

PROFESSIONAL NURSING GOVERNANCE

Please provide the following information. The information you provide is IMPORTANT. Please be sure to complete ALL questions. Remember confidentiality will be maintained at all times. Today's Date _____

1. Sex: ___ Male ___ Female
2. Age: _____
3. Please indicate your BASIC nursing educational preparation:
 ___ Nursing Diploma ___ Associate Degree in Nursing
 ___ Baccalaureate Degree in Nursing
4. Please indicate the HIGHEST educational degree that you have attained at this point in time:
 ___ Nursing Diploma ___ Master's Degree, Non-nursing
 ___ Associate Degree in Nursing ___ Doctorate, Nursing
 ___ Baccalaureate Degree in Nursing ___ Doctorate, Non-nursing
 ___ Master's Degree in Nursing, Specialty
5. Employment Status:
 ___ Full-time, 36-40 hours per week
 ___ Part-time, less than 36 hours per week (specify number of hours/week): _____
6. Please specify the number of years that you have been practicing nursing _____
7. Please indicate the title of your present position _____
8. Please indicate the type of nursing unit that you work on:
 ___ Medical ___ Maternity
 ___ Surgical ___ Pediatrics
 ___ Critical Care ___ Psychiatry
 ___ Operating Room ___ Education
 ___ Recovery Room ___ Quality Management
 ___ Emergency Room ___ Outside Nursing
 ___ Clinic ___ Other (please specify): _____
9. Please specify the number of years you have worked in this institution _____
10. Please specify the number of years you have been in this present position _____
11. Have you received any specialty certifications from professional organizations? ___ Yes ___ No
 If YES, please specify the type of certification and year received _____

In your organization, please circle the group that CONTROLS the following areas:

- 1 = Nursing management/administration only
- 2 = Primarily nursing management/administration with some staff nurse input
- 3 = Equally shared by staff nurses and nursing management/administration
- 4 = Primarily staff nurses with some nursing management/administration input
- 5 = Staff nurses only

PART I

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| 1. Determining what nurses can do at the bedside. | 1 2 3 4 5 |
| 2. Developing and evaluating policies, procedures and protocols related to patient care. | 1 2 3 4 5 |
| 3. Establishing levels of qualifications for nursing positions. | 1 2 3 4 5 |
| 4. Evaluating nursing personnel (performance appraisals and peer review). | 1 2 3 4 5 |
| 5. Determining activities of ancillary nursing personnel (assistants, technicians, secretaries). | 1 2 3 4 5 |
| 6. Conducting disciplinary action of nursing personnel. | 1 2 3 4 5 |
| 7. Assessing and providing for the professional/educational development of the nursing staff. | 1 2 3 4 5 |
| 8. Making hiring decisions about RNs and other nursing personnel. | 1 2 3 4 5 |
| 9. Promoting RNs and other nursing personnel. | 1 2 3 4 5 |
| 10. Appointing nursing personnel to management and leadership positions. | 1 2 3 4 5 |
| 11. Selecting products used in nursing care. | 1 2 3 4 5 |
| 12. Incorporating evidence-based practice into nursing care. | 1 2 3 4 5 |
| 13. Determining models of nursing care delivery (e.g. primary, team). | 1 2 3 4 5 |

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In your organization, please circle the group that influences the following activities:

- 1 = Nursing management/administration only
- 2 = Primarily nursing management/administration with some staff nurse input
- 3 = Equally shared by staff nurses and nursing management/administration
- 4 = Primarily staff nurses with some nursing management/administration input
- 5 = Staff nurses only

PART II

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| 14. Determining how many and what level of nursing staff is needed for routine patient care. | 1 | 2 | 3 | 4 | 5 |
| 15. Adjusting staffing levels to meet fluctuations in patient census and acuity. | 1 | 2 | 3 | 4 | 5 |
| 16. Making daily patient care assignments for nursing personnel. | 1 | 2 | 3 | 4 | 5 |
| 17. Monitoring and procuring supplies for nursing care and support functions. | 1 | 2 | 3 | 4 | 5 |
| 18. Regulating the flow of patient admissions, transfers, and discharges. | 1 | 2 | 3 | 4 | 5 |
| 19. Formulating annual unit budgets for personnel, supplies, equipment and education. | 1 | 2 | 3 | 4 | 5 |
| 20. Recommending nursing salaries, raises and benefits. | 1 | 2 | 3 | 4 | 5 |
| 21. Consulting and enlisting the support of nursing services outside of the unit (e.g. clinical experts such as psychiatric or wound care specialists, diabetic educators). | 1 | 2 | 3 | 4 | 5 |
| 22. Consulting and enlisting the support of services outside of nursing (e.g. dietary, social service, pharmacy, human resources, finance). | 1 | 2 | 3 | 4 | 5 |
| 23. Making recommendations concerning other departments' resources. | 1 | 2 | 3 | 4 | 5 |
| 24. Determining cost-effective measures such as patient placement and referrals or supply management (e.g. placement of ventilator-dependent patients, early discharge of patients to home health care). | 1 | 2 | 3 | 4 | 5 |
| 25. Recommending new services or specialties (e.g. gerontology, mental health, birthing centers). | 1 | 2 | 3 | 4 | 5 |
| 26. Creating new clinical positions. | 1 | 2 | 3 | 4 | 5 |
| 27. Creating new administrative or support positions. | 1 | 2 | 3 | 4 | 5 |

