



## APPENDICES

ลิขสิทธิ์มหาวิทยาลัยเชียงใหม่

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## APPENDIX A

### List of Experts

Back Translation Experts for Job Diagnostic Survey Questionnaire

1. Associate Professor Malee Urharmnuay

Faculty of Nursing, Chiang Mai University, Thailand

2. Professor Tang Pinfen

Faculty of Nursing, Kunming Medical University, Kunming, Yunnan, P. R. China

3. Mrs. Huang Jin

Chief of Research Group

Nursing Department, Kunming 43 Hospital, Kunming, Yunnan, P. R. China

4. Lecture Dr. Pang Dong

School of Nursing, Peking University, Beijing, P. R. China

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## APPENDIX B

### DEMOGRAPHIC DATA FORM

**Instruction:** Please provide information by filling in the blanks or putting a mark ( ✓ ) in front of the relevant answer number for each item or filling in the blank(s). Your participation is essential if results that truly represent the thinking of professional nurses are to be obtained. All responses will be held strictly confidential.

1. Age: \_\_\_\_\_ years \_\_\_\_\_ month

2. Gender: ☐ ① Male ☐ ② Female

3. Marital status: ☐ ① Never married ☐ ② Married ☐ ③ Separated

☐ ④ Widowed ☐ ⑤ Divorced

4.....

5.....

6.....

7.....

8.....

9. Work shift at the present time: ☐ ① Day shift ☐ ② Rotation shift

☐ ③ Other (Please specify) \_\_\_\_\_

10. Employment type: ☐ ① Permanent ☐ ② Temporary

☐ ③ Other (Please specify) \_\_\_\_\_

## 人口统计学资料表

**指导语：**请根据您的个人情况回答问题或在相应的选项前面打钩。您的参与将会对本项研究很重要，希望你能如实表示出专业护士的思想。所有有关您的资料将会被保密和匿名处理。

1. 年龄: \_\_\_\_\_ 年 \_\_\_\_\_ 月

2. 性别: ☐ ① 男 ☐ ② 女

3. 婚姻状况: ☐ ① 未婚 ☐ ② 已婚 ☐ ③ 分居 ☐ ④ 丧偶  
☐ ⑤ 离婚

4. ....  
5. ....  
6. ....  
7. ....  
8. ....

9. 排班: ☐ ① 长白班 ☐ ② 倒班 ☐ ③ 其他 (请填写) \_\_\_\_\_

10. 录用类型: ☐ ① 在编 ☐ ② 合同

☐ ③ 其他 (请填写) \_\_\_\_\_

## APPENDIX C

### Job Diagnostic Survey (English version)

#### Section One

**Instruction:** This part of the questionnaire asks you to describe your job, as objectively as you can. Please do not use this part of the questionnaire to show how much you like or dislike your job. Questions about that will come later. Instead, try to make descriptions as objective as you possible can. Please choose one answer which best describes your situation by circling the appropriate number.

1. To what extent does your job require you to *work closely with other people* (either “clients.” or people in related jobs in your own organization)?

1 ----      --- 2 ---      --- 3 ---      --- 4 ---      --- 5 ---      --- 6 ---      ---- 7

Very little: dealing with other people is not at all necessary in doing the job.      Moderately: some dealings with others are necessary.      Very much: dealing with other people is an absolutely essential and crucial part of doing the job.

2. How much *autonomy* is there in your job? That is, to what extent does your job permit you to decide *on your own* how to go about doing the work?

1 ----      --- 2 ---      --- 3 ---      --- 4 ---      --- 5 ---      --- 6 ---      ---- 7

Very little: the job gives me almost no personal “say” about how and when the work is done.      Moderate autonomy: many things are standardized and not under my control, but I can make some decisions about the work.      Very much: the job gives me almost complete responsibility for deciding how and when the work is done.

