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| Nursing and Midwifery Workforce Data Collection |
| Guidelines for reporting |

# Introduction

The Nursing and Midwifery Workforce Data Collection was developed to monitor workforce vacancy and other workforce pressures across the Victorian public health system. The pandemic and ongoing increases in workforce demand, has created an impetus for the Department of Health to establish the dataset as a priority to inform the management of medium and long term workforce supply issues. The data will be used to monitor and determine where there are significant vacancy levels, compare other workforce indicators across like services and inform workforce priority actions inclusive of the COVID-19 workforce surge response.

# Reporting requirements

### Reporting for multi-campus services

Reporting is at health service level. ie, Multi-campus health services should provide aggregated data.

### Reporting mechanism and frequency

The Nursing and Midwifery Workforce Data Collection is available on the [HealthCollect portal](https://www.healthcollect.vic.gov.au/).

Services are required to have a login to the HealthCollect portal. Should you experience difficulties with access, please contact [HDSS.Helpdesk@dhhs.vic.gov.au](mailto:HDSS.Helpdesk@dhhs.vic.gov.au).

The Nursing and Midwifery Workforce Data Collection must be completed by 11.59pm on the 21st day of each month.

If the 21st day is a non-business working day, health services have until 11.59pm on the next available business day to report.

For each reporting period, data from the previous full calendar month must be reported. For example, your report on the 21 December 2021 should relate to the full month of November 2021.

**Where health services are unable to report based on the last full calendar month, health services should report as close as possible to a full month and ensure consistency in reporting parameters in each reporting period thereafter.**

# Definitions

Values should be reported for each of the categories in the table below. All values should be the total for that category for the previous calendar month.

## Category

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| Category | Definition |
| Total Approved FTE | Total approved nursing and midwifery FTE (as of date of reporting) that can be recruited to for:  1. All services (excluding maternity and newborn services)  2. Maternity and newborn services. |
| Current FTE | Total nursing and midwifery contracted FTE (as of date of reporting) for:  1. All services (excluding maternity and newborn services)  2. Maternity and newborn services. |
| Vacant FTE | Total nursing and midwifery vacant FTE (ie Total FTE minus Current FTE) for:  1. All services (excluding maternity and newborn services)  2. Maternity and newborn services |
| Personal leave hours | Total nursing and midwifery personal leave hours (paid and unpaid inclusive of standard personal leave and covid related leave) across the total organisation (\*last full calendar month) for:  1. All services (excluding maternity and newborn services)  2. Maternity and newborn services.  *Please include hours for all contracted staff including permanent and temporary contracted employees.* |
| Agency hours | Total nursing and midwifery agency hours used (\*last full calendar month) for:  1. All services (excluding maternity and newborn services)  2. Maternity and newborn services. |
| Overtime hours | Total number of nursing and midwifery paid overtime hours (\*last full calendar month) for:  1. All services (excluding maternity and newborn services)  2. Maternity and newborn services.  *Please include hours for all contracted staff including permanent and temporary contracted employees.* |
| Basic hours | Total nursing and midwifery ordinary hours worked (\*last full calendar month) for:  1. All services (excluding maternity and newborn services)  2. Maternity and newborn services.  *Please include hours for all contracted staff including permanent, temporary contracted and casual bank employees.* |
| High risk areas with >10% FTE deficit | Select one or more clinical streams for:  1. All services (excluding maternity and newborn services)  2. Maternity and newborn services. |

## Definitions

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| Category | Definition |
| All services (excluding maternity and newborn services) | All acute, subacute, ambulatory (inclusive of outpatients/specialist clinics and day procedure units), community, mental health, COVID vaccination/testing, aged care residential (inclusive of general and aged person mental health), administration and education units. |
| High risk areas | |  | | --- | | Administration | | Aged care residential | | Ambulatory care  Community | | Coronary care | | Covid testing | | Covid vaccination | | Dialysis | | Education | | Emergency department | | High dependency | | Hospital in the Home | | Intensive care | | Maternity and Newborn | | Mental Health | | Medical | | Operating Theatres | | Outpatients/Specialist clinics | | Oncology  Paediatrics | | Palliative Care | | Radiology | | Rehabilitation/Geriatric Evaluation and Management | | Surgical | | Transitional care | | Urgent Care | | Other | |
| Maternity and newborn services | Includes postnatal, antenatal, birthing, special care nurseries, neonatal intensive care, midwifery assessment units, administration and education units. |

## Exclusions (do not report)

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| Category | Definition |
| Nurse and Midwife Pool (exclude for the purposes of reporting Total Approved FTE, Current FTE and Vacant FTE only) | Permanent Part-time/Full-time nurses or midwives staff allocated on a shift-by-shift basis across different wards by a central staffing allocations department. |
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| Generic roles | Generic multi-disciplinary roles able to be filled by nurses or allied health professionals (for example some care coordination, case management and chronic disease services). |

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