

DATABASE QUESTIONNAIRE FOR WORKFORCE SURVEY 2007
WE NEED A 100% RESPONSE RATE

The data below is needed for our workforce survey. We seek your help in completing the questionnaire and returning it (*pages 1 and 2 only*) **within 5 working days** to: *fax: (04) 387 8209 (no cover sheet necessary) or send by email (pdf file) to rcpanz@rcpanz.org.nz*

PLEASE COMPLETE ALL SECTIONS

Title: (Prof; A/Prof; Dr)

First Name:

Surname:

Date of Birth:

Address1: (Department/Laboratory)

Gender:
Male/Female

Please tick appropriate box(es)

- Fellow**
- Affiliate**
- NZSP**
- Trainee**
- Associate**
- Locum**
- IMG** (*International Medical Graduate*)

Address2: (University/Hospital plus PO Box or Private Bag or Street Address)

Address3: (Suburb; or PO Box; or Private Bag)

Address4: (City)

Phone (home):

Phone (work):

Extn:

E-Mail Address:

Mobile:

Specialty (mark appropriate box *on left* of category):

- General Chemical Immunology Anatomical Path Haematology
- Microbiology Forensic Genetics Transfusion Medicine Other (please specify).....

Current Position Held: (mark *any* boxes *on left* of category that relate to your current post):

- Academic Pathologist (Clinical/Consultant/Service) Registrar Locum
- Scientist Research Overseas Partially retired Other (please specify).....

Preferred address for correspondence (if different from above):

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DATABASE QUESTIONNAIRE FOR WORKFORCE SURVEY 2007 - contd

Pathology Qualifications:

- FRCPA
- Other (please specify).....

Are you working under supervision? *Yes/No*

Please refer to the attached calculation sheets before answering the following section.

Laboratory Tenths worked (as a service pathologist, not as a clinician)

(one tenth = 4 hours) *Note: This refers to tenths actually worked, not simply the hours specified in the employment contract.*

Average hours worked per week (as a service pathologist, not as a clinician)

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Are you **RETIRED?** *Yes/No*

If not, do you intend to retire within the next 5-10 years? **Yes/No**

If so, please indicate which year you are likely to retire:

Signature:

Date: / /2007

Thank you for your co-operation

Please note that the following calculation sheets are to assist in your calculations only and should not be returned with the questionnaire

NOTE TO SENIOR CONSULTANTS/TEAM LEADERS: As there may be pathologists in your workplace whose details have not yet been notified to us, would you please ensure that every member of your team completes and returns the workforce survey questionnaire.

**Calculate your tenths worked for the purpose of this survey
(Do not return with questionnaire)**

No	Activity Description	% of overall time
1	<p style="text-align: center;">Medical Laboratory Duties</p> <p>Duties directly related to the provision of laboratory services, recommendation / generation / supervision of tests / test results, preparation of slides, autopsies, test reporting / statements / diagnosis, providing legal evidence / reports, multi-disciplinary reviews / audits, consultation with clinicians / other professionals laboratory meetings, advise on use of drugs in hospital, infectious disease control, approving the use of restricted drugs, blood management group</p>	
2	<p style="text-align: center;">Clinical Duties</p> <p>Clinical consultations with patient / family of patient / deceased, discussing technical aspects of test results, complaints resolution with patients related to test results, ethics and confidentiality management, reviewing patient history / previous results, personally performed biopsies (e.g fine needle aspirations, bone marrow biopsies), near patient testing / intra operative consultation, seeing hospital staff with needle stick injuries, staff vaccination program. <i>Clinical duties do not include tenths worked outside pathology as a physician.</i></p>	
3	<p style="text-align: center;">Administrative Duties</p> <p>HR / Workforce management, Occupational Health, Safety & Rehabilitation management, Technology Management (IT, Library, Imaging etc), Marketing, Revenue & Budget management, Practice / Hospital Management, Facilities Maintenance, Business / Strategic Planning, Policies on Medical / Lab Procedures</p>	
4	<p style="text-align: center;">Teaching / Training (Pathology Registrars Only)</p> <p>Training of Pathology Registrars only - including time performing procedures with a trainee and instruction time and related administration.</p>	
5	<p style="text-align: center;">Teaching / Training (Other)</p> <p>Formal University Timetabled Teaching - including preparation time, training of non-Pathology Registrars –, grand rounds presentations, other informal training and education in the work place including scientists and nurses and related administration.</p>	
6	<p style="text-align: center;">Research</p> <p>All activities (research agreements, funding, ethics, administration, collection of samples, testing, reporting, presentation of results etc) associated with research (including collaborative research or own basic or applied research)</p>	
7	<p style="text-align: center;">Quality Assurance</p> <p>Quality Control of lab activities, Non-Conformance Management, Quality Assurance Systems Management Administration, QA related professional development, updating expert systems</p>	

**Calculate your tenths worked for the purpose of this survey
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No	Activity Description	% of overall time
8	<p style="text-align: center;">Professional Obligations</p> <p>Member on professional and/or government boards, committees, and working parties, Guest speaker, Organising/attending professional conferences, Examiner for College, Member / Sponsor of Special Interest groups, Policy development / review, Interviewing Overseas graduates Other Professional Development Activities including journal club participation, accreditation activities.</p>	