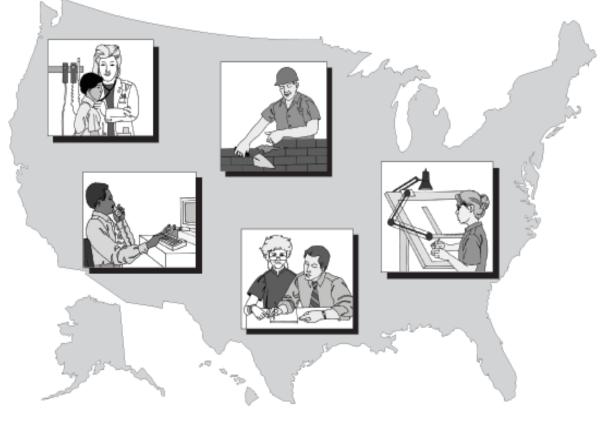
Form B OMB#1205-0421 Expires: 9/30/2002 Ver.: 4/01

O=84118 C=12153 B=4331 Psychiatric Aides, Line 1 Web site username: 100121530016B Web site password: ankle403

# Some Important Questions About The *Work Activities* Of Your Occupation





Please return your completed questionnaire in the enclosed envelope to: Research Triangle Institute, P.O. Box 12194, Research Triangle Park, NC 27709-2194 Sponsored by: The U.S. Department of Labor and the National O\*NET Consortium Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents' obligation to reply to these reporting requirements is voluntary. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Office of Policy and Research, Attn: O\*NET Project, Frances Perkins Building, Mail Stop N5637, 200 Constitution Ave. NW, Washington, DC 20210 (OMB Control Number 1205-0421).

Return to: Research Triangle Institute, PO Box 12194 Research Triangle Park, North Carolina, 27709-2194



A Proud Member of America's Workforce Network

#### Instructions for Making Work Activities Ratings

These questions are about work activities. A <u>work activity</u> is a set of similar actions that are performed together in many different jobs. You will be asked about a series of different work activities and how they relate to *your current job* - that is, the job you hold now.

#### Each activity in this questionnaire is named and defined.

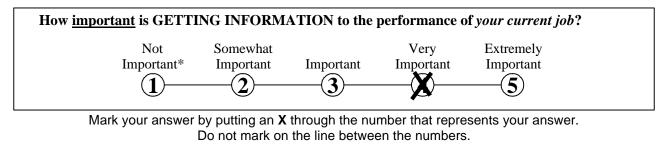
For example:

Getting Information	Observing, receiving, and otherwise obtaining information from relevant sources.
------------------------	--

You are then asked to answer two questions about that activity:

#### How <u>important</u> is the activity to your current job?

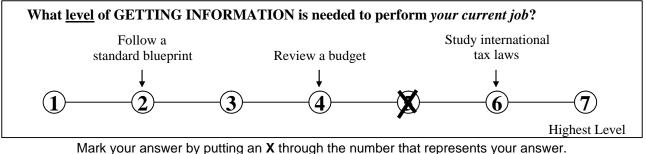
For example:



\*If you rate the activity as Not Important to the performance of your job, mark the one [ 🕱 ] then skip over question B and proceed to the next activity.

### **B** What <u>level</u> of the activity is needed to perform your current job?

To help you understand what we mean by **level**, we provide you with examples of job-related activities at different levels. For example:



Do not mark on the line between the numbers.

### 1. Getting Information

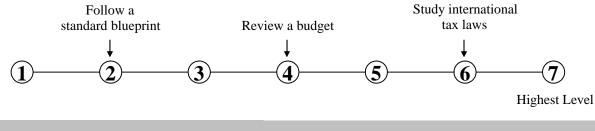
Observing, receiving, and otherwise obtaining information from all relevant sources.

#### A. How important is GETTING INFORMATION to the performance of your current job?



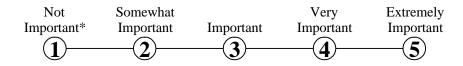
\* If you marked Not Important, skip LEVEL below and go on to the next activity.

#### B. What level of GETTING INFORMATION is needed to perform your current job?



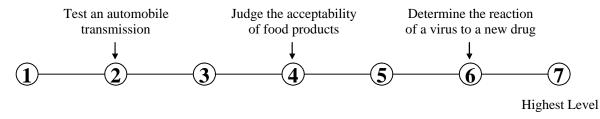
2. Identifying Objects, Actions, and Events Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

# A. How <u>important</u> is IDENTIFYING OBJECTS, ACTIONS, AND EVENTS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### **B.** What <u>level</u> of IDENTIFYING OBJECTS, ACTIONS, AND EVENTS is needed to perform *your current job*?



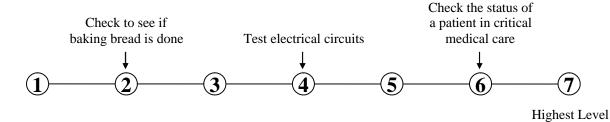
3. Monitoring Processes, Materials, or Surroundings Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

A. How <u>important</u> is MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS is needed to perform *your current job*?