According to the following indicators in your organization, please circle which group has OFFICIAL AUTHORITY (i.e. authority granted and recognized by the organization) over the following areas that control practice and influence the resources that support it:

- 1 = Nursing management/administration only
- 2 = Primarily nursing management/administration with some staff nurse input
- 3 = Equally shared by staff nurses and nursing management/administration
- 4 = Primarily staff nurses with some nursing management/administration input
- 5 = Staff nurses only

PART III

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| 28. Written policies and procedures that state what nurses can do related to direct patient care. | 1 | 2 | 3 | 4 | 5 |
| 29. Written patient care standard/protocols and quality assurance/improvement processes. | 1 | 2 | 3 | 4 | 5 |
| 30. Mandatory RN credentialing levels (licensure, education, certifications) for hiring, continued employment, promotions and raises. | 1 | 2 | 3 | 4 | 5 |
| 31. Written process for evaluating nursing personnel (performance appraisal, peer review). | 1 | 2 | 3 | 4 | 5 |
| 32. Organizational charts that show job titles and who reports to whom. | 1 | 2 | 3 | 4 | 5 |
| 33. Written guidelines for disciplining nursing personnel. | 1 | 2 | 3 | 4 | 5 |
| 34. Annual requirements for continuing education and inservices. | 1 | 2 | 3 | 4 | 5 |
| 35. Procedures for hiring and transferring nursing personnel. | 1 | 2 | 3 | 4 | 5 |
| 36. Policies regulating promotion of nursing personnel to management and leadership positions. | 1 | 2 | 3 | 4 | 5 |
| 37. Procedures for generating schedules for RNs and other nursing staff. | 1 | 2 | 3 | 4 | 5 |
| 38. Acuity and/or patient classification systems for determining how many and what level of nursing staff is needed for routine patient care. | 1 | 2 | 3 | 4 | 5 |

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| 39. Mechanisms for determining staffing levels when there are fluctuations in patient census and acuity. | 1 2 3 4 5 |
| 40. Procedures for determining daily patient care assignments. | 1 2 3 4 5 |
| 41. Daily methods for monitoring and obtaining supplies for nursing care and support functions. | 1 2 3 4 5 |
| 42. Procedures for controlling the flow of patient admissions, transfers and discharges. | 1 2 3 4 5 |
| 43. Process for recommending and formulating annual unit budgets for personnel, supplies, major equipment and education. | 1 2 3 4 5 |
| 44. Procedures for adjusting nursing salaries, raises and benefits. | 1 2 3 4 5 |
| 45. Formal mechanisms for consulting and enlisting the support of nursing services outside of the unit. (e.g. clinical experts such as psychiatric or wound care specialists, diabetic educators). | 1 2 3 4 5 |
| 46. Formal mechanisms for consulting and enlisting the support of services outside of nursing. (e.g. dietary, social service, pharmacy, human resources, finance). | 1 2 3 4 5 |
| 47. Procedure for restricting or limiting patient care (e.g. closing hospital beds, going on ER bypass). | 1 2 3 4 5 |
| 48. Location, design and access to office space, staff lounges and charting areas. | 1 2 3 4 5 |
| 49. Access to office equipment (e.g. smart phones, computers, copy machines) and the Internet. | 1 2 3 4 5 |

In your hospital, please circle the group that PARTICIPATES in the following activities:

- 1 = Nursing management/administration only
 2 = Primarily nursing management/administration with some staff nurse input
 3 = Equally shared by staff nurses and nursing management/administration
 4 = Primarily staff nurses with some nursing management/administration input
 5 = Staff nurses only

