

Disability, Independence and Dependency Situations Pilot Survey CENTRES

Hospitals Questionnaire

Modifications to identification particulars (Complete only those sections subject to variation)

_____ | | | | | | | | | |
Name of hospital Tax Identification Number

Domicile

| | | | | | _____ | | | | | |
Postcode Municipality. Municipality Code

_____ | | | _____ _____
Province Prov. Code

Telephone Fax E-mail

Details of the person to be contacted, if necessary, for HOSPITAL SIGNATURE OR SEAL OF THE

Consultations, clarifications or modifications regarding the questionnaire

Mr./Ms. /Miss: _____
Post held in the centre: _____
Telephone number: _____ Fax: _____
E-mail: _____
Hospital website: _____

Legislation
Statistical Secrecy
The personal information obtained by the **statistical services**, both directly from the informants as well as from administrative sources, will be the object of protection and are covered by statistical secrecy (art. 13.1 of the Law on the Public Statistical Services, dated the 9th of May 1989, LFEP). All statistical personnel will be obliged to maintain statistical secrecy (art. 17.1 of the LFEP).
Obligation to provide data
Laws 4/1990 and 13/1996 set out the **obligation to provide the data** that is requested for the compilation of this statistic. The statistical services may be able to request data from all physical and legal persons, national and foreign, residents in Spain (Article 10.1 of the LFEP).
All individuals and legal entities that provide data, regardless of whether their collaboration is compulsory or voluntary, must respond in a true, exact and comprehensive manner within the stipulated deadline to the questions outlined in due form by the statistical services (art. 10.2. of the LFEP).
Non-compliance of the obligations envisaged in this Law, in relation with statistics for state purposes, will be sanctioned in compliance with the terms established in the regulations contained in this Heading (art. 48.1 of the LFEP).
Very serious infringements will be sanctioned with fines ranging from 3,005.07 to 30,050.61 **euros**. Serious infringements will be sanctioned with fines ranging from 300.52 to 3,005.06 euros. Minor infringements will be sanctioned with fines ranging from **60.10 to 300.51 euros** (art. 51.1, 51.2 and 51.3 of the LFEP).

General instructions

Information unit: Hospitales.

Reference period: data must refer to **15 January 2008** except where the question elicits information referring to a different period.

Structure of the questionnaire: The questionnaire is composed of 5 sections:

- A. General data.
- B. Provision and capacity of the service
- C. Characteristics of persons residents in the hospital.
- D. Human Resources.
- E. Expenditure.

Form of recording the data: Write down data clearly. Do not write in the shaded areas. The financial data is requested in **euros, without including VAT.**

Consignment term: this questionnaire, duly completed with the required information, must be returned within a period **not exceeding 10 days.**

B. General data

A.1 Purpose of the hospital

Please mark the appropriate box with a cross (X)

- Geriatric hospital. _____ 1
Psychiatric hospital. _____ 2
Other _____ 3 ⇒ Please specify _____

A.2 Ownership

Please mark the appropriate box with a cross (X)

PÚBLICA		PRIVADA	
Estatal	<input type="checkbox"/> 1	Con fin de lucro	<input type="checkbox"/> 5
Autonómica	<input type="checkbox"/> 2	Sin fin de lucro	<input type="checkbox"/> 6
Diputación/Cabildo	<input type="checkbox"/> 3		
Municipal	<input type="checkbox"/> 4		

A.3 Management

- Public _____ 1
Private _____ 2

A.4 Financing

Public _____ 1

Mixed _____ 2

Private _____ 3

B. Bedplaces

1. Number of beds ____ |_|_|_|_|

2. Does it have allotted beds?

Yes 1 ⇒ Number of beds allotted |_|_|_|_|

No 6

C. Characteristics of persons residents in the hospital

Please indicate the number of persons in each of the following groups. Please include only those persons resident whose stay is equal to or greater than 3 months.

