

# Earnings and Supplementary Benefits in Hospitals

**ATLANTA, GEORGIA**  
**SEPTEMBER 1956**

**Bulletin No. 1210-11**

**UNITED STATES DEPARTMENT OF LABOR**  
**James P. Mitchell, Secretary**

*In cooperation with*  
**THE WOMEN'S BUREAU**  
Alice K. Leopold, Director

**BUREAU OF LABOR STATISTICS**  
Ewan Clague, Commissioner



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## Preface

This report on a survey of earnings and related benefits of nurses and other employees of Atlanta hospitals is one of a series based on similar studies undertaken by the U. S. Department of Labor's Bureau of Labor Statistics and Women's Bureau during the fiscal years 1956 and 1957. A summary of the results of the Atlanta survey was issued in March 1957; this report, however, provides more detailed information, both on wages and wage practices.

The surveys were designed to meet a variety of governmental and nongovernmental uses by providing areawide information on the level and distribution of earnings and on the nature of supplementary benefits received by personnel in occupations selected to represent the pattern of employment in hospitals. In the planning of the surveys, the Department of Labor received suggestions and guidance from other government agencies, hospital associations, and organizations representing professional and nonprofessional groups of hospital employees.

The surveys were made by field staff representatives of the Bureau of Labor Statistics' Division of Wages and Industrial Relations. Direction of the survey work was under the supervision of Lily Mary David, with the assistance of Jack A. Wilson.

Bulletins for the 16 cities included in this series of hospital surveys will be listed on the inside back cover of these bulletins as they become available.

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## Earnings and Supplementary Benefits in Hospitals in Atlanta, Ga., September 1956

### Summary

More than 5,000 workers were employed in hospitals with 51 or more workers in the Atlanta metropolitan area at the time of this survey. About 3 out of 5 of these workers were serving in private (nongovernmental) hospitals, about a tenth in Federal Government hospitals, and the remaining one-third in other publicly owned hospitals.

Four broad groups of hospital employees were included in the survey—registered professional nurses; workers in certain other professional and technical positions; office clerical employees; and various nonprofessional employees engaged in auxiliary nursing, maintenance, custodial, and food preparation activities. About 1 out of 3 workers were in nursing and other professional and technical positions,<sup>1</sup> about 1 out of 10 in office clerical work, and about 3 out of 5 in other nonprofessional jobs.

Earnings and Perquisites.—Women general duty nurses employed in Atlanta hospitals earned on the average \$59.50 a week in September 1956 and women directors of nursing averaged \$109.50 a week. In private or nongovernmental hospitals, weekly pay for general duty nurses averaged \$57.50 and half earned \$50 but less than \$55 a week (table A-1). Average weekly earnings of women in other professional and technical occupations surveyed ranged from \$53.50 for X-ray technicians to \$75 for medical record librarians (\$56.50 to \$71 in private hospitals).

Among the women office workers studied, switchboard operators averaged \$42 a week and technical stenographers, \$61.50 (table A-2). The highest paid nonprofessional job surveyed was that of stationary engineer with an average rate of \$2.04 an hour. Lowest average was 50 cents an hour for maids, and half of the maids earned 40 but less than 45 cents an hour. Women practical nurses received \$43 and nursing aides \$29 a week—about \$1.06 and 69 cents an hour, respectively (table A-3).

Provision of a meal in addition to cash salaries was reported for about a fifth of the workers in the professional and technical occupations studied in Atlanta hospitals. Meals were added to cash

salaries of a higher proportion of workers in most nonprofessional occupations and were most common for those in kitchen jobs; about 7 out of 10 women kitchen helpers received meals, generally 2 or 3 a day. Among the nonprofessional workers receiving such perquisites were the lowest paid workers in most occupations; maids and women practical nurses comprised a notable exception. The director of nursing earning less than \$70 received living quarters and 3 meals daily. The 2 dietitians earning less than \$62.50, most of the general duty nurses at less than \$50, and the 2 men medical technologists at less than \$62.50 received 1 meal a day as supplement to their salary.

None of the Atlanta hospital employees studied occupied living quarters paid for through payroll deductions. Fewer than 250 employees had arrangements for purchase of meals from the hospital.

Laundry of uniforms or laundry and uniforms were available to a majority of workers in most occupations in which uniforms were required (table B-1).

Entrance Rates and Rate Structure.—Most Atlanta hospitals had a formal rate structure by which the pay of general duty nurses was determined in accordance with an established policy rather than by individual determination. In a few cases, there was a single rate for general duty nurses; in others, there was provision for increasing salaries at regular intervals, generally 6 months or a year. The increments in salary provided for nurses varied from \$5 to about \$11.25 a month.

The most common entrance rate for general duty nurses was \$50 but less than \$55. Among the hospitals that had an established entrance rate for dietitians, half set it at \$70 but less than \$75 a week (table B-2).

Men nonprofessional workers were hired at rates varying from 40 cents to less than \$1.30 with private hospitals having formal entrance rates for such workers all paying either 50 but less than 55 cents or 60 but less than 65 cents. All but 1 of the private hospitals with an established policy hired women for such jobs at 40 but less than 50 cents an hour (table B-3).

Extra Pay for Late-Shift Work and Other Types of Duty.—In several of the Atlanta hospitals, registered professional and practical nurses were rotated among shifts on a weekly basis. Of the nurses employed on late shifts about 9 out of 10 were paid extra for these assignments; the differentials ranged from \$15 to \$38 a month (\$3.44 to \$8.75 a week) and were most commonly \$25 a month (\$5.76

<sup>1</sup> In addition to the full-time nurses whose salaries were studied, a majority of Atlanta hospitals employed some part-time nurses, but the number was relatively small. In 1 government hospital, almost all of the nurses were commissioned members of the Armed Forces. One hospital had members of a religious order on its nursing staff and some of the hospitals were training student nurses.

a week). About 1 out of 4 of the other professional and technical and nonprofessional workers (except office clerical) on late shifts received a shift differential, with a majority of these employees receiving 5 percent more than the day rate. Evening or night-shift pay was more common for those workers in private than in public hospitals (table B-4).

In some hospitals, extra pay was provided to some workers in the operating room; in one hospital, registered professional nurses in communicable disease wards were paid extra. The amount of extra pay varied from \$10 to more than \$20 a month (\$1 a day).

Hours of Work and Overtime Pay.—Forty hours comprised the scheduled workweek for nearly 3 out of 5 Atlanta hospital employees, including all government employees. The most common workweeks in private hospitals were 45 hours for professional nurses, 44 hours for other professional and technical employees and nonprofessional workers (except office employees), and 42 hours for office workers (table B-5).

Several hospitals reported that some employees were subject to call to return to work after their regular schedule. Most often the requirement applied to nurses in the operating room, delivery room employees, and X-ray technicians. No hospitals employed any workers on split shifts.

Virtually all Atlanta hospital employees, except 10 percent of the nurses, were covered by formal policies regarding pay for weekly overtime. Most of the employees working overtime were provided straight-time pay or equivalent time off for these extra hours. Premium overtime pay was in effect for about 1 out of 4 nonprofessional workers (other than office clerical) and about 1 out of 8 in other jobs; almost all were government employees (table B-6).

