruments and supplies to surgeon, hold retractors, and cut sutures as directed; count sponges, needles, and instruments used during operation; and clean operating room.

RESPIRATORY THERAPISTS

Provide assessment, diagnostic evaluation, treatment, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.

PHYSICAL THERAPISTS

Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.

OCCUPATIONAL THERAPISTS

Plan, organize, and participate in medically oriented occupational programs in hospital or similar institution to rehabilitate patients who are physically or mentally ill.

DIETICIANS & NUTRITIONISTS

Organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. May administer activities of department providing quantity food service. May plan, organize, and conduct programs in nutritional research.

CERTIFIED REGISTERED NURSE ANESTHETISTS

Certified Registered Nurse Anesthetists. CRNA takes care of a patient's anesthesia needs before, during and after surgery or the delivery of a baby.

PHYSICIAN ASSISTANT

An advanced practice clinician licensed to practice medicine with the supervision of a licensed physician.

NURSE MIDWIVES

A registered nurse with additional training as a midwife who is certified to deliver infants and provide prenatal and postpartum care, newborn care, and some routine care of women.

CLINICAL NURSE SPECIALISTS

A nurse who has advanced knowledge and competence in a particular area of nursing practice, such as in cardiology, oncology, or psychiatry.

NURSE PRACTITIONERS

A nurse who is qualified to treat certain medical conditions without the direct supervision of a physician.

MEDICAL ASSISTANTS

Assist a physician or other medical provider in clinical and administrative procedures.

SONOGRAPHERS

A specialist in the use of ultrasound for diagnostic and therapeutic purposes.

PERSONNEL SURVEY MANUAL CHANGE LOG

Change Number	Date	Author	Update
1	11/4/22	HS	Removed year references