.....  
7. To what extent does doing the job itself provide you with information about your work performance? That is, does the actual work itself clues about how well you are doing - aside from any “feedback” co-workers or supervisors may provide?”

1 ----      --- 2 ---      --- 3 ---      --- 4 ---      --- 5 ---      --- 6 ---      ---- 7

Very little: the job itself is set up so I could work forever without finding out how well I am doing.      Moderately: sometimes doing the job provides “feedback” to me; sometimes it does not.      Very much: the job is set up so that I get almost constant “feedback” as I work about how well I am doing.

### Job Diagnostic Survey (Continued)

#### Section Two

**Instructions:** Listed below are a number of statements which could be used to describe a job. You are to indicate whether each statement is an *accurate* description of your job. Once again, please try to be as objective as you can in deciding how accurately each statement describes your job regardless of whether you like or dislike you job. Please choose one answer which best describes your situation by circling the appropriate number.

	Statement	Very Inaccurate	Mostly Inaccurate	Slightly Inaccurate	Uncertain	Slightly Accurate	Mostly Accurate	Very Accurate
1	The job requires me to use a number of complex or high-level skills.	1	2	3	4	5	6	7
2	The job requires a lot of cooperative work with other people.	1	2	3	4	5	6	7
...								
...								
13	The job gives me considerable opportunity for independence and freedom in how I do the work.	1	2	3	4	5	6	7
14	The job itself is <i>not</i> very significant or important in the broader scheme of things.	1	2	3	4	5	6	7

## 工作诊断调查表

## (第一部分)

指导语：请您在这一部分的调查表中尽量客观描述您的工作。请不要在这里表达您对目前工作是否喜欢，与此相关的问题将在后面提出。相反，请您尽可能客观的描述。请选择最能反映您现状的一个选项，并在下面的数字中圈出您认为最为正确的描述。

1. 在何种程度上你的工作需要你和其他人密切合作。（“病人”或同事）？

1 ---- --- 2 --- --- 3 --- --- 4 --- --- 5 --- --- 6 --- ---- 7

相当少：工作中不需要跟任何人合作

中度的：一些工作需要和其他人一起合作

相当多：和别人合作是工作中的重要部分

2. 您的工作的自主性程度如何？换句话说，也就是您工作中是否允许您自行决定工作方法？

1 ---- --- 2 --- --- 3 --- --- 4 --- --- 5 --- --- 6 --- ---- 7

相当少：这份工作没有给我任何机会自行决定何时完成和如何完成

中等程度自主：许多工作是标准化的，而且不在我控制范围，但是个人可以对于某些工作进行决策。

相当高：这项工作赋予我乎全部的责任，以决定工作的如何开展和何时结束。

7. 您在您的工作进行过程中，您是否有途径知道自己工作表现？也就是说，您的工作本身是否会给您提供您工作绩效的讯息？换句话说，您的工作本身是否能反馈给您目前您工作进行的好坏程度？（除同事和上司反馈的讯息外）

1 ---- --- 2 --- --- 3 --- --- 4 --- --- 5 --- --- 6 --- ---- 7

很少：很少能从工作本身得到自己工作表现和进展。

中等程度：有时候工作本身会反馈给我，有时候没有

很多：工作本身能不断的反馈当前我的工作表现和进展

工作诊断测量表

(第二部分)

指导语：以下的陈述是对您的工作的描述，请您指出那个是对您工作的准确描述。再次说明，请尽可能的从客观和实际情况来作答，不论您是喜欢还是不喜欢现在的工作，都请您在下面的数字中圈出您认为最为正确的描述。

	条目	完全 不正确	大部分 不正确	稍微 不正确	不确定	稍微正确	大部分 正确	完全正确
1	您的工作需要运用到许多复杂或高水平的技术	1	2	3	4	5	6	7
2	您的工作需要与他人协作	1	2	3	4	5	6	7
...								
...								
13	我的工作给我相当大的机会让我独立自信的发挥	1	2	3	4	5	6	7
14	在更广的范畴来说，这项工作本身不是很重要或 有意义。	1	2	3	4	5	6	7



## APPENDIX D

### The Six Dimension Scale of Nursing Performance (Six-D Scale)

**Instructions:** The following is a list of activities in which nurses engage with varying degrees of frequency and skill. Please read the statements and then answer on the basis of what are you doing now in the clinical setting, there are no right or wrong answers. Please choose one answer which best describes your situation by making (✓) in the appropriate boxes.