Vacations and Holidays.—Paid vacations were afforded all Atlanta hospital employees after a year's service, and about 2 out of 3 were entitled to some vacation after 6 months of service. More

than 9 out of 10 received at least 2 weeks of vacation after a year's service. Three or more weeks off were provided after 5 years of service for about 4 out of 5 nurses, for about 3 out of 5 other professional and technical employees, for about 3 out of 5 office clerical employees, and for about 1 out of 4 of the other nonprofessional employees (table B-7).

Paid holidays were provided all Atlanta public hospital employees and all those in private hospitals except about 15 percent of the nonprofessional workers (other than office clerical) and 3 percent of those in other jobs. About two-thirds of the employees in public hospitals received 8 paid holidays; the rest, 6 days a year. Five holidays were most common in private hospitals (table B-8). Typically, employees required to work on holidays received equal time off but some (all in government hospitals) received extra straight-time pay (a total of double time).

Insurance and Pensions.—Life and accidental death and dismemberment insurance paid for at least in part by the hospital was available to about 1 out of 4 nonprofessional employees (other than office clerical) and about half the other employees in Atlanta. These provisions were more widespread in public than in private hospitals. All employees, except 1 out of 10 nonprofessional employees (other than office clerical) were covered by sick leave at full pay without a waiting period. Between half and three-fifths of the employees were entitled to hospitalization benefits either through insurance paid for at least in part by the hospital or through the hospital's directly defraying at least a portion of hospital costs. Surgical and medical benefits were afforded smaller proportions of the workers (table B-9).

Retirement provisions covered all government hospital employees and all except about 5 percent of the employees in private hospitals. About half of the workers in private hospitals were covered by private plans and most of the others by Old-Age, Survivors, and Disability Insurance.



# A: Occupational Earnings

**Table A-1: Professional and technical occupations**

(Average straight-time weekly hours and earnings for selected occupations in Atlanta, Ga., by hospital proprietorship, September 1956)

Sex, occupation, and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—												
		Weekly hours	Weekly earnings	Under \$45.00	\$45.00 and under 50.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	85.00	90.00	95.00	100.00 and over
		1/	1/													
<b>Nursing occupations</b>																
<u>Women</u>																
Directors of nursing .....	8	42.0	\$109.50	-	-	-	-	-	1	-	-	-	-	-	2	2/ 5
Supervisors of nurses .....	27	41.5	76.00	-	-	-	1	5	2	5	1	1	1	1	-	2
Governmental hospitals .....	11	40.0	76.00	-	-	-	1	4	-	3	1	-	-	-	-	2
Nongovernmental hospitals .....	16	42.5	76.50	-	-	-	-	1	2	2	8	1	1	1	-	-
Head nurses .....	106	42.5	69.50	-	-	9	12	43	4	10	11	7	-	2	1	7
Governmental hospitals .....	40	40.0	70.50	-	-	8	11	8	1	2	-	-	-	2	1	7
Nongovernmental hospitals .....	66	43.5	69.00	-	-	1	1	35	3	8	11	7	-	-	-	-
General duty nurses .....	624	42.0	59.50	-	26	253	99	100	77	4	20	11	11	11	1	11
Governmental hospitals .....	266	40.0	62.50	-	22	72	98	6	-	3	19	11	11	11	1	11
Nongovernmental hospitals .....	358	43.5	57.50	-	4	180	1	94	77	1	1	-	-	-	-	-
Nursing instructors .....	58	40.0	71.00	-	-	-	3	10	30	1	4	5	2	-	3	-
<b>Other professional and technical occupations</b>																
<u>Men</u>																
X-ray technicians, chief .....	7	41.0	93.50	-	-	-	-	-	-	-	-	1	2	1	1	2
X-ray technicians 2/ .....	14	41.5	66.50	-	-	4	-	-	7	1	-	2	-	-	-	-
Medical technologists 2/ .....	11	40.5	75.00	-	-	-	1	3	-	1	1	2	1	2	-	-
<u>Women</u>																
X-ray technicians 2/ .....	31	42.0	53.50	4	13	5	2	2	3	-	1	-	1	-	-	-
Governmental hospitals .....	14	40.0	50.00	4	8	-	-	-	1	-	1	-	-	-	-	-
Nongovernmental hospitals .....	17	43.5	56.50	-	5	5	2	2	2	-	-	-	1	-	-	-
Medical technologists 2/ .....	89	41.5	67.50	-	-	-	16	17	26	17	8	3	1	1	1	-
Governmental hospitals .....	39	40.0	69.00	-	-	-	9	4	9	6	6	3	1	1	-	-
Nongovernmental hospitals .....	50	43.0	66.50	-	-	-	7	13	17	11	2	-	-	-	-	-
Medical record librarians .....	22	42.0	75.00	-	-	-	-	5	4	4	2	3	3	2	-	1
Governmental hospitals .....	7	40.0	34.50	-	-	-	-	-	2	-	2	2	2	-	-	1
Nongovernmental hospitals .....	15	43.0	71.00	-	-	-	-	5	2	4	2	1	1	-	-	-
Dietitians 2/ .....	28	42.5	63.50	-	-	-	1	11	7	5	3	-	1	-	-	-
Governmental hospitals .....	8	40.0	72.50	-	-	-	-	3	-	2	2	-	1	-	-	-
Nongovernmental hospitals .....	20	43.5	66.50	-	-	-	1	8	7	3	1	-	-	-	-	-

1/ Hours reflect the workweek for which workers receive their regular straight-time salaries and the earnings correspond to these weekly hours. Extra pay for work on evening and night shifts is excluded from the earnings information, as is the cash value of room, board, or other perquisites provided in addition to cash salaries.  
 2/ Workers were distributed as follows: 2 at \$100 to \$105; 1 at \$115 to \$120; 1 at \$140 to \$145; 1 at \$145 to \$150.  
 3/ Data for this occupation exclude chiefs in hospitals employing more than 1 worker in the occupation.

**Table A-2: Office occupations**

(Average straight-time weekly hours and earnings for women in selected occupations in Atlanta, Ga., by hospital proprietorship, September 1956)

Occupation and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																	
		Weekly hours 1/	Weekly earnings 1/	Under \$ 35.00	\$ 35.00 and under 37.50	\$ 37.50 40.00	\$ 40.00 42.50	\$ 42.50 45.00	\$ 45.00 47.50	\$ 47.50 50.00	\$ 50.00 52.50	\$ 52.50 55.00	\$ 55.00 57.50	\$ 57.50 60.00	\$ 60.00 62.50	\$ 62.50 65.00	\$ 65.00 67.50	\$ 67.50 70.00	\$ 70.00 72.50	\$ 72.50 75.00	\$ 75.00 and over
Clarks, payroll .....	10	41.0	59.50	-	-	-	1	-	1	1	-	-	-	2	2	-	-	-	2	-	1
Stenographers, technical .....	23	41.5	61.50	-	-	-	-	1	-	4	1	-	-	2	4	1	1	2	1	2	3
Switchboard operators .....	43	42.5	42.00	2	5	9	16	3	2	1	2	3	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals .....	28	44.0	41.50	2	1	8	11	2	1	1	-	2	-	-	-	-	-	-	-	-	-
Transcribing-machine operators, technical .....	43	40.5	58.00	4	-	-	2	-	1	3	4	1	1	4	8	2	1	4	3	4	1

1/ Hours reflect the workweek for which workers receive their regular straight-time salaries and the earnings correspond to these weekly hours. Extra pay for work on evening and night shifts is excluded from the earnings information, as is the cash value of room, board, or other perquisites provided in addition to cash salaries.

