

## DHB Workforce Information Data Access Protocols

### Introduction

The DHB Workforce Information Team (HWIP as most people know us) is tasked with the collection and management of the DHB employed workforce data on behalf of the 20 DHBs.

It has always been the intention that this collection be used, as widely as possible, to help inform the understanding of the New Zealand health workforce, whilst still maintaining the appropriate privacy and security of such a collection.

As the collection has increased and improved over time there is wider interest in accessing the data for strategic and operational workforce planning and analysis.

This paper outlines a recommended data protocol and release matrix.

### Background

The DHB Workforce Information data has been collected from the 20 DHBs since 2006. A total of 29 variables (see Appendix 1) are captured on a quarterly basis, based on a national workforce information standard, including a number of standard code sets.

A privacy impact assessment was carried out in 2006 providing advice on the collection, storage and access to the data. From this the data and analysis has been provided at an aggregated level via quarterly reports made available on the DHBSS website. Outside of these regular reports, historically, the process for accessing data has been based on a receive request, process/analyse, validate with the DHBs/relevant DHBs, release.

### Current Activities

- DHB Employed Workforce Information Quarterly Reports, a snapshot of DHB HR and Payroll data taken at the end of each quarter providing workforce demographics by DHB and six workforce groupings – Medical (Senior and Junior), Nursing, Midwifery, Allied & Scientific, Care and Support and Corporate and Other.
- Quarterly Reports uploaded onto the DHBSS website and notice sent to DHB GMsHR and Workforce Analysts, MoH/HWNZ, wider DHB sector, via ER update to DHB CEOs.
- Customised information requests – data taken from already published quarterly data, still aggregated and non-identifiable.
- OIAs – follow the OIA guidelines and processes.
- Ad hoc requests dealt with as received.

### Data Protocol and Data Release Matrix

#### Data Protocol

To ensure HWIP retains the trust of the sector around the release of data the following protocols will apply:

- Best endeavours will be made to release HWIP data to requestors.
- All requests for information will be managed and responded to by HWIP in alignment with the agreed matrix levels.
- HWIP will release data to a level that is useful without losing the trust of the sector.
- Assistance with the correct interpretation of the data/information will be provided.

- Decisions on the release of data will be consistent with the current legislation including the Privacy Act 1993 and the Health Information Privacy Code 1994.
- Any requests (including requests under the Official Information Act (OIA)) which are deemed to be outside of the agreed matrix levels will be agreed with the DHBs.
- To ensure transparency and 'no surprises' any requests or queries from political parties or the media will be notified to the DHBs and MoH/NHB.
- HWIP will maintain ongoing safety and security of data held and released.

### Data Release Matrix

It is suggested that when a request for data is received we use the following matrix to determine the data to be released and at what level. Appendix 2 provides a visual diagram of the matrix (proposed data flow for requests for information from the HWIP database/collection) and the data flow within the HWIP System.

Recipient	Requested Data Level				
	Unit level/Line Level Data			Quarterly Reports	Customised Reports
	Own data	Following DHB GMsHR approval	Following DHB & GMsHR Group approval		
DHB	Yes	Yes	Yes	Yes	Yes
HWNZ/MoH	No	Yes	Yes	Yes	Yes
Researchers	No	No	Yes	Yes	Yes
Public	No	No	No	Yes	Yes
Timeframe (Maximum days)	5	5 following approval	5 following approval	3 monthly report	20 (OIA process)

### Risk Mitigation

As indicated in the data protocols section HWIP will maintain ongoing safety and security of the data held and released. There is very low risk within the collection as all the data is non-identifiable.

The two areas that may be of concern to identify a person are their name and date of birth, neither of which are captured in the collection. HWIP captures unique employee ID rather than name and year of birth rather than date of birth. Even with these small measures in place, if numbers are low in a particular workforce they will not be released as they are deemed as identifiable.

The criteria of the data extraction and any caveats relating to suppressed data are always provided to the requestor.