**Column A:** please mark (✓) for the number that best describes how often you perform the activities in the performance of your current job.

**Column B:** Please mark (✓) for the number that best describes How well this nurse performs these activities in your current job.

**Not expected in this job**

**1 = Not very well**

**Never or seldom**

**2 = Satisfactorily**

**Occasionally**

**3 = Well**

**Frequently**

**4 = Very Well**

	Items	Column A				Column B			
		1	2	3	4	1	2	3	4
1	Educate a patient's family members about the patient's needs.								
2	Coordinate the plan of nursing care with the medical plan of care.								
....									
....									
13	Identify and include immediate patient needs in the plan of nursing care.								
14	Develop innovative methods and materials for teaching patients.								
...									
52	Accept and use constructive criticism.								

### 护理绩效六项标准表( Chinese version)

指导语：本表各个条目表达的是在护士在临床护理工作中表现的频率和技能。

答案没有对错之分。请仔细阅读每个条目的说明，根据您的实际情况在相应的表格上打钩(√)。

**A栏：**请您在A栏勾出能最好描述护士工作绩效，护士在临床护理中活动的频率表现的条目

1 = 从来没有

2 = 偶尔如此

3 = 经常如此

4 = 都是如此

**B 栏：**请您在B栏勾出能最好描述护士工作绩效，护士在临床护理中活动的表现好坏的条目

1 = 差

2 = 一般

3 = 好

4 = 非常好

	条目	A 栏				B 栏			
		1	2	3	4	1	2	3	4
1	我指导病人家属了解病人的需要								
2	我协调护理计划与医疗计划								
...									
...									
13									
14									
...									
52	我接受和采纳建设性的批评								

## Appendix E

### Certification of Ethical Clearance



No.001/2010

**CERTIFICATE OF ETHICAL CLEARANCE**  
**Research Ethics Review Committee**  
**Faculty of Nursing, Chiang Mai University**

The Research Ethics Review Committee of the Faculty of Nursing,  
Chiang Mai University declares approval of

**Research Project Title :** Job Characteristics and Job Performance Among  
Professional Nurses in the University Hospitals of Yunnan Province,  
People's Republic of China


**Principal Investigator :** Miss Pu Yuxiu


**Participating Institution :** Master of Nursing Science of Nursing  
Administration International Program, Faculty of Nursing Chiang Mai  
University

The above research project does not violate rights, well being, and/or  
endanger human subjects and is justified to conduct the research procedures  
as proposed.

This clearance is valid from the date of approval to February 11, 2011

Date of approval February 11, 2010

  
.....  
(Professor Dr. Wichit Srisuphan)  
Chair, Research Ethics Review Committee  
Faculty of Nursing, Chiang Mai University

  
.....  
(Associate Professor Dr. Thanaruk Suwanprapisa)  
Dean of Faculty of Nursing, Chiang Mai University

## Appendix F

### Letter of consent to use Six-D Scale



April 18, 2010

Sujitra Tiansawad D.S.N., R.N.  
Deputy Dean  
Faculty of Nursing  
Chiang Mai University

Dear Dean Tiansawad,

I am pleased to grant Miss Pu Yuxiu Code 511231807 permission to use the Six Dimension Scale of Nursing Performance in her thesis, "Job Characteristics and Job Performance Among Professional Nurses in the University Hospitals of Yunnan Province, People's Republic of China.