**Table A-3: Other nonprofessional occupations**

(Average straight-time weekly hours and earnings or average hourly earnings for selected occupations in Atlanta, Ga., by hospital proprietorship, September 1956)

Sex, occupation, and hospital proprietorship	Number of workers	AVERAGE		NUMBER OF WORKERS RECEIVING STRAIGHT-TIME WEEKLY EARNINGS OF—																					
		Weekly hours 1/	Weekly earnings 1/	Under \$ 22.50	\$ 22.50 and under 25.00	\$ 25.00 27.50	\$ 27.50 30.00	\$ 30.00 32.50	\$ 32.50 35.00	\$ 35.00 37.50	\$ 37.50 40.00	\$ 40.00 42.50	\$ 42.50 45.00	\$ 45.00 47.50	\$ 47.50 50.00	\$ 50.00 52.50	\$ 52.50 55.00	\$ 55.00 57.50	\$ 57.50 60.00	\$ 60.00 and over					
<b>Men</b>																									
Nursing aides .....	63	40.5	38.50	1	24	9	-	-	2	-	-	-	-	6	-	-	-	11	-	10					
<b>Women</b>																									
Nursing aides .....	653	42.0	29.00	57	33	60	318	58	63	34	28	1	-	1	-	-	-	-	-	-					
Nongovernmental hospitals .....	363	43.5	31.00	-	-	23	193	45	40	32	28	1	-	1	-	-	-	-	-	-					
Practical nurses .....	81	40.5	43.00	-	-	-	-	-	-	20	23	20	5	4	-	-	-	-	-	3					
Housekeepers, chief .....	11	42.0	63.00	-	-	-	-	-	-	-	-	-	-	2	-	-	-	-	-	5					
<b>NUMBER OF WORKERS RECEIVING STRAIGHT-TIME HOURLY EARNINGS OF—</b>																									
	Number of workers	Average hourly earnings 2/																							
			\$ 0.40 and under .45	\$ 0.45 .50	\$ 0.50 .55	\$ 0.55 .60	\$ 0.60 .65	\$ 0.65 .70	\$ 0.70 .75	\$ 0.75 .80	\$ 0.80 .85	\$ 0.85 .90	\$ 0.90 .95	\$ 0.95 1.00	\$ 1.00 1.05	\$ 1.05 1.10	\$ 1.10 1.15	\$ 1.15 1.20	\$ 1.20 1.25	\$ 1.25 1.30	\$ 1.30 1.35	\$ 1.35 1.40	\$ 1.40 1.45	\$ 1.45 1.50	\$ 1.50 and over
<b>Men</b>																									
Dishwashers, machine .....	38	0.67	-	-	18	5	6	-	-	-	2	-	2	-	-	-	-	-	1	-	1				
Engineers, stationary .....	11	2.04	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	-	4/ 9				
Kitchen helpers .....	75	.73	-	3	20	2	20	8	5	-	-	-	-	-	-	1	-	-	-	4	1	6	-	-	
Nongovernmental hospitals .....	49	.60	-	-	20	-	15	6	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Porters .....	157	.73	2	-	-	14	43	52	13	3	10	5	2	-	-	-	1	-	2	1	-	-	8	1	
Governmental hospitals .....	77	.77	2	-	-	14	26	13	5	2	2	-	-	-	-	-	1	-	2	1	-	-	8	1	
Nongovernmental hospitals .....	90	.69	-	-	-	-	17	39	8	1	8	5	2	-	-	-	-	-	-	-	-	-	-	1	
Washers, machine .....	12	1.00	-	-	-	-	-	-	1	4	-	2	-	-	2	1	-	-	-	-	-	-	-	-	2
<b>Women</b>																									
Kitchen helpers .....	161	.52	75	16	16	5	22	12	3	7	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Nongovernmental hospitals .....	92	.54	40	7	10	-	14	6	3	7	3	2	-	-	-	-	-	-	-	-	-	-	-	-	-
Laundry finishers, flatwork, machine .....	93	.61	4	2	40	3	21	2	6	1	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-
Maids .....	240	.50	119	35	24	14	23	6	7	1	3	6	1	-	-	-	-	-	-	-	-	-	1	-	

1/ Hours reflect the workweek for which workers receive their regular straight-time salaries and earnings correspond to these weekly hours. Extra pay for work on evening and night shifts is excluded from the earnings information, as is the cash value of room, board, or other perquisites provided in addition to cash salaries.

2/ Workers were distributed as follows: 1 at \$70 to \$72.50; 1 at \$75 to \$90; 2 at \$80 to \$95.

3/ Excludes premium pay for overtime and for work on weekends, holidays, and late shifts, as well as the cash value of room, board, and other perquisites provided in addition to cash salaries.

4/ Workers were distributed as follows: 1 at \$1.65 to \$1.70; 1 at \$1.90 to \$2.95; 4 at \$1.90 to \$1.95; 1 at \$2.10 to \$2.15; 2 at \$3.10 to \$3.20.

Earnings and Supplementary Benefits in Hospitals, Atlanta, Ga., September 1956  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics



Table B-2: Minimum weekly salaries paid general duty nurses and staff dietitians

Minimum weekly hours	Number of hospitals with established minimum weekly salaries for general duty nurses in -						Number of hospitals with established minimum weekly salaries for staff dietitians in -					
	All hospitals		Governmental hospitals		Nongovernmental hospitals		All hospitals		Governmental hospitals		Nongovernmental hospitals	
	Based on standard weekly hours of -						Based on standard weekly hours of -					
	All schedules	40 hours	All schedules	40 hours	All schedules	40 hours	All schedules	40 hours	All schedules	40 hours	All schedules	40 hours
All hospitals .....	11	xxx	5	xxx	6	xxx	11	xxx	5	xxx	6	xxx
Hospitals having an established minimum .....	10	7	5	5	5	2	8	6	5	5	3	1
\$45.00 and under \$50.00 .....	1/ 2	1/ 2	1/ 1	1/ 1	1	1	-	-	-	-	-	-
\$50.00 and under \$55.00 .....	4	2	2	2	2	-	-	-	-	-	-	-
\$55.00 and under \$60.00 .....	-	-	-	-	-	-	1/ 1	1/ 1	1/ 1	1/ 1	-	-
\$60.00 and under \$65.00 .....	1	1	-	-	1	1	2	-	-	-	2	-
\$65.00 and under \$70.00 .....	1	-	-	-	1	-	1	1	-	-	1	1
\$70.00 and under \$75.00 .....	1	1	1	1	-	-	4	4	4	4	-	-
\$75.00 and under \$80.00 .....	1	1	1	1	-	-	-	-	-	-	-	-
Hospitals having no established minimum .....	1	xxx	-	xxx	1	xxx	3	xxx	-	xxx	3	xxx

1/ In 1 hospital, workers receive 1 meal in addition to their cash salary.

Table B-3: Minimum entrance rates for nonprofessional workers (except office clerical)

Minimum hourly rate	Number of hospitals with established minimum rates for -					
	Men			Women		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All hospitals .....	11	5	6	11	5	6
Hospitals having an established minimum .....	10	5	5	10	5	5
\$0.40 and under \$0.45 .....	1/ 1	1/ 1	-	2/ 3	1/ 1	2
\$0.45 and under \$0.50 .....	-	-	-	2/ 2	-	2/ 2
\$0.50 and under \$0.55 .....	3	-	3	-	-	-
\$0.55 and under \$0.60 .....	2	2	-	2	2	-
\$0.60 and under \$0.65 .....	2/ 2	-	2/ 2	1	-	1
\$1.00 and under \$1.05 .....	1	1	-	1	1	-
\$1.25 and under \$1.30 .....	1	1	-	1	1	-
Hospitals having no established minimum .....	1	-	1	1	-	1

1/ Workers receive 1 meal in addition to their cash salary.

