

Demographic Data Collection Tool® (DDCT®) Question Text and Associated Help Text

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Question Text	Question Help (definition)
Contract\Agency FTEs	Travelers would be included as well.
Average FTEs Actual	The actual FTEs is the number that is of staff to fill the budgeted positions. It can include both full-time and part-time positions. Provide the average of FTEs for the year. If a strong trend has occurred during the year, the value more representative of the unit. It is not the worked hours. If there are trends related to opening or closing beds, etc. this should be annotated in the notes section. Calculate one FTE as equivalent to 2080 hours per year.
FTEs Actual	The actual FTEs is the number that is of staff to fill the budgeted positions. It can include both full-time and part-time positions. Provide the average of FTEs for the year. If a strong trend has occurred during the year, the value more representative of the unit. It is not the worked hours. If there are trends related to opening or closing beds, etc. this should be annotated in the notes section. Calculate one FTE as equivalent to 2080 hours per year.
FTEs Departed	The following are included: 1) A resignation of an FTE that results from an issue or environmental feature or trait that is under the control of the employer. Examples of “controllable resignation” would be those occurring as a result of pay status, ability to advance, perceived lack of respect, or job injuries covered. 2) A resignation of an FTE that does not result from an issue or environmental feature or trait that is under the control of the employer. Examples of “uncontrollable” resignations would be those occurring as a result of the nurse’s spouse’s relocation, a family illness, or retirement secondary to age. 3) Cessation of employment effected by the organization, irrespective of the preference of the employee.
FTEs Float Pools\Perdiem	These FTEs are not included in the actual employed numbers.
FTEs Greater Than 2 Years Experience in Current Specialty	This is used as the denominator for the calculation of the certification rate for direct care nurses. Limiting the pool to those who are typically eligible to sit for a certification examination focuses on the success of the organization’s program(s) for supporting professional certification. The certification rate is then not “diluted” by successful programs for recruiting novice nurses.
FTEs Recruited from International Sources	RNs actively recruited for employment are reflected here. Employed foreign nurse graduates are not reflected here.

HPPD	These are direct hours of RN nursing care that are patient related, including nursing activities that occur away from the patient (e.g. care coordination, documentation time, treatment planning). This category does not include indirect hours, non-productive time, or all paid hours (e.g. vacation, sick time, orientation, education leave). It also does NOT include committee time if the staff person is replaced by another direct care giver. The formula is: (Total number of direct RN nursing care hours)/(Patient/resident/client census for the same period)
Average Length of Employment	Enter the average longevity with the current organization.
FTEs Associate Degree Nursing	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs Bachelors Nursing	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs Budgeted	The number of full time equivalents/whole time equivalents (European) the organization anticipated needing during the year. It is the hiring goal. If there are trends related to opening or closing beds, etc. This should be annotated in the notes section.
FTEs Budgeted Clinical	The number of full time equivalents/whole time equivalents (European) the organization anticipated needing during the year. It is the hiring goal. If there are trends related to opening or closing beds, etc. This should be annotated in the notes section.
FTEs Associate Only	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs Certificate Only	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs Diploma Nursing	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs Doctorate Non-Nursing	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs Doctorate of Nursing Practice	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs Doctorate of Nursing Science	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs Masters Non-Nursing	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs Masters Nursing	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.
FTEs PhD in Nursing	Enter the highest degree earned by each full/partial FTE. If two degrees are held at the same level (i.e. masters), and one of them is a nursing degree, enter the nursing degree.

FTEs Resign Controllable	A resignation of an FTE that results from an issue or environmental feature or trait that is under the control of the employer. Examples of “controllable resignation” would be those occurring as a result of pay status, ability to advance, perceived lack of respect, or job injuries covered.
FTEs Resign Uncontrollable	A resignation of an FTE that does not result from an issue or environmental feature or trait that is under the control of the employer. Examples of “uncontrollable” resignations would be those occurring as a result of the nurse’s spouse’s relocation, a family illness, or retirement secondary to age.
FTEs Terminated	Cessation of employment effected by the organization, irrespective of the preference of the employee.
Number of Home Visits Scheduled	Include home care visits. This question is optional for inpatient organizations.
Number of Letter\Email Contacts	These include appointment reminders, results of studies/labwork, etc. made by nursing personnel. This question is optional for inpatient organizations.
Number of Phone Contacts	These include follow-up calls, triage, appointment reminders, etc. made by nursing personnel. This question is optional for inpatient organizations.
Number of Procedures Performed	Workload performed by ambulatory staff in clinics or on bedded units, e.g. wound care performed in a same day surgery unit. Include procedures performed by other nursing areas/departments such as wound care, diabetic education, etc. This question is optional for inpatient organizations.
Number of Staffed Beds	The number of beds that the organization staffs at any given time to receive an expected patient population.
Number of Visits to Ambulatory Clinics	The variety of data elements collected by various systems makes inclusion and exclusion criteria unrealistic. Organizations report the data available to them. These visits include visits by inpatients as well as outpatients.
RN Percentage of RN-LPN-UAP FTEs	Definition: RN FTE/WTEs employed divided by (LPN FTE/WTEs + UAP FTE/WTEs + RN FTEs employed).
Total Vacancy Rate	The Vacancy Rate is calculated: 1 minus (FTE/WTEs actual divided by the FTE/WTEs budgeted).
Turnover Rate	This is a raw rate. This allows direct comparison of organizations by avoiding the variability of calculation by Human Resource departments. It is calculated as the number of FTEs that resigned, retired, expired or were terminated divided by the number of FTEs actual during the same period. Per diem (those that float to numerous units), agency, supplemental, and travelers are not included. Turnover within an organization or within organizations that apply as a system is not included in this calculation.
Vacancy Rate	The Vacancy Rate is calculated: 1 minus (FTE/WTEs actual divided by the FTE/WTEs budgeted).