

Optional Fields:

It is possible to collect 3 optional extra fields which can be used locally but are not exported:

- Discharge ward
- Admitting ward
- No of days or part thereof in a Public bed.

If you would like to download or key these fields contact Anne Clifton or Brian McCarthy.

DEPARTMENT OF HEALTH & CHILDREN HOSPITAL CODES

(For use with transfers)

Eastern Regional Health Authority

- 0100 St. Mary's Hospital, Phoenix Park
- 0101 St. Columcille's Hospital, Loughlinstown
- 0102 Naas County Hospital
- 0106 Cherry Orchard Hospital, Ballyfermot
- 0108 James Connolly Memorial Hospital

Midland Health Board

- 0201 Portlaoise General Hospital
- 0202 Mullingar General Hospital
- 0203 Tullamore General Hospital

Mid-Western Health Board

- 0300 Regional Hospital, (Dooradoyle) Limerick
- 0301 Regional Maternity Hospital, Limerick
- 0302 Regional Orthopaedic Hospital, Croom
- 0304 Nenagh County Hospital
- 0305 Ennis County Hospital

North-Eastern Health Board

- 0400 Dundalk County Hospital
- 0402 Cavan General Hospital
- 0403 Our Lady's County Hospital, Navan
- 0404 Monaghan County Hospital

North-Western Health Board

- 0500 Letterkenny General Hospital
- 0501 Sligo General Hospital
- 0502 Our Lady's Hospital, Manorhamilton

South-Eastern Health Board

- 0600 Waterford Regional Hospital (Ardkeen)
- 0601 St. Luke's Hospital, Kilkenny
- 0602 Orthopaedic Hospital, Kilcreene,
- 0605 Wexford General Hospital
- 0607 St. Joseph's Hospital, Clonmel
- 0608 Our Lady's Hospital, Cashel

Southern Health Board

- 0701 St. Mary's Orthopaedic Hospital, Gurrenabraher
- 0703 Mallow General Hospital
- 0704 Bantry General Hospital
- 0705 St. Finbarr's Hospital, Cork
- 0724 Cork University Hospital
- 0725 Erinville Hospital, Cork
- 0726 Tralee General Hospital

Western Health Board

- 0800 Regional Hospital (UCHG), Galway
- 0801 Regional Hospital, Merlin Park, Galway
- 0802 Castlebar County Hospital
- 0803 Roscommon County Hospital
- 0805 Ballina District Hospital

Voluntary Hospitals

- 0901 Adelaide Hospital, Dublin
- 0903 Meath Hospital, Dublin
- 0904 St. James's Hospital, Dublin
- 0908 Mater Misericordiae Hospital, Dublin
- 0910 St. Vincent's Hospital, Elm park
- 0912 St. Michael's Hospital, Dun Laoghaire
- 0913 Mercy Hospital, Cork
- 0915 South Infirmary/Victoria, Cork
- 0918 St. John's Hospital, Limerick
- 0919 Portiuncula Hospital, Ballinasloe
- 0922 Our Lady of Lourdes Hospital, Drogheda
- 0923 Beaumont Hospital, Dublin
- 0925 Peamount Hospital, Newcastle
- 0930 Coombe Women's Hospital, Dublin
- 0931 National Maternity Hospital, Holles St, Dublin
- 0932 Rotunda Hospital, Dublin
- 0934 Waterford Maternity Hospital
- 0940 The Children's Hospital, Temple St, Dublin
- 0941 Our Lady's Hospital, Crumlin
- 0943 National Children's Hospital, Harcourt St
- 0945 St. Anne's Hospital, Dublin
- 0946 Hume St. Hospital, Dublin
- 0947 St. Luke's & St. Anne's Hospital, Dublin
- 0950 Royal Victoria Eye & Ear Hospital, Dublin
- 0954 Incorporated Orthopaedic Hospital, Clontarf
- 0955 St. Mary's Hospital, Cappagh
- 0956 St. Mary's Auxiliary Hospital, Baldoyle
- 0960 Our Lady of Lourdes Hospital, (NMRC), Dun Laoghaire
- 0978 Our Lady's Hospice, Harold's Cross, Dublin
- 1225 St. Joseph's Unit, Harold's Cross
- 1270 Adelaide, Meath Incorporating National Children's Hospital (AMNCH), Tallaght

