

# Health report

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District Health Board clinical staffing numbers update (September 2013)

## Executive summary

1. This report provides background on how medical and nursing staff numbers are reported to the Ministry of Health (the Ministry) and a summary of the 30 September 2013 results submitted by district health boards (DHBs) (Appendices One and Two).

## Reporting of medical and nursing FTEs

2. Reports on the increase in Medical and Nursing full-time equivalents (FTE) in DHBs use the Employed FTE methodology, which is based on the contracted hours of employees. One FTE is based on a person who works a 40 hour week (eg, a worker contracted for 30 hours a week is 0.75 FTE). However, a person working more than 40 hours a week is only counted as one FTE (eg, a Specialist Medical Officer (SMO) contracted for 60 hours a week is 1.0 FTE, not 1.5). Table 1 below illustrates how this works:

**Table One: Employed FTE counts**

Contracted hours	Employed FTE count
30 hours per week	0.75 FTE
40 hours per week	1.0 FTE
60 hours per week	1.0 FTE

3. These employees are paid via a payroll system. The calculation excludes vacant positions, overtime and employees paid via accounts payable (e.g. locums). Appendix Three provides detail of the different methodologies the Ministry has used to collect FTE information from DHBs.

## Medical and Nursing personnel definitions

4. The Medical Employed FTE and Nursing Employed FTE submitted by DHBs are based on the personnel categories in the DHB/Ministry of Health Common Chart of Accounts. Medical personnel includes: Specialist Medical Officers (SMOs), Medical Officer Salaried Scale (MOSS), General Practitioners, Registrars, House Officers & House Surgeons, and Probationers and Interns. Nursing personnel includes: Senior Nurses, Enrolled Nurses, Nurse Practitioners, Registered Nurses, Registered Midwives, Internal Bureau Nurses, and Health Assistants.
5. While Health Assistants work with patients under the supervision of nurses, they do not have the training or expertise of nurses. To ensure clarity regarding the increases in nurses employed by DHBs, the tables showing Nursing Employed FTE increases in Appendices one and two show the Nursing Employed position excluding and including Health Assistants.

## Process for data collection

6. Several datasets have been collected since February 2011 when the Employed methodology was introduced for counting DHB medical and nursing staff. The Ministry has worked with DHBs to ensure they understand how to apply the methodology and DHB Chief Executives verified the numbers before they were supplied to the Ministry. While the initial collection of Employed FTE data dating back to 30 November 2008 was done in response to specific

requests, reporting of medical and nursing Employed FTE is now incorporated into DHBs' regular monthly reporting at the end of March and September each year.

7. As a test of the Employed methodology, the National Health Board (NHB) compared Hutt Valley DHB's staff list of contracted SMOs as at 30 April 2011 and 30 November 2011 against the Employed FTE numbers the DHB had supplied to the Ministry in December 2011. The total numbers of SMOs as at 30 April 2011 and 30 November 2011 were the same as the numbers reported to the Ministry.

### **Summary of results**

8. For the period between 30 November 2008 and 30 September 2013, the increase in Medical Employed FTE was 1,367. Specialist Medical Officers (SMOs) account for the majority of the increase (53.3 percent), with junior doctors (Registrars and House Officers) the second largest proportion (46.69 percent). The majority of the 3,372 increase in Nursing Employed FTE (including Health Assistants) over the same period was in Registered Nurses (69.18 percent), with 24.37 percent of the increase in Senior Nurses.
9. Tables showing the variance in the personnel categories that make up the total Medical and Nursing FTEs between 30 November 2008 and 30 September 2013 are included as Appendix One. Appendix Two details each DHB's variance in Medical Employed FTE and Nursing Employed FTE (both including and excluding Health Assistants) between 30 November 2008 and 30 September 2013.

### **Next scheduled report**

10. The next report, on the Employed FTE position as at 31 March 2014, will be provided by 30 April 2014

**Appendix One: Increase in medical and nursing personnel categories between 30 November 2008 and 30 September 2013**
**Medical Employed FTE**

Staff type	30-Nov-08	30-Sep-13	Movement	Percentage change	Proportion of total change
SMO	2,741.5	3,469.9	728.4	26.57%	53.30%
MOSS	312.5	309.9	-2.7	-0.86%	-0.20%
GP	14.4	17.3	2.9	20.04%	0.21%
Registrars	1,781.7	2,170.1	388.4	21.80%	28.42%
House Officers	1,079.7	1,329.3	249.6	23.12%	18.27%
Probationers & Interns	0	0	0	0.00%	0.00%
<b>Medical Total</b>	<b>5,929.8</b>	<b>7,296.4</b>	<b>1,366.6</b>	<b>23.05%</b>	<b>100.00%</b>

**Nursing Employed FTE**

Staff type	30-Nov-08	30-Sep-13	Movement	Percentage change	Proportion of total change
Senior nurses	2,700.8	3,522.4	821.6	30.42%	24.37%
Enrolled nurses	863.7	756.5	-107.2	-12.41%	-3.18%
Nurse Practitioners	13.0	41.7	28.7	220.38%	0.85%
Registered Nurses	13,718.1	16,050.7	2,332.6	17.00%	69.18%
Registered Midwives	801.3	895.5	94.2	11.76%	2.79%
Internal Bureau Nurses	227.6	140.9	-86.8	-38.11%	-2.57%
<b>Nursing Total excluding Health Assistants</b>	<b>18,324.6</b>	<b>21,407.7</b>	<b>3,083.1</b>	<b>16.82%</b>	<b>91.43%</b>
Health Assistants	2,406.8	2,695.6	288.8	12.00%	8.57%
<b>Nursing Total</b>	<b>20,731.4</b>	<b>24,103.3</b>	<b>3,371.9</b>	<b>16.26%</b>	<b>100.00%</b>

