

FTE calculations

The full time equivalent (FTE) calculation process has commenced as part of the Care Capacity Demand Management (CCDM) programme.

“FTE calculations are a really important step to making sure we have safe staffing. It gives us a clearer picture than ever before of where there are staff shortages or where the staff mix needs to change,” says NZNO professional nursing advisor and CCDM council member Suzanne Rolls.

The process gathers all of the data relating to the ward. This includes:

- Staff mix (registered nurse, registered midwife, enrolled nurse, health care assistant, senior nurse, senior midwife, charge nurse and midwife manager)
- Professional development level (PDRP and QLP)
- Training requirements
- Sick leave
- Annual leave
- Turnover
- New graduates
- TrendCare quality and data accuracy
- One-on-one care
- Variances (total care hours available vs total care hours required)
- Other productive hours (the extra tasks staff undertake during their shift including moving beds, theatre transfers, taking patients to x-ray and quality improvement).

The data is entered into the CCDM software to identify whether the staff mix, roster model and number of current FTEs is adequate to meet patient demand as well as ensure all staff requirements are met.

The data is reviewed by the charge nurse manager, operations manager and union delegate for each area as well as our CCDM programme manager, union organiser, professional nursing advisor and the Safe Staffing Healthy Workplaces Unit.

The roster testing process is undertaken several times before a report is prepared for the CCDM

staffing methodology group and CCDM Council. The CCDM Council makes recommendations, such as increasing FTE, to the Executive Leadership Team to consider and approve.

The FTE calculation process is being done in four phases. An education session was held for areas in the first phase to learn the FTE calculation and roster testing process. There will be more education sessions for areas undertaking FTE calculations in future phases. All areas undergoing FTE calculation have to have 12 months’ worth of accurate TrendCare data.

“The daily effort people have made over the years to input accurate data has allowed us to do this work. Thank you for your efforts and the value you have already added to this process,” says Suzanne.

FTE CALCULATION PHASES

Phase 1 Nov/Dec 2018	Ward 1 – Child Health Ward 2 – Child Health 4 North – Gynaecology 6 North 7 South SAPU
Phase 2 Jan/Feb 2019	4 North – Maternity Delivery Suite Kenepuru Maternity 6 East 7 North NICU Kenepuru inpatient wards 4, 5, 6, 7
Phase 3 Mar/Apr 2019	5 North 5 South MAPU ICU EDOU Te Whare O Matairangi
Phase 4 May/June 2019	6 South IRW Ward 3
Phase 4 Nov/Dec 2019	Ngā Taiohi

