FTE calculation is about…











# …getting the right roster and FTE

FTE calculations are based on the actual hours of care your patients need. These hours come from TrendCare. The calculation includes the DHB/NZNO MECA entitlements. The FTE calculation should be done annually, so you get the chance to get it right every year.

# …planning to succeed every day

Having the right roster model by shift and by day of week is the best way to provide quality patient care. The right roster model means less staffing changes and the right budgeted FTE. The right budgeted FTE means employing the right number of staff. Quality patient care, quality work environment, best use of health resources.

# …good quality TrendCare data

Your TrendCare data is used to generate the recommended roster. Categorise and actualise every patient, every shift, every day. Use your allocate staff screen to record actual hours worked.

# …a working group collating and agreeing the data

Your clinical manager, nursing/midwifery leader, NZNO Organiser, service manager and others work together over several weeks. They select the recommended roster and finalise the calculation.

# …to start next week

Your clinical manager and CCDM Site Coordinator will provide updates to ensure you are kept up to date with progress.

…the timeline of events includes











<You could use this example, delete the other>

|  |  |  |
| --- | --- | --- |
| What | Who | When |
| Ensure TrendCare data is accurate | Ward/unit staff | 12 months preceding FTE calculation |
| Agree FTE calculation working group | CCDM council | May 2018 |
| Arrange meetings | Working group | May 2018 |
| Agree chair and terms of reference | Working group  | May 2018 |
| Education on FTE calculation tools and process | CCDM CoordinatorSSHW Unit Programme Consultant | June 2018 |
| Agree FTE assumptions and data | Working group | June 2018 |
| Complete roster testing | Working group | June 2018 |
| Review FTE calculation findings/report | Working groupWard/unit staff | July 2018 |
| Implement new roster and budgeted FTE | Working groupClinical manager | July 2018 |

<Or you could use this example, delete the other>