

## Metadata template: Health Service Absence Reporting

Field name	Explanation of term	Detail
<b>Title</b>	Official name of the national collection	Health Service Absence Reporting
<b>Managing Organisation</b>	The organisation, agency, the responsible managing unit, institution or group with overall responsibility for the national collection.	Heath Service Executive [HSE] Workforce Planning, Analytics & Informatics Oak House Millennium Park, Naas, Co. Kildare
<b>Web address</b>	Website address (URL) of the national collection	<a href="http://www.hse.ie/eng/staff/Resources/Employment_Reports/">http://www.hse.ie/eng/staff/Resources/Employment_Reports/</a>
<b>Year established</b>	Year the national collection was established	2008
<b>Statement of Purpose</b>	The overall purpose and objective of the data collection.	To measure headline absence rates of directly employed public health service staff.
<b>Coverage</b>	Geographical coverage of the national collection e.g. national/ regional	National; configured based on service delivery structures (Hospital Groups, Community Healthcare Organisations (CHOs).
<b>Description/ Summary</b>	General description of the national collection.	Health Service Absence Reporting collates monthly absence data from all public health service employers (HSE, Section 38 voluntary hospitals & non-acute agencies) in lost time percentage terms (certified & self-certified) for reporting, monitoring and comparative purposes.
<b>Data content</b>	Summary of the categories of information collected (patient demographics, signs and symptoms, treatments, procedures, laboratory investigations, hospital admissions, outcomes etc).	<ul style="list-style-type: none"> <li>• Staff category;</li> <li>• Type of administration (HSE, S38 Hospital, S38 voluntary agency, directorate, hospital group, CHO, service area &amp; hospital /agency</li> <li>• Lost time due to unauthorised absence</li> <li>• <i>Individual level (personal data) not returned</i></li> </ul>
<b>Data providers</b>	Organisations that provide data to the national collection.	Service Areas.
<b>Data collection methodology</b>	Describe how the data is provided to the national collection.	Monthly
<b>Data dictionary</b>	Please provide URL link to current data dictionary if available.	<a href="http://www.hse.ie/eng/staff/Resources/Employment_Reports/Health-Service-Personnel-Census-Instructions-2017.pdf">http://www.hse.ie/eng/staff/Resources/Employment_Reports/Health-Service-Personnel-Census-Instructions-2017.pdf</a>
<b>Clinical coding scheme</b>	What clinical coding/ disease classification scheme is in place (if any)?	n/a
<b>Size of national collection</b>	Average number of records created in the national collection annually.	190,000

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<b>Format of returns</b>	What format are the returns received in?	Excel (.XLS) or CSV files are excepted
<b>Database format</b>	What database platform is used?	Data stored in master excel sheet
<b>Report formats</b>	How are outputs generated?	Business Objects
<b>Reporting method</b>	What formats are reports circulated in?	Excel; PDF
<b>Publication frequency</b>	How often is data published or updated?	Monthly
<b>Measures</b>	Metrics in use	Absence is presented by staff category as percentage lost time and proportion medically certified.
<b>Accessing data</b>	How can data from the national collection be accessed?	Reports are widely circulated within the Health Service/ Government Departments (Health & DPER) and to other official sources on a monthly basis. Specific reports generated on request.
<b>Open Data portal access</b>	Is data from the national collection available via Ireland's Open Data Portal ( <a href="https://data.gov.ie/data">https://data.gov.ie/data</a> )?	<a href="http://www.hse.ie/eng/staff/Resources/Employment_Reports/">http://www.hse.ie/eng/staff/Resources/Employment_Reports/</a> <a href="http://www.hse.ie/eng/staff/Resources/Employment_Reports/">http://www.hse.ie/eng/staff/Resources/Employment_Reports/</a>
<b>Generic email contact</b>	Please provide a generic contact email for the national collection	<a href="mailto:workforcedata@hse.ie">workforcedata@hse.ie</a>
<b>Generic telephone contact</b>	Please provide a generic contact telephone number for the national collection	045 880407
<b>Other comments</b>	Please add any additional comments in relation to the national collection	