

Post Analysis of Clinical Nursing

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Abstract: This paper use post analysis method to evaluate the clinical nursing posts, and lists out the responsibilities of different level nurses in the ward nursing positions, so as to provide the basis for optimization of clinical nursing recruitment, training management, performance management etc.. In this paper, the establishment of clinical nursing position analysis model, and comprehensive use of the methods of Delphi expert consultation on clinical nursing job responsibilities, performance appraisal and so on to do in-depth analysis. In this paper, based on the results of post duty and post clinical nursing staff to develop a complete requirements, and analysis to establish the development direction of complete and excellent nursing staff activities, leaving the system according to the present situation of clinical nursing staff.

Keywords: Clinical care; Human resource management; Job analysis

1. Introduction

Position management, as its name implies, refers to the required position of the category and structure of the set, and in accordance with the post and employment contracts for personnel management process. Nurse post management is a necessary process of nurses from identity management to post management transformation, but also regulate and deepen the reform of income distribution system in hospital, and the important basis is also a prerequisite for the implementation of the performance appraisal, also can arouse the enthusiasm and creativity of nursing staff and reduce nursing staff turnover, which is of great significance to promote the healthy the development of nursing science. This paper summarizes and analyzes the practice of clinical nursing post setting, and makes a complete job requirements and responsibilities. This paper is to provide reference and reference for the development of nursing post management at all levels of hospitals.

1.1. What is clinical care

1) Definition clinical nursing

The American College of nursing in 1980 defined as: "care is the response to the diagnosis and treatment of human beings to the existing or potential health problems." From this definition we can see that modern nursing science is a science that studies how to diagnose and deal with the human response to the existing or potential health problems. This definition emphasizes the behavioral responses of people to one thing from the aspects of physiology, psychology, society, culture and spirit.

1.1.2 .The basic characteristics clinical nursing

Understanding the phenomenon: the nurses should be aware of the response to existing or potential health problems in the diagnosis and treatment.

Application theory: the nurse uses the nursing theory to do the further observation and the understanding to the phenomenon, and uses it to solve these problems.

Adoption of mobile nurses to help individuals, families and social groups to maintain life, reduce pain and promote health through nursing activities.

Evaluation effect: the effect of nursing care on the patients' health response was evaluated.

1.2. Analysis of the status quo of clinical nursing post

With the reform of the medical system in our country, the demand of patients to nursing work is increasing day by day. However, due to the professional and special nursing work, nursing staff occupation pressure lead to overload of work, interpersonal conflicts and inner expectations and the actual gap caused by the nurses, and nursing work satisfaction and lower turnover rate rising, these cases are due to nursing staff occupation identity is low, so for the hospital for clinical nursing post management is becoming increasingly difficult.

2016 is "13th Five-Year" at the beginning of the year, and by 2017 to achieve the stage goal of deepening the reform project of the year, is also the key to 2020 to achieve universal access to basic medical and health services of the year. The general office of the State Council has also issued the key tasks of deepening the reform of the medical and health system in 2016. "Tasks" stressed that the hospital should focus on the overall deployment of health care reform, while highlighting the forward-looking. Hospitals should strengthen the top-level design and pilot exploration in key reforms, while promoting the establishment of basic medical and health system covering urban and rural areas. Hospitals should promote the healthy development of China, while deepening the reform of the medical and health system. In 2016, the focus of the task is to focus on the task of strengthening the construction of health personnel in 2016. This is

enough to reflect the importance of the construction of the Department of health care personnel in the future of the social development process. Each hospital of our country basically every professional departments are equipped with professional nursing staff, nursing staff but there are also some weak with development is not complete, so the government should continue to reform and strengthen the management. Thus, the nursing staff in the development of the future of medical care to occupy a pivotal role in the development of nursing staff to establish a perfect job analysis model without delay.

2. Study on the Nature of Clinical Nursing Post

Job responsibility refers to the content of the work required to complete the job, as well as the scope of responsibility should be assumed. The scientific configuration can maximize the human resources, also can enhance the activity of internal competition among the staff, and improve work efficiency and quality, but also for training, for the organization to provide a scientific basis for assessment. In 2012, the national health and Family Planning Commission issued the guidance on the implementation of the hospital nurse position management clearly pointed out: the reasonable setting of nursing positions, clear job responsibilities, improve management efficiency". At present, most domestic hospitals for a description of responsibilities still remain at the theoretical level or by the nurse post management is a set of categories and structures required positions, process and personnel management in accordance with the post and employment contract.

