

Health Service Personnel Census 2024

Introduction:

The Health Service Personnel Census (HSPC) Report is the official record of employment levels in respect of the public health sector and therefore is a critical dataset where accuracy of data, adherence to timeframes and compliance with HSPC instructions is paramount. This is underpinned by a clear focus on the alignment of HSPC reporting and Pay Expenditure Reporting, whereby the integration of this data provides key intelligence to inform planning and performance. The HSPC instructions reflect these overarching requirements.

Purpose:

The HSPC is a statutory requirement and is compiled on a monthly basis in order to monitor health service employment in the Health Service Executive and Section 38 Agencies (Voluntary Hospitals and Voluntary agencies).

The HSPC is critical to the monitoring of the health service workforce numbers by grade in each service delivery area to:

- inform decision making and analysis in respect of the health service workforce;
- assist workforce planning and the optimisation of workforce skills to deliver safe, effective and efficient services
- to accurately inform the overarching implementation of the annual National Service Plan related to the workforce;
- support service planning, workforce planning and provide key information for research, governance, parliamentary responses together with comparisons with services in other countries.

Definition and Calculation

WTE

The key measure used for employment reporting is Whole-time Equivalent [WTE]. WTE is calculated on the basis of the number of hours worked (*excluding overtime*) in the most recent pay period (prior month) divided by the standard number of hours (per grade) worked over that period. All WTE values submitted must be formatted to **2 decimal places only** in order to ensure that data is loaded accurately.

The WTE calculation relates to basic pay only. Additional payments outside of basic pay due to employees should not be included in the census calculation for example: arrears payment or when an employee is due an additional payment in respect of annual leave.

The following **Wage Types/ Data Codes must** be included in WTE calculation;

- Basic Pay
- Basic Hours
- Injury Grant
- Basic Cash Adjustments
- Shorter Working Year / Term Time Adjustments

Please note the **WTE** value for an individual **cannot be greater 1.00 WTE**.

$$\text{WTE [2 decimal places]} = \frac{\text{no. of hours worked (excluding overtime)}}{\text{Standard no. of hours worked (Per Grade)}}$$

Overtime: Hours worked in excess of contracted hours; for part-time staff the hours worked at flat rate up to the standard hours for the grade are deemed to be overtime and should not be included in the returns. It is vital to ensure that these hours are correctly categorised and included as overtime in financial returns.

Instructions:

The HSPC census data is sourced by Strategic Workforce Planning & Intelligence for HSE areas directly from HSE HR reporting systems. Voluntary Section 38 hospitals and agencies submit census data directly by e-mail in excel format layout set out below.

Deadline:

The deadline for receipt of census data is the **10th** of the month. Revised/amended returns submitted after the 10th of the month will not be loaded to the HSPC database. Once census data is finalised, it is not permissible to retrospectively load data or alter published figures.

Accuracy:

Ongoing data quality, data maintenance and accuracy is the responsibility of the employer/submitted agency and is supported by these instructions and National HR. There should be a continuous review of data around all aspects of census reporting, particularly around grade/grade codes, contract types and in the case of the HSE around locations and function so that service level reporting continues to be improved. It is important that these instructions are followed

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and that each return is compiled in line with the official instructions and definitions so that reported numbers are collated on a consistent and accurate basis.

Errors: When an error is identified in the loading database an agency will be notified immediately and the census report will be returned to the submitting agency for correction and resubmission. It is important at this stage that the agency updates the returned census report. This must be reviewed and returned as a matter of urgency in order to meet required timelines.

Exceptions: In-line with Department of Health Instructions, Pre-registration student nurse/midwife interns on their 4th year clinical placement internship should be recorded in-line with the replacement ratio with staff nurses/midwives (2:1) so, the WTE value for pre-registration student nurse/midwife interns should be reported at a 50% of actual rate BUT headcount should reflect actual numbers. Grade detail is as below:

Grade	Grade Code
Student Children's & General Nursing Intern (pre-registration)	2933
Student General Nursing Intern (pre-registration)	2931
Student Intellectual Disability Nursing Intern (pre-registration)	2932
Student Midwifery Intern (pre-registration)	2209
Student Psychiatric Nursing Intern (pre-registration)	2930

Student nurses/midwives who have completed their 4th year clinical placement internship but who are awaiting registration with the Nursing and Midwifery Board of Ireland (NMBI) are to be moved to the appropriate **awaiting registration** grade code pending their registration with the NMBI. Please note that student nurses/midwives awaiting registration should be reported at their **Full WTE** value with headcount should reflecting actual numbers. Grade detail is as below:

Grade	Grade Code
Staff Midwife (awaiting-registration)	2633
Staff Nurse, Children's (awaiting-registration)	2634
Staff Nurse, General (awaiting-registration)	2635
Staff Nurse, Intellectual Disability (awaiting-registration)	2636
Staff Nurse, Mental Health (awaiting-registration)	2637

Inclusions: All "employees" (i.e. on your payroll) must be included in the census and reflect the direct employment position for your agency.

Exclusions: Staff who are not on the payroll due to circumstances including unpaid sick leave, unpaid maternity leave should not be included.

