

# UDS: UNIFORM DATA SYSTEM

## Table 5A: Tenure for Health Center Staff

### PURPOSE:

Table 5A provides information on the tenure of selected health center leadership staff and providers.

### CHANGES:

- There are no changes to the Table 5A reporting requirements for 2018.

### KEY TERMS:

**FULL- AND PART-TIME STAFF:** Regular employees who are employed or contracted by the health center or have another formal working arrangement with the health center.

- Full- and part-time staff receive benefits, and may work different amounts of time.
- Part-year staff are individuals employed for specific periods based on recurring special needs.
- Contracted staff are individuals who work at the health center and are paid based on a regular work schedule (not by service/visit delivered in their own office).
- National Health Service Corps (NHSC) are members of the National Health Service Corp assigned to the health center.

**LOCUMS, ON-CALL, AND OTHER SERVICE PROVIDERS OR CONSULTANTS:** Health centers often make use of individuals other than their regular staff to provide services to patients. These include locum tenens, on-call providers, volunteers, residents/trainees, off-site contract providers, and non-clinical management consultants.

**CENSUS:** Point-in-time count of staff as of the last day of the year (Dec. 31 or the last working day).

- Include only individuals who are working on day of census or have that day off but are scheduled to return on a specific day.
- Count each individual as 1 person (Full-time equivalent (FTE) is not considered). To be included, an individual must meet one or more of the following criteria:
  - Employed full-time.
  - Employed part-time on a regular basis with a regular schedule.
  - Contracted on a regular basis with a regular schedule.
  - Be an NHSC clinician who is assigned to the health center.
  - Be an on-call, locum, resident, or volunteer provider who has worked a regular schedule for at least 6 months.

**TOTAL MONTHS:** Months are defined as the number of continuous months the person has been in their current position.

- For people who have transitioned to a new position, report the number of months in the position(s) they hold on December 31.
- For people who hold multiple positions (i.e., pediatrician & Medical Director), report the number of months they have held each position (see examples on the next page).

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### HOW DATA ARE USED:

These data can be used to evaluate continuity of care, as well as staffing of key health center leadership, staff, and providers.

### TABLE TIPS:

- Table 5A is completed for the Universal Report only.
- Data reported are generally available in health center personnel or human resource employment records.
- Report staff persons (not FTE) in Columns (a) and (c), on lines corresponding with work performed and licensure, consistent with Table 5.
- Report months in Columns (b) and (d), rounded up to the next whole number.

### CROSS TABLE CONSIDERATIONS:

- If staff are reported on Table 5A (as head count), they must also be reported on the corresponding lines on Table 5 (as calculated FTEs). However, the reverse is not true; there are likely FTEs for staff on Table 5 who are no longer with the health center at the end of the year and, therefore, are not included on Table 5A.
- Staff on Table 5A reflect a head count as of the end of the measurement year, whereas Table 5 reflects staff time worked during the measurement year; therefore, number of staff are unlikely to be equal.

### SELECTED CALCULATIONS:

#### EXAMPLE 1:

- Pediatrician hired 8/1/03, promoted to Chief Marketing Officer (CMO) on 9/15/11, and serves in both roles—Count 185 months as pediatrician and 88 months as CMO.

#### EXAMPLE 2:

- Chief Operating Officer (COO) is hired 11/10/89, promoted to Deputy Director 7/12/98, and then promoted to Chief Executive Officer (CEO) 6/22/14, retaining the obligations of the Deputy Director—Count 55 months as CEO only.

#### EXAMPLE 3:

- Chief Information Officer (CIO) hired 5/15/13 to fill the role of CIO and CFO—Count 68 months as CFO, and 68 months as CIO.

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## Table 5A: Tenure for Health Center Staff

TABLE 5A — TENURE FOR HEALTH CENTER STAFF					
Health Center Staff		Full and Part Time		Locum, On-call, etc	
		Persons (a)	Total months (b)	Persons (c)	Total months (d)
1	Family Physicians				
2	General Practitioners				
3	Internists				
4	Obstetrician/Gynecologist				
5	Pediatricians	1	185		
7	Other Specialty Physicians				
9a	Nurse Practitioners				
9b	Physician Assistants				
10	Certified Nurse Midwives				
11	Nurses				
16	Dentists				
17	Dental Hygienists				
17a	Dental Therapists				
20a	Psychiatrists				
20a1	Licensed Clinical Psychiatrists				
20a2	Licensed Clinical Social Workers				
20b	Other Licensed Mental Health Providers				
22a	Ophthalmologist				
22b	Optometrist				
30a1	Chief Executive Officer	1	55		
30a2	Chief Medical Officer	1	88		
30a3	Chief Financial Officer	1	68		
30a4	Chief Information Officer	1	68		