

Human Resources : Locum/ Temporary staffing
Proactive Release : 12 June 2019

04 May 2019

[REDACTED]
[REDACTED]
[REDACTED]

E-mail: [REDACTED]

Dear [REDACTED]

Official Information Act (1982) Request

I write in response to your Official Information Act request, dated 07 May 2019. You requested the following information:

- 1) **How much money has Counties Manukau DHB spent on medical locums, bureau staff and temporary staff in the past 12 months, with a month-by-month breakdown?**
 - a. *Please break down this information down by department?*
 - b. *The figures for locum, bureau and temporary staff over the past five financial years?*
- 2) **The number of current vacancies, the departments where the vacancies exist,**
 - a. *Please highlight the number of vacancies for specialist doctors, doctors, nurses and technicians?*

Please refer to information below (**attached appendix - table 1**), which is a summary of all spending on any locums, external bureau and temporary staff per month in the 12 months to April 2019. This includes all professional groups (Medical, Nursing, Allied and Scientific groups, and admin/management). We have provided a breakdown of this to the major Service Divisions across our provider services.

Also, below (**attached appendix - table 2**), is the total spend on any locum, external bureau and temporary staff for the past five financial years, from 2014 up to 2019 YTD. Note that where negative values are reported, this is a ledger accounting adjustment.

Both these table been extracted from our DHB Finance Reporting systems, and then manually created to match your request. Every effort has been made to ensure accuracy, but these may not capture all use of temporary clinical staff. We note that this type of extracted data should be considered in the wider context of DHB health care service delivery, rather than in isolation.

DHB operational requirements can create a variety of circumstances where locum, casual and temporary staff members are required. These include time-frames for permanent recruitment, permanent employee capacity and leave entitlements, additional service demands, as well as responding to seasonal and clinical acuity requirements. Services will consider a range of options and solutions to address their operational and staffing priorities. The costs should also be considered against the total spend by the DHB on all personnel costs per annum.

All DHB's provide regular full reporting on financial results, including both monthly and YTD outsourced personnel costs. These are included in publicly available reports to our Board. These are available ahead of each Board Meeting, at the following link.

- <https://countiesmanukau.health.nz/about-us/governance/board-and-committees/>

In addition, the Ministry of Health makes available on their website (link below), a range of monthly DHB performance reports, which provide a more complete picture of costs and allocations.

- <https://www.health.govt.nz/new-zealand-health-system/key-health-sector-organisations-and-people/district-health-boards/accountability-and-funding/summary-financial-reports>

Regarding CMDHB current vacancies, we are providing a summary (**attached appendix table 3**), of the current vacancies, as at 13 May 2019. This data is based on a calculation of the current Full Time Equivalent (FTE) establishment, against the agreed FTE levels, and resultant vacancies approved for recruitment. We have grouped these vacancies to the main professional groups across the entirety of CM Health services.

We have provided a further breakdown of those vacancies, (**attached appendix table 4**), by the main Service Divisions across the wider DHB. Please refer to the additional notes at the end of table 4, to explain the definition of current and underlying vacancy, and aid interpretation of the data.

There are over 60 different reported Occupational Roles across the DHB, and we have noted examples within each professional group in the table. The Allied Health and Technical employee group include the widest variety of roles including rehabilitation therapies, such as Physiotherapists, and Speech-Language Therapists, Social Workers, Psychologists and other therapies, as well as Diagnostic staff such as Laboratory Technicians, Medical Imaging/ Sonographers, and Anaesthetic Techs.

We have separately reported vacancy data for Senior Medical Officers from that for the Registered Medical Officer numbers, as the RMO employees are completing postgraduate training programmes.

Not all use of locums, bureau and temporary staff relates directly to vacant positions. Vacancies and recruitment action can arise for several reasons, including staff leaving or moving to new roles with the DHBs, development/ expansion of services, and additional funding for staffing. Currently, we are also actively recruiting additional Nursing roles, as part of our commitment to the Care Capacity Demand Management (CCDM) Accord.

All currently advertised CMDHB vacancies are publicly available on our website, and this information is constantly updated as positions are successfully recruited to, or advertising campaigns for key professions and intakes of new staff occur, including new graduate and training programmes.

I trust this information satisfactorily answers your query. If you are not satisfied with this response you are entitled to seek a review of the response by the Ombudsman under section 28(3) of the Official Information Act.

Please note that this response or an edited version of this may be published on the Counties Manukau DHB website.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'F. Apa', enclosed in a light blue rectangular border.

Fepulea'i Margie Apa
Chief Executive Officer
Counties Manukau Health

APPENDIX – DATA for REQUEST QUESTIONS

Question 1: LOCUM, ETERNAL BUREAU AND TEMPORARY STAFF COSTS

Table 1 – Costs per month by Service Division for all locum, external bureau and temporary staff (Medical, Nursing, Allied/Scientific and Admin/Management).