Sincerely,

*Patricia M. Schwirian*

Patricia M. Schwirian, PhD, RN  
Professor Emeritus of Nursing & Family Medicine  
The Ohio State University

*College of Nursing*

*1585 Neil Avenue*

*Columbus, Ohio 43210*

## Appendix F (Continued)

## 复旦大学附属华山医院

## Permission Letter for Using Instrument

April 7, 2010

Dear Deputy Dean  
Dr. Sujitra Tiansawad  
Faculty of Nursing  
Chiang Mai University

Regarding Miss Pu Yuxiu, a senior nurse in the Second Affiliated Hospital of Kunming Medical University. She is a student in the Master program in Nursing Administration at the Faculty of Nursing, Chiang Mai University, her thesis on "**Job Characteristics and Job Performance Among Professional Nurses in the University Hospitals of Yunnan Province, People's Republic of China**" has been approved. I would like to give her a permission to use the instrument of The Six Dimension Scale Nursing Performance (Six-D Scale) (Chinese version). The data will be used for the thesis as aforementioned.

Yours sincerely,

Mrs. Yang Xiaoli 杨晓莉 2010-4-29  
Head Nurse  
Affiliated Huasha Hospital of Fudan University  
Shanghai, China

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## Appendix G

### Permission letter for Data Collection



昆明医学院第二附属医院  
The 2nd Affiliated Hospital of Kunming Medical College

### Permission Letter for Data Collection

February 18, 2010

Dear Director of Nursing Department,

Regarding Miss Pu Yuxiu, a senior nurse in the Second Affiliated Hospital of Kunming Medical University. She is a student in the Master program in Nursing Administration at the Faculty of Nursing, Chiang Mai University, her thesis on "Job Characteristics and Job Performance Among Professional Nurses in the University Hospitals of Yunnan Province, People's Republic of China" has been approved. She would like to collect data from professional nurses in Medical, Surgical, OBGYN, and Pediatrics wards for 173 professional nurses during February to April by using Demographic Data Form, Job Diagnostic Survey, and The Six Dimension Scale of Nursing Performance. The data will be used for the thesis as aforementioned.

The Second Affiliated Hospital of Kunming Medical University grants Miss Pu Yuxiu permission to collect data from clinical departments.

Please be so kind as to consider this request. Thank you for your consideration.

Yours sincerely,

Yang Dakuan, Professor

Director of the Second Affiliated Hospital of Kunming Medical University  
Yunnan Province, P. R. China



## Appendix G (continued)

## Permission letter for Data Collection

**成都军区昆明总医院**  
Kunming 43 Hospital

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**Permission Letter for Data Collection**

February 20, 2010

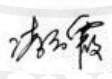
Dear Head Nurse of Nursing Unit,

Regarding Miss Pu Yuxiu, a senior nurse in the Second Affiliated Hospital of Kunming Medical University. She is a student in the Master program in Nursing Administration at the Faculty of Nursing, Chiang Mai University, her thesis on "**Job Characteristics and Job Performance Among Professional Nurses in the University Hospitals of Yunnan Province, People's Republic of China**" has been approved. She would like to collect data from professional nurses in Medical, Surgical, OBGYN, and Pediatrics wards for 182 professional nurses during February to April by using Demographic Data Form, Job Diagnostic Survey, and The Six Dimension Scale of Nursing Performance. The data will be used for the thesis as aforementioned.

Kunming 43 Hospital (Teaching Hospital of Kunming Medical University) grants Miss Pu Yuxiu permission to collect data from clinical units.

Please be so kind as to consider this request. Thank you for your consideration.

