

2010 Nursing Facility Wage Survey Instructions and Category Descriptions

Please refer to this document as you fill out the survey. **If there is no information for a particular position, leave that space blank.** Hospitals with long term care units who share services of certain departments, such as dietary, housekeeping, laundry, etc., should record the shared service departments as they are used only for the long term care unit.

1. **Position**
On the “Position Descriptions” list, locate the position title that best corresponds with the current staff job titles in your facility.
2. **Number of FTEs (full-time equivalent = 40 hours)**
Enter the number of FTEs for a particular position title, e.g., two part-time employees working 20 hours per week would be counted as 1 FTE.
3. **Starting Monthly Salary**
Enter what the starting monthly salary for a new Administrator, Medical Director, and Director of Nursing with no prior experience would be in the corresponding box.
4. **Current Monthly Salary**
Enter the current monthly salary paid at this time for the Administrator, Medical Director, and Director of Nursing.
5. **Starting Hourly Rate**
Enter the starting hourly rate paid for a new employee with no experience for a particular position title (Administrator, Medical Director, and Director of Nursing not included). This is NOT necessarily the wage at which the existing individual(s) in the position was started. We need the amount at which you would fill the position if it were to become vacant.
6. **Current Average Hourly Rate**
Enter the current average hourly rate paid at this time for a particular position title (not including Administrator, Medical Director, and Director of Nursing).
7. **Minimum Experience Factor**
Dollars (\$) – Enter the minimum dollar amount that would be **added** to the starting hourly rate for each year of experience for a particular position title (not including Administrator, Medical Director, and Director of Nursing). **Do not add the starting hourly rate and the experience factor amounts together.**

OR

Percent (%) – Enter the percentage amount that would be **added** to the starting monthly salary or starting hourly rate for each year of experience for a particular position title.

8. **Maximum Experience Factor**
Dollars (\$) – Enter the maximum dollar amount that would be **added** to the starting hourly wage for years of experience for a particular position title (not including

Administrator, Medical Director, and Director of Nursing) in this column. **Do not add the starting hourly rate and the maximum experience factor amounts together.**

OR

Percent (%) – Enter the maximum percentage amount that would be **added** to the starting monthly salary or starting hourly rate for years of experience for a particular position title.

9. Shift Differential

Enter the hourly rate shift differential paid for the evening, night, and weekend shifts for a particular position title (not including Administrator, Medical Director, and Director of Nursing). If you pay a range for shift differential, please record the average.

10. Benefits

Enter the benefits paid or given to employees for a particular position title. Any position title marked with at least one FTE should have benefit information entered even if a partial FTE is included in that same position title. Any position title marked only with partial FTE employees, and no full-time employees, should have data entered which reflects the part-time status (e.g., full-time FTEs receive 5 vacation days per year and partial FTEs receive 3 vacation days per year; if no full-time employees are included in that particular position title, then 3 vacation days should be recorded).

PTO (Paid Time Off)

If your facility combines all earned benefit days (vacation, holiday, and sick) per year as one benefit, complete the columns under PTO.

First Year -- Enter the number of PTO days earned the first year of employment in this column,

AND

Most Days Given – Enter the maximum PTO number of days given **per year** worked in this column, **not the total days an employee is able to accumulate.**

OR

Separate Earned Benefit Days

If your facility separates earned benefit days into vacation, holiday, and sick days, complete these columns. Include a birthday holiday or personal holiday in one of these categories.

Vacation

First Year -- Enter the number of vacation **days** earned the first year of employment in this column. *(Facilities giving PTO days should not include days here unless specific vacation days are earned separate from PTO days.)*

AND

Most Days Earned -- Enter the maximum vacation days given **per year** worked in this column, **not the total days an employee is able to accumulate.** *(Facilities giving PTO*

days should not include days here unless specific vacation days are earned separate from PTO days.)

Holiday

Number Of Days earned – Enter the number of holiday days earned per year,

AND

Holiday Rate – Enter the multiplied rate of pay (e.g., regular time [1.0], time-and-a-half [1.5], double time [2.0], etc.) given for those employees who work a holiday (Administrator, Medical Director, and Director of Nursing not included).

Sick Leave

Enter the number of sick leave days earned per year after the first year of employment. *(Facilities giving PTO days should not include days here unless specific sick leave days are earned separate from PTO days.)*

Employer-Paid Health Insurance -- Single Premium Rate

Amount Paid (\$) -- Enter the dollar amount of health insurance premiums paid each month **by the employer** for a **SINGLE POLICY** in this column.

