

## National Nursing Workforce Minimum Datasets: Supply

### Rationale for Selection and Measurement of Minimum Dataset Items

Prior to development of this draft, the National Forum of State Nursing Workforce Centers collected Nurse Supply Survey instruments from all Forum subscriber states as well as non-subscriber states participating in the 2008 Education Capacity Summit hosted by AARP's Center to Champion Nursing in America. The instruments were compiled into a spreadsheet showing the number of states collecting data on each variable along with their method of measurement. In addition to state-level instruments, the Minimum Supply Dataset recommended by Colleagues in Caring in 1995 was described on the spreadsheet. Using this spreadsheet, a survey was developed that identified the items collected and asked respondents to rate the importance of each for 1) supply forecasting and 2) policy issues. The survey was fielded to each Forum subscriber or Education Capacity state.

The Minimum Supply Dataset Drafting Workgroup reviewed data collection strategies reported in the scientific literature, the spreadsheet, and survey results to identify the most critical items for the minimum dataset and the appropriate measurement approach for each.

### Instructions for Collecting the Minimum Dataset

This document is intended to guide states in assembling the standardized nurse supply dataset recommended by the National Forum of State Nursing Workforce Centers. Words written in **RED** are defined in the glossary accompanying this dataset.

We recommend that states collect the Minimum Nurse Supply Dataset at initial nurse licensure and license renewal from all licensed nurses (**LPN/LVN, RN, ARNP**) in the state. This design generates a complete set of updated data for an individual nurse every time his or her license is renewed (in most states, every two years). We recognize, however, that states may vary in their capacity to implement such a study design. In lieu of continuous data collection from all licensees, we recommend that the Minimum Nurse Supply Dataset be collected from random or representative samples as often as possible. We anticipate that states will work towards and eventually achieve collection of data on the entire licensed nurse population for submission to the national nurse supply dataset.

### Demographics

**Variable 1:** Gender

**Stem (example):** What is your gender?

**Response Categories:** Male, Female

**Variable 2:** Race/Ethnicity

**Stem (example):** What is your race/ethnicity? (Mark all that apply)

**Response Categories:**

American Indian or Alaska Native	Native Hawaiian or Other Pacific Islander
Asian	White/Caucasian
Black/African American	Hispanic/Latino

**Variable 3:** Year of birth

**Stem (example):** In what year were you born?

**Response Categories:** Open ended field

**Variable 4:** Entry level education

**Stem (example):** What type of nursing degree/credential qualified you for your first U.S. nursing license?

**Response Categories:**

Vocational/Practical certificate-nursing	Baccalaureate degree-nursing
Diploma-nursing	Master's degree-nursing
Associate degree-nursing	Doctoral degree-nursing

**Variable 5:** Highest level of education

**Stem (example):** What is your **highest level of education**?

**Response Categories:**

Vocational/Practical certificate-Nursing	Master's degree-Nursing
Diploma-Nursing	Master's degree-Non-nursing
Associate degree-Nursing	Doctoral degree-Nursing (PhD)
Associate degree-Non nursing	Doctoral degree-Nursing Practice (DNP)
Baccalaureate degree-Nursing	Doctoral degree-Nursing other
Baccalaureate degree-Non-nursing	Doctoral degree-Non-nursing

**License/Certification Information**

**Variable 6:** License type

**Stem (example):** What type of license do you currently hold?

**Response Categories:**

**RN**

**LPN**

Advanced Practice RN license (include all advanced license statuses in your state)

**Variable 7:** Year of Initial U.S. licensure

**Stem (example):** Year of Initial U.S. Licensure

**Minimum Response Categories:** Open-ended field or drop-down menu

**Variable 8:** Country of Initial RN/LPN licensure

**Stem (example):** In what country were you initially licensed as RN or LPN

**Minimum Response Categories:** Open-ended field

**Variable 9:** License status

**Stem (example):** What is the status of the license currently held?

**Response Categories:** **Active** or **Inactive**

**Variable 10:** Advanced Practice Nurse License/Certification

**Stem (example):** Indicate whether you are credentialed in your state to practice as any of the following:

**Response Categories:**

**Nurse Practitioner**

**Clinical Nurse Specialist**

**Certified Registered Nurse Anesthetist**

**Certified Nurse Midwife**

Not credentialed as any of the above

### Employment Information

**Variable Group 11:** Employment status

**Stem (example):** What is your employment status? (Mark all that apply)

**Response Categories:**

Actively **employed in nursing** or in a position that requires a nurse license

**Full-time, Part-time, Per diem** (select one)

Actively employed in a field other than nursing

**Full-time, Part-time, Per diem** (select one)

Working in nursing only as a volunteer

Unemployed

Seeking work as a nurse, Not seeking work as a nurse (select one)