2/ In 1 hospital, workers receive 1 meal in addition to their cash salary.

Earnings and Supplementary Benefits in Hospitals, Atlanta, Ga., September 1956  
U.S. DEPARTMENT OF LABOR  
Bureau of Labor Statistics

Table B-4: Shift differential provisions

Type of worker and shift differential	Percent of workers on late shifts in -					
	All hospitals		Governmental hospitals		Nongovernmental hospitals	
	Second shift	Third or other shift	Second shift	Third or other shift	Second shift	Third or other shift
All registered professional nurses employed on the shift .....	100.0	100.0	100.0	100.0	100.0	100.0
With shift pay differential .....	89.0	89.0	81.9	78.2	93.6	95.6
Uniform amount per week .....	87.9	88.4	79.2	76.4	93.6	95.6
\$2.50 and under \$5.00 .....	15.4	15.1	38.9	40.0	-	-
\$5.00 and under \$7.50 .....	35.7	30.1	40.3	36.4	32.7	26.4
\$7.50 and under \$10.00 .....	36.8	43.2	-	-	60.9	69.2
Uniform percentage .....	1.1	.7	2.8	1.8	-	-
10 percent between 6 p. m. and 6 a. m. ....	1.1	.7	2.8	1.8	-	-
No shift pay differential .....	11.0	11.0	18.1	21.8	6.4	4.4
All other professional and technical workers employed on the shift .....	100.0	100.0	100.0	100.0	100.0	100.0
With shift pay differential .....	22.9	27.6	15.0	8.2	33.3	52.6
Uniform percentage .....	22.9	27.6	15.0	8.2	33.3	52.6
5 percent .....	14.3	23.0	-	-	33.3	52.6
10 percent between 6 p. m. and 6 a. m. ....	8.6	4.6	15.0	8.2	-	-
No shift pay differential .....	77.1	72.4	85.0	91.8	66.7	47.4
All nonprofessional workers (except office clerical) employed on the shift .....	100.0	100.0	100.0	100.0	100.0	100.0
With shift pay differential .....	26.8	28.5	16.8	21.3	38.5	35.4
Uniform percentage .....	26.8	28.5	16.8	21.3	38.5	35.4
5 percent .....	17.6	18.1	-	-	38.5	35.4
10 percent between 6 p. m. and 6 a. m. ....	9.1	10.4	16.8	21.3	-	-
No shift pay differential .....	73.2	71.5	83.2	78.7	61.5	64.6

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Table B-5: Scheduled weekly hours <sup>1</sup>

Weekly hours	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100
40 hours .....	60	100	32	66	100	30	58	100	22	56	100	26
42 hours .....	-	-	-	-	-	-	29	-	54	-	-	-
44 hours .....	-	-	-	24	-	50	*	-	*	35	-	58
45 hours .....	40	-	68	10	-	20	*	-	*	*	-	*
48 hours .....	-	-	-	-	-	-	12	-	23	9	-	15

<sup>1/</sup> Based on scheduled weekly hours for women.  
\* Less than 2.5 percent.

Table B-6: Weekly overtime pay practices

Weekly overtime policy	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100
Workers in hospitals providing overtime pay .....	90	82	95	97	100	94	99	100	98	99	100	99
Straight time .....	29	-	48	38	-	79	29	-	54	58	-	96
Time and one-half after 40 hours .....	13	32	-	10	19	-	14	30	-	25	58	3
Equal time off .....	48	50	47	33	49	15	44	44	44	17	42	-
Straight time or equal time off .....	-	-	-	16	32	-	12	26	-	-	-	-
Workers in hospitals providing no overtime pay or having no formal policy .....	10	18	5	3	-	6	*	-	*	*	-	*

\* Less than 2.5 percent.

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Table B-7: Paid vacations

Vacation policy	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100
<b>Amount of vacation pay</b>												
<u>After 6 months of service</u>												
Workers in hospitals providing paid vacations .....	77	50	95	72	51	94	78	56	98	58	58	58
1 week .....	68	29	95	54	16	94	64	25	98	50	39	58
Over 1 and under 2 weeks .....	*	3	-	18	34	-	15	31	-	8	19	-
2 weeks .....	7	18	-	-	-	94	-	-	-	-	-	-
Workers in hospitals providing no paid vacations .....	23	50	5	28	49	6	22	44	*	42	42	42
<u>After 1 year of service</u>												
Workers in hospitals providing paid vacations .....	100	100	100	100	100	100	100	100	100	100	100	100
1 week .....	*	-	*	*	-	4	*	-	*	14	-	24
2 weeks .....	62	79	51	80	66	94	85	69	99	78	81	76
Over 2 and under 3 weeks .....	*	3	-	18	34	-	15	31	-	8	19	-
3 weeks .....	28	-	47	*	-	*	-	-	-	-	-	-
4 weeks and over .....	7	18	-	-	-	-	-	-	-	-	-	-
<u>After 2 years of service</u>												
Workers in hospitals providing paid vacations .....	100	100	100	100	100	100	100	100	100	100	100	100
1 week .....	*	-	*	*	-	4	*	-	*	14	-	24
2 weeks .....	44	79	19	80	66	94	85	69	99	78	81	76
Over 2 and under 3 weeks .....	*	3	-	18	34	-	15	31	-	8	19	-
3 weeks .....	46	-	79	*	-	*	-	-	-	-	-	-
4 weeks and over .....	7	18	-	-	-	-	-	-	-	-	-	-
<u>After 3 years of service</u>												
Workers in hospitals providing paid vacations .....	100	100	100	100	100	100	100	100	100	100	100	100
1 week .....	*	-	*	*	-	4	*	-	*	14	-	24
2 weeks .....	32	79	-	72	66	79	73	69	76	78	81	76
3 weeks .....	56	-	95	8	-	17	12	-	23	-	-	-
4 weeks and over .....	10	21	*	18	34	-	15	31	-	8	19	-
<u>After 5 years of service 1/</u>												
Workers in hospitals providing paid vacations .....	100	100	100	100	100	100	100	100	100	100	100	100
1 week .....	*	-	*	*	-	4	*	-	*	*	-	*
2 weeks .....	12	29	-	33	16	50	41	25	56	75	39	99
3 weeks .....	65	50	76	40	49	30	31	44	20	17	42	-
4 weeks and over .....	21	21	21	25	34	15	27	31	23	8	19	-

1/ No change in length of vacation with longer periods of service.  
\* Less than 2.5 percent.

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Table B-8: Paid holidays

Item	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100
Workers in hospitals providing paid holidays .....	99	100	98	98	100	96	99	100	99	90	100	84
2 holidays .....	*	-	*	*	-	*	-	-	*	*	-	3
5 holidays .....	28	-	47	24	-	50	29	-	54	35	-	58
6 holidays .....	23	29	19	16	16	15	24	25	23	16	39	-
7 holidays .....	17	-	29	14	-	29	11	-	20	14	-	23
8 holidays .....	29	71	-	43	84	-	35	75	-	24	61	-
Workers in hospitals providing no paid holidays .....	*	-	*	*	-	4	*	-	*	10	-	16
Workers in hospitals with formal provisions regarding pay for work on paid holidays .....	97	100	95	97	100	94	99	100	98	88	100	81
Double time (regular pay plus straight time) .....	*	3	-	18	34	-	15	31	-	8	19	-
Equal time off .....	96	97	95	80	66	94	84	69	98	81	81	81
Workers in hospitals providing no paid holidays or having no formal provisions regarding paid holidays .....	3	-	5	3	-	6	*	-	*	12	-	19

\* Less than 2.5 percent.