OR

Percent Paid (%) -- Enter the percentage amount of health insurance premiums paid each month **by the employer** for a **SINGLE POLICY** in this column.

Position Descriptions

Activity Assistant

Supervises residents in recreational and educational activities. Escorts residents to and from activities. Leads physical workouts and other group activities. Responsible for general clean up of recreational areas and equipment. May be assigned other duties such as driving residents during outdoor activities, mail delivery, etc.

Activity Director

Selects new staff. Plans resident programs in athletics, music, art, movies, library, and other cultural and activity programs. Organizes recreational team activities. Maintains recreational facilities and equipment. Completes reports on resident progress. Supervises recreational programs and activities along with supervision and direction over subordinates. May also perform the duties of Activity Assistant.

Administrator

The operating officer for a health care facility and may be titled as chief operating officer, manager, superintendent, or director. Oversees and is responsible for the overall management of the facility. May also perform the duties of Assistant Administrator.

Admissions Coordinator

Assists residents in admission to the facility. May assist with discharging residents from the facility. Assures that the pre-admission information is obtained prior to the arrival of the resident. May complete admission agreements and other appropriate paperwork. May inform residents of resident rights and advance directives.

Assistant Administrator

Coordinates work with users and other departments or divisions. Explores alternative work procedures and directs staff in processing jobs. Evaluates performance of subordinates. Trains or directs the training of subordinates. Maintains workload, staffing, and unit budget records. May also perform the duties of Personnel Director.

Asst. Director of Nursing, LPN

Possesses state LPN license. Performs the duties as outlined for Asst. Director of Nursing, R.N. May also perform the duties of Charge Nurse, LPN; Staff Nurse, LPN; and/or In-service/Training Nurse, LPN.

Asst. Director of Nursing, R.N.

Possesses state R.N. license. Responsible for the 24-hour supervision of nursing services. Coordinates resident care activities with staff. Supervises nursing care staff by making schedule assignments and completing performance. Resolves problems between residents and staff. Reports to and may fill in during the absence of the Director of Nursing, R.N. May also perform the duties of Charge Nurse, R.N.; Charge Nurse, LPN; Staff Nurse, R.N.; Staff Nurse, LPN; and/or In-service/Training Nurse, R.N.

Central Supply Clerk

Receives and records requisitions and prepares purchase orders. Checks for outdated medications or supplies and processes return to companies. Prepares specifications for bidding. Contacts vendors or sales representatives for product information. Maintains stock levels and inventory records.

Charge Nurse, LPN

Possesses state LPN license. Performs the duties as outlined for Charge Nurse, R.N. May also perform the duties of Staff Nurse, LPN, and/or In-service/Training Nurse, LPN.

Charge Nurse, R.N.

Possesses state R.N. license. Supervises professional and non-professional nursing services on a shift in a unit or in a program. Coordinates nursing services with other resident care activities. Consults with the Director of Nursing, R.N., on nursing policies and problems. May also perform the duties of a Charge Nurse, LPN; Staff Nurse, R.N.; Staff Nurse, LPN; and/or In-service/Training Nurse, R.N.

Cook

Prepares meats, soups, salads, vegetables, and baked goods in large quantities. Prepares new, complex, or difficult to prepare food items. Cuts, packages, and labels meats. Arranges and serves food at the service counter. May supervise lower level food service workers. May also perform the duties of Dietary Assistant.

Dietary Assistant

Sets and clears tables. Stocks serving line with silverware, trays, napkins, glasses, etc. Fills sugar, salt, pepper, and other containers. Operates automatic dish washing equipment. Sweeps, mops floors, and does other general clean up work. Delivers food carts to outlying areas.

Dietary Manager

Administrative and supervisory responsibilities for all food service activities in facility. Selects new staff. Responsible for special diet meal preparation, sanitation and safety, food service budget, cost reporting, food procurement, etc. Inspects food received and served. May also perform the duties of Dietary Supervisor and/or Cook.

Dietary Supervisor

The manager of the dietary department should not be placed in this position title even if the facility's name for the position title is a Dietary Supervisor. Supervisory responsibilities for all food service activities on a shift. Responsible for sanitation and safety standards in work areas. Makes estimates of food needs and orders food supplies. Keeps food purchase and consumption records. Trains or directs the training of new employees. May also perform the duties of Cook and/or Dietary Assistant.

