

## MHA Workforce Assessment Tool Job Types Guidelines 2010

In the field labeled, "Your Job Title" put the actual job title your organization uses for each employee. In the next field on the template, map your title to one of the following MHA Workforce Tool Job Types.

**1) RN-Emergency Room:** this group includes emergency nursing care for a diversified population of all age distributions and all problem types. Includes assessment, care planning, interventions, and teaching. Responsible for performing duties in accordance with all policy, procedure, and professional practice guidelines. This RN coordinates care with other members of the health care team and delegates responsibilities to others as appropriate.

**2) RN Operating Room:** this group includes the Operating Room RN who is responsible for the assessment, planning, delivery, and evaluation of nursing care intraoperatively for the patient undergoing surgical procedures in the operating room. Responsible for performing duties in accordance with all policy, procedure, and professional practice guidelines. This RN coordinates care with other members of the health care team and delegates responsibilities to others as appropriate during the patient's surgical experience.

**3) RN-Peri-Operative (Perianesthesia):** this group includes the perianesthesia RN who is responsible for the assessment, planning, delivery, and evaluation of nursing care by preparing the patient for surgery in the pre-op area, and, caring for the patient recovering from anesthesia in the PACU. Responsible for performing duties in accordance with all policy, procedure, and professional practice guidelines. This RN coordinates care with other members of the health care team and delegates responsibilities to others as appropriate immediately before and immediately after the patient's surgical experience.

**4) RN-Labor & Delivery:** this group includes, RNs responsible for assessment, planning, delivery and evaluation of care to patients in Labor and Delivery and postpartum care to mom and baby. Responsible for performing duties in accordance with all policy, procedure, and professional practice guidelines. This RN coordinates care with other members of the health care team and delegates responsibilities to others as appropriate.

**5) RN-Med/Surg:** this group includes, an RN who is responsible for the assessment, planning, delivery, and evaluation of nursing care for all assigned patient populations. Responsible for performing duties in accordance with all policy, procedure, and professional practice guidelines. The RN coordinates care with other members of the health care team and delegates responsibilities to others as appropriate.

**6) RN-ICU:** this group includes an RN who is responsible for the assessment, planning, delivery, and evaluation of nursing care for all assigned patient populations in the ICU (**NICU, PICU, Tele, Critical Care, etc.**). Responsible for performing duties in accordance with all policy, procedure, and professional practice guidelines. This RN coordinates care with other members of the health care team and delegates responsibilities to others as appropriate.

7) **RN-Pediatrics** this group includes, an RN who is responsible for assessment, planning, delivery, and evaluation of nursing care for all pediatric populations. Responsible for performing duties in accordance with all policy, procedure, and professional practice guidelines. Coordinates care with other members of health care team and delegates responsibilities to others as appropriate.

8) **RN-Primary Care/Clinic** this group includes, an RN who performs both independent nursing and delegated medical functions. The independent nursing function includes assessment, planning, delivery, and evaluation of nursing care for assigned patient population(s). The delegated medical function includes participation in and coordination of delegated patient care to other health care team members.

9) **RN-Home Health:** this group includes, the Home Health RN and the Home Health Specialist RN Case Manager position and is responsible for coordinating the delivery of all care/services appropriate to the needs of the patients of all ages and their families. Complete a thorough physical and psychosocial assessment of the patient and identifies effective interventions with the patient, family under the direction of physician to address the specific care goals. Maintains complete and timely records, verify authorizations. Provide clinical supervision as appropriate.

10) **RN-Rehabilitation:** this group includes, an RN who is responsible for the assessment, planning, delivery and evaluation of nursing care for all assigned patients. The RN is responsible in accordance with all policy, procedure and professional practice guidelines. Coordinates care with the interdisciplinary team through strong communication and documentation skills.

11) **RN-Behavioral:** this group includes, RNs who are on In-patient Adult Mental Health units (**Chem Dep, mental health, eating disorders/additions, etc.**), responsible for assessment, planning, delivery and evaluation of assigned population. Responsible for performing duties in accordance with all policy, procedure, and professional practice guidelines. The RN coordinates care with other members of the health care team and delegates responsibilities to others as appropriate.

12) **RN-Specialty:** group includes, RNs who are responsible for providing acute and rehab care for people with select disorders of the gastro-intestinal, genitourinary and integumentary systems (**includes Bone Marrow, Vascular, Wound, Diabetes/Chronic Care, etc.**) this. Provides direct patient care to persons with abdominal stomas, wounds, fistulas, drains, pressure ulcers, incontinence and similar conditions.

13) **RN-Other (Patient care that does not fit into other categories):** this group includes, any staff RN position not specifically listed previously. You can use this category as a general RN category for any RN position that does not fit other categories. If your organization does not intend to do planning by specific RN subspecialty, you can report all your RN employees under this one general category.

