



APPENDICES

ลิขสิทธิ์มหาวิทยาลัยเชียงใหม่
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APPENDIX A

Certificate of Ethical Clearance



Research Ethics Office
Faculty of Nursing, Chiang Mai University

AF 04-021



No. 020/2017

Certificate of Approval

Name of Committee : Research Ethics Committee, Faculty of Nursing, Chiang Mai University Address of Committee : 110 Intavaroros Rd., Amphoe Muang, Chiang Mai, Thailand 50200	
Principal Investigator : Ms. Qincai Mu Master of Nursing Science Program (International Program) Faculty of Nursing Chiang Mai University	
Protocol title : Work Engagement and Proactive Work Behavior of Head Nurses in University Affiliated Hospitals, the People's Republic of China Research ID: 004 – 2017 ; Study Code : EXP – 004- 2017 Sponsor : -	
Documents filed	Document reference
Research protocol	Version 2 Date January 25, 2017
Informed consent documents	Version 2 Date January 25, 2017
Patient information sheet	Version 1 Date January 9, 2017
Instrument	Version 2 Date January 25, 2017
Principal Investigator Curriculum vitae	Version 1 Date January 9, 2017
Advertisements : (if any)	-
Opinion of the Ethics Committee/Institutional Review Board: Expedited Review on January 2017 The Ethics Committee has reviewed the protocol and documents above and give the favorable opinion Date of Approval : January 31, 2017 Expiration Date : January 30, 2018	



Progress report is required to be submitted to the Ethics Committee for continuing review

at 3 month interval

at 6 month interval

annually (in this case please submit at least 60 days prior to expiration date)

This Ethics Committee is organized and operates according to GCPs and relevant international ethical guidelines, the applicable laws and regulations.

Signed : *Wichit Srisuphan*
(Professor Emerita Dr. Wichit Srisuphan)
Chairperson, Faculty of Nursing, Chiang Mai University

Signed : *Wipada Kunaviktikul*
(Professor Dr. Wipada Kunaviktikul)
Dean, Faculty of Nursing, Chiang Mai University

GENERAL CONDITION OF APPROVAL:

1. Research Ethics Committee approval is required before implementing any changes in the consent documents or protocol unless those changes are required urgently for the safety of subjects.
2. Any event or new information that may affect the benefit/risk ratio of the study must be reported to the REC promptly.
3. Any protocol deviation/violation must be reported to the REC.
4. Review of close study report is required to be submitted to the REC.
5. Review of progress report to the REC before expiration date at 2 months.

APPENDIX B

Information Sheet for Study Participants

Proposal Title: Work Engagement and Proactive Work Behavior of Head Nurses in University Affiliated Hospitals, the People's Republic of China

Researcher Team: Mrs. Mu Qincai, Assistant Professor Dr. Kulwadee Abhicharttibutra, Assistant Professor Dr. Petsunee Thungjaroenkul

Institute: Faculty of Nursing, Chiang Mai University.

Research Funding: None

You are being invited to take part in this study because you are a head nurse working at university affiliated hospitals. The 262 head nurses who have qualities and characteristics needed for this study will be selected from the First Affiliated Hospital of Kunming Medical University, the First People's Hospital of Yunnan Province, the Second People's Hospital of Yunnan Province, and the Affiliated Hospital of Dali University.

Prior to making a decision whether to participate in this study, please take time on reading this information sheet to make sure that you understand what you will be asked to participate in this study. If you have any question regarding this study, please ask the investigator or consult with someone who is a close relationship to you. Again, your decision making to participate this study is voluntary (**Frame 1**). If you decide not to be in this study, your rights and benefits will not be affected.

Frame 1 Participation of this study is voluntary

- You are **able to refuse** to participate in this study
- You are **able to withdraw** from this study at any time without any penalty.

Information related to this study

Proactive work behavior is significant today since it has been proved to result in positive organizational, team, and individual outcomes as well as good patient outcomes

and quality of care. However, severe incidents, dynamic and competing situations, crushing workload, decentralization of energy and support, and disharmonious working environment increase the requirement for proactive work behavior of head nurses. At the same time, many factors hinder work engagement of head nurses from promoting development of hospital and improve quality of care.

This study will include 262 head nurses working in the university affiliated hospitals. This study will use self-administered questionnaire including: 1) Demographic Information; (2) Chinese version Utrecht Work Engagement Scale; (3) Proactive Work Behavior Scale. The research coordinator of each hospital will distribute the package of questionnaires to all participants to complete the questionnaires in their private time within two weeks period and return to the box with lock which will be placed in the nursing department.

