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A P P E N D I X

Appendix A

INTERVIEW GUIDELINES FOR MANAGERS OF NURSING MANAGEMENT

1. Is there a gap of number of Nurses with regard to demand and supply ? State the reasons .

--Shortage of applicants for the post.

--Very high number of applicants but lacks skill manpower.

--Financial constraint do not allow to enroll required number of Nurses.

--Bureaucratic/Administrative process is too long for the enrollment.

2. How do you see about turnover rate in your hospital?

--Normal

--High

High turnover has caused problems to the working staffs, as they have to compensate for the others work.

--Has disturbed in taking care of patients .

3. What are major reasons for turnover.

--

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4. What policies were taken previously, to control turnover and what are the policies now under-taken ?

5, What are difficulties in the implementation of controlling turnover.

6. What changes are required in the policy of turnover ?

7. Had you and your institution ever faced conflicts regarding the turnover? Please explain it in detail and how the problem was solved?

8. What is the organizational relation of your institution with other administrative organization of Government with regard to;

- enrolment of Nurses
- Promotion of Nurses
- Providing incentives to Nurses
- Controlling the turnover.

DEMOGRAPHIC PROFILE**A. TURNOVER****NOT TURNOVER**

1. Sex: 1. Male 2. Female
2. Current Age:
3. Religion: 1. Hindu 2. Buddhist 3. Other
4. Ethnicity: 1. Brahmin 2. Chhetri 3. Newar
4. Tamang Magar 5. Other
5. Head of Household: 1. Self 2. Male 3. Female
6. Marital status: 1. Single 2. Married 3. Divorced 4. Widow
7. Number of children born

Under 5 years		
6--16 Years		
17---27 Years		
28---and above		

8. Please indicate your number of years of experience
No of years. _____
9. Please state your present position and sector.
Position _____ Sector _____
10. Please state your post when you left the Organization.

11. Have you changed your employment place?
Yes No

If yes please give employment of previous Organization or Hospital.

Name of Organization	Months and years or Length of stay.
-----	-----
-----	-----

12. Please state your professional education.

1. Certificate in Nursing.
2. B.Sc.Nursing.
3. M.Sc. Nursing.

13. Please state your participation in.

Training/Seminar/Workshop.	Country.	How long.
1.	-----	-----
2.	-----	-----
3.	-----	-----
4.	-----	-----

Questionnaire

For these questions answer are provided graduate nurses of single dimintion.Through the respondent task is to write Yes or No (-ve or +ve) for her response.

1. INDIVIDUAL

	Yes	No
1.1 I like my job better than previous job.	-----	-----
1.2 I have enough freedom to make decision which effect my work.	-----	-----
1.3 My job assignment is suitable to my speciality.	-----	-----
1.4 I feel secure in my position.	-----	-----
1.5 There is much pressure in my job.	-----	-----
1.6 My work assignment is much routine work.	-----	-----

1.7 The duty hours is too long.		
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2. ADVANCEMENT

	Yes	No
2.1 I got chance to have in service education.		
2.2 I have oppertunity to do related further education.		
2.3 Organization furnishes me with adequate supplies and equipment.		
2.4 Continues giving new information in various media.		
2.5 I have oppertunity to attend the conference in the country.		

3. SALARY

	Yes	No
3.1 I change my job because of financial problem.		
3.2 When my supervisor as a incharge is absent I have to substitute for her work I would have incentive.		
3.3 My salary is sufficient to maintain life.		
3.4 The bonus system is good in the Organization.		
3.5 My salary is adequate for my family.		
3.6 I receive a high salary than previous.		
3.7 I have evening and night different salary.		
3.8 I am much under paid for the work that I do in the Organization.		

4. SOCIAL

	Yes	No
4.1 The Hospital resident is comfortable.		
4.2 I feel nursery is of the Organization is good for my baby.		
4.3 The distance between Hospital and my home is near by.		
4.4 I have weekend off and can join the family life.		
4.5 My husbands work in same district.		

5. WORKING CONDITION

	Yes	No
5.1 I feel I am like strange in the Organization.		
5.2 Co-worker do not co-operate with me.		
5.3 The working place is not suitable for my health.		
5.4 When my supervisor or incharge is absent I have to substituted for her work that time worker co-operate.		
5.5 I am new experience and skilled but I am least concern.		
5.6 I find it is difficult to adjust.		
5.7 Employees in the present OR is co-operate with work each other to achieve the common goal.		

OR = Organization

6. SUPERVISOR

	Yes	No
6.1 My supervisor is fair and justice.		
6.2 I feel that my work is judged fairly by administrator.		
6.3 My supervisor is a good leader.		
6.4 The supervisor effectively supervises her subordinates in performing their work.		
6.5 My supervisor make it easy for her subordinate to work.		
6.6 My supervisor recommended for rewarded.		
6.7 My supervisor is very much rigid.		
6.8 My supervisor forwarded for punishment.		

7. POLICY AND ADMINISTRATION

	Yes	No
7.1 The promotion system is good in the Organization		
7.2 Evaluation system is good in the Organization		
7.3 I do not have sense of belonging to the OR.		
7.4 There is unreasonable transfer of employees in the Organization.		
7.5 I feel that organization does not have clearly formulate policies for promotion.		
7.6 My work load is heavy that I often work over time Organization provide over time pay.		
7.7 I feel OR does not have reasonable understanding of the problem which the employees, facing in the OR.		

OR = Organization

8. OPINION

8.1 My opinions for the job retaining in the Hospita, Which one is the most important point to be improve.

-
- | | | |
|--|-----------------------|----------------|
| 1. Individual. | 2. Advancement | 3. Salary. |
| 4. Social | 5. Working condition. | 6. Supervisor. |
| 7. Organization policy and administration. | | |
-

8.2 My opinion for not loosing the skilled technical graduate nurses from the Hospital is:

-
1. To provide higher education.
 2. To provide incentive.
 3. To Provide short term education. (For update knowladge)
 4. To promote in the same field.
-

8.3 The most important reason that you leaved the previous Hospital is:

-
- 1.
 - 2.
-

8.4 The most important reason that you stayed in the Organization:

-
- 1.
 - 2.
-

OR = Organization, Hospital.

RECORD FORM

PROPORTION OF NUMBER OF WORKING STAFFS, SANCTION POST
 IN RELATION TO STUDY LEAVE, RESIGNED, HALF PAY AND
 TRANSFRE OUT.

Hospital.....Region.....

	1986	1987	1988	1989	1990
1. Total Sanctionned Nursing post.					
2. Present working (Graduate Nurses)					
3. Study Leave					
4. Resigned G.N					
5. Half pay leave.					
6. Transfer out.					

VITAE

Mrs Rameswari Shrestha was born on 1947 in Kathmandu District. She hold nursing Administrator post in Bir Hospital Kathmandu, Nepal. She completed Bachelor of Science in Nursing in 1981 from Punjab University Chandigarh, India. And Specialized in cardiac Nursing from Australia. In 1982 She promoted to gazetted class II (Upa Sachiv). She had an opportunity to study Master of Science in Health Development, Major in Management, Chulalongkorn University, Bangkok, Thailand. She obtained fellowship from World Health Organization, 1990 - 1992 May.