Table B-9: Sick leave, insurance, and pension plans

Type of plan	Percent of -											
	Registered professional nurses in -			Other professional and technical workers in -			Office clerical workers in -			Other nonprofessional workers in -		
	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals	All hospitals	Governmental hospitals	Nongovernmental hospitals
All workers .....	100	100	100	100	100	100	100	100	100	100	100	100
Workers in hospitals providing:												
Life insurance .....	48	71	32	59	84	33	46	75	21	25	61	*
Accidental death and dismemberment insurance .....	46	71	29	57	84	29	46	75	20	24	61	-
Sick leave (full pay, no waiting period) .....	100	100	100	100	100	100	100	100	100	91	100	85
Hospitalization insurance .....	21	20	21	27	33	20	22	19	24	11	*	16
Hospitalization provided in full beyond insurance coverage .....	12	29	-	8	16	-	12	25	-	16	39	-
Hospitalization at reduced cost .....	29	29	29	22	16	29	22	25	20	30	39	23
Surgical insurance .....	33	50	21	35	49	20	33	44	24	27	42	16
Medical insurance .....	*	-	*	*	-	4	*	-	*	*	-	*
Medical benefits provided outside group insurance .....	17	-	29	14	-	29	11	-	20	14	-	23
Retirement, pension or social security or both .....	97	100	95	97	100	94	99	100	98	98	100	96
Retirement pension (other than social security) .....	57	71	47	67	84	50	64	75	54	59	61	58
Social security .....	41	29	48	30	16	44	35	25	44	39	39	38

\* Less than 2.5 percent.

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## Appendix A: Scope and Method of Survey

The Atlanta, Ga., area<sup>1</sup> is one of 16 major metropolitan areas in which the U. S. Department of Labor's Bureau of Labor Statistics, in cooperation with the Women's Bureau, has conducted surveys of salaries and working conditions of hospital personnel. Data were obtained by personal visits of Bureau of Labor Statistics field staff to representative hospitals, selected on the basis of size, type of service (e. g., general, mental and allied, tuberculosis), and proprietorship (Federal, State, or local government, or nongovernmental organization). Hospitals having fewer than 51 employees were omitted, since they employ relatively few workers in the occupations studied.

A summary of the number of hospitals studied and their size is presented in the table below.

To improve the reliability of the data, a greater proportion of large than of small hospitals was studied. In combining the data, however, all hospitals were given their appropriate weight. The estimates thus relate to all hospitals of 51 or more employees rather than to those actually visited.

### Occupations and Earnings

The occupations selected for study are common to most hospitals within the scope of the survey, regardless of their size or type of service. Occupational classification was based on a uniform set of job descriptions designed to take account of the fact duties within the same occupation may vary somewhat among hospitals. (These descriptions are presented in appendix B.)

<sup>1</sup> For purposes of this survey, the Atlanta area includes Clayton, Cobb, DeKalb, and Fulton Counties, Ga.

Earnings data are presented for occupations within the following groups:

1. Registered professional nurses.
2. Other professional and technical employees. (This term includes employees in occupations such as X-ray technicians, medical technologists, dietitians, physical therapists, medical librarians, medical record librarians, medical social workers, and occupational therapists.)
3. Office clerical employees. (This group includes employees doing clerical work throughout the hospital in such places as the business office and the medical record library.)
4. Other nonprofessional employees (including practical nurses, nursing aides, orderlies, maids, kitchen help, unskilled laboratory help, maintenance, laundry, and similar workers).

Data are shown for full-time employees; i. e., those hired to work the regular schedule for the given occupational classification. Students were not considered as employees. All occupational information excludes not only part-time employees but members of religious orders and members of the Armed Forces.

Earnings data exclude premium pay for overtime, for work on holidays and late shifts, and for time on call, as well as the cash value of room, board, and any other perquisites provided in addition to cash salaries. The earnings, however, include any cost-of-living bonuses as well as extra pay for work performed in certain units such as TB, psychiatric, or communicable disease wards, operating or delivery rooms.

Number of hospitals and workers within scope of survey (limited to hospitals with 51 or more workers)

Type of hospital proprietorship	Number of hospitals		Workers in hospitals				Studied
	Within scope of study	Studied	Within scope of study			Total	
			Total workers	Professional and technical workers (includes R. N.'s)	Office clerical workers		Other non-professional workers
All hospitals _____	11	9	5,190	1,610	510	3,070	4,030
Federal Government _____	2	2	520	210	80	230	520
Other governmental agency ----	3	2	1,700	540	170	1,000	1,340
Nongovernmental _____	6	5	2,980	870	270	1,840	2,160

Average weekly earnings data refer to employees' straight-time salaries for their regular workweek (rounded to the nearest half dollar). Average weekly hours, where presented, have been rounded to the nearest half hour and refer to the workweek for which employees receive these salaries.

Occupational employment estimates represent the total in all hospitals within the scope of the study and not the number actually surveyed. Because of differences in occupational structure among hospitals, the estimates of occupational employment obtained from the sample of hospitals studied serve only to indicate the relative importance of the jobs studied.

#### Hospital Practices and Supplementary Benefits

Information was obtained on selected hospital practices and supplementary benefits as these relate to registered professional nurses, other professional and technical workers, office clerical, and other nonprofessional employees. (All of the information on supplementary benefits excludes members of religious orders and of the Armed Forces as well as part-time employees.) To a considerable extent, differences among these groups in the proportions receiving various benefits reflect variations in the extent to which these groups are employed in various hospitals rather than differences in practice within the same hospital.

Scheduled hours; overtime pay practices; paid holidays; rates of pay for work on holidays; paid vacations; and health, insurance, and pension plans are treated statistically on the assumption that such benefits apply to all those employed within the occupational group in a given hospital if a majority of such employees are eligible for or may eventually qualify for the practice. Because of rounding, sums of individual items in these tabulations do not necessarily equal totals.

The length of vacation shown after 6 months of service refers to the total amount of vacation workers can take after this amount of service, not to their annual rate of vacation; however, vacation provisions shown for workers with 1 or more years of service refer to their annual rate. For example, Veterans Administration nurses receive  $2\frac{1}{2}$  calendar days of vacation per month and at the end of

6 months would have earned 15 days of vacation. Hence, they are shown as being eligible for 2 but less than 3 weeks of paid vacation after 6 months of service even though they accumulate vacation credits at the same rate after this amount of service as after a year or more of employment.

The summary of insurance and pension plans includes not only formal arrangements that are underwritten by an insurance company or pooled fund and for which the hospital pays at least part of the cost but also formal hospital policies providing for benefits to be paid out of current operating income. Death benefits are included as a form of life insurance. Medical insurance refers to plans providing for complete or partial payment of doctors' fees.