Frame 2 Possible adverse events from this study

There will be no physical, mental harm or societal discomforts to the participants, since the study does not involve the use of blood or any other dangerous objects. The participants will not suffer any loss of benefits, job or effect of their performance evaluation by taking part in or withdrawing from the study at any time in this research process. Information that is collected for this study will be kept confidential. Any information about participants will have a number on it instead of name. No one but the researchers will be able to see it.

The objectives of this study are to explore the level of work engagement and proactive work behavior, and to examine relationship between work engagement and proactive work behavior of head nurses in university affiliated hospitals, the People's Republic of China.

Frame 3 Study design

The descriptive correlational research design was used in this study.

Duration of data collection in this study will be started from February to April, 2017. If you agree to take part in this study, you will be asked to do by the investigator as the study plan (**Frame 4**)

Frame 4 Study plan

When you receive the questionnaire, please take your private time to complete it within two weeks and return to the box with lock which will be fixed in the nursing department by separating volunteer research agreement form and questionnaire in each individual envelop.

The investigator summarizes risks and benefits to study participants in **Frame 5**.

Frame 5 Anticipated risks and benefits to study participants	
Risks and means to minimize or avoid risks	Benefits
<p>-Risks: some questions may be sensitive to the participants.</p> <p>-Means to minimize or avoid risks: participants have the right to skip in answering the questions or withdraw from the study at any time during the study.</p>	<p>-Direct/indirect benefits: this study has no direct benefits to participants but results from the study can be used as information to develop work engagement and proactive work behavior among head nurses in the university affiliated hospitals in China.</p>

The investigator summarizes the practical guideline or the care of various situations that may happen during the study in **Frame 6**

Frame 6 Situations may happen during the study	
Situations	Practical guideline
If you agree to withdraw during the study.	The participant is not required to complete the questionnaires and his/her rights and benefits will not be affected.
When you have new and significant information which are possible effects to your decision making.	The researcher will inform you soon and you are able to decide whether to continue or discontinue participating in this study.

Your information related to this study will be kept confidentially by not identifying the name and separate placement questionnaire and volunteer research agreement form. Information provided by participants will be used only for the purpose of this study. The results of the study will be reported in general. Volunteer research agreement form will be given to the participants. The presentation of the study findings in any conference or publication will not use your name. However, the Research Ethics Committee, the persons who have the authority to control the study, and the personnel from Thai FDA will be able to access your information to review information and research process.

If you have any questions before or during participating in this study, you can contact persons in **Frame 7**.

Frame 7 Research contact person (s) for further information
1. Mu Qincai : ICU in Affiliated Hospital of Dali university, phone number 15969080563
2. Assist. Prof. Dr. Kulwadee Abhicharttibutra: Faculty of Nursing, Chiang Mai University, phone number: 66-53-949061 (official time)

If you have any questions about your rights before or during participating in this study, please contact the Research Ethics Committee, Faculty of Nursing, Chiang Mai University. Tel. 66-53-936080 (Office hours) or Fax. 66-53-894170

There are no conflicts of interest associated with this study.

研究参与者信息单 (Chinese version)

提案名称: 在中国大学附属医院护士长的工作投入和主动工作行为

研究者团队: 母芹彩女士, Assistant Professor Dr. Kulwadee Abhicharttubutra, 和 Assistant Professor Dr. Petsunee Thungjaroenkul

学院: 清迈大学护理学院

科研基金: 无

你被邀请参与本次研究, 因为你是大学附属医院的护士长。具备本研究所要求的特质和特征的 262 个护士长将被从昆明医学院第一附属医院, 云南省第一人民医院, 云南省第二人民医院, 大理学院附属医院中选取。

在你决定是否参与本研究之前, 请你花时间阅读信息单以确保你明白你将被要求参与本研究。如果你有关于本研究的任何问题, 请问研究者或咨询和你关系好的人。再者, 你决定参与本研究是自愿的 (**表 1**)。如果你决定不参与本研究, 你的权利和利益将不会被影响。

表 1: 参与本研究是自愿的

- 你**能够拒绝**参与本研究。
- 你**能够**在任何时候没有任何处罚从本研究**退出**。

有关本研究的信息

现今主动工作行为是有意义的, 因为它已经被证明能导致组织, 团队和个人积极的结果以及病人好的结果和护理质量。然而, 严重事件, 动态的和竞争性的形势, 繁重的工作量, 分散的能量和支持, 以及不和谐的工作环境增加了对护士长主动工作行为的要求。同时, 许多因素阻碍护士长的工作投入从而阻碍推动医院的发展和提高护理质量。