## Health Workforce Information Programme – Base Data Template (variables)

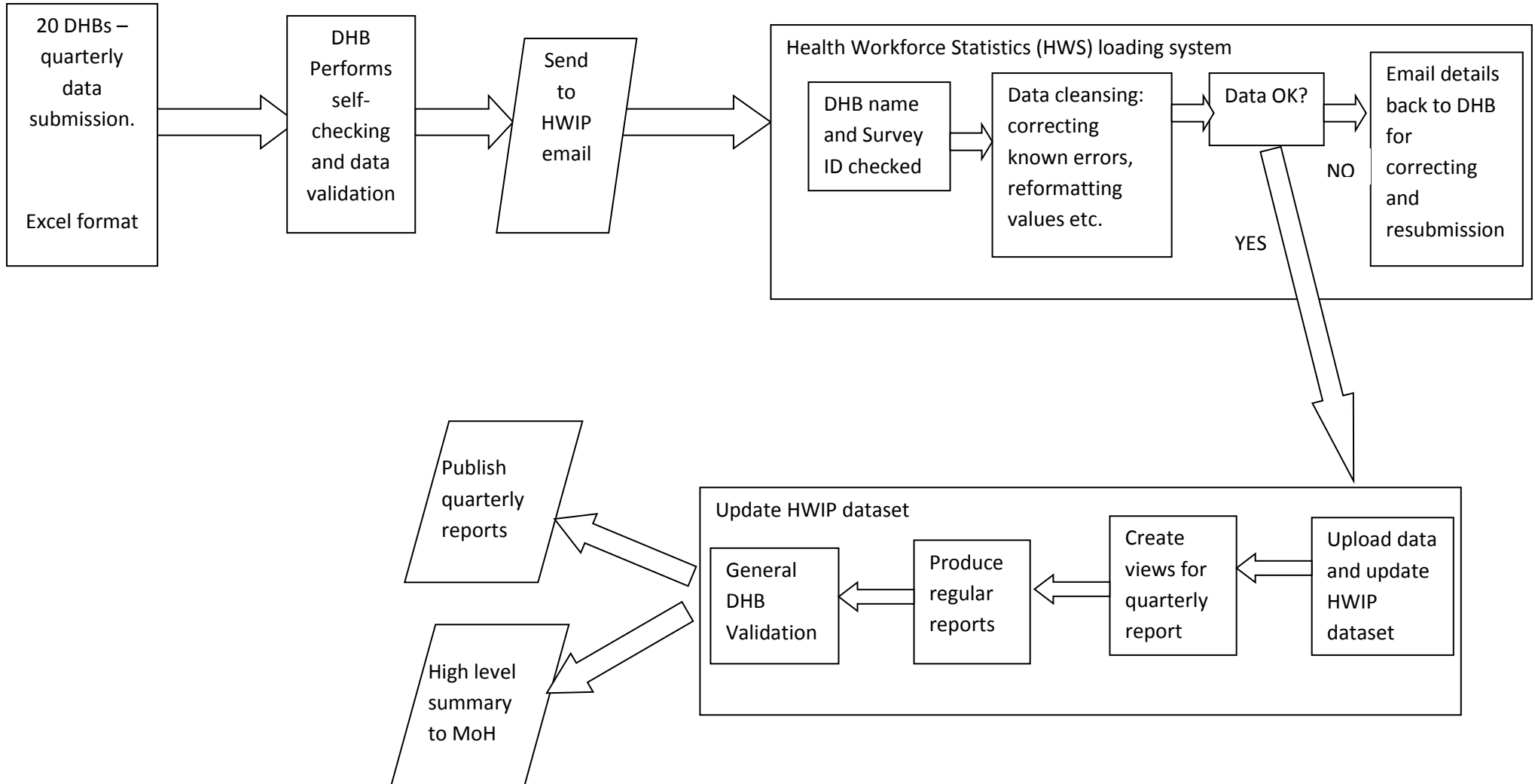
Appendix 1

Unique Employee Identifier	Facility of Usual Employment	Entry Source	Employment Start Date	Exit Source	Employment End Date	Reason for Leaving	Birth Year	Registration Authority Membership Number	Scope of Practice	Job Title	DHB Common Chart of Accounts Occupation	Sex	Ethnicity	Paid Employment Status
DHB Specific format			Format: dd/mm/yyyy		Format: dd/mm/yyyy		Numeric format: yyyy (e.g: 1972)			DHB Specific format				

Union Membership	Iwi Affiliation	Total Contracted Hours (annum)	Total Hours Paid (calculated over previous 3 months)	Total Hours Accrued (calculated over previous 3 months)	ANZSCO	Country of first professional qualification	Year of first professional qualification	Annualized Base Salary	Pay Derived Document	Annual Leave Entitlement	Annual Leave Balance	Sick Leave hours (calculated over previous 3 months)	Primary area of work
Which union are they a member of?		The total number of hours this employee is required to work this year (eg. Full-time for 5 days a week = 2086 pa, full time for 3 days a week = 1252)	Number of hours based on payroll history aggregated for Ordinary and Penals (where ordinary not included) such as overtime.	Number of Hours defined according to the MOH Standard FTE from 1 July 2006 (1/1/06 for DAP purposes)				The actual salary figure for union derived salaries or nearest \$10k for IEAs	The union (or IEA) led document from which their pay is derived	The total basic annual leave entitlement (hours)	The total basic annual leave balance as at reporting date (hours)	Total number of hours taken as sick leave over the previous 3 months (regardless of how or if paid)	

## Data flow within the HWIP system

Appendix 2



## Requests for information from the HWIP database: Proposed data flow