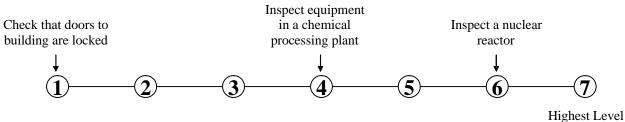
4. Inspecting Equipment, Structures, or Materials Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

A. How <u>important</u> is INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### **B.** What <u>level</u> of INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS is needed to perform *your current job*?



#### 5. Estimating the Quantifiable Characteristics of Products, Events, or Information

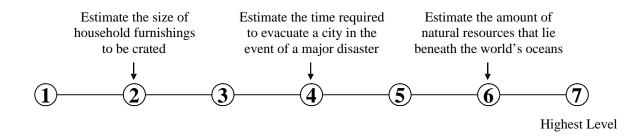
Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

A. How <u>important</u> is ESTIMATING THE QUANTIFIABLE CHARACTERISTICS OF PRODUCTS, EVENTS, OR INFORMATION to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### **B.** What <u>level</u> of ESTIMATING THE QUANTIFIABLE CHARACTERISTICS OF PRODUCTS, EVENTS, OR INFORMATION is needed to perform *your current job*?



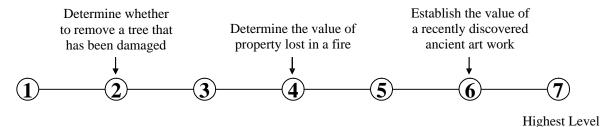
6. Judging the Qualities of Objects, Services, or People Assessing the value, importance, or quality of things or people.

A. How <u>important</u> is JUDGING THE QUALITIES OF OBJECTS, SERVICES, OR PEOPLE to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

**B.** What <u>level</u> of JUDGING THE QUALITIES OF OBJECTS, SERVICES, OR PEOPLE is needed to perform *your current job*?



#### 7. Evaluating Information to Determine Compliance with Standards

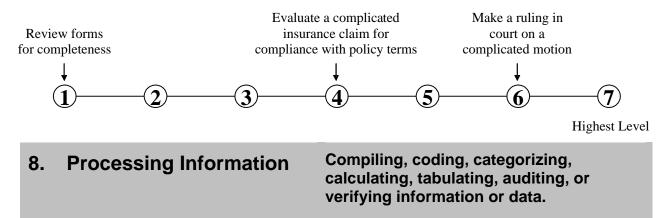
Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

A. How <u>important</u> is EVALUATING INFORMATION TO DETERMINE COMPLIANCE WITH STANDARDS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

## **B.** What <u>level</u> of EVALUATING INFORMATION TO DETERMINE COMPLIANCE WITH STANDARDS is needed to perform *your current job*?

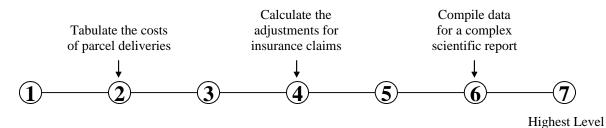


A. How <u>important</u> is PROCESSING INFORMATION to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

#### B. What level of PROCESSING INFORMATION is needed to perform your current job?



# 9. Analyzing Data or Information

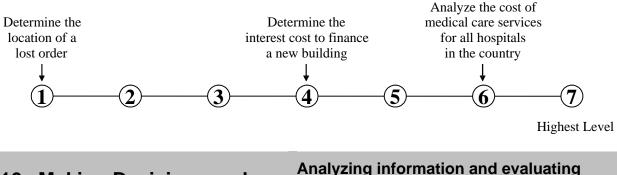
Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

A. How <u>important</u> is ANALYZING DATA OR INFORMATION to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# **B.** What <u>level</u> of ANALYZING DATA OR INFORMATION is needed to perform *your current job*?



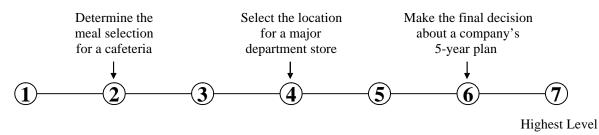
10. Making Decisions and Solving Problems Analyzing information and evaluating results to choose the best solution and solve problems.

A. How <u>important</u> is MAKING DECISIONS AND SOLVING PROBLEMS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# **B.** What <u>level</u> of MAKING DECISIONS AND SOLVING PROBLEMS is needed to perform *your current job*?



#### **11. Thinking Creatively**

**Relevant Knowledge** 

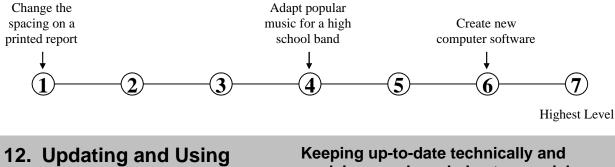
Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

#### A. How <u>important</u> is THINKING CREATIVELY to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

#### B. What <u>level</u> of THINKING CREATIVELY is needed to perform your current job?



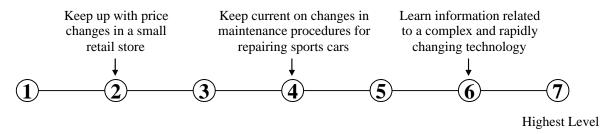
applying new knowledge to your job.