Dietician (On staff, do not include consultants)

Possesses bachelor's degree plus professional registration. Professional work developing, implementing, and evaluating nutritional programs. Checks menus for nutritional value. Counsels staff and residents on dietary plans. May also perform the duties of Dietary Manager.

Director of Nursing, R.N.

Possesses state R.N. license. Responsible for the direction and coordination of all professionals and nursing care services. Sets policy; performs managerial functions; and is responsible to ensure that the facility meets certification, accreditation, and/or licensing standards. May also perform the duties of Asst. Director of Nursing, R.N.; Asst. Director of Nursing, LPN; Charge Nurse, R.N.; Charge Nurse, LPN; Staff Nurse, R.N.; Staff Nurse, LPN; Treatment Nurse, R.N.; and/or In-service/Training Nurse, R.N.

Housekeeper

Empties trash, cleans, sweeps, vacuums, washes, and does other general janitorial duties. Cleans showers, tubs, toilets, sinks, and other fixtures. Cleaning performed in conformance with sanitation and antibacterial standards. May stock or restock items or supplies.

Housekeeping Supervisor

Sets housekeeping and sanitation standards, work methods, and schedules for housekeeping staff. Selects new staff. Directs sanitation and safety training programs. Orders and issues cleaning supplies and equipment. May also perform the duties of Housekeeper.

Infection Control Coordinator

Ensures that policies and procedures are established and maintained regarding the investigation, control, and prevention of infections in the facility. Documents and maintains records of the facility surveillance system of infections.

In-service/Training Nurse, LPN

Possesses state LPN license. Performs the duties as outlined for In-service/Training Nurse, R.N.

In-service/Training Nurse, R.N.

Possesses state R.N. license. Trains new employees in the nursing assistant and medication aide courses. Conducts in-service training.

Laundry Assistant

Picks up and delivers laundry. Sorts laundry. Loads and unloads washers and dryers. Irons articles through the use of hand iron or flatware ironing machines. Folds, counts, bundles, and stores laundry. Repairs and alters clothing, curtains, drapes, bedspreads, and other fabric articles. Marks clothing and sews on labels. Sews in zippers and buttons.

Laundry Supervisor

Coordinates, assigns, and inspects work of subordinates. Selects new staff. Supervises washing, drying, and pressing operations. Maintains inventory and equipment. May also perform the duties of Laundry Assistant.

Maintenance Assistant

Makes repairs to furniture and equipment. Monitors mechanical, electrical, and ventilation equipment. Hauls and tends supplies. Removes snow and ice. May do routine grounds keeping work such as mowing and trimming.

Maintenance Supervisor

Selects new staff. Leads, assigns, trains, and supervises the work of subordinates. Confers with maintenance staff and users to determine appropriate work assignments and schedules. Estimates and records time and cost of projects. Requisitions materials necessary for job completion. May also perform the duties of Maintenance Assistant.

MDS Coordinator

Possesses state R.N. license. Coordinates the interdisciplinary team in regard to completing the Minimum Data Set (MDS), Resident Assessment Protocols (RAPs), and the care plan. May complete all or part of the actual assessment.

Medical Director (This may or may not be a consultant)

Possesses a license under state law to practice medicine or osteopathy. The facility has either contracted with or has hired on staff full-time or part-time as is appropriate for the needs of the residents and the facility. Responsible for the overall coordination of the medical care of each resident within the facility. May be the attending physician for several or all residents within the facility.

Medical Records Assistant

Compiles and checks medical records. Enters medical information onto forms. Reviews, assembles, and files contents of resident medical records. Gathers statistics for use in reports and surveys. Codes medical diagnosis using recognized coding systems. Interviews residents or relatives to obtain medical information.

Medical Records Director

Controls and maintains medical records in compliance with accreditation and regulation standards. Coordinates and compiles reports relating to resident programs. Supervises and assigns duties to Medical Records Assistant and/or Ward Clerk. May also perform the duties of Medical Records Assistant.

Medication Aide

Possesses state medication aide certification and is placed on the medication aide registry operated by the Department of Health and Human Services Regulation and Licensure. Provides and documents medication provision.

Nursing Assistant

Has passed the state approved nursing assistant course. Provides general nursing care and personal hygiene for residents. Observes, evaluates, and reports resident needs and progress. Charts care and treatment for residents. Lifts residents from one position to another. Assists residents with feeding, obtains resident's vital signs, makes beds, etc.