本研究将包括 262 个大学附属医院的护士长。本研究将运用自填式问卷包括: 1) 个人基本信息表, 2) 中文版的乌德勒支工作投入量表; 3) 主动工作行为量表。每一个医院的研究协调员将发放问卷包给所有的参与者, 所有参与者在两周内利用私人时间完成问卷并返回固定在护理部带锁的盒子里。

表 2：来自本研究可能的不良事件

对参与者没有身体的，精神的伤害或者社会的不适，因为本研究不包括使用血或者其他任何危险的对象。参与者在研究过程中的任何时候参与或者从本研究中退出将不会遭受任何利益，工作损失或者影响绩效评估。为本研究收集的信息将被保密。任何有关参与者的信息将用编号代替姓名。除了研究者没有人能够看到它。

本研究的目的是探索中国大学附属医院护士长的工作投入和主动工作行为，检测护士长工作投入和主动工作行为的关系。

表 3：研究设计

描述性相关性研究设计被用于本研究。

本研究数据收集持续的时间将从 2017 年 2 月到 4 月，如果你同意参与本次研究，你就被研究者要求依照研究计划去做（表 4）。

表 4：研究计划

当你收到问卷，请用你的私人时间在两周内完成并且将志愿研究同意表和问卷分开放入每一个信封返回到固定在护理部带锁的盒子里。

研究者总结对研究参与者的风险和利益见表 5。

表 5：研究参与者参与的风险和利益

风险和降低或者避免风险的方式：	利益
<ul style="list-style-type: none">- 风险： 一些问题对参与者可能敏感。- 降低或者避免风险的方式： 在研究过程中参与者在任何时候都有权跳过回答问题或者退出本研究。	<ul style="list-style-type: none">- 直接/间接利益： 本研究对参与者没有直接利益，但是研究结果可以作为信息被用于发展中国大学附属医院护士长的工作投入和主动工作行为。

研究者总结实用性指南或者在研究中可能发生的不同情况见表 6。

表 6: 在研究中可能发生的情况	
情况	实用性指南
在研究中如果你同意退出。	参与者不能被要求完成问卷并且他/她的权利和利益将不被影响。
当有新的和有意义的可能影响你决定的信息。	研究者将很快通知你，你能够决定是否继续或停止参与本次研究。

你有关本研究的信息将通过不标识姓名和分开放置问卷和志愿研究同意表被保密。参与者提供的信息仅仅用于本研究的目的。研究结果可以通用。志愿研究同意表将被给予研究者。在任何会议或者出版物陈述研究结果将不会使用你的名字。然而，研究伦理委员会有掌控本研究的权威，并且来自泰国 FDA 全体人员将会为了审查信息和研究程序而评估你的信息。

如果在参与本研究之前或者过程中你有任何问题，你可以联系**表 7**中的人。

表 7: 研究联系人的更多信息
1. 母芹彩: 大理学院附属医院 ICU, 电话号码: 15969080563
2. Assist. Prof. Dr. Kulwadee Abhichartibutra: 清迈大学护理学院, 电话号码: 66-53-949061 (工作时间)

如果在参与本研究前或者过程中你有关于权利的任何问题，请联系清迈大学护理学院研究伦理委员会。电话号码: 66-53-936080 (工作时间) 或者传真: 66-53-894170

关于本研究没有利益冲突

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APPENDIX C

Volunteer Research Agreement Form

Volunteer Research Agreement Form	
<p>I have already read the above information thoroughly and have been given an opportunity to have any questions about the research, the answer is to my satisfaction. I agree to participate in this study by signing my signature in this form as an evidence of my decision making (However, this signature does not mean that I waive any right provided by law).</p>	<p>I certify that the study participant has been given an opportunity to have any questions and has been received answers clearly. The study participant voluntarily agrees to participate in this study.</p>
_____	_____
Name of study participant	Name of a person who requests agreement from study participants (or the investigator)
_____	_____
Signature of study participant	Signature of a person who requests agreement from study participants (or the investigator)
_____	_____
Day/Month/Year	Day/Month/Year
_____	_____
Signature of lawful representative	Day/Month/Year

Day/Month/Year	

志愿研究协议表 (Chinese)

我已经仔细阅读上面的信息，并且有机会提问关于这个研究的任何问题，同时对回答也满意。我同意参与这个研究并以签字作为我决定的证据（然而，这个签字并不意味着我放弃法律提供的任何权利）。

研究参与者的姓名

研究参与者的签名

日/月/年

合法代表签名

日/月/年

我保证研究参与者已经得到机会提问任何问题并且得到清楚的回答。研究参与者自愿同意参与本次研究。

研究者的姓名

研究者的签名

日/月/年

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APPENDIX D

Permission Letter to Use the Instrument of Utrecht Work Engagement Scale

Dear Mu,

You may use the Utrecht Work Engagement Scale freely for non-commercial, academic purpose. Please consult my website for further details.