### A. How <u>important</u> is UPDATING AND USING RELEVANT KNOWLEDGE to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### B. What <u>level</u> of UPDATING AND USING RELEVANT KNOWLEDGE is needed to perform *your current job*?



#### 13. Developing Objectives and Strategies

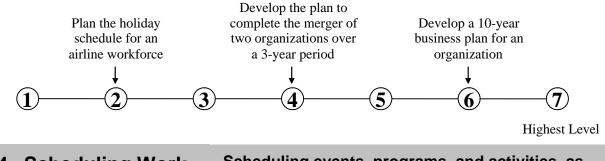
Establishing long-range objectives and specifying the strategies and actions to achieve them.

A. How <u>important</u> is DEVELOPING OBJECTIVES AND STRATEGIES to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### **B.** What <u>level</u> of DEVELOPING OBJECTIVES AND STRATEGIES is needed to perform *your current job*?



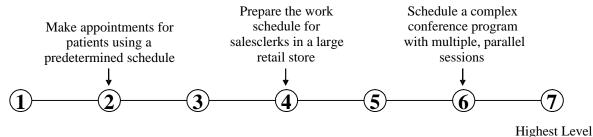
14. Scheduling Work and Activities Scheduling events, programs, and activities, as well as the work of others.

A. How <u>important</u> is SCHEDULING WORK AND ACTIVITIES to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### B. What <u>level</u> of SCHEDULING WORK AND ACTIVITIES is needed to perform *your current job*?



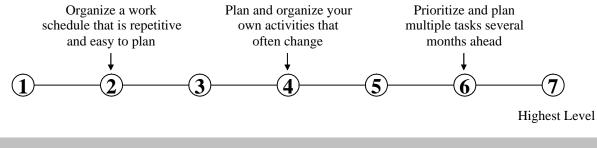
15. Organizing, Planning, and Prioritizing Work Developing specific goals and plans to prioritize, organize, and accomplish your work.

A. How <u>important</u> is ORGANIZING, PLANNING, AND PRIORITIZING WORK to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### B. What <u>level</u> of ORGANIZING, PLANNING, AND PRIORITIZING WORK is needed to perform *your current job*?



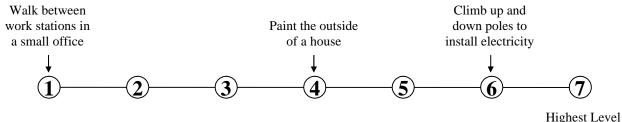
16. Performing General Physical Activities Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

A. How <u>important</u> is PERFORMING GENERAL PHYSICAL ACTIVITIES to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# **B.** What <u>level</u> of PERFORMING GENERAL PHYSICAL ACTIVITIES is needed to perform *your current job*?



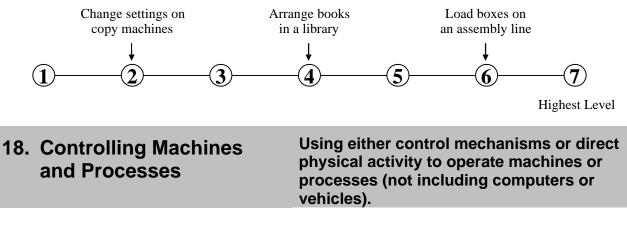
#### 17. Handling and Moving Objects

Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

A. How <u>important</u> is HANDLING AND MOVING OBJECTS to the performance of *your current job*?



- \* If you marked Not Important, skip LEVEL below and go on to the next activity.
- B. What <u>level</u> of HANDLING AND MOVING OBJECTS is needed to perform *your current job*?

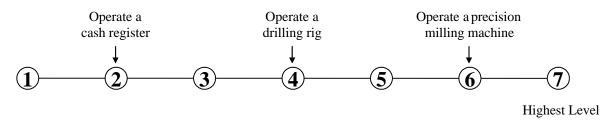


A. How <u>important</u> is CONTROLLING MACHINES AND PROCESSES to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### **B.** What <u>level</u> of CONTROLLING MACHINES AND PROCESSES is needed to perform *your current job*?



#### 19. Working with Computers

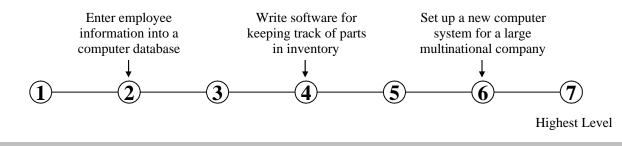
Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

A. How <u>important</u> is WORKING WITH COMPUTERS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

#### B. What <u>level</u> of WORKING WITH COMPUTERS is needed to perform your current job?



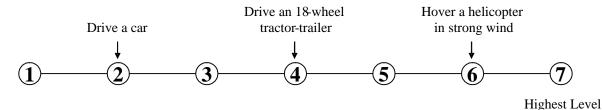
20. Operating Vehicles, Mechanized Devices, or Equipment Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.

A. How <u>important</u> is OPERATING VEHICLES, MECHANIZED DEVICES, OR EQUIPMENT to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

**B.** What <u>level</u> of OPERATING VEHICLES, MECHANIZED DEVICES, OR EQUIPMENT is needed to perform *your current job*?



