

5 December 2017

Paul Matthews
NZNO Organisation

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Dear Paul

Subject: Official Information Act request Re: agency staff

Thank you for your request for information under the Official Information Act received by Lakes DHB on 14 November 2017. You have asked for the following.

We require information into the use of external agency and internal bureau/casual nursing (RN/EN) and Health Care Assistant (HCA) Staff and all extra/overtime shifts worked by nursing/HCA staff at Rotorua Hospital, specifically Dates and shifts when agency and/or bureau nursing/HCA staff were utilised and dates/shifts when additional/overtime shifts were worked by permanent nursing/HCA staff at Rotorua Hospital during the periods

- 15/12/16 to 10/1/17
- 15/12/15 to 10/1/16
- 15/12/14 to 10/1/15
- 15/12/13 to 10/1/14
- 15/12/12 to 10/1/13
- 15/12/11 to 10/1/12
- 15/12/10 to 10/1/11

Response:

Lakes District Health Board is able to provide the following information.

To note;

- Lakes DHB Clinical Services have no record of utilising an external agency for nursing at Rotorua Hospital
- Lakes DHB does not have an electronic rostering system, staff record their hours worked manually onto timesheets. Payroll consolidates these into the payroll system.
- To identify any additional shifts worked would require a manual review of the timesheets and the manual copies of the rosters
- We are only able to provide the data for the payroll periods that cover the dates requested therefore this will be a two (2) month period for each of the years, we are not able to provide the specific dates
- We are unable to identify additional hours worked by permanent part-time from the electronic payroll system, this would require manually reviewing all the nursing timesheets.
- Only over time recorded in the payroll system is provided
- The agency hours include the special observation hours and transfers

- The permanent nursing includes all other Rotorua and Taupo Hospital inpatient units, ED, Maternity and Mental Health
- The manual copies of the nursing timesheets are stored for the required period, however there is no resource allocated for reviewing these for the purpose of this question and will require additional costs
- We have provided the following information to the best of our ability from the payroll system

Two month period to include the dates requested	Agency ordinary Hours Paid	Agency Overtime hours Paid	Permanent Nursing overtime hours Paid
2010/11	4908.5	57.5	21.25
2011/12	2127.33	26.58	13.50
2012/13	3598.05	37.5	31.17
2013/14	3955.76	38.75	85.33
2014/15	3725.88	98.5	41.26
2015/16	4811.88	48.75	53.01
2016/17	3606.63	56.75	64.43

Any further information will require manually reviewing individual time sheets. This is estimated to take about four weeks full time and would require a charge. If you would like Lakes DHB to give you a quote for this work, please let us know.

Yours sincerely



Ron Dunham
Chief Executive

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