

Job Analysis Questionnaire at National Center of Clinical and Environmental Toxicology-Cairo University Hospitals

Dear nurse,

The aim of this questionnaire is to know the activities of each category of nursing staff to design the job descriptions for the nurses, to understand their roles, responsibilities and rights.

Kindly help us in completing this questionnaire to achieve our goal. This questionnaire will be used for research study. The collected information will be held in complete confidentiality.

Code no.

Please tick the appropriate box:

First: Socio-demographic data

1-**Gender:** (a) Male (b) Female

2-**Age in years:** (a) 20-less than 30years (b) 30years-less than 40
(c) 40-less than 50 (d) More than 50 years old

3-Levels of education:

(a) Nursing secondary school diploma (b) Nursing institute diploma
(c) Baccalaureate of nursing (d) Master degree of nursing

4- Years of Experience:

(a) One year-less than 5 years (b) 5- less than 10years' (c) 10- less than 15 years
(d) 15- less than 20 years (e) 20 years and more

5- **Previous Work field:** (a) ER (b) ICU (c) Internal medicine
(d) Pediatrics (e) Others

6-**Nursing Courses and Training:** (a) Nothing (b) One (c) Two
(d) Three (e) Four or more Courses

7-**Courses in Toxicology Field:** (a) Nothing (b) One (c) Two
(d) Three (e) Four or more Courses

8-**Position:** (a) Director of Nursing (b) Deputy Director
(c) Charge nurse (d) Staff nurse

- 9-Salary: (a) 1000-less than 1500□ (b) 1500-less than 2000 □
(c) 2000-less than 2500□ (d) 2500-less than 3000□ (E)More than 3000□
- 10-Incentives /year: (a) 200- less than 500 □ (b) 500-less than 1000□
(c) more than 1000□

Second : Role and responsibilities of nurses:

The left side of the Questionnaire: 5= Highest importance, 4= Very important, 3=neutral, 2= not important, 1= Lowest importance.

The right side of the Questionnaire: 5= Highest frequency(1- 5times/hour), 4= high frequency (1-5 times/day), 3=neutral (1-5 times/week) , 2= low frequency (1-5 times/month), 1= Lowest frequency(1-5 times/year).

	Duties and Responsibilities	Highest importance	Very important	Neutral, Disinterest	Not Important	Lowest importance	Highest frequency	High Frequency	Neutral	Low Frequency	Lowest frequency
A	Patient' assessment	■		■		■		■		■	
1	Assess the level of consciousness and responsiveness.										
2	Assess the patient for the type of poisoning, time and route of administration.										
3	Assess the patient for the level of poisoning through the result of investigation.										
4	Assess vital signs e.g. changes; in breathing, pulse rate, and blood pressure .										
5	Assess the condition of patient and the level of pain before and after treatment.										
6	Assess patient allergies and poisoning symptoms e.g. nasal congestion, difficulty swallowing, tightness in chest, generalized warmth, tingling of the hands, feet, or lips										

	Duties and Responsibilities	Highest importance	Very important	Neutral, Disinterest	Not Important	Lowest importance	Highest frequency	High Frequency	Neutral	Low Frequency	Lowest frequency
7	Assess for signs and symptoms of fluid and electrolyte imbalances (lethargy, oliguria, anuria, and delirium).										
8	Assess injury prevention measures e.g. suicidal attempt.										
9	Assess for central venous pressure (CVP).										
B	Nursing Care Plan	■	■			■		■		■	
10	Perform admission procedure for patients, with special nursing care plan and ask for help if needed.										
11	Plan to practice holistic and continuity of patient care										
12	Collaborate/ coordinate within interdisciplinary care givers										
13	Set priorities of the requirements of the center and responding to emergency										
14	Prepare patient for discharge or transfer										
15	Report the panic result of laboratory / investigation to the treating physician and the direct supervisor										
16	Involve patient/family in care										
17	Write an incident report as soon as it happens and submit it to the direct supervisor for corrective action.										
18	Ensure that medication, supplies are adequate for patient care.										
19	Avoid wastage of supplies.										
20	Check the equipment and supplies before use and make sure of the usability.										
C	Nursing Intervention	■	■			■		■		■	
21	Record the nurses notes and nursing activities in the medical file like injuries ,type of poisoning, contamination of the skin, dressing, impact of chemical, fluid intake and output, etc										