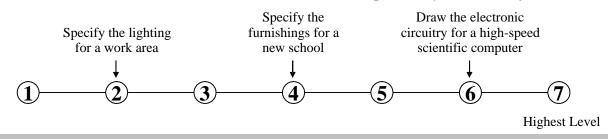
21. Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.

A. How <u>important</u> is DRAFTING, LAYING OUT, AND SPECIFYING TECHNICAL DEVICES, PARTS, AND EQUIPMENT to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of DRAFTING, LAYING OUT, AND SPECIFYING TECHNICAL DEVICES, PARTS, AND EQUIPMENT is needed to perform *your current job*?



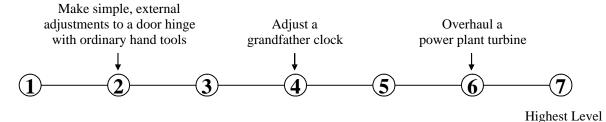
22. Repairing and Maintaining Mechanical Equipment Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

A. How <u>important</u> is **REPAIRING AND MAINTAINING MECHANICAL EQUIPMENT** to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

**B.** What <u>level</u> of REPAIRING AND MAINTAINING MECHANICAL EQUIPMENT is needed to perform *your current job*?



#### 23. Repairing and Maintaining Electronic Equipment

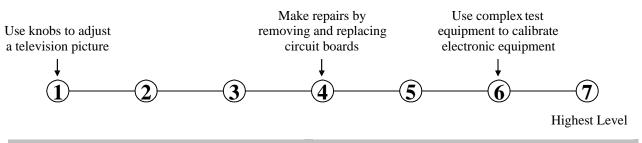
Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.

A. How <u>important</u> is REPAIRING AND MAINTAINING ELECTRONIC EQUIPMENT to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# **B.** What <u>level</u> of REPAIRING AND MAINTAINING ELECTRONIC EQUIPMENT is needed to perform *your current job*?



#### 24. Documenting/Recording Information

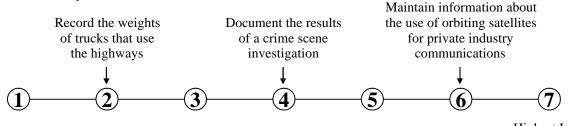
Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

A. How <u>important</u> is DOCUMENTING/RECORDING INFORMATION to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

**B.** What <u>level</u> of DOCUMENTING/RECORDING INFORMATION is needed to perform *your current job*?



Highest Level

# 25. Interpreting the Meaning of Information for Others

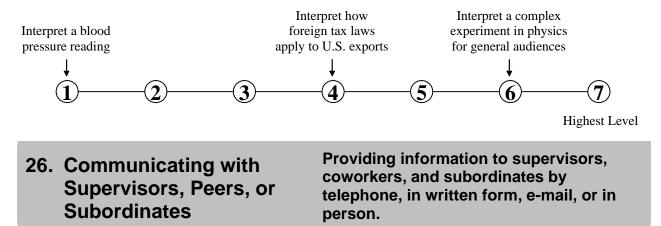
Translating or explaining what information means and how it can be used.

A. How <u>important</u> is INTERPRETING THE MEANING OF INFORMATION FOR OTHERS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### **B.** What <u>level</u> of INTERPRETING THE MEANING OF INFORMATION FOR OTHERS is needed to perform *your current job*?



### A. How <u>important</u> is COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# B. What <u>level</u> of COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES is needed to perform *your current job*?



#### 27. Communicating with People Outside the Organization

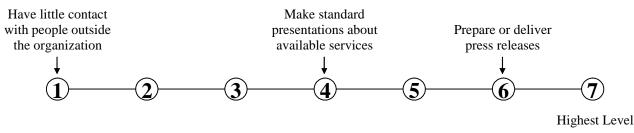
Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

A. How <u>important</u> is COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# **B.** What <u>level</u> of COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION is needed to perform *your current job*?



#### 28. Establishing and Maintaining Interpersonal Relationships

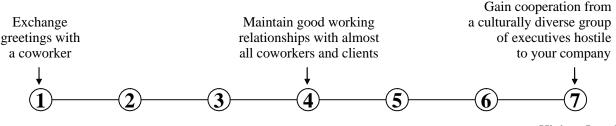
Developing constructive and cooperative working relationships with others, and maintaining them over time.

A. How <u>important</u> is ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

**B.** What <u>level</u> of ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS is needed to perform *your current job*?



Highest Level

#### 29. Assisting and Caring for Others

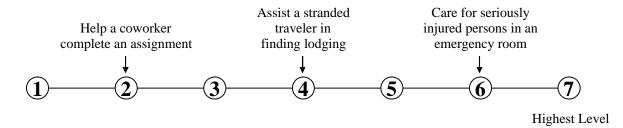
Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

A. How <u>important</u> is ASSISTING AND CARING FOR OTHERS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# **B.** What <u>level</u> of ASSISTING AND CARING FOR OTHERS is needed to perform *your current job*?



