

Hospital Salary & Benefits Report



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EXECUTIVE MANAGEMENT AND ADMINISTRATIVE

- 01 **CEO/ADMINISTRATOR**—Top level position in organizational structure of hospital. Administers, coordinates, and directs all activities. Develops and recommends policies for consideration of governing body. Interprets and administers policies approved by governing board.
- 02 **ADMINISTRATIVE ASSISTANT TO TOP LEVEL EXECUTIVE**—Assists in undertaking various projects and providing essential data for review, analysis, and decision by Top Level Executive. Gathers essential data and prepares operational and statistical reports.
- 03 **CHIEF OPERATING OFFICER**—Second highest position in organizational structure of hospital. Reports to Top Hospital Executive. Assists in administrative functions and takes on some responsibilities of Top Hospital Executive, as may be delegated. May supervise, direct, and coordinate functions and activities of one or more hospital departments.
- 04 **DIRECTOR OF DEVELOPMENT**—Responsible for the design, development, and implementation of fund raising and innovative marketing programs, special events, capital campaigns, deferred giving programs, and such other financial, human resource management, and community relations activities essential to hospital business development.
- 05 **TOP LEVEL HOSPITAL OPERATIONS EXECUTIVE**—Top level position with responsibility for hospital operations encompassing activities of hospital operations and subsidiary organizational components. Responsible for planning and achieving operating goals and objectives of the hospital entity.
- 06 **TOP LONG RANGE PLANNING EXECUTIVE**—Assists CEO and other top executives in the establishment of company objectives, in the development of company long range and strategic plans, in the identification of company strengths and weaknesses, and business opportunities. Keeps top executives informed on long range health care trends and makes appropriate recommendations.
- 07 **TOP LEVEL MARKETING EXECUTIVE**—Responsible for the development and implementation of plans for the profitable growth and competitive position of the hospital in the marketplace. Conducts marketing and feasibility studies for the development and construction of additional facilities. Responsible for the placement of marketing advertisements and media selection.
- 08 **TOP LEVEL QUALITY ASSURANCE EXECUTIVE**—Responsible for the development, maintenance, and implementation of quality patient care standards, policies, and programs for the hospital. May provide assistance in hospital accreditation, directing the training of hospital staff in patient care evaluation systems, and directing quality assurance audits.
- 09 **TOP LEVEL MANAGED CARE EXECUTIVE**—Responsible for planning, directing and coordinating all managed care operations, including financial, physician managed care contracts, and patients' objectives. Develops and implements policies and procedures, short and long-term goals, objectives and plans.
- 10 **DIRECTOR OF PUBLIC RELATIONS**—Organizes and directs public relations activities with objective of maintaining an image favorable to community, general public, and hospital staff. Gathers and disseminates information on various activities and items of public interest, and serves as liaison with community organizations.
- 11 **TOP LEVEL REIMBURSEMENT EXECUTIVE**—Responsible for coordinating claims and provider reimbursement. In charge of filing and reviewing all reimbursement claims to obtain payment.
- 12 **DIRECTOR OF OUTPATIENT DEPARTMENT**—Supervises and coordinates activities and personnel in everyday operation of Clinics. Prepares and submits budget for clinical services. Maintains liaison with Patients' Accounts Department, furnishing information to process records and charges.
- 13 **DIRECTOR OF VOLUNTEERS**—Organizes and directs a program for training and utilization of volunteer workers who contribute their services to supplement work of regular hospital staff. Recruits, classifies, and assigns volunteers for maximum effectiveness.

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- 14 **DIRECTOR OF PATIENT RELATIONS**—Responsible for ensuring patient satisfaction with hospital services rendered to the patient. Functions as representative of the hospital in working relationships with patients and family members. Coordinates patient relations activities with other departments in the hospital to assure prompt and remedial action to patient complaints and concerns.
- 15 **PATIENT REPRESENTATIVE**—Serves as a representative of the patient in matters pertaining to quality of patient care. Serves as liaison between the facility, patient, and patient's relatives in resolving patient care problems and communicating facility policies and procedures regarding patient care.
- 16 **DRG COORDINATOR**—Assists the Medical Staff and Fiscal Services in assuring that an adequate system, encompassing clinical financial data, is maintained to assure appropriate Medicare Reimbursement to maintain a high level of quality patient services while staying within the financial limits of the DRG System.
- 17 **UTILIZATION REVIEW COORDINATOR**—Responsible for the facility's compliance with federal agencies and accrediting agencies. Recommends the implementation of policies and procedures to assure facility operation within its overall Utilization Review Program.
- 18 **DIRECTOR OF HOME HEALTH CARE (Hospital-based)**—Reports to Hospital C.E.O. Responsible for overall planning and administration of all of the hospital's home care activities for all departments. Plans, directs, and coordinates all activities.
- 19 **DIRECTOR OF NURSING HOME (Hospital-based)**—Reports to Hospital C.E.O. Responsible for planning all activities of the hospital's nursing home to ensure proper health care services to residents. Administers, directs, and coordinates all activities of nursing home.
- 20 **DIRECTOR OF SUBSTANCE ABUSE CENTER**—Directs all aspects of substance abuse programs. Evaluates treatment procedures for effective rehabilitation from drug/alcohol dependencies.
- 21 **DIRECTOR OF BEHAVIORAL HEALTH**—Responsible for implementation of psychological services. Monitors the study, diagnosis and treatment of patients with emotional, behavioral, or mental disorders.
- 22 **TOP LEGAL COUNSEL**—Directs facility's in-house legal needs. Sits in on various committee and board meetings and advises top management. Participates in the legal developments of the facility's goals and actions. Serves as liaison with outside law firms and may represent the facility in court action or legal negotiations.
- 23 **MEDICAL DIRECTOR (MD)**—Responsible for planning, directing, and coordinating all medical affairs issues. Advises CEO on medical and administrative policies regarding the medical practice. Responsible for coordination of medical education and physician recruitment.
- 24 **CASE MANAGER**--Responsible for complete case management of all patient needs. Interviews patients and families to assess needs and risk categories to develop and implement appropriate plans of care. Assures quality clinical care by coordinating all services with providers and collaborating with community agencies and medical doctors on Plan of Care. Implements, monitors and evaluates the plan of care and its effectiveness.