Retired

**Variable Group 12:** Reason for being unemployed

**Stem (example):** If unemployed, please indicate the reasons.

**Response Categories:**

Taking care of home and family

School

Disabled

Difficulty in finding a nursing position

Inadequate Salary

Other

**Variables 13-18 intended only if individual is actively employed in nursing**

**Variable 13:** Number of positions employed in

**Stem (example):** In how many positions are you currently employed as a nurse?

**Response Categories:** 1, 2, 3 or more

**Variable 14:** Hours worked per week

**Stem (example):** How many hours do you work during a typical week in all your nursing positions?

**Response Categories:** Open-ended field

**Variable 15:** Employer's address

**Stem (example):** Please indicate the state and zip code of your primary employer.

**Response Categories:** Open-ended field

**It is recommended that information for both primary and secondary positions be collected for variables 16-18.**

**Variable 16: Employment Setting\***

**Stem (example):** Please identify the type of setting that most closely corresponds to your nursing practice position.

**Response Categories:**

Hospital	School Health Service
Nursing Home/Extended Care/Assisted Living Facility	Occupational Health
Home Health	Ambulatory Care Setting
Correctional Facility	Insurance Claims/Benefits
Academic Setting	Policy/Planning/Regulatory/Licensing Agency
Public Health	Other
Community Health	

**Variable 17: Employment Position\***

**Stem (example):** Please identify the position title that most closely corresponds to your nursing practice position.

**Response Categories:**

Consultant	Advanced Practice Nurse
Nurse Researcher	Staff Nurse
Nurse Executive	Other-Health Related
Nurse Manager	Other-Not Health Related
Nurse Faculty	

**Variable 18: Employment Specialty\***

**Stem (example):** Please identify the employment specialty that most closely corresponds to your nursing practice position.

**Response Categories:**

Acute care/Critical Care	Palliative Care
Adult Health/Family Health	Pediatrics/Neonatal
Anesthesia	Public Health
Community	Psychiatric/Mental Health/Substance Abuse
Geriatric/Gerontology	Rehabilitation
Home Health	School Health
Maternal-Child Health	Trauma
Medical Surgical	Women's Health
Occupational health	Other
Oncology	

\* The response options for these variables were derived from the response options to similar questions in HRSA's National Sample Survey of Registered Nurses. After discussion among work group members and Forum members who participated in the data summit, we felt that by collapsing some of the response options we would have a better opportunity of meeting our Minimum Data Set goals of capturing data that is already being collected instead of asking for an exhaustive and very detailed list of settings, positions, and specialties.

## Glossary of Operational Definitions

**Active** – a license that is up to date on all licensure and/or renewal requirements

**Certified Nurse Midwife (CNM)** – an RN who through a formal post-basic education program has developed expertise in the specialty area of midwifery and who possesses evidence of certification according to the requirements of the American College of Nurse-Midwives.<sup>1</sup>

**Certified Registered Nurse Anesthetist (CRNA)** – an RN who through a formal post-basic education program has developed expertise in the specialty area of anesthesiology and who possesses evidence of certification according to the requirements of the Council on Certification of Nurse Anesthetists or its predecessor

**Clinical Nurse Specialist (CNS)** - an RN who through a formal post-basic education program has developed expertise within a specialty area of nursing practice. In addition to the delivery of direct patient/client care, the role may include consultative, educational, research, and/or administrative components. Certification and/or state recognition may be required for practice as a CNS.<sup>1</sup>

**Employed in nursing** – A nurse who receives compensation for work that requires licensure and/or educational preparation as a nurse.<sup>1</sup>

