|  |
| --- |
| Please complete as best you can. If there are items that you don’t currently have or that you are not doing, you may consider adding to your plan or process in the future. This worksheet is for your internal use. |
| **Question** | **Yes** | **No** | **I Don’t Know** | **Notes** |  |
| 1. Have you performed a Practice Assessment?
 | Yes | No | I Don’t Know |  | See Table 1 on Template |
| 1. Do you collect and analyze productivity data?
 | Yes | No | I Don’t Know |  | If yes, how often? If no, please explain your reasoning. |
| 1. Do you collect and analyze data on patient access?
 | Yes | No | I Don’t Know |  | If yes, how often? If no, please explain your reasoning. |
| 1. Do you collect and analyze data on care teams?
 | Yes | No | I Don’t Know |  | If yes, how often? If no, please explain your reasoning. |
| 1. Do you collect and analyze data on your advertising?
 | Yes | No | I Don’t Know |  | If yes, do you break it down by position? |
| 1. Do you collect and analyze data on staff tenure?
 | Yes | No | I Don’t Know |  | Tenure = total months stayed by employees/total number of employees |
| 1. Do you collect and analyze data on staff turnover?
 | Yes | No | I Don’t Know |  | Turnover Rate = # of separations/average # of staff x 100 |
| 1. Do you collect and analyze data on recruiting costs per hire?
 | Yes | No | I Don’t Know |  | See template for a list of costs to include. You may want to customize this list to reflect your individual health center cost. |
| 1. Do you collect and analyze data on time spent on management activities for patient care staff?
 | Yes | No | I Don’t Know |  | The importance of this is to be able to obtain a clear picture of actual clinical hours that staff are providing care. |
| 1. Do you collect and analyze data on staff absenteeism?
 | Yes | No | I Don’t Know |  | These numbers will allow you to gather insight on actual hours worked, if someone possibly has other issues in their life they need support with, or if someone is not performing their job. |
| 1. Do you collect and analyze data on your total cost of benefits?
 | Yes | No | I Don’t Know |  | The total cost of benefits assists you in knowing your true cost and assessing what is of value to the employees and organization. |
| 1. Do you share the cost of benefits with employees?
 | Yes | No | I Don’t Know |  | When employees know the cost of what they are receiving it helps them understand that this is part of their compensation. |
| 1. Do you regularly conduct Employee Stay Interviews?
 | Yes | No | I Don’t Know |  | A Stay Interview helps you assess why people stay and how you can make the work environment better for your staff. |
| 1. Do you conduct an annual staff survey?
 | Yes | No | I Don’t Know |  | This will allow you to gather data on what your employees like about your organization or what needs to be improved. |