Tabulations of pension plans are limited to those plans that provide monthly payments for the remainder of the retired worker's life. Data on the extent to which hospital employees are covered by Old-Age, Survivors, and Disability Insurance (social security) are presented, since most hospitals are not automatically covered by the Federal Social Security System.

Sickness and accident insurance is limited to that type of insurance under which predetermined cash payments are made directly to the insured on a weekly or monthly basis during illness or accident disability. Paid sick-leave plans which provide full pay or a portion of the employee's pay during absence from work because of illness are included in the survey of paid sick leave. In addition to the proportion of workers who are provided sickness and accident insurance or paid sick leave, the table showing such benefits presents an unduplicated total of employees who receive either or both types of benefits.

The value of any perquisites received by hospital employees has not been added to the earnings data. Separate information is shown, however, on the extent to which hospital employees receive room, board, and other perquisites in addition to their cash salaries. Limited information is also included on arrangements whereby employees purchase meals or rent a room from the hospital through payroll deductions.

## Appendix B: Job Descriptions

The primary purpose of preparing job descriptions for the Bureau's wage surveys is to assist its field staff in classifying into appropriate occupations workers who are employed under a variety of payroll titles and different work arrangements from hospital to hospital and from area to area. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interhospital and interarea comparability of occupational content, the Bureau's job descriptions may differ significantly from those used in individual hospitals or those prepared for other purposes. In applying these job descriptions, the Bureau's field representatives were instructed to exclude students, members of religious orders, and of the Armed Forces, and part-time workers. Supervisors of other workers in the same occupation were omitted except where the job descriptions provide contrary instructions.

### Professional and Technical - Nursing

#### DIRECTOR OF NURSING

A registered professional nurse who directs and supervises all nursing services concerned with care of patients in the hospital. Plans the nursing services needed to achieve the objective of the hospital. Is responsible for maintaining such nursing service in accordance with accepted standards. Analyzes and evaluates nursing and related services to improve quality of patient care and to plan better utilization of staff time and abilities. Plans and directs the orientation and in-service educational program for nursing personnel. Interprets hospital personnel policies. Administers the budget for the nursing department and may assist in its preparation. May participate in community health education programs. May be responsible for the administration of a school of nursing if such a school is operated by the hospital. May delegate any of these responsibilities to an assistant. May assume the functions of a supervisor in a small hospital. May select and recommend appointment of nursing personnel. Nurses whose primary responsibility is administration of the hospital and assistant directors who may be delegated the responsibility for either nursing service or the school of nursing are excluded.

#### SUPERVISOR OF NURSES

A registered professional nurse who directs and supervises the nursing service in one or more organized nursing units: Evaluates the nursing service in her unit or units and relates these activities to other hospital departments and to the total nursing service. Interprets responsibilities and hospital policy to nursing personnel. Assists in the evaluation of nursing personnel. Participates in the orientation and in-service education programs for nursing personnel. May direct

#### SUPERVISOR OF NURSES - Continued

the procurement of supplies and equipment for her unit or units. May spend part of time instructing student nurses or auxiliary nursing personnel or planning instruction for these groups. May perform the functions of the head nurse when there is no head nurse. May be in charge of more than one medical, surgical, psychiatric, or other unit, or more than one operating room, or may be in charge of a combination of these units such as a medical ward and a surgical ward. Evening or night supervisors, nurses who spend more than half their time in instruction in the classroom or on the organized nursing unit, nurses assigned to central supply more than half time, and assistant directors who are responsible for certain types of functions (e.g., personnel, budget, nursing education, nursing service) as distinguished from certain services (e.g., surgical, medical, etc.) and who perform functions of director as delegated by her (such as coordinating nursing service with that of other services) are excluded.

#### HEAD NURSE

A registered professional nurse who is responsible for the nursing service and patient care on one organized nursing unit: Assigns patient care duties to (professional and nonprofessional) nursing personnel and supervises and evaluates work performance. Periodically visits patients to insure optimal care and to ascertain need for additional or modified services. Supervises the execution of doctors' orders and related treatments and the maintenance of nursing records. Assists in the orientation of new personnel to the unit. Insures the availability of supplies and equipment. Identifies nursing service problems and assists in their solution. May give direct nursing care in

HEAD NURSE - Continued

selected situations (i. e., performs duties of general duty nurse). May assist in the in-service education and guidance of nursing personnel. May spend part of time supervising or instructing student nurses. May be responsible for ward 24 hours a day in the sense evening and night nurses report to her and she is responsible for assigning duties on other shifts. Nurses who spend more than half their time in the central supply unit or in instruction in the classroom or on an organized nursing unit, and those who are given the title of assistant head nurse who receive extra pay as assistant supervisor are excluded.

GENERAL DUTY NURSE

A registered professional nurse who gives nursing care to patients within an organized nursing unit: Utilizes special skill, knowledge, and judgment in observing and reporting symptoms and condition of patient. Administers highly specialized therapy with complicated equipment. Gives medication and notes reactions. Maintains records on patient's condition, medication, and treatment. Assists the physician with treatment. May set up equipment, prepare the patient, etc. May supervise professional and other nursing personnel who are working as members of a nursing team in caring for a group of patients. May spend part time instructing, supervising, or assigning duties to student nurses, practical nurses, and nursing aides. May instruct patients and family. May assume some or all of the functions of the head nurse in her absence. May bathe and feed acutely ill patients. May take and record temperatures, respiration, and pulse. Nurse anesthetists, those who are given extra compensation as assistant

Professional and Technical - OtherDIETITIAN

A worker who organizes, administers, and directs one or more phases of the hospital food service program and applies the principles of nutrition to the feeding of individuals and groups. Does at least one of the following: (a) Plans menus, (b) plans modifications of the normal diet for persons needing special diet treatment, or (c) instructs patients and/or hospital personnel in principles of nutrition and in modifications of the normal diet. In addition, usually performs several or all of the following duties: Purchasing or requesting food, equipment, and supplies; supervising food preparation; supervising the serving of food to patients and hospital personnel; selecting, training, and supervising nonprofessional personnel; maintaining food cost controls; inspecting work areas and storage facilities for sanitation and safety. Normally, dietitians will have a college degree with a major in foods, nutrition, or institutional management plus a dietetic internship. Food service supervisors who are concerned with

GENERAL DUTY NURSE - Continued

head nurses, specialized intravenous nurses, those who spend more than half their time in the central supply department or in instruction in the classroom or on the organized nursing unit are excluded.

NURSING INSTRUCTOR<sup>1</sup>

A registered professional nurse who instructs student, professional, or practical nurses in theory and practical aspects of nursing art and science: Assists in planning and preparing curriculum and outline for course. Lectures to students and demonstrates accepted methods of nursing service, such as carrying out medical and surgical treatments, observing and recording symptoms, and applying principles of asepsis and antiseptics. Collaborates with nursing supervisors to supplement classroom training with practical experience in various departments. Renders individual training assistance wherever needed, and observes performance of students in actual nursing situations. May prepare, administer, and grade examinations to determine student progress and achievement. May make recommendations relative to improved teaching and nursing techniques. May assist in carrying out hospital in-service training program by initiating new procedures and practices and training graduate nurses in their application. May conduct refresher training courses for graduate nurses in theory and practice of general nursing care or clinical specialties. May train auxiliary workers in administration of nonprofessional aspects of nursing care. May teach practical nursing techniques to classes of lay persons. Nurses who spend less than half of their time on such duties are excluded.

