CATS Database: Years of Experience Guidelines and Examples

Welcome to the CATS Database: Years of Experience Guidelines and Examples. Vanderbilt has a new tool that will provide a central repository for storing staff member’s licensure, education and years of experience. This database provides an opportunity to quickly populate data of our staff for Magnet, JCAHO, and other regulatory agencies. It also provides managers a tool to use in assessing performance and skills assessment of staff as it relates to new hires and current staff. Currently, this database is only being used to capture Nursing information.

EXPERIENCE CATEGORIES

Listed below are the categories for which a staff member may have experience as it relates to their career.

- LPN
- Patient Care Support, Non-licensed
- RN: Administrator
- RN: Advanced Practice: Other
- RN: Advanced Practice: NP
- RN: Direct Patient Care
- RN: Indirect Patient Care
- RN: Research
- Surg Tech/Paramedic, etc.

Glossary of Experience Categories

**Direct Care Nurse:** The nurse providing care directly to patients and excludes the nurse manager and nurse executive. Direct patient care responsibilities are patient-centered nursing activities carried out in the presence of the patient (such as, admission, transfer/discharge, patient teaching, and patient communication). This category includes nursing staff that are:
  - Counted in the staffing matrix
  - Assigned greater than 50 percent to direct care responsibilities
  - Replaced during a shift if they call in sick.

**Indirect Care Nurse:** Nurses whose primary focus is patient care responsibilities and/or contact, but who have “hands on” less than 50 percent of their time.

**Research Nurse:** Nurses whose primary focus is research to include any combination of indirect or direct patient care work.

**Administrator Nurse:** Nurses whose primary responsibility is the management of healthcare services delivery. The levels of nurse administrators include, nurse executive (CNO), nursing administrative and assistant administrative directors, nurse directors, nurse managers and assistant managers.
Advanced Practice: NP: The nurse in this category has graduated with their masters in nursing and works under the general supervision of a physician providing primary care to patients and families.

Advanced Practice: Other Clinical: Nurses graduated with their masters in nursing and who provide direct patient care and whose primary role is other than Nurse Practitioner such as Clinical Nurse Specialist, etc.

LPN: A nurse supporting the Registered Nurse or licensed physician/dentist in the provision of patient care, to include delivery of patient care, collection of ongoing patient response to care, discharge planning and patient family education.

Surg Tech/Paramedic: Facilitates patient care by assisting physicians/nursing staff by providing instruments and supplies in order to perform patient care services.

Patient Care Support, Non-licensed: Assist with the implementation of patient care and coordinate patient flow under the supervision of a registered nurse.

CONSIDERATIONS OF DATA ENTRY

When entering experience, please use the following guidelines. Specific examples are listed on the following pages.

- Capture All relevant experience in a nursing career
- Account for full-time and part-time experience
- Collapse any pre-Vanderbilt experience into one entry
- Works two jobs simultaneously, then only one entry is made
- Terminating a staff member
- Staff member going on Leave

Also, please keep in mind that only dates will need to be entered. Actual years will be automatically calculated and populated in the database.

- Capture all relevant experience in a nursing career.

Example #1

John Lennon
Registered Nurse 2 – CC, job code 6658
FTE 0.90
Graduated 1992, BSN
**Experience from Resume:**

Vanderbilt, Care Partner June 1991 –May 1992, 20hrs/wk
Vanderbilt, GNA June 1992, 36hrs/wk
Vanderbilt, RN I July 1992, 36hrs/wk
Vanderbilt, RN II July 1993 – current, 36hrs/wk

**Entry into CATS**

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<tr>
<th>Beginning Date</th>
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<th>Category</th>
<th>FT/PT</th>
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**Example #2**

Angela Sanchez
Nurse Practitioner, job code 6679
FTE 1.0
Graduated 2004, MSN
Graduated 2000, BSN

**Experience from Resume:**

LeBonheur, Nurse Practicums 1999 – 2000
LeBonheur, RN June 2000 – July 2002, 40 hrs/wk
Vanderbilt, NP August 2004 – current, 40hrs/wk

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<td>RN: Advanced Practice: NP</td>
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❖ Account for full-time and part-time experience. Full-time is defined as 30 hours or more per week. Part-time experience is defined as greater than 20 hours per week but less than 30 hours per week. If a staff member changes from full-time to part-time work (or vice versa), please data enter a new row of data reflecting the change.

**Example #3**

Buzz Lightyear
Case Manager I, job code 6669
FTE .5
Graduated 1997, BSN
Currently pursuing MSN
Experience from Resume:
St Thomas Hospital, RN January 1997 – January 2005, 36 hrs/wk
Vanderbilt, Case Manager January 2005 – August 2005, 40 hrs/wk
Vanderbilt, Case Manager August 2005 – current, 25hrs/wk

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If the same category of experience has been gathered over various hospitals, collapse any pre-Vanderbilt experience into one entry.

Example #4

Bonita Adams
LPN, job code 6715
FTE .90
Graduated 1985, LPN

Experience from Resume:
Doctor’s Office, LPN June 1985 – June 1990, 40 hrs/wk
Maury Regional, LPN June 1990 – January 2000, 36 hrs/wk
Vanderbilt, LPN January 2000 – current, 36hrs/wk

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If an individual works two jobs simultaneously, then only one entry is made if at least one job is full-time. A year can only be accounted for once.

Example #5

Ming Li
Registered Nurse 2, VPNPP, job code 6643
FTE 1.0
Graduated 2004, ASN
**Experience from Resume:**

Vanderbilt, RN August 2004 – current, 40 hrs/wk  
Williamson Medical, RN May 2005 – current, 10hrs/wk

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If a staff member terminates, please data enter the ‘end date’ in the current job record. Otherwise, the staff member’s experience will continue calculating. If a terminated staff member is rehired, the previous data can be restored.

- What happens if a staff member has already been entered into the database and goes on leave?

  If the staff member goes on leave and returns within a six-month period of time, allow the experience to continue calculating. However, if an individual has exhausted their leave beyond the six-month period of time and will be applying for LTD, please terminate the individual’s experience in accordance with processing the appropriate termination paperwork.

**Example #6**

Anne Roberts  
Registered Nurse 3 - CC, VPNPP, job code 6659  
FTE 0.9  
Graduated 2000, BSN

**Experience from Resume:**

Vanderbilt, GNA, June 2000 – August, 36 hrs/wk  
Vanderbilt, RN 1, August 2000 – August 2001, 36 hrs/wk  
Vanderbilt, RN 2, August 2001 – current, 36 hrs/wk

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