14) **Advanced Practice Nurses:** this group includes all Midwives, and other Certified Nurse Specialists-CNS:

- **Midwife:** The Certified Nurse Midwife is a member of the healthcare team who works in the independent management of women's health care, focusing particularly on pregnancy, childbirth, the postpartum period, care of the newborn, and the family planning and gynecological needs of women. The Certified Nurse Midwife practices within the health care system that provides for consultation, collaborative management or referral as indicated by the health status of the client. Certified Nurse Midwives practice in accord with the Standards of the Practice of Nurse Midwifery, as defined by the American College of Nurse Midwives.
- **CNS:** This individual is required to have expertise in the care of a specific population of patients or in a specialized function. This individual provides direct services to patient/families/clients and consultation and education to staff and other health care professionals. This individual establishes and monitors standards of care related to a specialty area and participates in research and other scholarly activities. This individual provides leadership in creating and promoting an environment of evidence-based practice and interdisciplinary care delivery.

**15) CRNA:** Certified Registered Nurse Anesthetists (CRNAs) are advanced practice registered nurses with specialized graduate level education, training, and certification in anesthesiology. The CRNA must choose the appropriate mode of anesthesia for the needs of the patient. They also oversee line operations of the anesthesia department and direct the supervision of the support staff. The CRNAs work very independently while collaborating with Anesthesiologists and Surgeons.

**16) Nurse Practitioner:** this group includes, a Nurse Practitioner who is a member of the health care team who works in collaboration with physicians and other medical staff to provide comprehensive health care to patients. The NP will obtain patient histories, perform physical and psychological health assessments, provide patient and family education and counseling, ensure continuity of health care services, and manage acute and chronic disease conditions.

**17) Nursing Leadership:** The nursing leader group includes “**Exempt Supervisory**” personnel, such as: Director of Nursing, Chief Nursing Officers, Nurse Managers or other similar “Exempt” supervisory titles. A person in this role plans, directs, controls, coordinates and evaluates patient care activities of the unit. Includes responsibility for nursing human resource management, quality assurance, regulatory compliance, educational opportunities, and financial management functions. Serves as a leader and role model to all staff. Maintains clinical competencies of staff.

**18) LPN:** The LPN performs delegated nursing and medical functions of data collection and delivery of care to an assigned group of patients, or an individual patient. The LPN works under the direction of a Registered Nurse, or physician/authorized practitioner and in collaboration with other members of the healthcare team.

**19) Medical Assistant:** The Medical Assistant performs delegated medical functions under the direction of a physician in the delivery of care for all assigned patient populations. The MA is responsible for performing these responsibilities in accordance with all policy, procedure and practice guidelines.

**20) Surgical Technician:** this group includes employees who assist in surgical operations under the supervision of surgeons, registered nurses or other surgical personnel. Primarily responsible for preparing the operating room: setting up the equipment and sterilizing tools that are necessary for the operation. Also responsible for making sure all equipment is working properly which may involve assembly of some materials. The Surgical Technician also prepares the patient for surgery by washing, shaving and disinfecting areas for operation. In some instances they may also transport patient, observe vital signs, check charts and assist the surgical team in dressing for the surgery. During surgery, a surgical technologist or operating room technician passes instruments and other supplies to surgeons and surgeon assistants.

**21) Lab Technician:** this group includes lab positions that do not require the four-year BA/BS degrees in lab technology or clinical lab sciences. The **2-yr MLT/CLT** performs waived, moderate, or high complexity testing as defined by CLIA' 88. The MLT/CLT possesses working knowledge of the clinical laboratory and performs routine clinical laboratory analyses, recognizes problems, identifies basic causes, and makes corrections using established protocols. The MLT/CLT works independently under general supervision.

**22) Lab Technologist:** this group includes positions requiring 4 or 5-yr Bachelor level degrees such as CLS/MT. The Lab Technologist performs a wide variety of complex diagnostic and therapeutic tests on a 24-hour rotation basis in the disciplines of chemistry, microbiology, blood banking, hematology, urinalysis, coagulation, and serology. Demonstrates self-direction, critical thinking, and customer service skills. Other duties include training and mentoring new staff/students and working closely with patient care staff.

**23) Imaging-Tech:** this group includes (**Rad Tech, CT, MRI**); these are Imaging Technologist positions that provide services to patients and physicians through the creation of various diagnostic images appropriate to the age of the patient. Provides preliminary report to the radiologist. This group does not include technologists who primarily provide ultrasound services.

**24) Imaging-Ultrasound:** this group includes, technologists who perform ultrasound procedures in the Imaging Department producing quality images, maintaining appropriate patient care and communication with all members of the patient care team, ensuring integrity of patient data, correctly operation equipment and participation as a team member. Provides preliminary report to the radiologist.

**25) Speech Therapist:** this group includes therapists responsible for providing speech, language, communication evaluation and treatment to the patient population.

**26) Physical Therapist:** this group includes, any physical therapist who is responsible for evaluating and reassessing patient condition, determining physical therapy diagnosis and prognosis for recovery, establishing goals with patient and caregiver and implementing and/or modifying plan of care based on reassessment and patient response. Coordinates care and communicate effectively with interdisciplinary team to achieve desired outcomes.