DIETITIAN - Continued

the day-to-day operations of preparing and serving meals but who do not apply the principles of nutrition to meal planning (other than to modify diets according to established patterns) and, in hospitals that have staff dietitians, chief and assistant chief dietitians are excluded.

MEDICAL RECORD LIBRARIAN

A worker who is responsible for the activities of the department in which the medical records maintained on hospital or clinic patients are filed. These duties include several or all of the following: Reviewing patients' records for completeness and accuracy according

<sup>1</sup> This occupation was not studied in Portland, Oreg.

MEDICAL RECORD LIBRARIAN - Continued

to standards established by the accrediting agencies of hospitals; coding or verifying coding of diseases, operations, and special therapy according to recognized nomenclature and classification systems; indexing diseases, operations, and other special study material; preparing or supervising preparation of periodic statistical reports such as on morbidity, births, and deaths, utilization of facilities; assisting the medical staff in research involving medical records; abstracting case histories for special reports; selecting and tabulating information from patients' records for specific purposes of the hospital or clinic and the community; answering inquiries for information recorded in patients' records in accordance with prescribed hospital policies; filing or supervising filing of records; participating in staff meetings representing a professional service; taking medical or surgical dictation. Selects and trains any other employees in the department and assigns their duties. In addition, this worker may prepare the budget for the department and may serve as the hospital medical librarian. May direct program for training medical record library students. Medical record librarians in hospitals below the level of chief are excluded unless they are registered by the American Association of Medical Record Librarians.

MEDICAL SOCIAL WORKER

A person who provides direct service to patients by helping them resolve personal and environmental difficulties that interfere with obtaining maximum benefits from medical care or that predispose toward illness. Performs a variety of services such as counseling on social problems and arranging for posthospital care at home or in institutions, for placement of children in foster homes or adults in nursing homes, and for financial assistance during illness; utilizes resources such as family and community agencies to assist patient to resume life in community or to learn to live within disability. Prepares and keeps current a social case record. Provides attending physician and others with pertinent information to add to understanding of patient. May supervise social work students and beginning case workers. Social workers assigned primarily to psychiatric wards and clinics; workers engaged primarily in financial screening of patients and rate setting; those workers classified as case aides; and in hospitals where more than one social worker is employed, the head of the social service department and other supervisors of medical social workers unless they spend at least 80 percent of their time in direct service to patients (including related clerical and other duties) are excluded.

MEDICAL TECHNOLOGIST

A worker who performs various chemical, microscopic, and/or bacteriologic tests to obtain data used in diagnosis and treatment of patients. Applies techniques used in fields of bacteriology or mycology, parasitology, histopathology, hematology, serology, allergy, and/or chemical, radioactive, or morphological examinations. Is responsible for carrying procedures to completion (and a numerical answer). Records laboratory test results (but does not prepare diagnostic reports). May prepare tissues for microscopic pathological

MEDICAL TECHNOLOGIST - Continued

study. May, under supervision of a pathologist, engage in research and teaching activities. May supervise laboratory assistants, or where no laboratory assistants are employed, perform their duties. May also perform some duties of X-ray technicians, take electrocardiograms and determine basal metabolic rate. In large hospitals and those engaged in research, medical technologists may be responsible for testing and examination in only one of several fields of clinical pathology. In small hospitals, they may perform clinical tests in any one or a combination of these fields. Performs duties normally requiring 12 months' training in an approved school for medical technologists following at least 2 years of college. May be registered by registering agency. Chief technologists where more than one medical technologist is employed; tissue technicians who merely do routine preparation of tissue for study; those who perform only routine (qualitative rather than quantitative) tests such as urinalysis for PH factor or sugar by noting color change, testing hemoglobin by color, doing rough screening, or who perform only a limited range of tests within one field; and workers holding specialist certificates from the Registry of the American Society of Clinical Pathologists are excluded.

PHYSICAL THERAPIST

A person who treats disabilities, injuries, and diseases through the use of massage, exercise, and effective properties of air, water, heat, cold radiant energy, and electricity, according to prescription of a physician. May instruct students, interns, and nurses in methods and objective of physical therapy and may supervise physical therapy aides. May consult with other therapists to coordinate therapeutic programs for individual patients. Normally requires training in approved school of physical therapy. In hospitals with more than one physical therapist, the chief therapist and those who spend over 20 percent of their time supervising other physical therapists are excluded.

X-RAY TECHNICIAN

Takes X-ray photographs of various portions of body to assist physician in detection of foreign bodies and diagnoses of diseases and injuries, and/or assists in treating diseased or affected areas under supervision of radiologist. Prepares patient for roentgenographic examination, fluoroscopy or therapy requested by the physician, performing such duties as positioning patient, and administering chemical mixtures to increase opaqueness of organs. Sets up and operates stationary and mobile X-ray equipment. Develops exposed film or supervises its development by darkroom helper. Prepares and maintains records or supervises their preparation by clerical helpers. May maintain equipment in efficient operating condition, including correction of minor faults, and may clean apparatus. May perform duties in other departments, such as physical therapy, basal metabolism, and electrocardiography. May, under radiologist's direction, instruct nurses, interns, and students in X-ray techniques. Data for chief X-ray technicians in hospitals where more than one X-ray technician is employed are presented separately.

OfficeBILLER, MACHINE<sup>2</sup>

A worker who prepares statements, bills, and invoices on a machine other than an ordinary or electromatic typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations.

CLERK, PAYROLL

A worker who computes wages of company employees and enters the necessary data on the payroll sheets. Duties involve: Calculating worker's earnings based on time or production records; posting calculated data on payroll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. May make out paychecks and assist paymaster in making up and distributing pay envelopes. May use a calculating machine.

STENOGRAPHER, TECHNICAL

A worker whose primary duty is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a varied technical or specialized vocabulary such as reports on scientific research, and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work.

SWITCHBOARD OPERATOR

A worker who operates a single- or multiple-position telephone switchboard. Duties involve handling incoming, outgoing, and intra-hospital or office calls. May record toll calls and take messages. May give information to persons who call in. For workers who also act as receptionists see switchboard operator-receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

A worker who in addition to performing duties of operator, on a single position or monitor-type switchboard, acts as receptionist and may also type or perform routine clerical work as part of regular duties. This typing or clerical work may take the major part of this worker's time while at switchboard.

TRANSCRIBING-MACHINE OPERATOR, TECHNICAL

A worker whose primary duty is to transcribe dictation involving a technical vocabulary from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a stenographer.

Other NonprofessionalCARPENTER, MAINTENANCE<sup>2</sup>

A worker who performs the carpentry duties necessary to construct and maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in a hospital. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions; using a variety of carpenter's handtools, portable power tools, and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

DISHWASHER, MACHINE

A worker who operates a dishwashing machine and performs most of the following duties: Cleans dishes, glassware, and silverware by machine. Receives tableware from dining room and/or patients' rooms, or stacks tableware for transporting to dishwasher. Scrapes food from dishes. Transports cleaned and dried ware to proper places. May also clean working area, steam tables, and kitchen equipment, arrange dining tables and chairs, polish fixtures, and perform other duties. May remove garbage from dishwashing area.

ELECTRICIAN, MAINTENANCE

A worker who performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generating, distribution, or utilization of electric energy in a hospital. Work involves most of the following: Installing or repairing

<sup>2</sup> These occupations were studied only in Baltimore, Md., Buffalo, N. Y., Portland, Oreg., and St. Louis, Mo.