Wilmar Schaufeli

Wilmar B. Schaufeli, PhD | *Social and Organizational Psychology* | P.O. Box 80.140 | 3508 TC Utrecht, The Netherlands | Tel: (31) 30-253 9093 | Mobile: (31) 6514 75784 | Fax: (31) 30-253 7842 | Site: www.wilmarschaufeli.nl |.



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APPENDIX E

Permission Letter to Use the Instrument of Proactive Work

Behavior Scale

Hello Mu,

Of course, that is totally fine. Your research sounds interesting! Keep me posted on how it goes.

Best,

Sharon

Sharon K. Parker Professor / *UWA Business School* / ARC Laureate Fellow

UWA Business School • M252, Perth WA 6009 Australia

Tel: +61 8 6488 5628 • E sharon.parker@uwa.edu.au or parkersharonk@gmail.com

Fax: +61 8 6488 1004 Mobile: 0439 290038

Website: <https://sites.google.com/site/profsharonparker/>

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APPENDIX F

Permission Letter to Test Reliability

Faculty of Nursing
Chiang Mai University



คณะพยาบาลศาสตร์
มหาวิทยาลัยเชียงใหม่

Ref. No. 6593(7)/907

Dear Mrs. Guixian Liang,

Director of Nursing Department

The First Affiliated Hospital of Kunming Medical University, the People's
Republic of China

February, 2017

Dear Mrs. Guixian Liang,

Regarding Mrs. Qincai Mu, student code 581235804, a student in the Master program at the Faculty of Nursing, Chiang Mai University, her thesis on "Work Engagement and Proactive Work Behavior of Head Nurses in University Affiliated Hospitals, the People's Republic of China" has been approved. Assistant Professor Dr. Kulwadee Abhichartitubtra and Assistant Professor Dr. Petsunee Thungjaroenkul are her thesis advisors. She would like to collect data in the First Affiliated Hospital of Kunming Medical University for 15 head nurses in February, 2017 by using Demographic Information, Utrecht Work Engagement Scale and Proactive Work Behavior Scale. The result from this process will be used to test the reliability of the instruments.

The Faculty of Nursing, Chiang Mai University would like to request the permission for student to collect data for testing the reliability of the instruments in order to be beneficial for the student's research. All data will be collected by student.

Please be so kind as to consider this request.

Yours sincerely,

Assistant Professor Dr. Achara Sukonthasarn, Ph.D., R.N.

Associate Dean for Academic Affairs

Deputy Dean,

Faculty of Nursing, Chiang Mai University.



Address

110 Inthavaroros Road, Sriphum, Muang, Chiang Mai, 50200, Thailand
110 ถนนอินทวารวโรส ตำบลศรีภูมิ อำเภอเมือง จังหวัดเชียงใหม่ 50200

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APPENDIX G

Permission Letters to Collect Data

Faculty of Nursing
Chiang Mai University



คณะพยาบาลศาสตร์
มหาวิทยาลัยเชียงใหม่

Ref. No. 6593(7)/905

Mrs. Guixian Liang

Director of Nursing Department

The First Affiliated Hospital of Kunming Medical University, the People's

Republic of China

February, 2017

Dear Mrs. Guixian Liang

Regarding Mrs. Qincai Mu, student code 581235804, a student in the Master program in Nursing Administration at the Faculty of Nursing, Chiang Mai University, her thesis on "Work Engagement and Proactive Work Behavior of Head Nurses in University Affiliated Hospitals, the People's Republic of China" has been approved. Assistant Professor Dr. Kulwadee Abhicharttibutra and Assistant Professor Dr. Petsunee Thungjaroenkul are her thesis advisors. She would like to collect data in the First Affiliated Hospital of Kunming Medical University for 88 head nurses during February to April, 2017 by using Demographic Information, Utrecht Work Engagement Scale and Proactive Work Behavior Scale as her structural questionnaires. The data will be used for the thesis as aforementioned.

The Faculty of Nursing, Chiang Mai University would like to request the permission for student to inform you regarding the data collection from this hospital for this thesis and it will be beneficial for the student's research. All data will be collected by student.

Please be so kind as to consider this request.

Yours sincerely,

Assistant Professor Dr. Achara Sukonthasarn, Ph.D., R.N.

Associate Dean for Academic Affairs

Deputy Dean,

Faculty of Nursing, Chiang Mai University.