FINANCE AND ADMINISTRATIVE

- 50 **TOP LEVEL FINANCIAL EXECUTIVE (Controller)**—Top level position in Finance Department. Directs and coordinates hospital activities concerned with financial administration treasury functions, budgets, general accounting, patient business services, and financial and statistical reporting. May have responsibility for data processing function, administrative systems and procedures, and such other administrative functions as may be delegated.
- 51 **SECOND LEVEL FINANCIAL EXECUTIVE**—Second level position in Finance Department. Reports to Top Financial Executive. Position takes on some responsibilities of Top Financial Executive and provides assistance, as may be delegated, in areas of financial administration, treasury functions, budgets, general accounting, patient business services, and financial and statistical reporting. May be given some responsibility for data processing function administrative systems and procedures, and such other administrative functions as may be delegated.

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FINANCE AND ADMINISTRATIVE

- 52 **DIRECTOR OF RISK MANAGEMENT**—Responsible for risk management programs. Plans, coordinates, and directs the hospital's risk management and loss prevention programs.
- 53 **GENERAL ACCOUNTING MANAGER**—Responsible for the general accounting functions of the facility in the preparation of reports and statistics that reflect earnings, profits, surpluses or losses, cash balances and other financial results. Supervises and coordinates activities of workers engaged in calculating, posting, and verifying duties to obtain and record financial data for use in maintaining accounting and statistical records.
- 54 **ACCOUNTANT**—Prepares monthly and yearly statements of income and expense. Accumulates facts and information in specific accounting areas and summarizes in proper forms for eventual posting to ledger. Records bank advice's regarding securities activities. Analyzes accounts to trace discrepancies or errors.
- 55 **ACCOUNTS PAYABLE SUPERVISOR**—Directs and supervises activities of accounts payable office personnel including maintaining records of amounts owed, verifying invoices, computing discounts, coding expense reports, preparing vouchers, purchase orders, and issuing checks for payments. Prepares accounts payable register reports.
- 56 **BUSINESS OFFICE MANAGER**—Responsible for direction and coordination of several functions such as admissions, billings, and collection. Provides assistance, as may be delegated, in areas of budget preparation, general accounting and preparation of reports.
- 57 **PATIENT ACCOUNTS SUPERVISOR**—Directs and supervises activities of billing office personnel in preparation of inpatient and outpatient statements of service and processing of third-party billing.
- 58 **PAYROLL SUPERVISOR**—Supervises payment of employees and disbursements for shift differentials, holidays, overtime, and any additional compensation in accordance with established policies and procedures.

HUMAN RESOURCES

- 100 **TOP LEVEL HUMAN RESOURCE/PERSONNEL MGMT. EXECUTIVE**—Top level position in personnel and human resource management. Responsible for design, implementation, and evaluation of all programs relating to human side of hospital organization. Plans, directs, and supervises such functions as employment, training, policies and procedures, compensation, benefits, labor relations, health and safety, and security.
- 101 **SECOND LEVEL HUMAN RESOURCE/PERSONNEL MGMT. EXECUTIVE**—Second level position in personnel and human resource management. Position takes on some responsibilities of Top Human Resource/Personnel Management Executive and provides assistance, as may be delegated, in areas of employment, training, policies and procedures, compensation, benefits, labor relations, health and safety, and security.
- 102 **COMPENSATION AND BENEFITS MANAGER**—Responsible for development, implementation, and administration of compensation and benefits programs providing equitable internal compensation and benefits for employees with appropriate reference of marketplace.
- 103 **EMPLOYEE BENEFITS MANAGER**—Responsible for administering employee benefits programs. Reviews additions and modifications in plans, and makes recommendations to management. Reviews workers' compensation and unemployment claims. Responsible for submission of state and federal compliance reports.
- 104 **TRAINING DIRECTOR**—Responsible for activities relating to training and management development. Reviews employee evaluations with respect to identification of training needs through analysis of appraisals.
- 105 **PHYSICIAN RECRUITER**—Responsible for recruiting physicians and development of strategic physician recruitment plans. Assists in the assessment of immediate and long-term needs for physicians and services.
- 106 **NURSE RECRUITER**—Responsible for reviewing qualified nursing applicants for all aspects of nursing. Conducts interviews and recommends candidates to management.