Yours sincerely,

Ling Yunxia, Professor 

Director of Nursing Department of  
Kunming 43 Hospital  
Yunnan Province, P. R. China

212 Daguang Road, Xishan District, Kunming City, Yunnan, China 650032  
Tel: (86 871) 4774563

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## APPENDIX H

### Cover Letter

Dear Professional Nurses,

My name is Pu Yuxiu, I am a master student from the Nursing Science Program in Nursing Administration, Faculty of Nursing, Chiang Mai University, Thailand. I am conducting a nursing research project entitled “*Job Characteristics and Job Performance Among Professional Nurses in the University Hospitals of Yunnan Province, People’s Republic of China*”. I wish to provide you with the opportunity to express your opinions relating to the nature of your daily nursing work in my study. I anticipate that the information provided by you will contribute to more effective performance by professional nurses as hospitals strive to meet the increasing demands for nursing care.

The present study will investigate the level of job characteristics and job performance among professional nurses in the university hospitals of Yunnan Province, People’s Republic of China. Subsequently the relationship between job characteristics and job performance among professional nurses in the university hospitals of Yunnan Province, People’s Republic of China will be investigated.

Consequently, your participation in this research is vital to ensure that the results accurately represent the thoughts and attitudes of professional nurses. Therefore, I seek your cooperation in completing the enclosed questionnaires.



If you agree to participate, you will be asked to complete a consent form and a package of three questionnaires which include 1) Demographic Data Form, 2) Job Characteristics Questionnaire, and 3) Job Performance Questionnaire. Completion of the questionnaires will take approximately 20-25 minutes.

Participation in this study is voluntary and all information that you provide will remain strictly confidential. A consent form has been included in this package, for you to indicate your willingness to participate in the study. To ensure confidentiality, a code number will be assigned to each respondent, and envelopes have been enclosed for your convenience. Please return your completed questionnaire in an envelope, and your signed consent form in the other. Permission to conduct this study has been obtained from the Research Ethic Committee of Faculty of Nursing, Chiang Mai University, Thailand, as well as Yunan Medical Ethic Association, the President of the hospital and the Director of Nursing Department. You may withdraw from the study at any time and the study result will not be linked to any individual. All data will be reported as grouped statistical information

If you have any concerns or questions, please contact the researcher via 0086-13888656662.

Thank you very much for your willingness to take part in the endeavor.

Yours faithfully,

Miss Pu Yuxiu R.N., B.S.N

Master degree student in

Nursing Administration

Faculty of Nursing,

Chiang Mai University, Thailand

## 说明信

尊敬的专业护士,

我叫溥玉秀, 泰国清迈大学护理学院护理管理研究生。目前我正在进行“中国云南省教学医院专业护士工作特征和工作绩效的相关研究”的课题。我希望通过我的研究给您提供一个机会表达您的护理工作方面想法, 在我的研究涉及到你的日常护理工作的性质。我也期望, 在我的研究中根据您所提供的信息将有助于提高专业护士工作绩效, 以满足医院护理服务工作日益增长的需求。

本研究主要调查中国云南昆明医学教学医院的专业护士的工作特征和工作绩效的水平, 随后探讨工作特征和工作绩效之间的相关关系。因此, 您的参与这项研究是至关重要的, 为确保结果的准确体现专业护士的态度和专业思想。因此, 我请你填写此份调查问卷。如果您同意参与这项研究, 您要按相关的说明填写 3 个问卷: 1) 人口统计学调查表; 2) 工作特征调查问卷; 3) 工作绩效调查问卷。完成这份调查表只占用您 20-25 分钟的时间。

所有的参与者都是自愿的, 关于您的说有的资料都会被严格的匿名和进行保密处理, 同时知情同意书也包括在内, 请您在完成后将填写完整的问卷和签字的知情同意书一起装入信封, 等待资料收集员来收集。本研究已经获得泰国清迈大学护理学院研究伦理委员会授权, 并已获得中国昆明医学院附属医院院长和护理部主任允许收集该项资料。您在参与过程中有权可以随时退出, 不会对您有任何疑问。研究资料不会以个体报告, 均已群体统计学资料报告。如果您有任何疑问, 请致电本研究主要负责人电话: 0086-13888656662 感谢您的参与!

