Full-time equivalent staff

Identifying and Definitional Attributes

Data Dictionary: NHDD

Knowledgebase ID: 000252   Version number: 2

Metadata type: DERIVED DATA ELEMENT

Registration Authority: NHIMG   Admin status: SUPERSEDED

Effective date: 01-MAR-05

Definition: Full time equivalent staff units are the on-job hours paid for (including overtime) and hours of paid leave of any type for a staff member (or contract employee where applicable) divided by the number of ordinary-time hours normally paid for a full-time staff member when on the job (or contract employee where applicable) under the relevant award or agreement for the staff member (or contract employee occupation where applicable). Hours of unpaid leave are to be excluded.

Contract staff employed through an agency are included where the contract is for the supply of labour (e.g. nursing) rather than of products (e.g. photocopier maintenance). In the former case, the contract would normally specify the amount of labour supplied and could be reported as full-time equivalent units.

Context: Health expenditure:
To assist in analyses of the resource use and activity of public hospital establishments. Inclusion of these data, classified by staffing category, allows analysis of costs per unit of labour and analysis of staffing inputs against establishment outputs.

Relational and Representational Attributes

Datatype: Numeric

Representational form: QUANTITATIVE VALUE

Representation layout: NNNNN

Minimum Size: 1

Maximum Size: 5

Data Domain: NOVAL   Calculated number of staff (full-time equivalents)

for each of the staffing categories listed in the Guide for use.

Guide For Use: Staffing categories:

C1.1   Salaried medical officers
C1.2   Registered nurses
C1.3   Enrolled nurses
C1.4   Student nurses
C1.5   Trainee / pupil nurses
C1.6   Other personal care staff
C1.7   Diagnostic and health professionals
C1.8   Administrative and clerical staff
C1.9   Domestic and other staff

The average is to be calculated from pay period figures. The length of the pay period is assumed to be a fortnight.

If under the relevant award of agreement a full-time nurse is paid for an 80 (ordinary time) hour fortnight, the full-time equivalent for a part-time nurse who works 64 hours is 0.8. If a full-time nurse under the same award is paid for a 100 hours for that fortnight (20 hours overtime), then the full-time equivalent is 100 divided by 80 = 1.25.

Data on full-time equivalent staffing numbers by category should be consistent with data on salaries and wages by staffing category. If the full-time equivalent for contract staff is not collected then salaries for those contract staff should be included in other recurrent expenditure data items.

Where staff provide services to more than one establishment, full-time equivalent staff members should be apportioned between all establishments to which services are provided on the basis of hours paid for in each. (Salary costs should be apportioned on the same basis).

Related metadata: supersedes previous data element Total full-time equivalent staff version 1

Administrative Attributes

Source Document:
Source Organisation: National Health Data Committee

Comments: This National Health Data Dictionary entry was amended during 1996-97. Until then, both average and end of year counts of full-time equivalent staff were included, and the end of year counts

used as surrogates for the average counts if the latter were unavailable. The average count is more useful for accurate analysis of staffing inputs for establishment outputs and for assessments and comparisons of labour costs.

Data Element Links

Information Model Entities linked to this Data Element

NHIM   Recurrent expenditure

Data Agreements which include this Data Element

NMDS - Public hospital establishments	From 01-Jul-97 to
NMDS - Community mental health establishments	From 01-Jul-98 to