**Appendix Two: Increase in medical and nursing FTE between 30 November 2008 and 30 September 2013 by DHB**

	EMPLOYED FTEs as at 30-Nov-08			EMPLOYED FTEs as at 30-Sep-13			Variance		Percentage Variance	
	Medical	Nursing Excl HA*	Nursing Incl HA*	Medical	Nursing Excl HA*	Nursing Incl HA*	Medical	Nursing Excl HA	Medical	Nursing Excl HA
Auckland	1061	2,531	2781	1,330	2,889	3,177	269	358	25.32%	14.14%
Bay of Plenty	237	851	968	316	972	1,058	79	121	33.10%	14.25%
Canterbury	771	2,265	2554	866	2,674	3,057	95	409	12.26%	18.06%
Capital & Coast	476	1,287	1522	601	1,675	1,928	125	387	26.20%	30.07%
Counties Manukau	554	1,711	1952	751	2,165	2,451	197	454	35.49%	26.53%
Hawke's Bay	181	628	730	207	724	840	26	96	14.19%	15.35%
Hutt Valley	179	592	665	212	613	691	33	21	18.19%	3.48%
Lakes	106	385	431	138	402	425	32	17	30.10%	4.47%
MidCentral	219	749	842	269	845	924	50	96	22.65%	12.83%
Nelson Marlborough	144	507	539	175	534	551	30	27	20.97%	5.28%
Northland	165	710	783	226	794	888	60	85	36.46%	11.95%
South Canterbury	41	219	257	57	249	295	16	30	39.98%	13.69%
Southern	418	1,255	1377	479	1,398	1,531	61	143	14.58%	11.43%
Tairāwhiti	55	199	212	67	235	247	12	36	21.20%	18.08%
Taranaki	119	454	517	138	487	556	19	32	16.06%	7.06%
Waikato	571	1,631	1855	664	1,976	2,289	93	346	16.24%	21.19%
Wairarapa	35	169	182	39	182	202	4	13	10.48%	7.57%
Waitemata	503	1,654	1949	644	2,015	2,350	141	361	27.97%	21.82%
West Coast	27	233	260	39	270	296	12	37	43.96%	16.08%
Whanganui	65	294	355	81	308	348	16	14	24.29%	4.68%
<b>DHB Total</b>	<b>5,930</b>	<b>18,325</b>	<b>20,731</b>	<b>7,296</b>	<b>21,408</b>	<b>24,103</b>	<b>1,367</b>	<b>3,083</b>	<b>23.05%</b>	<b>16.82%</b>

**Notes:**

Employed staff are full time & part time employees related back to a Full Time Equivalent (FTE). One FTE is based on a maximum of 40 hours (additional contracted hours are capped to this level). Example SMO contracted for 60 hrs = 1 employed FTE not 1.5 FTE.

\*HA = Health Assistants. The DHB/Ministry of Health Common Chart of Accounts includes them in the Nursing category.

**EMPLOYED FTEs REPORTED**

As at the end of September 2013 the DHB Sector as a whole had 1367 more Medical Employed FTEs and 3083 more Nursing Employed FTEs (excluding Health Assistants) than at 30 November 2008.

### Appendix Three: Options for collecting DHB staff numbers

Methodology	Start Date	Description
Accrued FTE (All staff categories)	1 July 2006	<p>Calculation of hours worked + overtime + accrued leave + time off in lieu credits + statutory holiday credits divided by 40 hour working week.</p> <p>Used as part of tracking performance against financial plans.</p>
Establishment FTE (Management/Admin)	1 January 2010	<p>Number of Employed FTE + vacancies + contractors + subsidiaries.</p> <p>Employed FTE counts staff up to a maximum of 1.0 FTE, based on their contracted number of hours compared to a 40 hour working week.</p> <p>For example, a person contracted for 30 hours is 0.75 FTE, and a person contracted for 40 hours or more is 1.0 FTE. Overtime is excluded from this calculation.</p> <p>Used to track level of Management/Administration staff against the 31 December 2008 caps.</p>
Employed FTE (Medical and Nursing)	1 February 2011	<p>Employed FTE counts staff up to a maximum of 1.0 FTE, based on their contracted number of hours compared to a 40 hour working week.</p> <p>For example, a person contracted for 30 hours is 0.75 FTE, and a person contracted for 40 hours or more is 1.0 FTE. Part-time and casual staff paid via payroll are included. Overtime is excluded from this calculation, as are staff paid through accounts payable (e.g. locums).</p> <p>Used to provide a conservative estimate of the number of medical and nursing staff employed in DHBs compared to a start position of 30 November 2008.</p>

#### Conclusion:

**Of the various methods trialled, the Employed methodology has been adopted for measuring the level of medical and nursing staff at DHBs as it has been assessed as an accurate and conservative count of actual staff employed.**