诚挚的  
溥玉秀  
泰国清迈大学  
护理学院  
护理管理专业

## APPENDIX I

### CONSENT FORM

*Principal Investigator:*

Miss Pu Yuxiu, Master Student of Faculty of Nursing, Chiang Mai University

Permanent contact: Nursing Department, The Second Affiliated Hospital, Kunming Medical University, 650031

Telephone number: 0086-13888656662

---

Dear participants,

My name is Pu Yuxiu, I am a master student of the Nursing Science Program in Nursing Administration, Faculty of Nursing, Chiang Mai University, Thailand. I am conducting a research project entitled 'Job Characteristics and Job Performance Among Professional Nurses in the University Hospitals of Yunnan Province, People's Republic of China'. I wish to include your opinions on to the nature of your daily nursing work in my study. The information provided by you will contribute to more effective performance by nurses as demands on nurses' increases.

Your participation in this study is paramount, and depends on your interest, you can withdraw at any time without stating a reason. All of your information will be anonymous and strictly confidential. Under no circumstances will your identity be revealed. Your signature or thumbprint below indicates that you accept and agree to participate in this study. In case of having any questions or needing any further explanation about this study, please feel free to contact the following persons via telephone or email.

Thank you for your participation

Miss Pu Yuxiu

---

#### Participation Research Agreement

I \_\_\_\_\_, was informed the detail of the research entitled "Job Characteristics and Job Performance Among Professional Nurses in the University Hospitals of Yunnan Province, People's Republic of China". I understand and I am willing to participate in this study.

Signature or thumbprint of participant \_\_\_\_\_

## 知情同意书 (Chinese version)

尊敬的专业护理人员：

您好！我是昆明医学院第二附属医院护士溥玉秀，现在泰国清迈大学护理学院攻读硕士学位。我正在进行一项题目为“中国云南省教学医院专业护士的工作特征和工作绩效相关性的调查研究”。这个研究的目的是调查中国云南省教学医院的专业护士的工作特征和工作绩效的水平，为医院和护理管理者提供护理工作绩效的数据支持，有助于提高专业护士的工作绩效，以满足医院对护理服务工作日益增长的需求。作为主要研究者，我衷心邀请您与其他 355 名专业护士一起参与本次研究。您真实客观的回答将对本研究有非常重要的意义！

本研究对您没有任何危害。您完全可以根据个人兴趣决定是否参加，您的拒绝和退出都不会对您有任何影响。您可以把填写完的调查资料密封在信封中交回。另外，本研究的数据将以整体结果的形式报告出来。因此，您的回答完全是保密的，不会涉及个人隐私。

如果您对本研究有任何问题或者需要进一步的解释，欢迎与我联系：

电话: 13888656662; 电子邮箱: foxbee918@yahoo.com.cn

通信地址：昆明医学院第二附属医院 邮编 650101

衷心感谢您的参与和支持！

溥玉秀

\*\*\*\*\*

参与者填写：

我已经完全理解并且愿意参与该项研究。

签名\_\_\_\_\_

期\_\_\_\_\_

ลิขสิทธิ์มหาวิทยาลัยเชียงใหม่  
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## CIRRICULUM VITAE

**Name** Miss Pu Yuxiu  
**Date of Birth** September, 8, 1979  
**Place of Birth** Yuxi, Yunnan, P. R. China

### **Educational and Training:**

- 2008- present: Master degree student in Nursing Science of Nursing Administration International Program
- 1999-2004: Bachelor degree in Nursing Science in Kunming Medical University, Yunnan Province, P. R. China

**Position:** Senior nurse (RN), research and teaching assistant

**Work Place:** Nursing Department, The Second Affiliated Hospital of Kunming Medical University, Yunnan Province, P. R. China

Telephone Number: +86-871-5351281-2303

**Address:** 119 Kunrui Road, Kunming city, Yunnan Province, P. R. China

**E-mail Address:** foxbee918@yahoo.com.cn