2.1. Basic methods of post research

1) Factor point method

Factor point method is a kind of quantitative evaluation method of the position value which is widely used in human resource management. Elements of the basic point of the law is through the study of the post evaluation. Its research provides the basis for the internal consistency and fairness of compensation management [1]. The basic operation process of several point method is composed of the following:

- (1) organizations to determine the value of the evaluation of the relative value of the remuneration;
- (2) according to the different levels of each factor for the payment of the level of classification and grading, and give each element of the corresponding weight;
- (3) to determine the value of each reward factor level;
- (4) were determined in each operation as long as the pay level of each position, will add the corresponding value and relative value, you can get each post;
- (5) according to the elements of value and sort of position [2].

2) Data analysis method

Data analysis method for the preliminary data collection and the process of the project in the process of the field observation of the requirements of higher. Its main operation steps are as follows:

- (1) to determine the working tasks of clinical nurses in the study area;
- (2) according to the task of the work of the clinical nurses to the formation of the work of the survey questionnaire;
- (3) to investigate the clinical nurses in wards, so as to define the job responsibilities of nurses at different levels.

3) Observation method

The ward clinical nursing work in accordance with the basic work of clinical nursing, nursing management, nursing education, nursing research 4 modules for classification, and through the field observation method to sum up clinical nurses work tasks. Related work researchers need to study directly into the ward to participate in clinical nursing, the observation period is 1 months, and according to the contents of their work in recording all levels of nurses, and to record the content analysis and summarizes the clinical nursing work of each level, each module of staff of the division of labor, need ability and other indicators such as the specific content. This provides information support for the next step in the preparation of the ward clinical nursing job responsibilities.

4) Questionnaire survey method

The questionnaire survey method is a kind of investigation method, which is the most convenient and efficient way to collect the materials by writing the indirect collection and the research topic. We can directly reflect the data of the research subject through the form of questionnaire survey, and provide more convincing data support for the theoretical results.

2.2. The specific application of research methods in this paper

1) Nurse career planning and development in the implementation of clinical nursing job classification

According to the actual situation of nursing team in the study area, we have the idea of "people oriented, focus on the sustainable growth of nurses", and the reasonable overall planning of existing resources. At the same time, draw on the clinical practice of nurse grading in Hong-kong and Taiwan of China [3], which will set the clinical nursing post to 5 levels of N0 ~ N4. Setting these 5 levels can lay the foundation for the nurses' career planning effectively, and it will also be a platform for clinical nurses to develop toward the direction of specialization. According to grading standards, N0 grade for the new posts nurses, N1 class for the growth of nurses, N2 grade for the mature nurse, N3 level for the professional field of nurses, N4 level for the expert nurse. Every level of the set has the basic conditions and must have the ability to request.

2) *The establishment of the responsibility system and the overall care of the post system*

Our comprehensive questionnaire, group discussion and observation method combined with the relevant information on the early stage of the analysis of clinical nursing positions. First of all, through the finishing of the basic information of the job to form a job description. In this step we clear the work content, every nurses work goal, work responsibilities and other work relations; second is the qualifications according to the job description that determine the position of the nurses should possess, such as age, education, ability and personality traits.

According to the first 2 to establish a complete system of job responsibility. Its main contents include job description, job responsibilities, work rights, working relationships, qualifications, work quality standards, and so as to implement the standard.

In the implementation process, we through the clear N0 to all levels of N4 nurses' work duties to establish a scientific, reasonable and orderly level corresponding work, work to clarify the nurses at all levels and clear differences between different levels of task. In this way, the quality of work is more objective and specific, while avoiding the risk of nursing safety caused by inadequate competency of nurses. These improved measures give full play to the basic principles of "can post match" in human resource management, and establish a complete

system of post responsibility system combined with responsibility system.

3) *Clear job evaluation elements*

Principle of point factor method is the relative value of the position in the form of quantification evaluation elements and point and say out, the key is to determine the value of job evaluation factors and the classification standard of [4]. The more comprehensive and accurate the information gathered by the evaluation factors, the higher the quality of the results. In 2011 the Ministry of health "on notice" to determine the nurse post management pilot hospital and the related work in the nature of work, work tasks, responsibilities and technical difficulty of the job required conditions for the classification of nurses[5]. The value model of clinical nursing post formed in this study is similar to the previous studies, which includes these elements and also the two elements of the model.