Address

110 Inthavaroros Road, Sripum, Muang, Chiang Mai, 50200, Thailand
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Faculty of Nursing
Chiang Mai University



คณะพยาบาลศาสตร์
มหาวิทยาลัยเชียงใหม่

Ref. No. 6593(7)/901

Mrs. Lifen Jin

Director of Nursing Department

The first People's Hospital of Yunnan Province, the People's Republic of China

February, 2017

Dear Mrs. Lifen Jin,

Regarding Mrs. Qincal Mu, student code 581235804, a student in the Master program in Nursing Administration in the Faculty of Nursing, Chiang Mai University, her thesis on "Work Engagement and Proactive Work Behavior of Head Nurses in University Affiliated Hospitals, the People's Republic of China" has been approved. Assistant Professor Dr. Kulwadee Abhicharttibutra and Assistant Professor Dr. Petsunee Thungjaroenkul are her thesis advisors. She would like to collect data in the first People's Hospital of Yunnan Province for 80 head nurses during February to April, 2017 by using Demographic Information, Utrecht Work Engagement Scale and Proactive Work Behavior Scale as her structural questionnaires. The data will be used for the thesis as aforementioned.

The Faculty of Nursing, Chiang Mai University would like to request the permission for student to inform you regarding the data collection from this hospital for this thesis and it will be beneficial for the student's research. All data will be collected by student.

Please be so kind as to consider this request.

Yours sincerely,

Assistant Professor Dr. Achara Sukonthasarn, Ph.D., R.N.

Associate Dean for Academic Affairs

Deputy Dean,

Faculty of Nursing, Chiang Mai University.



Address

110 Inthavaroros Road, Sriphum, Muang, Chiang Mai, 50200, Thailand
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Faculty of Nursing
Chiang Mai University



คณะพยาบาลศาสตร์
มหาวิทยาลัยเชียงใหม่

Ref. No. 6593(7)/899

Mrs. Meihua Che,
Director of Nursing Department

The Second People's Hospital of Yunnan Province, the People's Republic of
China

February 8, 2017

Dear Mrs. Meihua Che,

Regarding Mrs. Qincai Mu, student code 581235804, a student in the Master program in Nursing Administration in the Faculty of Nursing, Chiang Mai University, her thesis on "Work Engagement and Proactive Work Behavior of Head Nurses in University Affiliated Hospitals, the People's Republic of China" has been approved. Assistant Professor Dr. Kulwadee Abhichartitubtra and Assistant Professor Dr. Petsunee Thungjaroenkul are her thesis advisors. She would like to collect data in the Second People's Hospital of Yunnan Province for 54 head nurses during February to April, 2017 by using Demographic Information, Utrecht Work Engagement Scale and Proactive Work Behavior Scale as her structural questionnaires. The data will be used for the thesis as aforementioned.

The Faculty of Nursing, Chiang Mai University would like to request the permission for student to inform you regarding the data collection from this hospital for this thesis and it will be beneficial for the student's research. All data will be collected by student.

Please be so kind as to consider this request.

Yours sincerely,

Assistant Professor Dr. Achara Sukonthasarn, Ph.D., R.N.

Associate Dean for Academic Affairs

Deputy Dean,

Faculty of Nursing, Chiang Mai University.



Address

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Faculty of Nursing
Chiang Mai University



คณะพยาบาลศาสตร์
มหาวิทยาลัยเชียงใหม่

Ref. No. ๒๙๓(๗)/๑๐๓

Mrs. Qixian Chen,
Director of Nursing Department

The Affiliated Hospital of Dali University, the People's Republic of China

๙ February, 2017

Dear Mrs. Qixian Chen,

Regarding Mrs. Qincan Mu, student code 581235804, a student in the Master program in Nursing Administration at the Faculty of Nursing, Chiang Mai University, her thesis on "Work Engagement and Proactive Work Behavior of Head Nurses in University Affiliated Hospitals, the People's Republic of China" has been approved. Assistant Professor Dr. Kulwadee Abhicharttibutra and Assistant Professor Dr. Petsunee Thungjaroenkul are her thesis advisors. She would like to collect data in the Affiliated Hospital of Dali University for 40 head nurses during February to April, 2017 by using Demographic Information, Utrecht Work Engagement Scale and Proactive Work Behavior Scale as her structural questionnaires. The data will be used for the thesis as aforementioned.

The Faculty of Nursing, Chiang Mai University would like to request the permission for student to inform you regarding the data collection from this hospital for this thesis and it will be beneficial for the student's research. All data will be collected by student.

Please be so kind as to consider this request.

Yours sincerely,

Assistant Professor Dr. Achara Sukonthasarn, Ph.D., R.N.
Associate Dean for Academic Affairs
Deputy Dean,
Faculty of Nursing, Chiang Mai University.



