Full-time equivalent paid staff

Identifying and Definitional Attributes

Data Dictionary: NCSDD

Knowledgebase ID: 000597　　　　Version number: 1

Metadata type: DATA ELEMENT

Registration Authority: NCSIMG　　　　Admin status: SUPERSEDED

Effective date: 01-MAR-05

Definition: The aggregate full time equivalent staff units for all paid staff. 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).

Context: Resource and service planning:
To assist in analyses of the resource use and activity of institutional health care providers. 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 staffing category

Guide For Use: The ordinary time hours normally worked may differ according to the type of work. The hours under the relevant award or agreement should be used if known. If the relevant award or agreement staff hours for an occupation is not known, or the worker is undertaking a variety of tasks, 38 hours per week should be used as a substitute.
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. provision of photocopies). In the former case, the contract would normally specify the amount of labour supplied and could be reported as full-time equivalent units.
Round to one decimal place.
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 (64 divided by 80). 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. This number would then be added to the full time equivlent staff units for all other staff and the number rounded to one decimal place.
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).

Collection Methods: This item may be calculated over weeks, fortnights, months or an annual basis. It is not intended to be a completely accurate calculation of staff hours, but a general indication of the number of hours an agency is staffed by paid staff.

Related metadata: relates to the data element concept Employed - working full-time/ part-time version 2

Administrative Attributes

Source Document: National Health Data Dictionary
Source Organisation: Australian Institute of Health and Welfare

Data Element Links
Information Model Entities linked to this Data Element

NCSIM   Agency characteristic

Data Agreements which include this Data Element