	Males	Females
From 0 to 3 years		
From 4 to 6 years		
From 7 to 15 years		
From 16 to 19 years		
From 20 to 44 years		
From 45 to 64 years		
From 65 to 69 years		
From 70 to 74 years		
From 75 to 79 years		
From 80 to 84 years		
From 85 to 89 years		
From 90 to 95 years		
From 96 to 100 years		
100 years old and over		
Total		

D. Human Resources

D.1 PER D:SONNEL

Please indicate the effective staff at the hospital in one of the following groups. Please include voluntary staff, staff without a contract, sub-contracted staff and other regular collaborators.

Please remember that the data must refer to 15 January 2008.

1.1 Total number with disabilities _____|_|_|_|_|

2.- Total number of women _____|_|_|_|_|

2.1 Total number of women with disabilities _____|_|_|_|_|_|

3.- Total number of persons working full-time _____|_|_|_|_|_|

4.- Total number of permanent staff

D.1.1 Table

Professional category	Total no.	Total no. of women	total no. of permanent staff	total no. of persons working full-time	total no. of hours per week
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MANAGEMENT AND SUPPORT

1. Management and administration.					
2. Own maintenance and services					
3. Contracted maintenance and services					
4. Others					

TEACHING

5. Teachers, Primary education teachers, classroom assistants					
6. Other teaching personnel					

HEALTH

7. Nursing assistant					
8. Registered nurses					
9. Physiotherapist					
10. Geriatric Specialist					
11. Psychiatric Specialist					
12. Rehabilitation Specialist					
13. Occupational Therapist					
14. Other medical staff					
15. Other health staff					

PSYCHOSOCIAL

16. Carer or assistant					
17. Teacher					
18. Speech therapist					
19. Monitors					
20. Adviser					
21. Educator					
22. Psychologist					
23. Psychomotrician					
24. Psychopedagogue					
25. Socio-cultural animation technician					
26. Social integration technician					
27. Social Worker					
28. Other psychosocial staff:					

D. 2. Activity of health and psychosocial staff in personal care

Please estimate the total time on a weekday of health and psychosocial and psychosocial staff in:

	Psychosocial staff	Health personnel
% of time dedicated to assisting persons in a dependency situation with Basic Everyday Activities		
% of time dedicated to assisting persons in a dependency situation with other activities		
% of time dedicated to assisting persons not in a dependency situation and other activities not related to assisting persons (staff meetings, training courses, organising activities...)		

E. Expenditure

Please indicate the current expenses in Thousands euros excluding VAT
The reference period for this section is the total expenditure for the year 2007.

1. STAFF COSTS	1.a) DIRECT ASSISTANCE STAFF	Health (Doctor, Holder of a University Diploma in Nursing, Physiotherapist, Occupational Therapist, Speech therapist, Nursing assistant	Value -----
		Psychosocial (Social worker, Psychologist)	Value -----
	1.b) OTHER STAFF		Value -----
1. TOTAL STAFF EXPENDITURE (1.a + 1.b)			Value -----
2. PURCHASES	2.a) EXPENDITURE ON MATERIALS CONSUMED	Medicines and other pharmaceutical products	Value -----
		Consumption of medical material:	
		- Implants, orthoses and prostheses	Value -----
		- Other medical material consumed (dressings, etc)	Value -----
	Other purchases (food products, clothes and accessories, underwear and footwear, other supplies)	Value -----	
2.b) ASSISTANCE SERVICES PROVIDED BY OTHER COMPANIES OR PROFESSIONALS		Value -----	
2.c) Work undertaken by other companies: SUBCONTRACTING (FOOD, CLEANING AND THE LIKE)		Value -----	
2.b + 2.c)	2. TOTAL EXPENDITURE ON PURCHASING (2.a + 2.b + 2.c)		Value -----
3. External services Repairs and maintenance, Independent professional services, rentals, insurance, electricity and water supply and other external services.			Value -----

4. ALLOCATIONS FOR AMORTISATION of tangible assets, others	Value -----
5. TAXES Debentures	Value -----
6. FINANCIAL EXPENDITURE	Value -----
7. OTHER MANAGEMENT EXPENDITURE)	Value -----
8. TOTAL CURRENT EXPENSES (1+2+3+4+5+6+7)	Value -----

ANNEX:

DIDSS: : HOSPITALES.