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110 Inthavaroros Road, Sriphum, Muang, Chiang Mai, 50200, Thailand
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APPENDIX H

Letters for Back Translators

Faculty of Nursing
Chiang Mai University



คณะพยาบาลศาสตร์
มหาวิทยาลัยเชียงใหม่

Ref. No. 6593(7)/909

Mrs. Yi Dai

Associate Director

Nursing Department of the First People's Hospital of Yunnan Province

January, 2017

Dear Mrs. Yi Dai

Regarding Mrs. Qincai Mu, student code 581235804, a student in the Master program in Nursing Administration at the Faculty of Nursing, Chiang Mai University, her thesis on "Work Engagement and Proactive Work Behavior of Head Nurses in University Affiliated Hospitals, the People's Republic of China" has been approved. Assistant Professor Dr. Kulwadee Abhichartitbutra and Assistant Professor Dr. Petsunee Thungjaroenkul are her thesis advisors. She would like to invite you to be the expert to translate the translated instruments (Chinese version) back into English version.

The Faculty of Nursing, Chiang Mai University would like to invite you as translator to translate the translated instruments (Chinese version) back into English version in order to be beneficial for the student's research.

Please be so kind as to consider this request.

Yours sincerely,

Assistant Professor Dr. Achara Sukonthasarn, Ph. D., R. N.

Associate Dean for Academic Affairs

Deputy Dean,

Faculty of Nursing, Chiang Mai University.

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มหาวิทยาลัยเชียงใหม่

Ref. No. 6593(7)/1032

Miss. Hongning Li

ICU of Affiliated Hospital of Dali University

February 10, 2017

Dear Miss. Hongning Li

Regarding Mrs. Qincai Mu, student code 581235804, a student in the Master program in Nursing Administration at the Faculty of Nursing, Chiang Mai University, her thesis on “Work Engagement and Proactive Work Behavior of Head Nurses in University Affiliated Hospital, the People’s Republic of China” has been approved. Assistant Professor Dr. Kulwadee Abhicharttibutra and Assistant Professor Dr. Petsunee Thungjaroenkul are her thesis advisors. She would like to invite you to be the expert to translate the translated Information Sheet and Volunteer Research Agreement Form for study participants (Chinese version) back into English version.

The Faculty of Nursing, Chiang Mai University would like to invite you as translator to translate the translated Information Sheet and Volunteer Agreement Form for study participants (Chinese version) back into English version in order to be beneficial for the student’s research.

Please be so kind as to consider this request.

同意. 李宏宁

Yours sincerely,

Assistant Professor Dr. Achara Sukonthasarn, Ph. D., R. N.

Associate Dean for Academic Affairs

Deputy Dean,

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APPENDIX I

Research Instruments

Code No.: _____

Part I: Demographic Information

Instruction: Please provide information by filling “√” in the box on the response that best reflects your answer and fill in the blanks “_____”

1. Gender: Male Female
2. Age: _____ years
3. Marital Status: Single Married Divorced Separated
4. Number of children _____
5. What is the highest education level you have obtained?
 Diploma Associate degree Baccalaureate Master Doctorate
6. Number of years have you been employed as nurse? _____ years
7. Number of years have you been appointed as head nurse? _____ years
8. Number of years have you worked in the unit? _____ years
9. Which Salary level do you receive monthly (RMB)?
 Less than 2000 2000-3000 3000-5000 5000-7000 More than 7000
10. Which department do you work?
 Outpatient department Surgical department Medical department
 Intensive care unit Operation room Pediatric department
 Emergency department Gynaecology and obstetrics department
11. Did you take part in training about innovation, taking charge, voice, or prevent problem? Yes No
If you took part in training, please identify: _____
12. Which committee are you on? Yes No
Please specify: _____

编号: _____

第一部分：人口统计学信息 (Chinese version)

请在反应你信息前面的方框内打“√”或者在横线上填上你的信息。

1. 性别: 男 女
2. 年龄: _____岁
3. 婚姻状况: 单身 已婚 离异 分居
4. 孩子数: _____个
5. 你已取得的最高学历是:
中专 大专 本科 硕士 博士
6. 你已经当护士_____年
7. 你已经当护士长_____年
8. 你已经在这个科室工作_____年
9. 你的月收入处于下面的那个水平:
低于2000元 2000-3000元 3000-5000元 5000-7000元 高于7000元
- 10.你工作的科室是?
门诊 外科 内科 重症医学科
手术室 儿科 急诊科 妇产科
- 11.你有参加过关于个人创新, 建言, 负责或者预防问题的培训吗?
有 没有
如果参加过, 请阐述: _____
- 12.你是哪个委员会的成员吗?
是 不是
如果是, 请注明: _____

Part II: Utrecht Work Engagement Scale

Instructions: The following 17 statements are about how you feel at work. Please read each statement carefully and decide if you ever feel this way about your job by marking “√” in the box that response to your feeling.