**27) Physical Therapy Assistant:** The Physical Therapy Assistant provides safe and effective physical therapy care to patients, per their plan of care, under the supervision of a Physical Therapist and in collaboration with other members of the healthcare team. The Physical Therapy Assistant is responsible for performing these responsibilities in accordance with all policy, procedure and practice guidelines.

**28) Occupational Therapist:** this group includes, the therapist responsible for providing quality patient interventions including assessment, interpreting, planning, and implementing therapy treatments for people with multiple sclerosis and other neurological disorders.

**29) Respiratory Therapist:** this group includes, the therapist who provides routine respiratory therapy modalities (including oxygen therapy, aerosol therapy, percussion and postural drainage, CPAP, BiPAP, etc.), ventilator care, EKGs and arterial blood gas punctures (ABGs).

**30) Certified Athletic Trainer:** The Athletic Trainer specializes in the prevention, assessment, treatment, and rehabilitation of musculoskeletal injuries. The Athletic Trainer works with athletes and non-athletes. The work setting can be a health care clinic; or a high school, college or professional sports team setting. The Athletic Trainer works under the direction of a physician and in collaboration with other healthcare professionals, coaches, athletes, etc.

**31) Paramedic/EMT:** this group includes both Paramedics and Emergency Medical Technicians (EMT) functioning as providers in the pre-hospital setting. They provide transport for non-critically ill, wheelchair and stretcher patients by ambulance and operate vehicles safely and in accordance to state law. May deliver care under the direction of emergency physician or primary care nurse in an Emergency Department. Assures air care safety protocols are met at scene flights as necessary. Paramedic positions require successful completion of paramedic training program from an accredited institution and current EMT-P certification. EMT positions require successful completion of an accredited EMT course and current certification as an EMT.

**32) Pharmacist:** this group includes the Pharmacist positions responsible for clinical services, drug information, medication safety, financial and formulary initiatives, medication use evaluations, education/development of staff, students and residents; and other duties as assigned by a manager.

**33) Pharmacy Technician:** this group includes those employees who assist Pharmacists in serving patients and in maintaining medication and inventory control systems. Under the general supervision of the Director and other Pharmacists, the Pharmacy Technician performs various distributive and clerical functions associated with the dispensing, delivery, and charging of medications and IV fluids.

**34) Physician Assistant:** this group includes, Physician Assistants who are a member of the health care team who works with the supervision of licensed physicians to provide comprehensive health care services to patients. The Physician Assistant engages in independent decision making about health care needs and provides health care services to individuals throughout their life span. The Physician Assistant provides physical and psychological health assessments, patient education and counseling, orders and interprets diagnostic procedures, and manages chronic disease conditions ensuring continuity of care for individuals in the communities served. Physician Assistants also perform minor surgical procedures within their scope and realm of their practice agreement with their supervising physician.

**35) Physician-Primary Care:** this group includes various primary care physicians (**Family Practice, Pediatricians, Internal Medicine, OB/GYN, Urgent Care, Hospitalists**) who are a member of the health care team and work in collaboration with other staff to provide comprehensive health care services to patients. The scope of practice of each physician is defined based on the training of the physician and approved through Credentialing and Privileging Committees. The role of a clinic physician is to assess, maintain, and improve the individual and collective health status of individuals in the communities served. This group also includes any **hospitalist** who is a member of the health care team who works in collaboration with other staff to provide comprehensive health care services to patients during the stay in the hospital.

**36) Physician – Surgical Specialty Care:** this group includes any of a number of surgical physician specialists (**General Surgeons, Orthopedists, Neurosurgeons, Thoracic Surgeons, etc.**) who are members of the health care team who work in collaboration with primary care physicians and other staff to provide surgical treatment health care services to patients. The scope of practice of each physician is defined based on the training of the physician and approved through Credentialing and Privileging Committees. The role of the surgical physician specialist is to provide consultation and manage the care of the patient within the scope of their expertise.

**37) Physician- Medical Specialty Care:** this group includes any of a number of medical physician specialists (**Dermatology, Infectious Disease, Neurology, Cardiology, etc.**) who are members of the health care team who work in collaboration with primary care physicians and other staff to provide specialized health care services to patients. The

scope of practice of each physician is defined based on the training of the physician and approved through Credentialing and Privileging Committees. The role of the medical specialty physician specialist is to provide consultation and manage the care of the patient within the scope of their expertise.

**38) Physician- Procedural Specialty Care:** this group includes any of a number of physician specialists (**Interventional Radiologist, Interventional Cardiology, etc.**) who are members of the health care team who work in collaboration with primary care physicians and other staff to provide specialized health care services to patients. The scope of practice of each physician is defined based on the training of the physician and approved through Credentialing and Privileging Committees. The role of the procedural physician specialist is to provide consultation and manage the care of the patient within the scope of their expertise.