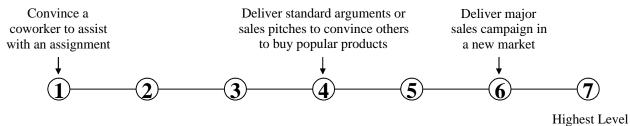
30. Selling or Influencing Others Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

A. How <u>important</u> is SELLING OR INFLUENCING OTHERS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### **B.** What <u>level</u> of SELLING OR INFLUENCING OTHERS is needed to perform *your current job*?



#### 31. Resolving Conflicts and Negotiating with Others

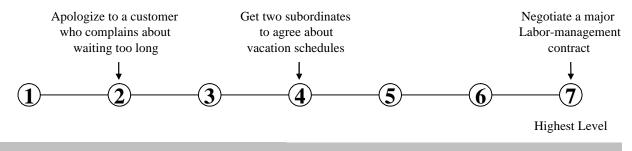
Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

A. How <u>important</u> is RESOLVING CONFLICTS AND NEGOTIATING WITH OTHERS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### B. What <u>level</u> of RESOLVING CONFLICTS AND NEGOTIATING WITH OTHERS is needed to perform *your current job*?



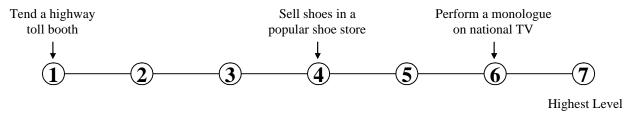
32. Performing for or Working Directly with the Public Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

A. How <u>important</u> is PERFORMING FOR OR WORKING DIRECTLY WITH THE PUBLIC to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What <u>level</u> of PERFORMING FOR OR WORKING DIRECTLY WITH THE PUBLIC is needed to perform *your current job*?



# 33. Coordinating the Work and Activities of Others

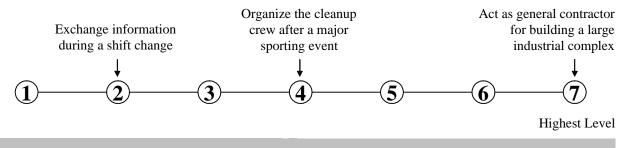
Getting members of a group to work together to accomplish tasks.

A. How <u>important</u> is COORDINATING THE WORK AND ACTIVITIES OF OTHERS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### B. What <u>level</u> of COORDINATING THE WORK AND ACTIVITIES OF OTHERS is needed to perform *your current job*?



#### 34. Developing and Building Teams

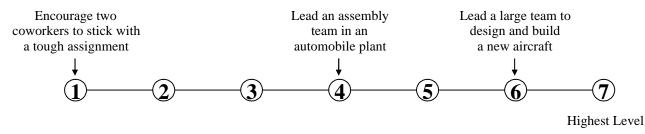
Encouraging and building mutual trust, respect, and cooperation among team members.

A. How <u>important</u> is DEVELOPING AND BUILDING TEAMS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### **B.** What <u>level</u> of DEVELOPING AND BUILDING TEAMS is needed to perform *your current job*?



#### 35. Training and Teaching Others

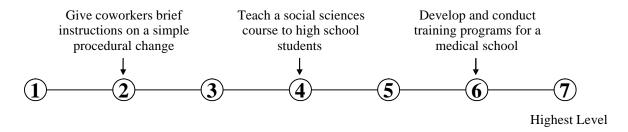
Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

A. How <u>important</u> is TRAINING AND TEACHING OTHERS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# **B.** What <u>level</u> of TRAINING AND TEACHING OTHERS is needed to perform *your current job*?



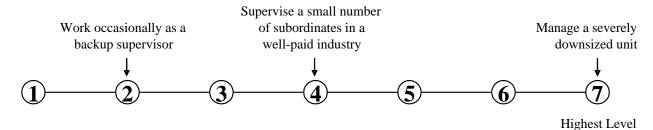
36. Guiding, Directing, and Motivating Subordinates Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

A. How <u>important</u> is GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# **B.** What <u>level</u> of GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES is needed to perform *your current job*?



#### 37. Coaching and Developing Others

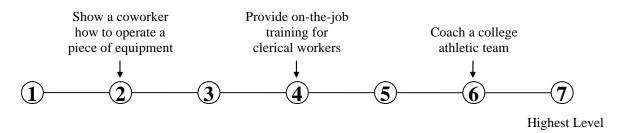
Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

A. How <u>important</u> is COACHING AND DEVELOPING OTHERS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

## B. What <u>level</u> of COACHING AND DEVELOPING OTHERS is needed to perform *your current job*?



38. Providing Consultation and Advice to Others

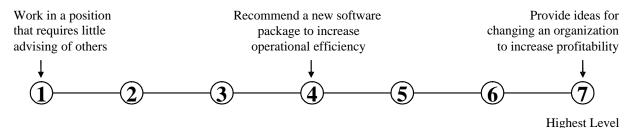
Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

A. How <u>important</u> is PROVIDING CONSULTATION AND ADVICE TO OTHERS to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

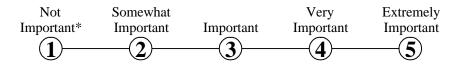
# **B.** What <u>level</u> of PROVIDING CONSULTATION AND ADVICE TO OTHERS is needed to perform *your current job*?