PART IV

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| 50. Participation in unit committees for clinical practice. | 1 2 3 4 5 |
| 51. Participation in unit committees for administrative matters, such as staffing, scheduling and budgeting. | 1 2 3 4 5 |
| 52. Participation in nursing departmental committees for clinical practice. | 1 2 3 4 5 |
| 53. Participation in nursing departmental committees for administrative matters such as staffing, scheduling, and budgeting. | 1 2 3 4 5 |
| 54. Participation in interprofessional committees (physicians, other healthcare professions and departments) for collaborative practice. | 1 2 3 4 5 |
| 55. Participation in hospital administration committees for matters such as employee benefits and strategic planning. | 1 2 3 4 5 |
| 56. Forming new unit committees. | 1 2 3 4 5 |
| 57. Forming new nursing departmental committees. | 1 2 3 4 5 |
| 58. Forming new interprofessional committees. | 1 2 3 4 5 |
| 59. Forming new administration committees for the organization. | 1 2 3 4 5 |

PROFESSIONAL NURSING GOVERNANCE

In your organization, please circle the group that has Access to information about the following activities:

- 1 = Nursing management/administration only
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- 3 = Equally shared by staff nurses and nursing management/administration
- 4 = Primarily staff nurses with some nursing management/administration input
- 5 = Staff nurses only

PART V

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| 60. The quality of nursing practice in the organization. | 1 | 2 | 3 | 4 | 5 |
| 61. Compliance of nursing practice with requirements of surveying agencies (The Joint Commission, state and federal government, professional groups). | 1 | 2 | 3 | 4 | 5 |
| 62. Unit's projected budget and actual expenses. | 1 | 2 | 3 | 4 | 5 |
| 63. Organization's financial status. | 1 | 2 | 3 | 4 | 5 |
| 64. Unit and nursing departmental goals and objectives for this year. | 1 | 2 | 3 | 4 | 5 |
| 65. Organization's strategic plans for the next few years. | 1 | 2 | 3 | 4 | 5 |
| 66. Results of patient satisfaction surveys. | 1 | 2 | 3 | 4 | 5 |
| 67. Physician/nurse satisfaction with their collaborative practice. | 1 | 2 | 3 | 4 | 5 |
| 68. Current status of nurse turnover and vacancies in the organization. | 1 | 2 | 3 | 4 | 5 |
| 69. Nurses' satisfaction with their general practice. | 1 | 2 | 3 | 4 | 5 |
| 70. Nurses' satisfaction with their salaries and benefits. | 1 | 2 | 3 | 4 | 5 |
| 71. Management's opinion of the quality of bedside nursing practice. | 1 | 2 | 3 | 4 | 5 |
| 72. Physicians' opinion of the quality of bedside nursing practice. | 1 | 2 | 3 | 4 | 5 |
| 73. Nursing peers' opinion of the quality of bedside nursing practice. | 1 | 2 | 3 | 4 | 5 |
| 74. Access to resources supporting professional practice and development (e.g. online resources, CE activities, journals and books, library). | 1 | 2 | 3 | 4 | 5 |

In your hospital, please circle the group that has the ABILITY to:

- 1 = Nursing management/administration only
- 2 = Primarily nursing management/administration with some staff nurse input
- 3 = Equally shared by staff nurses and nursing management/administration
- 4 = Primarily staff nurses with some nursing management/administration input
- 5 = Staff nurses only

PART VI

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| 75. Negotiate solutions to conflicts among professional nurses. | 1 | 2 | 3 | 4 | 5 |
| 76. Negotiate solutions to conflicts between professional nurses and physicians. | 1 | 2 | 3 | 4 | 5 |
| 77. Negotiate solutions to conflicts between professional nurses and other healthcare services (respiratory, dietary, etc). | 1 | 2 | 3 | 4 | 5 |
| 78. Negotiate solutions to conflicts between professional nurses and nursing management. | 1 | 2 | 3 | 4 | 5 |
| 79. Negotiate solutions to conflicts between professional nurses and the organization's administration. | 1 | 2 | 3 | 4 | 5 |
| 80. Create a formal grievance procedure or a process for resolving internal disputes. | 1 | 2 | 3 | 4 | 5 |
| 81. Write the goals and objectives of a nursing unit. | 1 | 2 | 3 | 4 | 5 |
| 82. Write the philosophy, goals and objectives of the nursing department. | 1 | 2 | 3 | 4 | 5 |
| 83. Formulate the mission, philosophy, goals and objectives of the organization. | 1 | 2 | 3 | 4 | 5 |
| 84. Write unit policies and procedures. | 1 | 2 | 3 | 4 | 5 |
| 85. Determine nursing departmental policies and procedures. | 1 | 2 | 3 | 4 | 5 |
| 86. Determine organization-wide policies and procedures. | 1 | 2 | 3 | 4 | 5 |