	Duties and Responsibilities	Highest importance	Very important	Neutral, Disinterest	Not Important	Lowest importance	Highest frequency	High Frequency	Neutral	Low Frequency	Lowest frequency
22	Care of mechanical ventilated' patient										
23	Report to the treating physician and the direct supervisor when observed any abnormal signs or significance developed in the patient's condition.										
24	Insert different types of catheters venous catheter, urinary catheter and gastric tube.										
25	Perform ECG for the patients as needed and identify regular heartbeat.										
26	Carry out gastric lavage as instructed by the doctor, saves the content of the stomach or vomitus for testing.										
27	Perform hand-off / handover communication report.										
28	Assist physicians during patient's examination and rounds										
29	Give blood transfusion according the doctor order and the policy.										
30	Perform effective cardio pulmonary resuscitation (CPR).										
31	Perform different types of suction										
D	Medication Administration										
32	Follow the ten rights of medication administration including: patient, medication, dose, route, time, documentation, education , refusal of medication, assessment and evaluation.										
33	Give medication according to a written instructions from the physician										
34	Make skin test (allergic test) before giving antitoxins like scorpion and snake serums and monitor the patient.										
35	Inquiries about drug orders with the treating physician e.g. re-read										

	Duties and Responsibilities	Highest importance	Very important	Neutral, Disinterest	Not Important	Lowest importance	Highest frequency	High Frequency	Neutral	Low Frequency	Lowest frequency
36	Observe the patients and recognize side effects and adverse reactions of the drug.										
37	Administer oxygen therapy according to the physician instruction.										
38	Calculate dosage / kg for the antidote treatment.										
39	Maintain the required degree of cooling of vaccine, anti-toxin.										
40	Administer IV fluids and use scientific, correct ways in mixing solutions.										
41	Keep and give narcotic medications according to the instructions and regulations of the toxicology center.										
42	Check the validity/ expired date of drugs including vaccine and anti-toxin.										
E	Nursing Professionalism	■	■			■	■	■	■	■	■
43	Apply the criteria and instructions pertaining to nursing performance and accept constructive criticism.										
44	Communicate, consult and collaborate with others transparently.										
45	Adhere to the ethics and behavior of the profession, preserves the dignity and respect for patients, and use the correct phone etiquette.										
46	Respond to call and inquiries from patients and their families. Explains the steps of patient' care, and give awareness of health to patient and his relatives.										
47	Participate in team work to gain positive outcome of patient care.										
48	Adheres to the time of attendance according to the work schedule.										
49	Supervise the work, and bear the responsibility and accountability for own decisions, actions and the consequences of those actions.										

	Duties and Responsibilities	Highest importance	Very important	Neutral/ Disinterest	Not Important	Lowest importance	Highest frequency	High Frequency	Neutral/ Disinterest	Low Frequency	Lowest frequency
50	Intervene in any unsafe or unethical practice.										
51	Protect the patient's privacy and confidentiality.										
52	Follow up the nursing dress code policy and the decent appearance										
F	Infection Control Standards	■	■			■	■	■	■	■	■
53	Apply infection control standards and instructions.										
54	Wear personal protective equipment.										
55	Use Sharp containers for waste disposal and used sharps, e.g. needles and scalpels										
56	Participate in activities to monitor and audit hand hygiene.										
57	Inform the director of nursing, about barriers preventing the nursing staff from implementing the infection control guidelines.										
58	Analyze and share information on the causes of infection in the center.										
59	Follow proper cleaning technique										
60	Ensure the validity of sterilized instruments										
61	Protect patients from hospital acquired infection by following universal precaution.										
G	Nursing Skills	■	■			■	■		■	■	■
62	Apply computer skills										
63	Employ conflict resolution skills										
64	Shows flexibility and creativity during times of change.										
65	Operates under different circumstances and skillfully act on emergency situations										
66	Shows time management skills for efficient organizational work.										
67	Practice negotiation skills										
68	Performs other tasks assigned to him /her within his/her competence										
69	Operates medical devices skillfully										