ELECTRICIAN, MAINTENANCE - Continued

any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layout, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; using a variety of electrician's handtools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

ELEVATOR OPERATOR, PASSENGER<sup>3</sup>

A worker who operates a passenger elevator. Supplies information to passengers regarding location of wards and offices. Assists patients in and out of elevator and may push in wheelchairs and carriages to or from elevator. May move freight in and out of elevator. May distribute mail.

ENGINEER, STATIONARY

A worker who operates and maintains and may also supervise the operation of stationary engines and equipment (mechanical or electrical) to supply the hospital in which employed with power, heat, refrigeration, or air conditioning. Work involves: Operating and maintaining equipment such as steam engines, air compressors, generators, motors, turbines, ventilating and refrigerating equipment, steam boilers, and boiler-fed water pumps; making equipment repairs; keeping a record of operation of machinery, temperature, and fuel consumption. May also supervise these operations. Head or chief engineers in hospitals employing more than one engineer are excluded.

EXTRACTOR OPERATOR<sup>4</sup>

A worker who removes surplus moisture from materials (such as wet cloth, clothing, knit goods, and yarn) by operating a centrifugal extractor. Work involves most of the following: Loading material into perforated drum of machine by hand or hoist; closing lid and starting machine, allowing it to run a predetermined time or until fluid stops flowing from drain; removing partly dried materials; hand trucking materials within the department. May assist the washer in loading, operating, or unloading the washing machine.

<sup>3</sup> These occupations were studied only in Baltimore, Md., Buffalo, N. Y., and St. Louis, Mo.

<sup>4</sup> These occupations were studied only in Baltimore, Md., Buffalo, N. Y., Portland, Oreg., and St. Louis, Mo.

FINISHER, FLATWORK, MACHINE

A worker who performs flatwork finishing operations by machine. Work involves one or more of the following: Shaking out the creases in semidry washing to prepare it for the flatwork ironing machine; feeding clean, damp flatwork pieces into the flatwork ironing machine by placing the articles on the feeder rollers; catching or receiving articles as they emerge from the machine and partially folding them.

HOUSEKEEPER, CHIEF

A worker who is charged with the responsibility for housekeeping activities, which include maintenance of clean and sanitary conditions in all areas of the hospital except for engineering and dietetic areas; conduct of studies for better housekeeping products and equipment. In this capacity, the housekeeper formulates and implements procedures for effective utilization of housekeeping personnel, supplies, and equipment; sets standards for cleaning, sanitation, and preservation of floor and wall surfaces; conducts continuing program to improve housekeeping techniques and practices; makes budget estimates; schedules activities and makes inspection to determine whether established standards of sanitation and cleanliness are being met. Supervises housekeeping personnel, including conduct of in-service training, interviewing and final selection of personnel, recommending promotions and discharge of employees. May give advice to management on selection of color scheme, type of draperies, rugs, upholstery, and furniture to be used when needed for replacement.

KITCHEN HELPER

A worker who performs one or more of the following unskilled kitchen duties: Cleans worktables, meat blocks, refrigerator, and grease trays; sweeps and mops kitchen floors, obtains and distributes supplies and utensils; watches and stirs cooking foods to prevent burning. Carries dirty utensils to be washed and returns cleaned utensils and polished silver to proper place in kitchen. Cleans pots and kitchen utensils. Carries out garbage. Delivers food trays to floor diet kitchens and collects dirty dishes from trays. Assists in setting up trays. Dishes up food. Cuts, peels, and washes fruits and vegetables. Makes toast and beverages. Workers who work with patients in mental hospitals or who perform tasks such as making salad dressing or soup stock; preparing special beverages such as eggnogs or milk shakes; cooking or frying eggs; weighing, measuring, and mixing ingredients for bakery products, etc., are excluded.

MAID OR PORTER

A worker who cleans and services hospital premises: Performs one or more of the following duties: Cleans, mops, and waxes floors. Dusts furniture and equipment. Cleans window sills, empties

MAID OR PORTER - Continued

trash baskets, and arranges furniture and equipment in an orderly fashion. Scours and polishes bathtubs, sinks, mirrors, and similar equipment, replenishing supplies of soap and towels. Polishes brass and cleans and polishes glass panels in doors and partitions. Keeps utility storage rooms in good order by cleaning lockers and equipment, arranging supplies, and sweeping and mopping floor. Performs a variety of related duties. May be assigned to specific areas, such as wards, offices, or surgery. Those workers who work with patients in mental hospitals are excluded.

MEDICAL LABORATORY ASSISTANT<sup>5</sup>

A worker who assists one or more medical technologists or workers of equivalent status by performing one or more of the following duties: Preparing, under instruction, sterile media for use in growing cultures (does not identify bacteria); sorting bacterial cultures prior to examination by medical technologists; preparing solutions, non-critical reagents (i. e., those not requiring a high degree of accuracy—such as salt solutions or dye solutions), or stains, following standard laboratory formulas and procedures. May clean and sterilize laboratory equipment, glassware, and instruments. May do charting under supervision. May collect some types of specimens from patients. Does not perform tests.

NURSING AIDE

A worker who assists the nursing staff by performing routine duties in the care of hospital patients. Performs several of the following patient care services: Bathes bed patients or assists them in bathing. Cares for patients' hair and nails. Feeds or assists patients to eat and brings patients between-meal nourishment. Assists patients with bedpans and urinals. Keeps records of patients' food intake and output when ordered. Assists patients in undressing and provides hospital clothing, storing patients' clothing and valuables. Assists patients in walking and transports patients to various hospital rooms by means of wheelchair or stretcher. Cleans and sterilizes instru-

<sup>5</sup> These occupations were studied only in Baltimore, Md., Buffalo, N. Y., and St. Louis, Mo.

NURSING AIDE - Continued

ments and equipment. May clean rooms or equipment upon discharge of patients. Makes occupied beds. May take and record temperature, pulse, and respiration rate. May escort newly admitted patients from admitting office to hospital room or ward. May or may not be licensed. May be called orderly and may transport and arrange portable X-ray, oxygen, or heavy equipment. In mental hospitals or psychiatric units will have very limited responsibility for participation in care of patients, being limited to physical care rather than socializing and will work under close supervision.

PRACTICAL NURSE

A person who, under supervision of a professional nurse, performs selected and delegated nursing tasks in care of patients. Performs three or more of the following duties: Measures and administers simple medications as directed; applies simple dressings; administers enemas, douches, perineal care, and other treatments as directed; reports general observation of patients' condition; sets up treatment trays; keeps under constant surveillance patients recovering from anesthesia or receiving prolonged intravenous or subcutaneous injections, notifying professional nurse of unusual reactions; takes and records temperature, pulse, and respiration. In a mental hospital, may be called a psychiatric aide or attendant and may have duties such as socializing and custodial functions peculiar to mental hospitals. Some workers called orderlies may perform these duties and are included. May be licensed and may also perform duties of a nursing aide. Those regularly supervising other practical nurses or nursing aides and those supervising units to which no professional nurses are assigned are excluded.

WASHER, MACHINE

A worker who operates one or more washing machines to wash hospital linens, garments, curtains, draperies, and other articles. Work involves the following: Manipulating valves, switches, and levers to start and stop the machine and to control the amount and temperature of water for the sudsing and rinsing of each batch; mixing and adding soap, bluing and bleaching solutions; loading and unloading the washing machine, if not done by loaders or unloaders (pullers). May make minor repairs to washing machine.