

Questionnaire on the Competency of Hospital Operation Assistants

Statement

Dear colleagues:

Thanks for your attention. In order to study the influencing factors of the competency of hospital operation assistant, we have developed a questionnaire on the competency of hospital operation assistants. This questionnaire is anonymous and does not involve personal privacy such as your name and phone number and so on. The survey data will only be used for scientific research. If possible, we invite you to fill out this questionnaire. Of course, you can refuse to answer questions without any worries or withdraw from the study at any time.

Thanks for your support!

Hospital information

1. Name of your hospital: _____

2. Province: _____, City: _____

3. please choose your hospital level:

- A. Third-level Grade-A
- B. Third-level Grade-B
- C. Second-level Grade-A
- D. Second-level Grade-B
- E. Others

4. please choose your hospital type

- A. general hospital
- B. Specialized Hospital

Personal information

5. please choose your gender

A. male

B. female

6. Please fill in your age: _____ (year)

7. Please choose your highest educational background

A. Doctoral degree

B. Master's degree

C. Bachelor's degree

D. Junior college and below

8. Please choose your working department

A. Human Resources department

B. Financial Management department

C. hospital operation management department

D. Performance Management department

E. Others

9. Please fill in your position: _____

10. Please write down your years of experience in this job position: _____

Research on the importance of Competency items of Hospital Operations Assistants

11. Based on your management experience, please rate the importance of the competency items that hospital operation assistants should possess. 1 point represents "least important", 2 points represents "not very important", 3 points represents "generally important", 4 points represents "relatively important", and 5 points represents "very important"

Competency item	1	2	3	4	5
Data processing and analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Language and writing ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Structured thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Innovation ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork and cooperation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial and economic knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management theoretical knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Statistical knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social science knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anti-pressure ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open-minded	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empathy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Sense of responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional identity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational loyalty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational identity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Thanks for your substantial support again!