BASIC DEFINITIONS OF HOSPITALS

GERIATRIC AND/OR LONG-STAY HOSPITALS (WITH CONFINEMENT):

-Geriatric and/or Long-Stay Hospitals Health centres aimed at the specialised and continuous assistance of interned patients (with a minimum of one night) who require health care, in general, of low complexity, due to chronic processes or because their degree of functional independence for everyday life is reduced, which they cannot provide in their domicile, and require a period of internment.

-Mental Health or Psychiatric Hospitals. Centres aimed at providing diagnoses, treatment and monitoring for patients who required internment due to mental illness.

A.2 OWNERSHIP

-Ownership of centres may be "**public**" or "**private**" according to the public or private nature of the **body which owns the centre**, regardless of whether who manages it.

-Ownership is "**public**" if it corresponds to an administrative body dependent on one or more Public administrations.

-Ownership is "**private**" if the body which owns the centre is a private body, regardless of whether it is commercial and profit-making. It may be for-profit or non-profit

A.3 MANAGEMENT

-Hospital management **may be** public or private. It is **public** when this is carried out by one or more administrative bodies dependent on the General Administration of the State, on the Autonomous Community, on the Foral Administration or on the Local territorial scope. Public management includes the fact that it may be subsidised, in other words, run by one or more public bodies. The subsidy conditions depend on a regulation or agreement between the different bodies. Management is not subsidised when it is directly carried out by the owning public body.

-Management is private when it is carried out by a private body, regardless of whether or not ownership is also private.

A.4 FINANCING

-It is public if it is carried out by an administrative body dependent on the General Administration of the State, on the Autonomous Community or on the Local Administration. It is mixed if financing is carried out by one or more Public Administrations as well as by a private body, either for- or not-profit. It is private if the financing of the centre's places is exclusively private.

B- BEDPLACES

-**The total number of hospital beds** will be taken into account: The number of beds available to be used and which constitute the set bedplaces as of 15 January 2008.

-The hospital may have a number of **Allotted Beds**, which entail a contract between a health establishment (private or public) and the body responsible for managing health assistance, by which the characteristics and rates of subsidised health services and the financing of a certain number of beds intended for specific activities are determined under certain conditions .

D- HUMAN RESOURCES

-Staff providing an effective service in the residential social centre as of 15 January 2008 and not the jobs appearing as part of the staff will be recorded. Voluntary staff, staff without a contract, sub-contracted staff and other regular collaborators will be included.

-Collaborators is taken to mean staff who without a labour relationship with the centre, but performing an activity there by means of another type of contractual relationship.

-In the case of hospitals in the public sector staff performing tasks in Specialised Centres functionally dependent on the hospital with confinement **will be included**. It will include the staff at all centres functionally dependent on the surveyed hospital. c

-Staff commissioned to provide a service affiliated to another institution will not be recorded as effective staff

- Staff temporarily unable to work due to illness or maternity leave, and has someone standing in for them, will not be recorded as effective staff, whereas the replacement staff will be.

- Staff on an extended leave of absence will not be recorded as effective staff.

- Staff linked to the centre by means of a temporary contract or commissioned at the centre will be recorded as effective staff.

-Effective staff will be specified by **professional category**.

-Staff categories must be exclusive, in other words, each person must be included in a single group. Those persons will be noted by virtue of the **job they perform**, regardless of the fact that their qualifications may belong in a different category.

- MANAGEMENT AND SUPPORT STAFF

The following categories will be included:

- **Management and Administration** - Staff dedicated to management and/or administration of the centre, even though their qualifications are in medicine. A person included under this heading must not be included under other headings. Only those staff whose main activity is management or administration will be included. Example: a doctor who combines care work within the centre with management or administrative work will be recorded as medical staff.

- **Own maintenance and services** Maintenance and service staff linked by means of a contract or part of the staff at the centre, such as kitchen staff, cleaning staff, waiters, drivers, governors, reception staff, etc ... will be included.

- **Contracted maintenance and services** Staff providing a service in the centre but contracted by outside companies will be included, for example: cleaning, maintenance, laundry, kitchen and/or pantry, security staff and others.