#### 39. Performing Administrative Activities

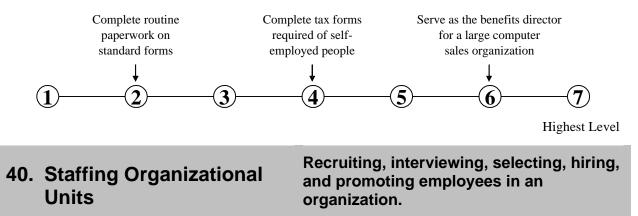
Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

# A. How <u>important</u> is **PERFORMING ADMINISTRATIVE ACTIVITIES** to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

### **B.** What <u>level</u> of PERFORMING ADMINISTRATIVE ACTIVITIES is needed to perform *your current job*?



### A. How <u>important</u> is STAFFING ORGANIZATIONAL UNITS to the performance of *your* current job?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# B. What <u>level</u> of STAFFING ORGANIZATIONAL UNITS is needed to perform *your current job*?



Highest Level

#### 41. Monitoring and Controlling Resources

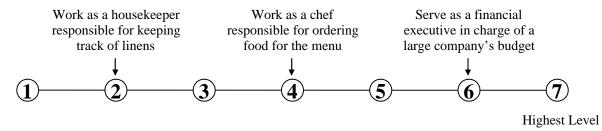
Monitoring and controlling resources and overseeing the spending of money.

# A. How <u>important</u> is MONITORING AND CONTROLLING RESOURCES to the performance of *your current job*?



\* If you marked Not Important, skip LEVEL below and go on to the next activity.

# **B.** What <u>level</u> of MONITORING AND CONTROLLING RESOURCES is needed to perform *your current job*?



#### Specific Tasks Performed on Your Job

**Instructions:** Please read the following position description and then answer the question that follows it by marking an X in the appropriate box below.

#### **Psychiatric Aides**

Assist mentally impaired or emotionally disturbed patients, working under direction of nursing and medical staff.

# Which of the following best describes how closely this description matches the duties and responsibilities of your current job?

It describes almost exactly what I do.

Most of it matches, but there are a few things that don't match what I do.

Some things match, but most of it does not match what I do.

It does not at all describe what I do.

Please proceed to the next page.

#### Specific Tasks Performed on Your Job (continued)

**Instructions:** The next section presents a list of tasks. A task is an action or set of actions performed together to accomplish an objective. This list is specific to the job you are describing.

For each task, please make the following three ratings: **Relevance**, **Frequency**, and **Importance**. These ratings are described as follows:

**RELEVANCE.** If the task is NOT RELEVANT at all to performance on the job, mark through the "0" in the NOT RELEVANT column. Carefully read the task before deciding whether it is RELEVANT or NOT RELEVANT to this job. If you select the "0" in the NOT RELEVANT column, however, there is no need to complete the IMPORTANCE and FREQUENCY ratings described below. If the task is part of this job, rate IMPORTANCE and FREQUENCY.

**FREQUENCY.** (Do not complete if NOT RELEVANT was selected.) Ask yourself, "How often is this task performed on this job?" For example, "Interact with potential customers" is a task that an employee in one job might perform only "once per week or less," but an employee in another job might perform "hourly or more often."

Rate the FREQUENCY with which a task is performed by marking through the appropriate number, from 1 (indicating that the task is performed once per year or less often) to 7 (indicating that the task is performed hourly or more often) on the FREQUENCY scale.

**IMPORTANCE.** (Do not complete if NOT RELEVANT was selected.) Ask yourself, "How important is this task to performance on this job?" For example, "Develop objectives and strategies to guide the organization" might be very important for an employee in one job, but less important for another job. For the second job, however, "Provide performance feedback to subordinates" might be very important.

Rate importance of the task for performance on the job by marking through the appropriate number, from 1 (indicating that the task is of no importance) to 5 (indicating that the task is extremely important) on the IMPORTANCE scale.

Please proceed to the next page.