3. Construction of a Complete Clinical Nursing Management System

3.1. Recruitment training

1) Analysis of the basic position of clinical nursing post

According to the detailed analysis of clinical nursing posts, we initially identified the basic duties and requirements of clinical nursing positions are as follows Table 1:

Table 1. The basic duties and requirements of clinical nursing positions

Hierarchy	Basic conditions	Capacity requirements
N0	Working time in 1 years	1. Complete the nursing work under the guidance of the superior nurse 2. Certain written expression and communication and coordination ability
N1	As a nurse working in 1-3 or as a nurse practitioner for 1-5 years	1. Correct treatment and disposal ability 2. Good basic nursing and specialized nursing skills. 3. Ability to discover problems 4. Under the guidance of superior nurses to complete the ability of patients with intensive care 5. Good communication and coordination ability. 6. Ability to teach low level nurses
N2	Nurses working for more than 5 years or is doing more than 3 years of nurse	1. Good basic nursing and technical operation ability 2. Ability to use nursing process to solve problems 3. Independent completion of critical care skills 4. Good communication and coordination ability. 5. Good computer software and network application ability. 6. Effective participation in nursing research and teaching ability
N3	As the appointment of nurse in charge and work for more than 5 years	1. Through the evidence to solve the problem of difficult nursing problems in this college 2. Ability to independently accomplish the nursing of patients with difficult and complicated diseases 3. Has the ability to guide the effective development of specialized nursing 4. Good communication and coordination ability.
N4	Was appointed as deputy director of the nurse	1. Proficient in the professional business, master the professional nursing 2. Ability to independently accomplish high and new specialized nursing 3. Strong teaching ability, can be competent for the college teaching and organization of nursing rounds 4. Effective use of knowledge of the humanities to solve problems 5. Strong scientific research ability and application ability 6. Strong organizational and management skills.

2) *Training management*

High quality care depends on the high quality of the nursing staff. According to the above analysis, each hospital

of our country clinical nursing talent training must formulate and improve the job requirements, combined with the development status of nurses, and formulate implementation at all levels of training and assessment of nursing staff complete program".

According to the nurse grading system, each hospital should arrange different stages of training, at the same time, improve the skills of each stage of the nursing staff should have, so as to better serve the specialist services. For example, the training can be divided into stages: the pre job training of new nurses (grade N0), training of nurse standard (N0 ~ N1), the nurse continuing education stage (N2 ~ N4), enhance training nurses to adapt to the actual needs of clinical nursing work.

3.2. Perfect management system

Clinical nursing positions as the basic position of the hospital, which involves a wide range of people, it must be through a sound management system for the management of nursing personnel. In its management, we should do the following points in order to better promote the healthy development of nursing posts, while attracting enough staff to join the nursing profession.

1) Research is the basis of the pilot

To thoroughly verify the basic situation of clinical nursing, the nursing unit workload, job risk degree, the structure of human resources such as research and analysis. Scientific and rational division of job categories, job level, and according to different categories, different levels of job requirements and other assigned work content and assessment program. Through the development of post and rank, and the implementation method of the improved edge edge and constantly improve the clinical nursing post management.

2) Leadership is the key

Job management is a difficult and complicated task. The implementation of clinical nursing post management needs more attention and support from the hospital leaders. Whether it is the formulation and implementation of the scheme, or hired after the supervision and examination, all of these must have a strong organization as a guarantee, to prevent nursing staff because of the leadership of the neglect and produce their own values ignored the illusion.

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3.3. Publicity and training for the first

Through the convening of the regional job management training, job management, the implementation of the experience of the exchange and management of the implementation of the implementation of the program and so on. The area and departments should also organize nurses to learn "Nursing Post Management Handbook", so that each nursing staff can understand the specific contents and requirements, the implementation of post management program and the connotation, which can fully mobilize the enthusiasm and participation of nurses.

3.4. Fair disclosure is the principle

According to "can post match" principle. The management of nursing personnel should carry out competition for jobs. In the competition for the same level of nursing staff to use the same standard of assessment, and voluntary, open competition way of competition for employment, to ensure that the post appointment transparency and fairness seriously.

3.5. Post hire assessment is to protect

The competition for jobs after nursing management and assessment is an important guarantee to steadily promote the post management. Nursing post management regularly on the hiring of nursing staff of the corresponding levels responsibilities implementation and performance evaluation, the results can be used as the basis of the next round of competition for jobs.

4. Conclusions

This study fully combines the principle of work analysis and clinical practice, and through the elements of point method, observation method, data analysis method combined with a variety of methods. At the same time from the classification of nurses reasonable define specific requirements of different level nurses job duties, which not only for clinical nursing work has a more clearly defined, and the method of clinical nursing personnel management is also perfect.

Due to various factors, the research of the clinical nursing position is still insufficient. In order to adapt to the development of medical science, there have been a new development, such as teaching nurses, research nurses and other jobs, the evaluation and analysis of these new jobs also need to study. In addition, how to deal with the problem of the connection between nursing management positions and the value evaluation of clinical nursing post should be thought.

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