



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

## Nursing Management Report

*(Due prior to monthly, quarterly, or annual budget meetings)*

Unit: \_\_\_\_\_ Month(s): \_\_\_\_\_  
Cost Center: \_\_\_\_\_ Pay Periods: \_\_\_\_\_

### 1. Appointments

Booked: \_\_\_\_\_ Arrived: \_\_\_\_\_

### 2. Orientation Hours *(Obtained from NCH payroll report)*

RN: \_\_\_\_\_ LVN: \_\_\_\_\_ NA: \_\_\_\_\_ NT: \_\_\_\_\_

### 3. Resource Pool

Hours worked: \_\_\_\_\_

### 4. Overtime *(Obtained from FTE or payroll register report)*

Number of OT hours: \_\_\_\_\_ OT as % of hours worked: \_\_\_\_\_

### 5. In-services on Unit:

### 6. Attendance at Regional or National Seminars or Conventions:

### 7. Number Employed

RNs: \_\_\_\_\_ LVNs: \_\_\_\_\_ Nursing Aides: \_\_\_\_\_

### 8. Nursing Positions Open in the Department:

\_\_\_\_\_  
Nurse Manager Signature Date