I. Accompany patients to and from wards for medical and dental treatments, shopping trips, and religious and recreational events.01234567123452. Aid patients in becoming accustomed to hospital routine.01234567123453. Maintain patients' restrictions to assigned areas.01234567123455. Organize, supervise, and encourage patient participation in social, educational, and recreational activities.01234567123456. Participate in recreational activities with patients, including card genes, sports, or television viewing.01234567123457. Perform nursing duties such as administering medications, measuring wita signs, collecting specimens and drawing blood samples.0123456712345			].	1	F	rec	lue	nc	У	]	n -	npo	orta	anc	e	]
from wards for medical and dental treatments, shopping trips, and religious and recreational events.01234567123452. Aid patients in becoming accustomed to hospital routine.01234567123453. Maintain patients' restrictions to assigned areas.01234567123454. Monitor patients in order to detect unusual behavior, and report observations to professional staff.01234567123455. Organize, supervise, and encourage patient participation in social, educational, and recreational activities.01234567123456. Participate in recreational activities with patients, including card games, sports, or television viewing.012345567123457. Perform nursing duties wital signs, collecting speciaemens and drawing01234556712345		Not Relevant		Once per year or less	More than once per year	More than once per month	More than once per week	Daily	Several times per day	Hourly or more often	Not Important	Somewhat Important	tmportant	Very Important	Extremely Important	
accustomed to hospital routine.01234567123453. Maintain patients' restrictions to assigned areas.01234567123454. Monitor patients in order to detect unusual behavior, and report observations to professional staff.01234567123455. Organize, supervise, and encourage patient participation in social, educational, and recreational activities.01234567123456. Participate in recreational activities with patients, including card games, sports, or television viewing.01234567123457. Perform nursing duties such as administering medications, measuring vital signs, collecting specimens and drawing0123456712345	from wards for medical and dental treatments, shopping trips, and religious and	0		1	2	3	4	5	6	7	1	2	3	4	5	
restrictions to assigned areas.01234567123454. Monitor patients in order to detect unusual behavior, and report observations to professional staff.01234567123455. Organize, supervise, and encourage patient participation in social, educational, and recreational activities.01234567123456. Participate in recreational activities with patients, including card games, sports, or television viewing.01234567123457. Perform nursing duties such as administering medications, measuring vital signs, collecting specimens and drawing0123456712345	accustomed to hospital	0		1	2	3	4	5	6	7	1	2	3	4	5	
detect unusual behavior, and report observations to professional staff.1234567123455. Organize, supervise, and encourage patient participation in social, educational, and recreational activities.01234567123456. Participate in recreational activities with patients, including card games, sports, or television viewing.01234567123457. Perform nursing duties such as administering medications, measuring vital signs, collecting specimens and drawing0123456712345	restrictions to assigned	0		1	2	3	4	5	6	7	1	2	3	4	5	
<ul> <li>encourage patient participation in social, educational, and recreational activities.</li> <li>6. Participate in recreational activities with patients, including card games, sports, or television viewing.</li> <li>7. Perform nursing duties such as administering medications, measuring vital signs, collecting specimens and drawing</li> <li>1 2 3 4 5 6 7 1 2 3 4 5 6 7</li> <li>1 2 3 4 5 1 2 3 4 5</li> </ul>	detect unusual behavior, and report observations to	0		1	2	3	4	5	6	7	1	2	3	4	5	
activities with patients, including card games, sports, or television viewing.       0       1       2       3       4       5       6       7       1       2       3       4       5         7. Perform nursing duties such as administering medications, measuring vital signs, collecting specimens and drawing       0       1       2       3       4       5       6       7       1       2       3       4       5	encourage patient participation in social, educational, and	0		1	2	3	4	5	6	7	1	2	3	4	5	
such as administering medications, measuring vital signs, collecting specimens and drawing	activities with patients, including card games,	0		1	2	3	4	5	6	7	1	2	3 :	4	5	
	such as administering medications, measuring vital signs, collecting specimens and drawing	0		1	2	3	4	5	6	7	1	2	3	4	5	

]		]		F	reo	lne	nc	У		[]	In	npc	orta	inc	e	1	
	Not Relevant		Once per year or less	More than once per year	More than once per month	More than once per week	Daily	Several times per day	Hourty or more often		Not Important	Somewhat Important	Important	Very Important	Extremely Important		
8. Provide mentally impaired or emotionally disturbed patients with routine physical, emotional, psychological or rehabilitation care under the direction of nursing and medical staff.	0		1	2	3	4	.5	6	7		1	2	3	4	5		
9. Provide patients with assistance in bathing, dressing, and grooming, demonstrating these skills as necessary.	0		1	2	3	4	5	6	7		. 1	2	3	4	5		
10. Restrain or aid patients as necessary to prevent injury.	0		1	2	3	4	5	6	7		1	2	3	4	5	· .	
11. Serve meals, and feed patients needing assistance or persuasion.	0		. 1	2	3	4	5	6	7		1	2	3	4.	5		
12. Clean and disinfect rooms and furnishings to maintain a safe and orderly environment.	0		1	2	3	4	5	6	7	, , , ,	1	2	3	4	5		
13. Interview patients upon admission and record information.	0		1	2	3	4	5	6	7	ĺ	1	2	3	4	5		
14. Record and maintain records of patient condition and activity, including vital signs, eating habits, and behavior.	0		1	2	3	4	5	6	7	· · · · · · · · · · · · · · · · · · ·	1	2	3	4	5		

