 FTE calculation working group agenda

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| Meeting administration |  |
| Date: | Time: |
| Location: | |
| Teleconference number: | |
| Documents: | |

# Agenda

## Apologies

## Additional agenda items

## Confirm previous minutes

## Review previous actions

## FTE calculation implementation

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| Items | Presenter | Time allowed |
| * 1. Progress against plan * Strategy for completion * Data collection & quality checks * Validate data inputs * Ward context assessment * FTE calculation check list * FTE calculation report |  |  |
| 5.2 Communications |  |  |
| 5.3 Partnership feedback |  |  |
| 5.4 Project impact assessment   * Current DHB projects, planned e.g. patient management systems, TrendCare upgrades, audits |  |  |
| 5.5 Other business   * Intersection with other components |  |  |