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HUMAN RESOURCES

- 107 **EMPLOYMENT MANAGER**—Responsible for all activities relating to recruitment, interviewing, and placement for all categories of employees including administrative, supervisory, and professional but excluding MD's. May exclude RNs. May participate in and/or coordinate new employee orientation.
- 108 **HUMAN RESOURCES GENERALIST**—Provides support in areas of Human Resources including, but not limited to, recruitment and employment, personnel records, employee relations, job evaluation, compensation management, benefits administration, organization development, and training. Assists in the development and implementation of HR policies and procedures through employee booklets, communications, and meetings. Prepares various reports to meet internal organizational needs.
- 109 **COMPENSATION ANALYST**—Studies and analyzes wage or salaried jobs and prepares descriptions in standardized form. Evaluates jobs using established systems. Determines grades and prepares records on the validity of the evaluations. Conducts compensation surveys and participates in compensation surveys conducted by other organizations. Develops, recommends and writes job evaluations and compensation procedures. Assists in the administration of merit programs.
- 110 **HUMAN RESOURCES INFORMATION ANALYST**—Researches, analyzes, designs and maintains desktop computer systems in support of HR administration. Continually monitors HR information needs and designs new or modifies existing systems to meet changing requirements. Serves as liaison with information systems staff in resolving programming and related problems. Recommends new equipment or software in support of human resources objectives.

MATERIAL MANAGEMENT

- 150 **DIRECTOR OF MATERIAL MANAGEMENT**—Responsible for hospital's material management function encompassing, but not limited to, such areas as purchasing, stores and receiving, central supply, inventory control, capital equipment accountability, and distribution services involving linens, sterile supply, and central stores.
- 151 **PURCHASING AGENT**—Administers and directs purchase of supplies, equipment and services at most suitable prices consistent with maintaining standards of quantity, quality, and efficiency. Assists in establishing requirements for items or services to be procured; develops standard specifications.
- 152 **STORES AND RECEIVING SUPERVISOR**—Supervises and coordinates activities of workers concerned with ordering, receiving, storing, inventory, issuing, and shipping of supplies. Plans layout of stockroom and other storage areas, considering turnover, size, weight, and related factors of items stored. Studies records and recommends remedial action for reported non-useable, slow-moving, and excess stock.
- 153 **CENTRAL SUPPLY SUPERVISOR**—Directs Central Supply Room personnel in repositioning, storing, preparing, and issuing professional equipment required for patient care. Responsible for sterilization, assembling, and storing of medical supplies and equipment. Maintains inventory records.

ENGINEERING

- 200 **TOP LEVEL ENGINEERING EXECUTIVE**—Top level position in engineering and maintenance. Responsible for directing, planning, and coordinating installation, operation, and maintenance of uninterrupted light, refrigeration, heat, power, and service utilities for hospital buildings, physical plant, grounds, and equipment.
- 201 **SECOND LEVEL ENGINEERING EXECUTIVE**—Second level engineering position in engineering and maintenance. Reports to Top Engineering Executive. Position takes on some responsibilities of Top Engineering Executive and provides assistance, as may be delegated, in areas of engineering and maintenance.
- 202 **DIRECTOR OF BIOMEDICAL ENGINEERING**—Responsible for all functions related to the maintenance and repair of biomedical patient care equipment. Trains patient care personnel on equipment operation, problem solving, maintenance, codes and standards.

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INFORMATION SYSTEMS

- 250 **TOP LEVEL IS EXECUTIVE**—Top level position in Information Systems Department. Directs and coordinates systems, programming, and operational activities of Information Systems Center. Consults with management to define boundaries and priorities for projects and discusses equipment acquisition. Determines specific information requirements of management and allocates operating time of computer system. Confers with department heads involved with proposed projects to ensure cooperation and to define further nature of projects. Determines project feasibility from project studies.
- 251 **NETWORK / LAN ADMINISTRATOR**—Responsible for computer and Local Area Network (LAN) activities including installation, maintenance and usage. Studies vendor products, makes recommendations to management, and manages LAN performance and security. Supervises network analysts and/or administrators.
- 252 **SYSTEMS / PROGRAMMING MANAGER**—Plans, manages, and controls the operation and administration of systems analysis and computer programming functions. Develops and establishes standards and procedures. Develops standards for all operating systems applications.
- 253 **DATABASE ADMINISTRATOR**—Responsible for the administration of information system's databases. Responsible for the design, maintenance, and security of databases.

