



American Health Care Association

2008 Nursing Facility Staff Vacancy, Retention and Turnover Survey

The American Health Care Association is conducting this survey to better describe the vacancy, retention and turnover of nursing facility staff. Results of this survey will be reported in aggregate form only. Data will be kept confidential. Your facility will not be identified in any way.

 Federal Provider ID:
 Facility Name:
 Address:
 City:
 State:
 ZIP Code:
Optional
 Contact:
 Phone:
 E-mail:

*Please mail or fax
 your completed survey to:*

**2008 Nursing Facility Staff Survey
 American Health Care Association,
 1201 L Street, N.W., Washington, DC 20005
 Main Fax: 202-842-3860**

*If you have questions, please call
 Bill Hartung at (202) 898-2841 or
 Jeffrey Liu at (202) 898-2818 or email to
research@ahca.org*

**Please see next page for
 detailed instructions.**

			A	B	C	D
Nursing Facility Job Category		Nursing Facility Job Position	Total number of CURRENT employees	Total number of VACANT positions	Total number of employees who had worked in the facility for 12 months or longer	Total number of employees during calendar year 2008
			As of December 31, 2008			2008
Administrative & Management	1	Administrator				
	2	Office Manager/Controller				
	3	Other Office Staff				
Nursing	4	Director of Nursing (DON)				
	5	RN with Administrative Duties				
	6	Staff Registered Nurse (RN)				
	7	Licensed Practical Nurse (LPN)				
	8	Certified Nurse Assistant (CNA)				
	9	Non-Certified Nurse Aide, if applicable				
	10	MDS Coordinator				
	11	Staff Development Coordinator				
	12	Other Nursing Staff				
	Therapy	13	Physical Therapist			
14		Occupational Therapist				
15		Speech Therapist/Language Pathologist				
16		Physical Therapy Aide				
17		Occupational Therapy Aide				
18		Speech Therapy Aide				
Food Services	19	Dietician Supervisor				
	20	Other Food Service Staff				
Housekeeping & Maintenance	21	Housekeeping Staff				
	22	Laundry Staff				
	23	Maintenance Staff				
Activities/ Social Services	24	Activity Director				
	25	Activity Staff				
	26	Social Service Director				
	27	Social Service Staff				
Other	28					

Note: Write zero (0) where appropriate. If your nursing facility is part of a larger campus, please report data for nursing facility staff only.

THANK YOU!

INSTRUCTIONS

- **If your nursing facility is part of a larger campus, please report data for your nursing facility staff only.**
- **Write zero (0) where appropriate.**
- **Column A - Total Employees - The total number of persons on the payroll who worked or received pay as of December 31, 2008. All full-time, part-time, permanent, short-term, seasonal, salaried, and hourly employees should be included. Employees of temporary help agencies and outside contractors should be excluded because they are counted by their employer of record, not by your nursing facility where they are working.**
- **Column B - A vacant position means that: 1) a specific full-time or part-time position exists and there is work available for that position, 2) work could start within 30 days regardless of whether a suitable candidate is found, and 3) the employer is actively recruiting from outside the establishment to fill the position. Jobs to be filled only by internal transfers, promotions, demotions, or recall from layoffs are excluded.**
- **Column C - Total number of employees who had worked in the facility for 12 months or longer - should not include employee(s) who had changed her/his job position within the same facility in the 12 months. For example, if the facility administrator left during 2008 and was replaced by the individual in the director of nursing position, the number of employees in this column would be reported as 0 for both the administrator and director of nursing positions.**