If you have never had this feeling, “√” the “0” (zero). If you have had this feeling, indicate how often you feel it by crossing the number (from 1 to 6) that best describes how frequently you feel that way.

0	1	2	3	4	5	6
Never	Almost never	Rarely	Sometimes	Often	Very often	Always
	A few times a year or less	Once a month or less	A few times a month	Once a week	A few times a week	Every day

No.	Items	Rating						
		0	1	2	3	4	5	6
		Never	Almost never	Rarely	Sometimes	Often	Very often	Always
1	At my work, I feel bursting with energy.							
2	I find the work that I do full of meaning and purpose.							
							
17	At my work I always persevere, even when things do not go well.							

第二部分：工作投入量表 (UWES) (Chinese version)

介绍：以下的17条陈述是有关您在工作中的感受。请仔细阅读每一条陈述并决定您在工作中是否曾有过这样的感觉，在反应你感受的方框内打“√”。

如果您从未有过这样的感受，请“√”0”。如果曾有过这样的感受，表明你多久感受一次通过选择最能够描述您感受的频繁程度的数（从1到6）。

0	1	2	3	4	5	6
从来没有	几乎没有过	很少	有时	经常	十分频繁	总是
	一年几次或更少	一个月一次或更少	一个月几次	一周一次	一周几次	每天

编号	条目	等级						
		0	1	2	3	4	5	6
		从来没有	几乎没有过	很少	有时	经常	十分频繁	总是
1	在工作中，我感到自己迸发出能量。							
2	我觉得我所从事的工作目的明确，且很有意义。							
.....								
17	在工作中，即使事情进展不顺利，我也总能够锲而不舍。							

Part III: Proactive Work Behavior Scale

Instructions: The following 13 statements are about how you feel at work. Please read each statement carefully and decide if you ever feel this way about your job by marking “√” in the box that response to your feeling from number 1 to 5.

No.	Items	Rating				
		1	2	3	4	5
		Very infrequently	Somewhat Infrequently	Undecided/ Neutral	Somewhat Frequently	Very Frequently
1	How frequently do you try to develop procedures and systems that are effective in the long term, even if they slow things down to begin with?					
2	How frequently do you try to find the root cause of things that go wrong?					
3	How frequently do you spend time planning how to prevent reoccurring problems?					
.....						
13	How frequently do you try to implement solutions to pressing organization problems?					

第三部分：主动工作行为量表 (Proactive Work Behavior Scale) (Chinese version)

介绍：以下的13条陈述是有关您在工作中的感受。请仔细阅读每一个陈述并决定您在工作中是否曾有过这样的感觉，在反应你感受的方框内打“√”（从1 到 5）。

编号	条目	等级				
		1	2	3	4	5
		非常不频繁	有些不频繁	不确定/中等	有些频繁	非常频繁
1	你多久尝试发展长期有效的程序和系统，即使它们刚开始会让事情慢下来？					
2	你多久尝试找到事情出错的根源？					
3	你多久花时间计划如何预防再次出现问题？					
.....						
13	你多久尝试实施方案来解决组织内亟需解决的问题？					

APPENDIX J

Cronbach's Alpha of Utrecht Work Engagement Scale and Proactive Work Behavior Scale

Table J1

Utrecht Work Engagement

Dimensions of Work Engagement	No. of items	Cronbach's alpha
Overall UWES	17	0.87
Vigor	6	0.57
Dedication	5	0.83
Absorption	6	0.71

Table J2

Proactive Work Behavior

Dimension of proactive work behavior	No. of items	Cronbach's alpha
Overall PWB	13	0.92
Problem prevention	3	0.68
Individual innovation	3	0.89
Voice	4	0.86
Taking charge	3	0.87

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APPENDIX K

Mean, Standard Deviation, Frequency and Percentage of Each Item of Work Engagement

Table K1

Mean, Standard Deviation, Frequency and Percentage of Each Item of Work Engagement (n=225)

No.	Items	Mean	SD	Strongly disagree				Strongly agree		
				0 n(%)	1 n(%)	2 n(%)	3 n(%)	4 n(%)	5 n(%)	6 n(%)
	Vigor :	3.57	0.92							
	1. At my work, I feel bursting with energy.	3.32	1.31	7 (3.11)	11(4.89)	31(13.78)	80(35.56)	59(26.22)	25(11.11)	12(5.33)
	4. At my job, I feel strong and vigorous.	3.78	1.28	27(12.00)	7(3.11)	19(8.44)	67(29.78)	73(32.44)	30(13.33)	27(12.00)
	8. When I get up in the morning, I feel like going to work.	2.96	1.49	20(8.89)	19(8.44)	30(13.33)	71(31.56)	61(27.11)	13(5.78)	11(4.89)
									