SUPPORT SERVICES

- 300 **DIRECTOR OF SUPPORT SERVICES**—Responsible for development and implementation of support services. These services can include: purchasing, stores, environmental services; communications, safety, volunteer and community services; medical library, physical facilities, food service, and security.
- 301 **DIRECTOR OF ANCILLARY SERVICES**—Responsible for coordination of physical, recreational and occupational therapy services, respiratory, pharmacy, and medical records. Does not include nursing and medical staff services.
- 302 **DIRECTOR OF ADMISSIONS**—Responsible for admitting office personnel in admission of patients. Directs admitting staff's interviewing of patient in order to obtain necessary personal and financial data in determining patient's eligibility for hospital admission. Organizes and ensures admitting procedures are in accordance with policies, procedures, and multi-department activities.
- 303 **ADMITTING SUPERVISOR**—Supervises admitting office personnel in admission of patients. Responsible for properly interviewing patient and/or relative in order to obtain necessary personal and financial data. Responsible for preparation of records of admission, transfer, and other data as required.
- 304 **DIRECTOR OF AMBULATORY SERVICES**—Supervises and coordinates the administration of ambulatory services. Responsible for recruitment and training of ambulatory services staff. Keeps up-to-date on innovations and trends in ambulatory services.
- 305 **DIRECTOR OF PASTORAL SERVICES**—Provides religious counseling and guidance to patients, family members, and hospital employees. Coordinates pastoral activity with clergy of all faiths. Functions in conformance with hospital goals and philosophy. Coordinates and plans religious services for the hospital.
- 306 **DISASTER RECOVERY PLANNER**—Responsible for development, design, testing and implementation of all plans and activities regarding emergency or disaster. Evaluates all disaster training and development activities. Establishes and updates emergency plans and priorities.
- 307 **SECURITY DIRECTOR**—Directs the Security Department in protecting the hospital and persons on hospital property. Responsible for directing Security Supervisors in their job functions. Maintains close liaison with Police Department. Submits reports and recommendations to management. In charge of lost and/or overlooked property.
- 308 **SECURITY SUPERVISOR**—Supervises security watchmen in their responsibility to protect hospital and persons on hospital property. Assigns watchmen to stations and shifts, paying particular attention to trouble spots or special occasions. Establishes duty routines and instructs watchmen accordingly. Investigates reports of losses and unusual occurrences.

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SUPPORT SERVICES

- 309 **TOP LEVEL HOUSEKEEPING EXECUTIVE**—Top level position in directing and administering a housekeeping program to maintain hospital in sanitary and orderly condition. Plans and controls activities of Housekeeping Department. Establishes standards, work methods and schedules. Responsible for selection, training, and discipline of housekeeping personnel.
- 310 **HOUSEKEEPING SUPERVISOR**—Second Level Housekeeping Executive. Trains and supervises housekeeping personnel to maintain cleanliness for specified hospital areas which might include several floors. Establishes and maintains work assignments. Completes inspections to assure proper cleanliness of hospital area. May initiate requisitions for needed repairs. May requisition and issue supplies. May function as working supervisor.
- 311 **LAUNDRY MANAGER**—Directs laundry personnel in service activities such as washing, cleaning, ironing, processing, and delivery of uniforms and linens. Regulates work flow and sets production standards within department. Maintains production records and computes operating costs. May serve as liaison for laundry contract services where laundry service is off premises.
- 312 **FACILITY/BUILDING SUPERVISOR**—Supervises staff in maintaining facilities and surrounding grounds. Plans, directs, and coordinates all janitorial services and grounds landscaping, lawns and snow removal.
- 313 **DIRECTOR OF EMERGENCY SERVICES**--Responsible for administrative management of emergency department. Establishes and administers emergency services policies and procedures in cooperation with inpatient department heads and administrative personnel. Not an MD.

REHABILITATION AND MENTAL HEALTH

- 350 **DIRECTOR OF SPEECH/LANGUAGE PATHOLOGY**—Directs Department of Speech Therapy in treatment and rehabilitation of patients. Assigns patients to staff therapists for treatment and reviews patient's progress. Communicates results of patient care to other services. Certified by the American Speech and Hearing Association.
- 351 **SPEECH THERAPIST/LANGUAGE PATHOLOGIST**—Diagnoses, treats, and performs research related to speech and language disorders by evaluating causes and test results. Interprets findings to all concerned with the patient. Plans, directs, or conducts remedial program designed to improve or restore communicative efficiency. Determines need for referral to specialist. Certified by The American Speech and Hearing Association.
- 352 **AUDIOLOGIST**—Diagnoses, treats, and performs research related to hearing disorders. Plans, directs, or conducts program to improve or restore patient's hearing level.
- 353 **DIRECTOR OF REHABILITATION SERVICES**—Responsible for all rehabilitation services. Establishes and implements guidelines for rehabilitation programs.
- 354 **PHYSICAL THERAPIST**—Organizes and conducts prescribed therapy programs for patients involving exercise, heat, water, light, and electricity. Applies diagnostic and prognostic muscle, nerve, joint, and functional ability tests. Directs and aids patients in active and passive exercises. Evaluates, records, and reports patients' progress.
- 355 **PHYSICAL THERAPY AIDE**—Assists the physical therapist in assembling the equipment, carrying out specified treatment programs, and helping with complex treatment procedures. Other duties may include the personal care, safety precautions, and related duties.
- 356 **DIRECTOR OF OCCUPATIONAL THERAPY**—Directs Department of Occupational Therapy in treatment and rehabilitation of patients. Assigns patients to staff therapists and aides for treatment and reviews patients' progress. Communicates results of patient care to other services.
- 357 **OCCUPATIONAL THERAPIST**—Plans occupational therapy programs for patient involving such activities as manual arts and crafts, practice in prevocational and vocational skills, and activities of daily living. Adapts program according to needs of the individual patient. Studies patients' reactions and prepares reports reflecting patients' progress.