**Full-time** – An individual employed for a full work week as defined by the employer.<sup>1</sup>

**Highest level of education** – the highest degree obtained; in the event that a person holds the same level of education in two different fields (ex. a master's in nursing and a master's in education) the nursing degree should be selected

**Inactive (in regard to licensure)** - A license that was not renewed or a license placed on inactive status at the request of the licensee.<sup>1</sup>

**LPN – (or LVN) Licensed Practical Nurse or Licensed Vocational Nurse** – An individual who holds a current license to practice as a practical or vocational nurse in at least one jurisdiction of the United States.<sup>1</sup>

**Nurse Practitioner** - an RN prepared in a formal, post-basic nurse practitioner program, who functions in an independent primary health care provider role addressing the full range of

patient's/client's health problems and needs within an area of specialization. Certification and/or state recognition may be required for practice as an NP.<sup>1</sup>

**Part-time** - An individual employed less than full time or less than a full work week, as defined by the employer.<sup>1</sup>

**Per diem** – an arrangement wherein a nurse is employed directly on an as needed basis and usually has no benefits.

**Primary Position** – The position at which you work the most hours during your regular work year.

**RN – Registered Nurse (RN)** An individual who holds a current license to practice within the scope of professional nursing in at least one jurisdiction of the United States.<sup>1</sup>

**Secondary Position** – The position at which you work the second greatest number of hours during your regular work year.

**Employment Setting** - The setting in which nursing personnel provide nursing services<sup>1</sup> See examples below:

**Hospital** (Exclude nursing home units in hospitals but include all clinics and other services of the hospital)

Non-federal, short-term hospital (for example, acute care hospital)

Non-federal, long-term hospital

Non-federal psychiatric hospital (for example, state mental hospital)

Federal government hospital

Other type of hospital

**Nursing Home/Extended Care Facility**

Nursing home unit in hospital

Freestanding skilled nursing facility (nursing home)

Facility for mentally retarded

Inpatient hospice

Other type of extended care facility

**Home Health**

Health care (including hospice care) provided in the patient's home

**Correctional Facility**

Jail or prisons

**Academic Setting**

LPN/LVN program

Diploma program (RN)

Associate degree program (RN)

Baccalaureate and/or higher degree nursing program (RN)

Other

**Public Health**

Official state health department  
Official state mental health agency  
Official city or county health department

**Community Health**

Combination (official/voluntary) nursing service  
Visiting nurse service (VNS/VNA)  
Other home health agency  
Community mental health center  
Community/neighborhood health center  
Planned parenthood/family planning center  
Day care center  
Rural health center  
Retirement community center

**School Health Service**

Board of education (public school system)  
Private or parochial elementary or secondary school  
College or university  
Other

**Occupational Health (Employee Health Service)**

Private industry  
Government  
Other

**Ambulatory Care Setting Employee (e.g., Physician/Dentist office)**

Solo practice (physician)  
Solo practice (nurse)  
Partnership (one or more physicians)  
Partnership (one or more nurses)  
Group practice (physicians)  
Group practice (nurses)  
Partnership or group practice (mixed group of professionals)  
Freestanding clinic (physicians)  
Freestanding clinic (nurses)  
Ambulatory surgical center (non-hospital-based)  
Dental practice  
Health Maintenance Organization (HMO)

**Insurance Claims/Benefits**

Insurance Company

**Policy/Planning/Regulatory/Licensing Agency**

Central or regional office of Federal agency  
State Board of Nursing  
Health planning agency  
Nurse Workforce Center

**Other**

Nursing or health professional membership association  
Medical supplier (e.g., Drug Company, equipment, etc.)  
Other

**Employment position/position title** – the position an individual holds at their place of employment

**Advanced Practice Nurse** - An umbrella classification (not an intended title, per se) for the purpose of regulation. Individuals are licensed as Advanced Practice Nurses in the categories of Nurse Practitioner, Certified Registered Nurse Anesthetist, Certified Nurse-Midwife and Clinical Nurse Specialist. Each individual who practices nursing at an advanced level does so with substantial autonomy and independence and a high level of accountability. The scope of practice in each of the advanced roles is distinguishable from the others. Each jurisdiction establishes the legal scope of practice for each role.<sup>1</sup>

**Nurse Consultant** – A professional who provides advice or expertise in the field of nursing regarding such issues as nursing education, nurse staffing, nurse policy, etc.