Actual Dollars (\$000)		2017/18		2018/19									
RC L3 Desc	RC Level 4 Descriptor (Division)	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Governance Arm Total		237	391	-104	-25	-112	-34	-100	-121	-111	-110	-96	-104
Provider	{SCCG} Central Clinical Service	9	25	24	-24	0	0	0	0	0	15	0	10
	{SCPT} DHB Corporate	3	9	2	38	52	20	18	16	9	12	24	0
	{SFAC} Facilities Services	12	13	35	14	34	62	27	47	10	28	36	56
	{SHOP} ARHOP	31	27	62	39	55	58	58	39	42	34	79	24
	{SICT} Integrated Care	132	56	54	67	90	238	79	107	214	118	30	135
	{SIKA} Ko Awatea	42	29	17	28	35	25	22	22	19	19	28	30
	{SMIC} ED, Medicine & Integration	124	164	193	129	377	293	285	247	263	209	271	141
	{SMM1} Middlemore Central	2	0	2	-1	3	2	0	1	1	0	0	0
	{SMNT} Mental Health	366	407	295	339	176	408	441	290	564	354	179	386
	{SPPM} Provider Management	297	275	526	801	-126	610	410	484	300	378	579	94
	{SSMT} Surgical & Anaesthetics	407	439	426	252	385	512	385	458	438	330	482	300
	{SWCH} Women & Child Health	138	115	251	120	194	273	266	207	193	113	286	91
Provider Arm Total		1,563	1,558	1,886	1,803	1,276	2,501	1,992	1,916	2,053	1,609	1,994	1,268

Table 2 – Costs per financial year 2014/15 – 2018/19 YTD by Service Division for all locum, external bureau and temporary staff.

Actual Dollars (\$000)		Fiscal Year				
RC L3 Desc	RC L4 Descriptor (Division)	14/15	15/16	16/17	17/18	18/19 YTD
Governance Arm Total		-811	-1,024	2,983	2,856	-916
Provider	{SCCG} Central Clinical Service	20	13	0	40	26
	{SCPT} DHB Corporate	284	421	185	96	191

Actual Dollars (\$000)		Fiscal Year				
		14/15	15/16	16/17	17/18	18/19 YTD
RC L3 Desc	RC L4 Descriptor (Division)					
	{SFAC} Facilities Services	69	116	235	110	349
	{SHOP} ARHOP	533	850	1,281	735	491
	{SICT} Integrated Care	703	610	1,228	1,006	1,131
	{SIKA} Ko Awatea	1,315	817	1,107	525	245
	{SMIC} ED, Medicine & Integration	3,090	2,405	3,107	2,054	2,408
	{SMM1} Middlemore Central	-3	4	87	37	8
	{SMNT} Mental Health	2,316	2,809	3,713	4,431	3,432
	{SPPM} Provider Management	3,359	3,324	3,635	3,640	4,055
	{SSMT} Surgical & Anaesthetics	3,524	4,127	4,414	4,417	3,967
	{SWCH} Women & Child Health	1,386	1,596	1,955	1,724	1,995
Provider Arm Total		16,596	17,090	20,947	18,815	18,298
Grand Total		15,785	16,066	23,929	21,671	17,382

Question 2: VACANCY DATA

Table 3 – current vacancy against agreed 2018/19 Establishment FTE (not budget/ accrued FTE) as at mid-May 2019, by Professional groupings

FTE – note rounding to nearest 1FTE	Account descriptor/ professions	Establish FTE 18/19	Current Employee FTE	Known Leavers	Long term Leave	Current Vacancies	Underlying Vacancy
2002: MEDICAL PERSONNEL (#note below)	Senior Medical Officer, RMO, MOSS	909	907	2	17	21	- 19
2202: NURSING PERSONNEL	Nursing, Midwifery, Enrolled, Healthcare Assistants	2,951	2,824	16	72	216	- 57
2402: ALLIED HEALTH PERSONNEL	Allied Health & Scientific (Therapists & Technicians)	1,200	1,128	9	31	111	2
2602: SUPPORT PERSONNEL	Facilities, Cleaners, Orderlies, Interpreters	556	439	2	2	121	112
2802: MANAGEMENT ADMIN PERSONNEL	Managers, Admin, Clerical and Professional	1,012	921	5	7	103	66
Grand Total		6,603	6,219	35	128	572	104
# Additional Detail for doctors	<i>Specialist Doctors</i>	499	484	2	6	23	- 14
	<i>Doctors (RMO/HO) - Training Programmes</i>	410	423	0	11	-2	- 5
		909	907	2	17	21	- 19

Table 4 – current vacancy against agreed 2018/19 Establishment FTE (not budget/ accrued FTE) as at mid-May 2019, by Professional groupings