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REHABILITATION AND MENTAL HEALTH

- 358 **DIRECTOR OF RECREATIONAL THERAPY**—Directs Department of Recreational Therapy in treatment and rehabilitation of patients. Assigns patients to staff therapists for treatment and reviews patient's progress. Plans and conducts recreational therapy in areas of music, theater, games, etc. Communicates results of patient care to other services.
- 359 **RECREATIONAL THERAPIST**—Plans, organizes, and directs recreational program for patients to effect improvement in their physical, mental, and social well-being. Organizes and directs such activities as sports, dramatics, nature study, social activities, games, and arts and crafts. Studies patients' reactions and prepares reports reflecting patients' progress.
- 360 **RESPIRATORY THERAPIST SUPERVISOR A (RRT)**—Supervises staff of therapists, technicians, and aides in treatment of patients. Schedules and assigns work. Registered by National Board of Respiratory Therapy as a Registered Respiratory Therapist (RRT).
- 361 **RESPIRATORY THERAPIST SUPERVISOR B (Non-RRT)**—Supervises staff of therapists, technicians, and aides in treatment of patients. Schedules and assigns work.
- 362 **RESPIRATORY THERAPIST (RRT)**—Performs respiratory modalities. Sets up and operates various types of oxygen and other therapeutic gas and mist equipment.
- 363 **RESPIRATORY THERAPIST (Certified)**—Performs respiratory modalities. Sets up and operates various types of oxygen and other therapeutic gas and mist equipment.
- 364 **TOP LEVEL SOCIAL SERVICE EXECUTIVE**—Top level position in social service. Plans and administers social service programs. Responsible for activities of social workers and aides. Assists in development of hospital policies regarding participation in community planning for health and welfare services. Plans and assists in research projects.
- 365 **SECOND LEVEL SOCIAL SERVICE EXECUTIVE**—Second level position in social service programs. Reports to Top Social Service Executive. Position takes on some responsibilities of Top Social Service Executive and provides assistance, as may be delegated, in social service.
- 366 **MEDICAL SOCIAL WORKER (MSW)**—Provides intensive counseling services and direction for complex social and emotional problems of patients and their families. Identifies and understands the emotional factors underlying a patient's illness.
- 367 **MEDICAL SOCIAL WORKER (BSW)**—Provides direction for routine aspects of non-medical problems of patients and their families. Major focus is related to planning and post-discharge of patients with outside agencies, nursing staff, and relatives.

RADIOLOGICAL

- 400 **CHIEF OF RADIOLOGY (Non-M.D.)**—Assists Chief Radiologist (M.D.) in administration of Radiology Department's activities and directs activities of technicians and non technical personnel. Assigns personnel, instructs same informally, as necessary, and schedules procedures and examinations. Occasionally performs more difficult procedures. Coordinates work with that of other departments and sees that equipment is maintained in optimum condition.
- 401 **NUCLEAR MEDICAL TECHNOLOGIST (ARRT)**—Operates such radiosopic equipment as scintillation detectors and scanners to produce scanograms and measure concentrations of radioisotopes in specific body areas and body products for use by physician in diagnosing patient illness. Prepares radioactive isotopes for administration to patient. Performs laboratory tests as may be required.
- 402 **RADIATION THERAPY TECHNOLOGIST (AART)**—Applies ionizing radiation to the patient for treatment purposes as prescribed by the physician. Assists in tumor localization and catheterization procedures. Maintains treatment records and operational reports.
- 403 **RADIOLOGIC TECHNOLOGIST**—Operates X-ray equipment to make radiographs of various parts of the body and to provide X-ray therapy to patients. May prepare and administer barium salts or another chemical mixture to the patient to assure that organs show clearly in the X-ray picture.

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RADIOLOGICAL

404 **DARK ROOM ATTENDANT**—Develops exposed X-ray film using automatic developing machine or a series of standard solutions and water baths. Performs related duties such as reloading film and plate holders, delivering roentgenographs, making copies of X-ray film using a duplicating machine, and replenishing supplies in the X-ray room.

LABORATORY

450 **TOP LEVEL LABORATORY EXECUTIVE (Non-M.D.)**—Top level position in Laboratory Department. Responsible for directing activities of technicians and non-technical personnel in diagnostic work in treatment of patients. Schedules and assigns work, assures validity and accuracy of test results, monitors testing procedures, and coordinates various types of chemical, microscopic and bacteriologic tests.

451 **SECOND LEVEL LABORATORY EXECUTIVE (Non-M.D.)**—Second level position in Laboratory Department. Reports to Top Level Laboratory Executive. Position is supervisory and takes on some responsibilities of Top Level Laboratory Executive. Position involves diagnostic laboratory testing and instructing others in procedures and techniques of laboratory technology.

452 **MEDICAL TECHNOLOGIST (ASCP)**—Performs a wide range of complex and specialized procedures in all general areas of the laboratory. Performs chemical, microscopic, and bacteriological tests to obtain data for use in diagnosis, treatment, and evaluation of disease.

453 **MEDICAL LABORATORY TECHNICIAN (MLT)**—Performs routine bacteriological, biological, and chemical tests to obtain data for use in diagnosis, treatment, and evaluation of disease.