	Duties and Responsibilities	Highest importance	Very important	Neutral/ Disinterest	Not Important	Lowest importance	Highest frequency	High Frequency	Neutral/ Disinterest	Low Frequency	Lowest frequency
70	Delegates properly to others matching their ability, experience, scientific skills, and acceptance of the delegation										
71	Develop and demonstrates assertiveness technique.										
H	Basic Nursing Care	■	■			■		■	■	■	■
72	Lift the patient and transfer him from department to another consider safety precaution.										
73	Measure and record the amount of urine output										
74	Observe abnormal bowel habits such as diarrhea, constipation, color/smell changes of stool and inform the direct supervisor .										
75	Change the bed sheets, pillows cases and collect dirty sheets in special bags and send them to laundry										
76	Collect and gets patient's samples to /from the laboratory.										
77	Gets and send the needed equipment and supplies to the unit .										
78	Provide post mortem care and deliver bodies to the morgue.										
79	Applies the rules and principles of public safety at work										
80	Receives and re-delivers instruments to the store room after sterilization.										
81	Distributes food trays , feed unable patients , and help them in personal hygiene										
82	Arrange patient rooms and make sure that they are constantly clean.										
I	Nursing Management	■	■			■		■		■	
83	Supervise the preparation of patient's room, beds, and the cleaning of the unit.										

	Duties and Responsibilities	Highest importance	Very important	Neutral/ Disinterest	Not Important	Lowest importance	Highest frequency	High Frequency	Neutral/ Disinterest	Low Frequency	Lowest frequency
84	Participates and evaluate the performance of nursing personnel, identifies areas of strengths and weaknesses that need a professional development and makes the necessary recommendations.										
85	Attend and participate in clinical and administrative meetings related to the center.										
86	Watch over the implementation of the necessary medical procedures and complete an emergency medication cupboard in a daily basis.										
87	Organize nursing staff vacations schedule in advance according to the need of the work.										
88	Follow-up the daily work, makes rounds with doctors, ensure the implementation of nursing care, and the patient's consent for treatment is taken.										
89	Prepare daily statistical report for patients.										
90	Submit periodic reports on nursing services to the officials.										
91	Monitor absenteeism and identify reasons for proper corrective action.										
92	Supervise the work of assistant nurses.										
J	Nursing Leadership	■	■			■		■		■	
93	Communicate with medical director for the management of the daily work at the center.										
94	Organize the nursing personnel readiness for disasters.										
95	Prepare work schedule and assign responsibilities for each member of nursing staff in the center										
96	Provide feedback and evaluate the effectiveness of the used strategies.										
97	work on application of infection control, safety rules and the quality management										

	Duties and Responsibilities	Highest importance	Very important	Neutral/ Disinterest	Not Important	Lowest importance	Highest frequency	High Frequency	Neutral/ Disinterest	Low Frequency	Lowest frequency
98	Participate in annual budget										
99	Participate in the appointment of nurses at the center										
100	Recognize the problems of nursing staff , patients, and work to solve all concerns.										
101	Assess the level of nursing achievement and develop recommendation for incentives										
102	Participate in the development and revision of nursing policies and procedures.										
103	Represent nursing division in the Council of the Centre and the General Committees.										
K	Quality Of Nursing Care	■	■			■		■	■		■
104	Provide appropriate working environment for patient safety.										
105	Measure the job satisfaction for nursing staff and patients.										
106	Assess the risk such as the patient fall and implement precautions.										
107	Ensure completeness and accuracy of nursing records										
108	Watch over the nurses' attendance "on and off duty".										
109	Ensure that nurses are adequate for patient load and provide needed replacement.										
110	Put the philosophy and objectives of nursing department in line with the goals and philosophy of the center.										
111	Participate in the evaluation, and development of the administrative structure of the department of nursing										
112	Determine the types of the nursing committees, and the members.										
113	Work with other department , and encourage suggestions and improves the nursing services in the center										

	Duties and Responsibilities	Highest importance	Very important	Neutral/ Disinterest	Not Important	Lowest importance	Highest frequency	High Frequency	Neutral/ Disinterest	Low Frequency	Lowest frequency
L	Nursing Education	■	■			■		■		■	
114	Participate in determining the necessary nursing training programs.										
115	Participate in the preparation and implementation of the orientation program me for new nurses										
116	Oversee the implementation of the necessary nursing training programs at work and provide the technical assistance.										
117	Coordinate with officials to train nursing students.										
118	Use scientific evidence as a guide for patient care										
119	Maintain records of various nursing training programs, education and seminars.										
120	Coordinate with the concerned authorities to train the nursing staff on the safe use of medical equipment.										
121	Participate in scientific research and studies to improve nursing performance										
122	Assesse the level of performance of the new nurses during their probationary period and make the necessary recommendations.										
123	Work on developing your own knowledge and skills.										

Thank you for your assistance in this research project.