Occupational Therapist (On staff, do not include consultants)

Registered Occupational Therapist. Develops and implements an occupational therapy program for residents. Trains staff in basic occupational therapy theory and techniques. Assesses resident behavior and progress in occupational therapy goals.

Office Manager/Bookkeeper

Reviews data on vouchers, invoices, etc. to ensure completeness and accuracy. Enters data into ledgers or into computer to ensure proper accounting of funds. Computes amounts to be disbursed to and/or collected from clients. Codes vouchers to facilitate identification, processing, and filing of documents. Acts as a lead worker for other clerical personnel. Able to use computer spreadsheet or accounting programs. May also perform the duties of Payroll Clerk, Secretary, and/or Receptionist.

Payroll Clerk

Processes personnel documents and transactions. Collects, records, and verifies payroll and personnel information. Codes such information onto forms or into computer. Maintains personnel file documents. Computes vacation and sick leave records. May explain personnel information such as insurance options to employees.

Personnel Director

Professional work interviewing and screening job applicants, conducting new employee orientation programs, and working with supervisors on performance evaluation systems. May counsel with employees and supervisors concerning employee grievances. May administer job evaluation or classification plan.

Physical Therapist (On staff, do not include consultants)

Registered Physical Therapist directing the delivery of physical therapy services. Supervises staff of physical therapy personnel. Makes caseload assignments. Plans and administers medically prescribed physical therapy treatment programs. Reviews and evaluates resident progress and response to treatment.

Physical Therapy Aide

A non-certified worker who is specifically trained under the direction of a physical therapist. Performs routine tasks related to the operation of physical therapy services and assists with secretarial/clerical/housekeeping work, transportation, and preparation for and performance of physical therapy treatments in conjunction with the physical therapist.

Physical Therapy Assistant

Possesses a certificate issued by the state Board of Physical Therapy. Performs physical therapy services under the onsite supervision of a Nebraska Licensed Physical Therapist who is certified to supervise.

Receptionist

Greets visitors and answers telephone calls. Answers questions, provides information, and gives directions. Directs calls to proper staff member or office. Takes messages and makes appointments. Receives envelopes and packages. Controls visitor traffic and access to office. May operate paging system or other communication devices. May do other general clerical duties.

Restorative Aide

Is a trained nursing assistant under the supervision of licensed nurses. Assists each resident in achieving and maintaining an optimal level of self-care and independence in such areas as mobility, continence, grooming, dining, orientation level, emotional health, communication, social functioning, and the prevention of complications such as contractures and decubiti.

Secretary

Schedules times and locations for appointments and meetings. Types a variety of materials. Operates a variety of office machines. Maintains file system. Reviews mail and responds to requests as directed. May also perform the duties of Receptionist.

Social Service Assistant

Participates with residents and staff members in the development and formulation of the resident care plan, social and emotional needs related to the resident's illness, and response to treatment. May also assist the Activity Department with resident activities.

Social Service Designee

Meets the requirements of the state as a Social Service Designee. **May act as Social Service Director for the facility.** May select new staff. Responsible for arranging and integrating social services with other elements of the care plan. May also perform the duties of Social Service Assistant.

Social Worker (On staff, do not include consultants)

Holds a certificate as a Certified or Certified Master Social Worker. Selects new staff. Evaluates; develops; and implements services to meet the social and emotional needs of residents related to their illness, response to treatment, and adjustment to care in a facility. May also perform the duties of Social Service Designee and/or Social Service Assistant.

Staff Nurse, LPN

Possesses state LPN license. Administers and charts medications. Provides resident care such as bathing, feeding, exercising, and oral and personal hygiene. May also perform the duties of In-service/Training Nurse, LPN.

Staff Nurse, R.N.

Possesses state R.N. license. Provides professional nursing care to residents. Makes work assignments. May also perform the duties of Staff Nurse, LPN, and/or In-service/Training Nurse, R.N.

Transportation/Escort/Driver

Drives van or car. Picks up and delivers passengers. Transports and escorts residents during appointments. May record information concerning trips, mileage, etc. May clean and fuel vehicle.

Ward Clerk

Conducts clerical work maintaining resident records. Transcribes physician's orders under the supervision of a RN or other professional. May answer telephone and take messages. May make appointments for residents with facility therapists or other professionals.