454 **LABORATORY AIDE**—Cleans laboratory equipment such as glassware, medical instruments, sinks, tables, and test panels using solvents, brushes, and rags. Mixes water and detergents or acids in a container to prepare cleaning solution according to specifications.

455 **PHLEBOTOMIST**—Responsible for obtaining patient blood specimens and sending specimens to laboratory. May perform glucose tolerance or clotting time tests. Maintains records concerning laboratory tests according to standard procedures.

MEDICAL RECORD AND LIBRARY

500 **MEDICAL RECORD ADMINISTRATOR**—Directs and supervises activities of employees in maintaining medical record files on hospital and clinic patients. Follows medical, administrative, and legal requirements. Supervises coding and indexing of diagnoses, operations, and special therapies. Must be registered by American Medical Records Association.

501 **MEDICAL RECORD TECHNICIAN**—Records appropriate medical information on each patient such as numerical code for each diagnosis, operation and/or procedure for retrieval and study. Compiles reports, disease indexes, and statistics. Must be registered by American Medical Record Association.

502 **MEDICAL LIBRARIAN**—Acquires, organizes, maintains, and utilizes volume reference collection for professional and administrative staffs. Supplies and supplements hospital's material, as required. Makes Medical Library the "Information Center" of hospital. Keeps informed of developments in medicine and librarianship.

503 **MEDICAL LIBRARY ASSISTANT**—Compiles records, sorts and shelves books, reports, and journals. Issues and receives medical library materials such as books, films, and recordings.

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DIETARY

- 550 **FOOD SERVICE DIRECTOR A (Graduate Dietitian)**—Plans, directs, and coordinates Dietary Department technical and administrative activities in providing regular and therapeutic diets and food service for patients and hospital employees. Responsible for handling, storage, and preparation of food and supplies, maintenance of equipment, records, and sanitation in accordance with health requirements and prescribed standards.
- 551 **FOOD SERVICE DIRECTOR B (Not a Graduate Dietitian)**—Plans, directs, and coordinates Dietary Department technical and administrative activities in providing regular and therapeutic diets and food service for patients and hospital employees. Responsible for handling, storage, and preparation of food and supplies, maintenance of equipment, records and sanitation in accordance with health requirements and prescribed standards.
- 552 **FOOD SERVICE SUPERVISOR**—Supervises employees engaged in serving food and in maintaining cleanliness of food service areas and equipment. Supervises serving of meals. Inspects kitchen, dining areas, and equipment to ensure sanitary standards are met. Keeps records such as cost of meals served and hours worked by employees. Requisitions and inspects foodstuffs, supplies, and equipment to maintain stock levels and ensure standards of quality are met.
- 553 **DIETITIAN (Registered)**—Coordinates the activities of personnel encompassing diet calculation and instruction for food service to patients. Plans menus. Inspects prepared food to ensure that individual portions are in conformance with dietetic standards and regulations.

PHARMACY

- 600 **DIRECTOR OF PHARMACY**—Directs Department of Pharmacy in compounding, packaging, and dispensing drugs. Transacts and/or authorizes purchase of appropriate pharmaceutical items. Selects vendors and directs inspection of all items received. Directs pharmacy research efforts and furnishes consultative advice to medical and nursing staffs.
- 601 **PHARMACIST**—Provides professional pharmaceutical services in compounding and dispensing medications and other pharmaceutical supplies. Uses standard physical and chemical procedures in the filling of written prescriptions.
- 602 **PHARMACY ASSISTANT**—Assists pharmacist in filling orders, stocking shelves, checking prices and maintaining inventory. Responsible for care of equipment and supplies. Files necessary paperwork and forms.
- 603 **PHARMACY TECHNICIAN**--Under direct supervision, fills routine orders for unit doses and prepackaged pharmaceuticals. May compound and dispense medical prescriptions. Assists pharmacists as directed, including filling orders and preparing labels. Verifies stock for pharmacist inspections, maintains inventory records.

TECHNICAL

- 650 **ELECTROENCEPHALOGRAPHIC TECHNICIAN (EEG)**—Operates and maintains electroencephalographic machines recording brain waves on a graph to be used by physicians in diagnosing brain disorders. Attaches electroencephalographic electrodes using the 10-20 system.
- 651 **ELECTROCARDIOGRAPH TECHNICIAN (EKG)**—Operates and maintains electrocardiograph machines, records electromotive variation in heart muscle action, and provides data for diagnosis and treatment of heart ailments by physician.
- 652 **ORTHOPEDIC TECHNICIAN**—Makes and repairs artificial limbs, braces, and other orthopedic appliances as prescribed by the physician. Harnesses devices to limbs or stumps and instructs patient in use.
- 653 **PROSTHETIST-ORTHOTIST**—Designs, writes specifications for, and fits artificial limbs, braces, and appliances for body deformities and disorders following prescription of a physician or other qualified practitioner. Examines affected areas for proper fitting and measures limbs or deformity for proper fitting. Makes necessary adjustments in appliance to provide greater function and comfort.