Secondments: There is an obligation on the employer/returning agency to ensure staff **seconded out** should be included on the main HSPC return.

Consultants: Medical Consultants who provide sessions in more than one agency should be returned in full by the agency which is the paymaster.

Grades: It is vital for reporting accuracy that all staff should be returned on the correct grade/ grade code in-line with the approved pay rates which is reflective of their current position. The National Grade Code list is available <https://www.hse.ie/eng/staff/resources/our-workforce/workforce-reporting/>.

Employment Contract Types:

Census data requires all contract types for employees to be correctly assigned in all cases. The following definitions apply:

Permanent: The term Permanent refers to employees under a contract of service which has no end date and includes contracts of indefinite duration. Their employment in the normal course of events will only terminate upon retirement, by them resigning from their post or by being dismissed.

Fixed-term: Fixed-term contracts are used when employing staff for a limited period of time, e.g. from the 1st January to the 31st December 2011. This type of contract is normally used where the length of time for which the employee is needed is known. National Doctors Training and Planning confirms that **NCHDs on training contracts** should be returned under this classification.

Specified purpose: Specific purpose contracts are used when employing staff for a temporary purpose where the exact length of time they will be needed is not known upfront, e.g. to fill a post pending its permanent filling, to cover the long-

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term sick leave of another employee. This contract should outline the specific purpose for which the employee is employed and the event which will bring about the contract's termination.

Full-time / Part-time: All contracts can be either for the standard hours for the grade [full-time] or less than the standard hours for the grade [part-time]

Health Services Structure:

The health services are currently configured on the basis of Hospital Groups / Community Healthcare Organisations (CHO), Children's Health Ireland, Care Group and Divisions. Each census HR mapping code/cost centre is associated with a Hospital Group/ Hospital, Children's Health Ireland, Community Healthcare Organisation (CHO), Section 38 Voluntary Agency, Division, Care Group and programme so that staffing numbers in each area can be reported upon.

Organisational Assignment: It is important to note that all HR mappings codes/cost centres are appropriately titled in order to achieve accurate reporting based on the health service structure. Additional HR reporting mapping codes can be obtained through Strategic Workforce Planning & Intelligence from personnelcensus@hse.ie.

Format of Returns:

Please ensure you follow the approved file format as this format is used as an automated database upload. Do not change the file format (or order of the columns) as this will result in the file being rejected and returned to the agency.

Each returned file name template should have the following format "Year_Month_Agency Code" example: 2023_01_932

Column	Name	Format	Comment
A	Agency Code	Numeric No Decimal	Agency code or HSE location code
B	subsidiary agency	Numeric No Decimal	<i>reserved - leave blank</i>
C	Staff Category Code	Character	DoH Staff Category Code: 0 Management & Admin: 1 Medical & Dental: 2 Nursing & Midwifery: 3 Health & Social Care Professionals: 4 General Support: 6 Patient & Client Care
D	Grade Code	Character	see National Grade Code List
E	Grade Name	Character	see National Grade Code List
F	Sex	Character	Male or Female OR M or F are acceptable
G	Permanent full-time [Number]	Numeric No Decimal	Headcount Permanent full-Time
H	Permanent full-time [WTE]	Numeric 2 Decimal Places	WTE Permanent full-Time
I	Permanent part-time [Number]	Numeric No Decimal	Headcount Permanent Part-Time
J	Permanent part-time [WTE]	Numeric 2 Decimal Places	WTE Permanent Part-Time
K	Fixed-term full-time [Number]	Numeric No Decimal	Headcount Fixed-term full-time
L	Fixed-term full-time [WTE]	Numeric 2 Decimal Places	WTE Fixed-term full-time
M	Fixed-term part-time [Number]	Numeric No Decimal	Headcount Fixed-term Part-time
N	Fixed-term part-time [WTE]	Numeric 2 Decimal Places	WTE Fixed-term Part-time
O	Specified purpose full-time [Number]	Numeric No Decimal	Headcount Specified purpose full-time
P	Specified purpose full-time [WTE]	Numeric 2 Decimal Places	WTE Specified purpose full-time
Q	Specified purpose Part-time [Number]	Numeric No Decimal	Headcount Specified purpose Part-time
R	Specified purpose Part-time [WTE]	Numeric 2 Decimal Places	WTE Specified purpose Part-time
S	TOTAL ex Career Break [NUMBER]	Numeric No Decimal	Total Headcount ex Career Break for grade & location
T	TOTAL ex Career Break [WTE]	Numeric 2 Decimal Places	Total WTE ex Career Break for grade & location
U	Career Break [Number]	Numeric No Decimal	Headcount on career break for this grade & location [staff should be returned under the last assigned location]
V	Career Break [WTE]	Numeric 2 Decimal Places	WTE on career break for this grade & location [staff should be returned with their contracted WTE]

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Assistance & Returns

Any queries in relation to these instructions may be directed to:

Strategic Workforce Planning & Intelligence,
National HR Directorate, Oak House, Millennium Park, Naas, Co
Kildare

Personnelcensus@hse.ie

The census is a monthly requirement. Please forward your census by email [no later than the 10th of the month] to: personnelcensus@hse.ie