Division	Account Group	Establish FTE 18/19	Current Employee FTE	Known Leavers	Long Term leave	Current Vacancies	Underlying Vacancies
ARHOP	2002: MEDICAL PERSONNEL	37	39	-	-	- 2	- 3
	2202: NURSING PERSONNEL	212	188	1	2	27	13
	2402: ALLIED HEALTH PERSONNEL	233	232	2	8	11	- 12
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	34	32	-	1	3	3
Central Clinical Services	2002: MEDICAL PERSONNEL	79	79	1	3	3	- 0
	2202: NURSING PERSONNEL	43	43	1	1	2	0
	2402: ALLIED HEALTH PERSONNEL	311	303	3	7	18	- 4
	2602: SUPPORT PERSONNEL	2	-	-	-	2	2
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	145	144	1	3	4	0
Emergency Medicine and Integration	2002: MEDICAL PERSONNEL	261	269	1	4	- 3	- 9
	2202: NURSING PERSONNEL	720	718	1	19	22	- 27
	2402: ALLIED HEALTH PERSONNEL	87	78	2	-	11	4
	2602: SUPPORT PERSONNEL	1	-	-	-	1	1
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	187	166	2	1	24	16
Facilities Services	2402: ALLIED HEALTH PERSONNEL	25	25	-	-	-	-
	2602: SUPPORT PERSONNEL	59	42	1	-	18	13
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	11	9	-	-	2	1
Innovations Hub & Ko Awatea	2002: MEDICAL PERSONNEL	2	-	-	-	2	2
	2402: ALLIED HEALTH PERSONNEL	5	7	-	-	- 2	- 2
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	64	49	-	1	16	14
Integrated Care	2002: MEDICAL PERSONNEL	5	4	-	-	1	1
	2202: NURSING PERSONNEL	207	206	1	7	9	- 2
	2402: ALLIED HEALTH PERSONNEL	125	114	1	4	17	9
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	67	58	-	-	9	6
Mental Health	2002: MEDICAL PERSONNEL	83	61	-	2	24	15
	2202: NURSING PERSONNEL	377	308	1	4	74	7
	2402: ALLIED HEALTH PERSONNEL	218	177	1	5	48	11
	2602: SUPPORT PERSONNEL	-	-	-	-	-	-
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	60	58	-	-	2	0
Middlemore Central	2002: MEDICAL PERSONNEL	-	-	-	-	-	- 1
	2202: NURSING PERSONNEL (Internal SAT team)	49	70	-	4	- 17	- 21
	2602: SUPPORT PERSONNEL	440	347	1	2	95	93
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	43	35	-	-	8	6
Provider Management	2002: MEDICAL PERSONNEL	3	6	-	-	- 2	- 2
	2202: NURSING PERSONNEL	74	84	-	3	- 7	- 10

Division	Account Group	Establish FTE 18/19	Current Employee FTE	Known Leavers	Long Term leave	Current Vacancies	Underlying Vacancies
	2402: ALLIED HEALTH PERSONNEL	17	14	-	-	3	1
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	166	148	2	2	21	15
Surgical & Ambulatory	2002: MEDICAL PERSONNEL	326	328	1	4	2	- 13
	2202: NURSING PERSONNEL	818	776	9	18	69	19
	2402: ALLIED HEALTH PERSONNEL	111	104	1	1	9	2
	2602: SUPPORT PERSONNEL	53	50	-	-	3	2
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	64	59	0	-	6	5
Women & Child Health	2002: MEDICAL PERSONNEL	105	112	-	4	- 3	- 9
	2202: NURSING PERSONNEL	445	424	3	15	38	- 35
	2402: ALLIED HEALTH PERSONNEL	53	56	-	4	1	- 1
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	75	73	-	-	2	- 4
Corporate	2002: MEDICAL PERSONNEL	6	6	-	-	- 0	- 0
	2202: NURSING PERSONNEL	3	4	-	-	- 1	- 1
	2402: ALLIED HEALTH PERSONNEL	12	19	-	1	- 6	- 6
	2602: SUPPORT PERSONNEL	2	-	-	-	2	2
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	31	33	-	-	- 2	- 3
Governance - Corporate	2002: MEDICAL PERSONNEL	2	2	-	-	- 0	- 0
	2202: NURSING PERSONNEL	2	1	-	-	1	- 0
	2402: ALLIED HEALTH PERSONNEL	-	1	-	-	- 1	- 1
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	32	28	-	-	4	4
Governance and Funding	2002: MEDICAL PERSONNEL	1	0	-	-	1	1
	2202: NURSING PERSONNEL	2	2	-	-	0	0
	2402: ALLIED HEALTH PERSONNEL	3	1	-	-	2	2
	2602: SUPPORT PERSONNEL	-	-	-	-	-	- 1
	2802: MANAGEMENT ADMINISTRATION PERSONNEL	33	30	1	-	4	4
Grand Total		6,628	6,219	35	128	572	104

Vacancy number can include roles under active recruitment, and also those vacant but with an 'Approval to Recruit' process still under consideration.

- **Current vacancy** includes: calculation to account for FTE on Maternity Leave, known upcoming Resignations, Additional funded roles, and some Unplanned leave cover.
- **Underlying vacancy** includes: calculation based on the current vacancy total above to identify just those *without an* Approval to Recruit (ATR) signoff, which may be in process.

Negative totals in underlying vacancy reflects intended 'over-recruiting'

* Medical Personnel has a longer pipeline for recruitment of experienced SMO employees.

* Nursing Personnel has additional funding for CCDM Nursing FTE, ongoing campaigns for Midwifery, and for unplanned leave cover.