- **Other support staff.** Staff not included in the previous categories will be included.

-TEACHING PERSONNEL

Staff performing a teaching activity at the centre, such as teachers, primary education teachers, classroom assistants, etc.

-MEDICAL STAFF:

-**Medical staff (doctors):** This includes **graduates in** Medicine and Surgery providing a service at the centre, as of 15 January 2008. This will include: medical interns, residents, interns and voluntary helpers. They will be specified by specialisms included in the questionnaire: Geriatric Specialist, Psychiatric Specialist, Rehabilitation Specialist Any other senior medical staff (except psychosocial staff) not included in the previous categories will be included in Other medical staff.

-**Medical staff (excluding doctors):** Holders of university diplomas in nursing (specialists and non-specialists, except psychosocial staff), nursing assistants, staff holding a qualification in physiotherapy and staff holding a qualification in occupational therapy will be included. Speech therapists not included in the psychosocial staff section will not be included. Any other staff (excluding doctors) not belonging to the previous categories and performing another medical function (except psychosocial staff) such as laboratory staff will be included in Other medical staff.

- PSYCHOSOCIAL STAFF

Staff dedicated to social and psychiatric care will be included, by category to which they belong: carers, assistants, teachers, speech therapists, monitors, educationalists, psychologists.

D.2- ACTIVITY OF MEDICAL AND PSYCHOSOCIAL STAFF IN PERSONAL CARE.

In this section the total percentage of time on a weekday of medical and psychosocial staff dedicated to the following types of assistance will be quantified:

a) The percentage of time dedicated to assistance by psychosocial staff will be quantified, as will health staff dedicated to assisting persons in a dependency situation in **Basic Everyday Activities** such as: support and assistance with getting up, lying down, personal hygiene, getting dressed, eating and others relating to personal care such as changes in posture, mobility, temporal-spatial guidance and incontinence support.

b) The percentage of psychosocial and health staff time dedicated to assisting persons in a dependency situation with **Other Activities such as using public transport (bus, train.), handling small objects (picking up coins, cutting with scissors), buying clothes or other items necessary for daily life will be quantified.**

c) **Assisting persons not in a dependency situation and other activities (scheduling, meetings, training).**

The percentage of time dedicated to persons **NOT in ein a dependency situation**, plus the percentage of time dedicated to activities not relating to assisting persons, such as staff meetings, training courses, organising activities, etc. will be estimated. In other words, the

estimate of the time dedicated by health and psychosocial staff to all activities not included in the previous two sections is included, therefore the sum of the three sections (a, b and c) for each type of staff must work out 100%.

- TOTAL CURRENT EXPENSES 2007.

-The purpose of this section is to ascertain the operating expenditure of the centre and its structure. The **annual total expenditure for the 2007 period** will be included.

-Hospitals are obliged by virtue of the provisions regulating the subject, to keep accounts adhering closely to the accountancy planning standards.

-In the case of **specialised centres dependent on public hospitals**, expenses of specialised centres will also be included.

-It may coincide that the centre does not have accounting completely separate from the body on which it depends. Examples, in the private sector a private centre owned by an insurance company or a public centre owned by the Regional Parliament, Municipal Council or Autonomous Community. In these cases, some or even the whole expenditure by the centre surveyed may show as expenditure by the body on which the centre depends. Regardless of whether or not the body which has ownership pays, expenditure is to be allocated to the centre surveyed, requesting the information necessary in order to complete the questionnaire

-Payment commitments acquired during during the year 2007 (except in the case of allocations for amortisation) for the concepts requested, regardless of when payment is made for these acquired commitments, will be included as expenditure.

1- STAFF COSTS

This also includes fixed and temporary remunerations to centre staff. The following are included: wages and salaries (in other words, fixed and temporary remunerations of centre staff), compensation (for dismissal or early retirement), social security, other corporate costs (contributions to complementary pension systems), and other corporate costs incurred in compliance with a legal provision, or voluntarily by the company (canteen subsidies, study grants, bonus paid for life insurance contracts, accidents, illness etc....).