**Nurse Researcher** – An individual who conducts research in the field of nursing

**Nurse Executive** - involved with management and administration concerns. They provide leadership roles in the designing of care, the planning and developing of procedures and policies, and administration of budgets in hospitals, health clinics, nursing homes, and ambulatory care centers.<sup>2</sup>

**Nurse Manager** - An individual who has line management position with 24-hour accountability for a designated patient care services which may include operational responsibility for patient care delivery, fiscal and quality outcomes.<sup>1</sup>

**Nurse Faculty** – An individual employed by a school of nursing or other type of nursing education program; nurse faculty are generally involved in teaching, research and service.

**Staff Nurse** – a nurse in direct patient care who is responsible for the treatment and well-being of patients

**Employment Specialty** – the specific area in which a nurse is specialized or practices

**Acute care/Critical Care** – nurses in this specialty provide care to patients with acute conditions. They also provide care to pre- and post-operative patients

**Anesthesia** – nurses in this specialty provide care to patients receiving anesthesia during operative procedures

**Community** – nurses in this specialty provide health care services that focus on both treatment and prevention for all members of the community.<sup>3</sup>

**Geriatric/Gerontology** – nurses in this specialty provide the special care needed in rehabilitating and maintaining the mental and physical health of the elderly.<sup>2</sup>

**Home Health** - nurses in this specialty provide care for people in their homes, such as those recovering from illness, an accident, or childbirth<sup>2</sup>

**Maternal-Child Health** – nurses in this specialty provide medical and surgical treatment to pregnant women and to mother and baby following delivery

**Medical/Surgical** – nurses in this specialty provide diagnostic and therapeutic services to acutely ill patients for a variety of medical conditions, both surgical and non-surgical

**Occupational health** - nurses in this specialty provide on-the-job health care for the nation's workforce, striving to ensure workers' health, safety, and productivity<sup>2</sup>

**Oncology** – nurses in this specialty provide care and support for patients diagnosed with cancer.<sup>2</sup>

**Palliative Care** - nurses in this specialty provide sensitive care and pain relief to patients in the final stages of life. They protect patients from unnecessary, painful therapies, and often provide care at home, in order to maximize meaningful time patients can spend with family and loved ones.<sup>2</sup>

**Pediatrics/Neonatal** – nurses in this specialty provide care and treatment to young patients ranging in age from infancy to late teens; provide care and support for very sick or premature newborn babies<sup>2</sup>

**Public Health** – nurses in this specialty provide population -based community services

**Psychiatric/Mental Health/Substance Abuse** - nurses in this specialty aid and support the mental health of patients with acute or chronic psychiatric needs.; pain management nurses who help regulate medications and provide care for those addicted to drugs or alcohol, or who are suffering from other types of substance abuse.<sup>2</sup>

**Rehabilitation** – nurses in this specialty provide physical and emotional support to patients and the families of patients with illnesses or disabilities that affect their ability to function normally and that may alter their lifestyle.<sup>2</sup>

**School Health** – nurses in this specialty are dedicated to promoting the health and well being of children of all ages in an academic environment.<sup>2</sup>

**Trauma** - nurses in this specialty provide emergency care to patients of all ages. These nurses work to maintain vital signs and prevent complications and death.<sup>2</sup>

**Women’s Health** – nurses in this specialty provided care for women across the life cycle with emphasis on conditions that are particular to women

<sup>1</sup> Source: “Definitions” Interagency Collaborative on Nursing Statistics (ICONS)  
<http://www.iconsdata.org/definitions.htm>

<sup>2</sup> Source: “Nursing Careers” Discover Nursing.  
<http://www.discovernursing.com/nursing-careers>

<sup>3</sup> Source: Healthy People 2010, “Healthy People in Healthy Communities.”  
<http://www.healthypeople.gov/Publications/HealthyCommunities2001/healthycom01hk.pdf>