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TECHNICAL

- 654 **CAT SCAN TECHNOLOGIST**—Responsible for performing ultrasound examinations, abdominal scans, retroperitoneal scans, obstetric and gynecological scans, radiation therapy for treatment planning and minor surgical procedures. Prepares computerized tomographic scanner radiographs in accordance with established practices and procedures.
- 655 **DIALYSIS TECHNICIAN**—Sets up and operates an artificial kidney machine following approved methods and techniques, to provide dialysis treatment for patients with kidney disorders or failure. Assembles machine, mixes priming, primes coil, and insures readiness of machine for proper osmotic action.
- 656 **ULTRASOUND TECHNOLOGIST**—Performs diagnostic sonographic examinations utilizing ultrasonic equipment. Records anatomical, pathological, and functional data for use in medical diagnosis, therapy, and surgery. Maintains and calibrates equipment. Reports results to physician for evaluation.
- 657 **MRI TECHNOLOGIST**—Operates a magnetic resonance scanner to obtain images for use by physicians in the diagnosis and treatment of pathologies. Operates console and peripheral hardware. Transfers images from disk to magnetic media to produce transparency. Develops film and inspects quality.
- 658 **EMERGENCY MEDICAL TECHNICIAN**—Provides first aid and assistance in the transportation of critically ill and injured persons to a medical facility. This position is registered by the National Registry of Emergency Medical Technicians. An alternative title for this position may be Ambulance Attendant.
- 659 **CARDIAC CATHETERIZATION TECHNOLOGIST**—Performs various tests of multiple blood samples obtained through catheterization or other means from specific areas within the patient's heart or lung to determine the concentration of gases. Prepares documentation in accordance with professional standards.
- 660 **CARDIAC TECHNICIAN**—Specializes in the technical functions of operating the heart/lung machine, related laboratory apparatus and physiological pressure monitoring machines. Prepares written document, in accordance with professional standards.
- 661 **ECHOCARDIOGRAPH TECHNICIAN**—Performs echocardiograms in accordance with physicians orders and established practices and procedures. Consults with cardiologist to establish requirements for non-standard examinations and determines technical factors to satisfy requirements. Provides preliminary diagnostic evaluation to cardiologist.
- 662 **SURGICAL TECHNOLOGIST**—Responsible for a variety of technical duties, including preparing operating room, instruments, supplies and maintaining medical equipment for surgical procedures. Assists in caring for pre-operative patients. Prepares patient's skin, body and medical equipment for surgery in accordance with established hospital regulations. Transports patients to Operating Room and positions patients according to type of surgery. Identifies and cares for biological specimens.

NURSING

- 750 **TOP LEVEL NURSING DEPARTMENT EXECUTIVE**—Top level position in nursing services. Directs, plans, and coordinates service activities of professional nursing and auxiliary nursing personnel. Interprets hospital policy and regulations to nursing personnel and ensures personnel compliance. Analyzes and evaluates nursing and related services rendered to improve quality of patient care and better utilize staff time and abilities. May participate in the establishment of curricula for student nurses. Responsible for department budget.
- 751 **SECOND LEVEL NURSING DEPARTMENT EXECUTIVE**—Second level position in nursing services. Reports to Top Nursing Department Executive. This position takes on some responsibilities of Top Nursing Department Executive and provides assistance, as may be delegated, in functioning of Nursing Department.
- 752 **DIRECTOR OF INSERVICE TRAINING**—Responsible for planning, developing, coordinating, and carrying out educational programs and activities to train and update skills and knowledge of professional and auxiliary nursing service personnel.
- 753 **NURSING SUPERVISOR (RN)**—Supervises and coordinates activities of personnel assigned to specific shift. Communicates and applies policies, practices, procedures, objectives, and goals necessary for attainment of satisfactory patient care. Demonstrates clinical expertise which may not exceed Standards of Practice accorded by license as a Registered Nurse.

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NURSING

- 754 **HEAD NURSE (RN)**—Directs nursing service activities, reviews and instructs nurses in an organized patient care unit. Assigns duties to professional and ancillary nursing personnel based on patients' needs, available staff, and unit needs. Supervises and evaluates work performance in terms of patient care, staff relations, and efficiency of service.
- 755 **STAFF NURSE (RN)**—Renders professional nursing care to patients within an assigned unit. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patient.
- 756 **PRACTICAL NURSE (LPN)**—Performs assigned nursing procedures for comfort and well-being of patients such as, bathing and feeding, making beds, helping patients into and out of bed, and collecting specimens such as urine. Administers specified medication. May act as scrub nurse in operating room. Provides a wide variety of patient care activities as accorded by licensure.
- 757 **ANESTHESIOLOGY NURSE**—Assembles necessary supplies and equipment, and administers intravenous, spinal, and other anesthetics prior to surgical or other medical or dental procedures. Monitors patients' reactions and vital signs during and after anesthesia and takes remedial action when warranted. Submits postoperative report on patients' condition, and maintains records of anesthetics administered.
- 758 **CARDIO-PULMONARY PERFUSIONIST**—Sets up and operates equipment designed to maintain cardiopulmonary function during surgery.
- 759 **CCU NURSE** —Responsible for the care and needs of assigned patients in the Coronary Care Unit. Monitors and reports all pertinent information directly to attending physician. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient. Implements and interprets policies, procedures, standards, and regulations to personnel, patients, medical staff, and the public.
- 760 **CERTIFIED NURSE MIDWIFE**—Provides nursing care to obstetric patients. Monitors the health and wellbeing of the mother and baby, making physical examinations when necessary. Delivers the baby in normal births and assists doctors with more difficult births. Keeps records of patients and progress.
- 761 **EMERGENCY ROOM NURSE**—Provides nursing care for assigned emergency room patients. Assess, plans, evaluates, and documents the emergency room patient nursing process as needed.
- 762 **ICU NURSE**—Responsible for the care and needs of assigned patients in the Intensive Care Unit. Monitors and reports all pertinent information directly to attending physician. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient. Implements and interprets policies, procedures, standards, and regulations to personnel, patients, medical staff, and the public.
- 763 **GERIATRICS NURSE**—Renders professional nursing care to patients within geriatric unit. Assesses, plans, evaluates, and documents geriatric nursing process as needed.
- 764 **HEMODIALYSIS CLINICAL NURSE**—Delivers direct nursing care to patients in the dialysis unit including observation and treatment of patients, and documentation of treatment and patient progress. Assesses and coordinates overall patient care in relation to the dialysis treatment, dietary restrictions, and psychological and physical needs of the individual.
- 765 **INFECTION CONTROL NURSE**—Provides surveillance throughout the hospital for infection control purposes. Identifies, investigates, and records data concerning nosocomial infections. Responsible for maintaining a safe and sterile environment during the care of patients. Initiates control measures as directed by infection control committee.