This will include:

1.a) Direct assistance staff expenditure:

a .i) Medical: doctor, holder of a university diploma in nursing, occupational therapist, speech therapist,

nursing assistant.

a.ii) Psychosocial : Social worker, psychologist, etc,

1.b) Expenditure on other staff

1 Total Staff Expenditure (1.a+1.b)

2- PURCHASES

These will be valued at acquisition price, in other words, excluding discounts, sales and

commissions. Transport costs, customs and excise and taxes, excluding VAT.

Total Purchasing is divided into three sections:

2.a) Expenditure on materials consumed:

i) - Medicines and pharmaceutical products

a.ii) - Medical material consumed (implants, orthoses and prostheses, other medical material.)

a.iii)- Other Purchases (food products, clothes and accessories, underwear and footwear, other supplies,

instruments and small tools, other supplies, returns of purchases, volume discounts on purchases.)

2.b) Assistance services provided by other companies or professionals.

Expenditure on assistance services contracted by the centre, such as:

laboratory, imaging diagnostics, rehabilitation and others.

2.c)Work undertaken by other companies: subcontractors (meals, cleaning, laundry, maintenance, security, others,).

2 Total Purchases (2.a+2.b+2.c)

In section **2.a) Expenditure on materials consumed** the following are included:

In section.a. **i) Expenditure on Medicines and Pharmaceutical Products**, expenditure on medicines and pharmaceutical products will be included.

In section. a.ii) Expenditure on Medical material consumed purchases of material which, while not being a pharmaceutical, is used for assisting and caring for staff attended to at the centre are included. A distinction will be made between:

1-Implants, orthoses and prostheses.

2-Other medical material consumed: radiodiagnostics material, catheters, probes, dressings, sutures, other disposable material.

In section . a.iii) Other Purchases the following will be included: purchases of clinical and non-clinical instruments and tools, purchases intended to form part of food services, purchases of textil products, of other materials, of footwear, purchases of fuel, spare parts, materials for repairs and maintenance, cleaning material and toiletries, office material, remittances returned to suppliers for non-fulfilment of the order conditions, discounts subsequent to receiving the invoice, volume discounts for purchases, discounts and similar which come about due to having reached a specific order volume.

In section **2.b Assistance services provided by other companies or professionals**the value of work or services forming part of the assistance or care provided by the surveyed centre, but entrusted to other companies or professionals will be included: care and assistance services carried out by graduates and care technicians or by companies.

Arrangements for assistance and care with other residential social centres or hospitals, with other non-residential centres, with specialists and arrangements for auxiliary assistance and care services such as the following are also included: clinical laboratories, diagnostic imaging, transporting patients, emergencies and other auxiliary services.

In section **2.c Work done by other companies or professionals** the value of work or services forming part of the package of services provided by the centre, but which are entrusted to other companies or professionals will be included: laundry, cleaning, security, catering and other services

3-EXTERNAL SERVICES

Services of a varied nature acquired by the company and not included in the purchases section are included. This will include:

-**Utilities** such as electricity and any other supply which it is not possible to store.

Other External Services: research and development expenses for services entrusted to other companies, leases (accrued for the lease of furniture and buildings, taxes (fixed amounts or variables which are met through the entitlement to use or the award of use of the different expressions of intellectual property), repairs and maintenance, independent professional services, transport costs, insurance premiums, banking services and similar, advertising, public relations, other services such as travel expenses for company staff.

4- ALLOCATIONS FOR AMORTISATION

The total for allocations made during the reference period (annual) for depreciation of the different categories of chattel and estate will be included.

5 –TAXES

It will include payments for debentures made to public administrations levied

on the centre's activity and the use of production factors: tax on profit, registration with the tax authorities for commercial activity, property tax, VAT, other indirect taxes such as registration with the tax authorities, property tax.

No direct taxes (Income tax, company tax) are included)

6- FINANCIAL EXPENDITURE

Interest from debentures and bonds, interest on debts, interest on discount credits, discounts awarded for prompt payment, etc... are included.

7- OTHER MANAGEMENT EXPENSES

Expenses not dealt with in other subgroups, so long as they are not of an extraordinary nature.