	17. At my work I always persevere, even when things do not go well.	4.00	1.31	1(0.44)	6(2.67)	20(8.89)	46(20.44)	87(38.67)	23(10.22)	42(18.67)
	Dedication:	3.74	1.09							
									
	5. I am enthusiastic about my job.	4.02	1.24	2(0.89)	3(1.33)	14(6.22)	55(24.44)	82(36.44)	33(14.67)	36(16.00)

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Table K1 (continued)

No.	Items	Mean	SD	Strongly disagree						Strongly agree	
				0 n(%)	1 n(%)	2 n(%)	3 n(%)	4 n(%)	5 n(%)	6 n(%)	
7.	My job inspires me.	3.27	1.43	13(5.78)	11(4.89)	29(12.89)	74(32.89)	60(26.67)	23(10.22)	15(6.67)	
10.	I am proud of the work that I do.	3.67	1.46	5(2.22)	10(4.44)	27(12.00)	64(28.44)	61(27.11)	23(10.22)	35(15.56)	
13.	To me, my job is challenging.	3.96	1.32	3(1.33)	5(2.22)	16(7.11)	56(24.89)	74(32.89)	36(16.00)	35(15.56)	
	Absorption:	3.60	1.01								
3.	Time flies when I'm working	4.86	1.18	0(0)	1(0.44)	6(2.67)	21(9.33)	66(29.33)	33(14.67)	98(43.56)	
6.	When I am working, I forget everything else around me.	3.80	1.34	4(1.78)	7(3.11)	19(8.44)	60(26.67)	75(33.33)	31(13.78)	29(12.89)	
9.	I feel happy when I am working intensely.	2.66	1.48	24(10.67)	23(10.22)	46(20.44)	74(32.89)	36(16.00)	14(6.22)	8(3.56)	
										
										
										

APPENDIX L

Mean, Standard Deviation, Frequency and Percentage of Each Item of Proactive Work Behavior

Table L1

Mean, Standard Deviation, Frequency and Percentage of Each Item of Proactive Work Behavior (n=225)

No.	Items	Mean	SD	Strongly disagree			Strongly agree	
				0 n(%)	1 n(%)	2 n(%)	3 n(%)	5 n(%)
	Problem prevention	10.10	2.31					
	1. How frequently do you try to develop procedures and systems that are effective in the long term, even if they slow things down to begin with?	2.91	0.96	23(10.22)	35(15.56)	117(52.00)	40(17.78)	10(4.44)
	2. How frequently do you try to find the root cause of things that go wrong?	3.60	0.93	1(0.44)	28(12.44)	68(30.22)	90(40.00)	38(16.89)
	3. How frequently do you spend time planning how to prevent reoccurring problems?	3.59	0.94	6(2.67)	17(7.56)	78(34.67)	87(38.67)	37(16.44)
	Individual innovation	9.10	2.34					
							
	5. How frequently do you search out new techniques, technologies and /or product ideas?	2.83	1.05	30(13.33)	47(20.89)	89(39.56)	50(22.22)	9(4.00)
							

Table L1 (continued)

No.	Items	Mean	SD	Strongly disagree			Strongly agree	
				0 n(%)	1 n(%)	2 n(%)	3 n(%)	5 n(%)
	Voice	13.45	2.68					
							
	8. How frequently do you speak up and encourage others in the workplace to get involved with issues that affect you?	3.56	0.87	3(1.33)	19(8.44)	82(36.44)	92(40.89)	29(12.89)
							
	10. How frequently do you speak up with new ideas or changes in procedures?	3.30	0.91	6(2.67)	32(14.22)	94(41.78)	74(32.89)	19(8.44)
	Taking charge	10.45	2.42					
	11. How frequently do you try to bring about improved procedures in your workplace?	3.40	0.90	7(3.11)	19(8.44)	100(44.44)	76(33.78)	23(10.22)
	12. How frequently do you try to institute new work methods that are more effective?	3.44	0.93	6(2.67)	22(9.78)	94(41.78)	74(32.89)	29(12.89)
							

CURRICULUM VITAE

Name Mrs. Mu Qincai

Date of Birth April 2, 1984

Educational Background

2008 Bachelor's Degree
Clinical Medicine of West China School,
Sichuan University

Professional Experiences

2008-2015 Senior Nurses, Assistant Head Nurse
Intensive Care Unit
Affiliated Hospital of Dali University



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