15. Work as part of a team that may include psychiatrics, psychologists, psychiatric nurses and social workers.       0       1       2       3       4       5       6       7       1       2       3       4       5         Additional Relevant Tasks Please write in additional relevant tasks and provide a rating.       0       1       2       3       4       5       6       7       1       2       3       4       5         2.       0       1       2       3       4       5       6       7       1       2       3       4       5         3.       0       1       2       3       4       5       6       7       1       2       3       4       5         1.       0       1       2       3       4       5       6       7       1       2       3       4       5         1.       0       1       2       3       4       5       6       7       1       2       3       4       5         1.       0       1       2       3       4       5       6       7       1       2       3       4       5         1.	15. Work as part of a team that may include psychiatrists, psychologists, psychiatric nurses and social workers.       0       1       2       3       4       5       6       7       1       2       3       4       5         Additional Relevant Tasks       Please write in additional relevant tasks and provide a rating.       0       1       2       3       4       5       6       7       1       2       3       4       5         2.			[		Fi	req	lue	nc	У		]	In	npo	orta	anc	:e
may include psychiatrists, psychologists, psychiatric nurses and social workers.       Image: special structure in additional relevant Tasks         Please write in additional relevant Tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.         Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.         Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.         Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.         Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional relevant tasks and provide a rating.       Image: special structure in additional	may include psychiatrists, psychologists, psychiatric nurses and social workers.       Image: Constraint of the system of the syst		Not Relevant		Once per year or less	More than once per year	More than once per month	More than once per week	Daily	Several times per day	Hourly or more aften		Not Important	Somewhat Important	Important	Very Important	Extremely Important
Please write in additional relevant tasks and provide a rating.       0       1       2       3       4       5       6       7       1       2       3       4       5         2.	Please write in additional relevant tasks and provide a rating.       0       1       2       3       4       5       6       7       1       2       3       4       5         2.	may include psychiatrists, psychologists, psychologists, psychiatric	0		1	2	3	4	5	6	7		1	2	3	4	5
1. $$	1.	Please write in additional relevant tasks and provide a															
	3.       0       1       2       3       4       5       6       7       1       2       3       4       5         4.       0       1       2       3       4       5       6       7       1       2       3       4       5         5.       0       1       2       3       4       5       6       7       1       2       3       4       5         5.       0       1       2       3       4       5       6       7       1       2       3       4       5		0		1	2	3	4	5	6	7		1	2	3	4	5
4.     0     1 2 3 4 5 6 7     1 2 3 4 5	4.       0       1       2       3       4       5       6       7       1       2       3       4       5         5.       0       1       2       3       4       5       6       7       1       2       3       4       5	2.	0	!	1	2	3	4	5	6	7		1	2	3	4	5
	5.     0     1     2     3     4     5     6     7     1     2     3     4     5	3.	0		1	2	3	4	5	6	7		1	2	3	4	5
5.     0     1     2     3     4     5     6     7     1     2     3     4     5		4	0		1	2	3	4	5	6	7		1	2	3	4	5
		5	0		1	2	3	4	5	6	7		1	2	3	4	5
													·				

This page intentionally left blank. Please proceed to the next page.

#### Information About You

Many workers are being asked to complete this survey. Your answers to these questions will help us know that workers with differing amounts of experience and different backgrounds are included.

Please read each question carefully and mark your answer by putting an **X** in the box beside your answer, or by writing an answer on the line provided.

#### 1. What is the title of your current job? (PLEASE PRINT)

#### 2. For how long have you worked at this job? (Mark one box)

- Ten years or more
- At least 6 years, but less than 10 years
- At least 3 years, but less than 6 years
- At least 1 year, but less than 3 years
- At least 3 months, but less than 12 months
- \_\_\_\_ At least 1 month, but less than 3 months
- Less than 1 month

#### 3. In your current job, are you employed by

- Private for profit company
  - Nonprofit organization including tax exempt and charitable organizations



Working in the family business?

4. If you are working in the family business, is this business incorporated?

Yes
No
Not working in a family business

- 5. In what year were you born? ..... 1 9 \_\_\_\_ 1
- 6. Are you male or female? (Mark one box)

Male

Female

- 7. Are you Hispanic or Latino? (Mark one box)
  - Yes

- 8. What is your race? (Mark one or more boxes)
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White

#### 9. Do you have any of the following long-lasting conditions?

		<u>Yes</u>	<u>No</u>
a.	Blindness, deafness, or a severe vision or hearing impairment?	🗆	
b.	A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?	🗆	

10. Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty doing any of the following activities?

	Yes	<u>No</u>
a.	Learning, remembering or concentrating?	
b.	Dressing, bathing, or getting around inside the home?	
C.	Going outside the home alone to shop or visit a doctor's office?	
d.	Working at a job or business?	

11.	ndicate the highest level of education that you have completed please check only one box):
	Less than a High School Diploma
	High School Diploma (or GED or High School Equivalence Certificate)
	Post-Secondary Certificate - awarded for training completed after high school (for example, in Personnel Services, Engineering-related Technologies, Vocational Home Economics, Construction Trades, Mechanics and Repairers, Precision Production Trades)
	Some College Courses
	Associate's Degree (or other 2-year degree)
	Bachelor's Degree
	Post-Baccalaureate Certificate - awarded for completion of an organized program of study; designed for people who have completed a Baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of Master.
	Master's Degree
	<b>Post-Master's Certificate</b> - awarded for completion of an organized program of study; designed for people who have completed a Master's degree, but do not meet the requirements of academic degrees at the doctoral level.
	First Professional Degree - awarded for completion of a program that
	<ul> <li>requires at least 2 years of college work before entrance into the program,</li> </ul>
	<ul> <li>includes a total of at least 6 academic years of work to complete, and</li> </ul>
	<ul> <li>provides all remaining academic requirements to begin practice in a profession</li> </ul>
	Doctoral Degree
	Post-Doctoral Training

#### **Your Association Memberships**

Finally, we would like to know about the professional associations to which you belong.

**1.** Are you currently a member of one or more professional associations? (Check all that apply.)

American Psychiatric Association

 $\Box$  Yes  $\Box$  No (14003)

2. Please write in the names of any associations to which you belong that are not listed above:

a	
b.	
c.	