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NURSING

- 766 **MEDICAL SURGICAL NURSE**—Assists surgical team during operative procedures. Arranges and inventories sterile set-up for operation, and passes items as needed to the operating team. Assists in the preparation and moving of the patients, and in the cleanup of the operating room. May prepare operative specimens for analysis. Provides professional nursing care according to established procedures.
- 767 **NEONATOLOGY/PERINATOLOGY ICU NURSE**—Renders professional nursing care to neonatal patients. Performs nursing techniques for the comfort of and well-being of the patient. Maintains patients' medical records on nursing observations. May assist physician during treatment and examination of patients.
- 768 **OB/GYN CLINICAL NURSE**—Renders professional nursing care to patients within the obstetrical and gynecological departments. Performs total patient care assigned in the labor room, delivery room, postpartum unit, and nurseries. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment, examination, and surgical procedures.
- 769 **ONCOLOGY NURSE**—Assists physician or surgeon in the examination of patient. Responsible for the care of patient during the performance of biopsies, post operative monitoring, and outpatient record keeping.
- 770 **OPERATING ROOM NURSE**—Provides circulating and/or scrub nurse services in the operating room during surgical procedures and assists surgical team as needed according to established procedures. Responsible for the care of operating room suite and equipment to ensure cleanliness, sterility and proper infection control. Responsible for providing a safe environment for patients and hospital staff. Formulates schedules and assures appropriate professional personnel during all surgical procedures, and post-anesthesia recovery. Responsible for the procurement of all supplies and materials necessary for the successful functioning of the operating room/recovery room.
- 771 **PEDIATRIC NURSE**—Provides clinical expertise for pediatric patients. Performs total patient care assigned. Administers prescribed medications. Maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient.
- 772 **PSYCHIATRIC NURSE**—Responsible for the care and needs of patients in the psychiatric unit. Performs assigned total patient care as prescribed by attending physician. Administers medications and maintains patients' medical records on nursing observations. Assists physician during treatment and examination of patient.
- 773 **RECOVERY ROOM NURSE**—Provides nursing care for patients in the recovery room. Assesses, plans, evaluates, and documents the recovery room nursing process as needed.
- 774 **PHYSICIAN ASSISTANT**—Under the direction of a physician provides health care services to patients. Obtains patient history and performs preliminary physical exams. May take or order X-rays, electrocardiograms, laboratory tests, and other procedures. Administers injections, immunizations, suturing, and wound care. Maintains records and progress reports on patient's plan of care, treatments and procedures. Instructs patients on use of prescriptions.
- 775 **NURSE PRACTITIONER**—Assumes total nursing care of specific patients under the direction of physician. Follows established nursing standards, procedures, and practices, and gives specific patient care directions to nursing and other staff.
- 776 **CERTIFIED NURSE AIDE**—Performs a variety of direct patient care activities. Assists physicians and nursing staff with diagnostic tests and procedures. Meets federal and/or state training and licensure requirements.

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NURSING

- 777 **NURSING ASSISTANT**—Performs various nonprofessional patient care services in caring for the needs and comfort of patients. Dresses, undresses, bathes and assists with personal hygiene. May assist in serving food and between meal nourishment. Assists in transporting patients for tests and examinations and treatments. Takes and records temperatures and other vital signs as directed by Nursing Supervisor or Physician.
- 778 **ORDERLY**—Assists nursing personnel with a variety of nonprofessional patient care duties. Changes bed linen and runs errands. Helps in transport of patient for tests and examinations and treatments.
- 779 **CLINICAL NURSE SPECIALIST**—Supervises and coordinates the day-to-day patient care activities of a specified clinical practice, ensuring adherence to established clinical policies, protocols, regulations, and standards. Coordinates services with other patient care units and provides direct patient evaluation and consultation.