Other Hospitals

- 9030 Northern Ireland Acute Hospital
- 9060 Private Hospital
- 9099 Other Acute Hospital

Department of Health and Children

Database list of consultant specialities

- 0100 Cardiology
- 0300 Dermatology
- 0400 Endocrinology
 - 0402 Diabetes Mellitus
- 0600 Otolaryngology (ENT)
 - 0601 Paediatric ENT
- 0700 Gastro-Enterology
- 0800 Genito-Urinary medicine
- 0900 Geriatric medicine
 - 0902 Psychogeriatric medicine
- 1100 Haematology
 - 1102 Transfusion Medicine
- 1300 Neurology
 - 1302 Paediatric Neurology
- 1400 Neurosurgery
 - 1402 Paediatric Neurosurgery
- 1500 Obstetrics/Gynaecology
 - 1502 Obstetrics
 - 1503 Gynaecology
- 1600 Oncology
- 1700 Ophthalmology
 - 1702 Neuro-Ophthalmic Surgery
 - 1703 Vitro-Retinal Surgery
- 1800 Orthopaedics
 - 1802 Paediatric Orthopaedic Surgery
- 1900 Paediatrics
 - 1902 Paediatric Cardiology
 - 1903 Paediatric Oncology
 - 1904 Neonatology
 - 1905 Paediatric Endocrinology
 - 1906 Paediatric Gastro-enterology
 - 1907 Paediatric Haematology
 - 1908 Paediatric A/E Medicine
 - 1909 Paediatric Infectious Diseases
 - 1910 Paediatric Metabolic Medicine
 - 1911 Paediatric Nephrology
 - 1912 Paediatric Respiratory Medicine
 - 1913 Perinatal Paediatrics
 - 1914 Paediatric Physical Handicap

Department of Health and Children
Database list of consultant specialities Contd.

7000	Dental Surgery
	7001 Oral Surgery
	7002 Orthodontics
7100	Occupational Medicine
7200	Paediatric Surgery
7300	Palliative Medicine
7400	Pathology
7500	Radiotherapy
7600	Cardio-Thoracic Surgery
7700	Metabolic Medicine
7800	Urology
	7802 Renal Transplantation
	7803 Paediatric Urology
7900	Clinical Immunology
8000	Anaesthetics
	8002 Intensive Care
	8003 Pain Relief
	8004 Paediatric Anaesthetics
8300	General Pathology
8400	Chemical Pathology
	8402 Paediatric Chemical Pathology
8500	Histopathology
	8502 Neuropathology
8600	Biochemistry
8700	Cytology
8800	Immunology
8900	Microbiology
	8902 Virology
9000	Other

STATISTICS ON CONSULTANT-CONTROLLED OUT-PATIENT CLINICS 2001

INSTRUCTIONS FOR COMPLETION OF RETURN

1. The first two columns, 'specialty' and 'code', have already been completed based on returns submitted by you for 2000. The blank lines on the form can be used to fill in details of any specialties which are not already catered for on the form. To do this you should fill in the specialty name in column 1 and enter the relevant code in column 2 (see attached specialty list). The remainder of the line should be completed in the usual way. Please note that **details are requested for consultant-controlled clinics only.**

2. The name of the relevant consultant should be entered in column 3.

3. Column 4 seeks information on the numbers of sessions held in each specialty according to the definition that a session is a three-hour clinic controlled by a consultant.

4. In columns 5 and 6 patients should be classified as 'new' or 'return' in accordance with the following definitions:-

Out-Patient Attendances: Refers to attendances at a consultant-controlled out-patient clinic for the purposes of consultation, investigation and/or minor treatment.

New Out-Patient Attendances: The total number of attendances by new patients during the reporting period who are attending as out-patients for the first time or attendances by patients who have not received out-patient treatment in the same specialty within the previous twelve months.

Return Out-Patient Attendances: The total number of attendances during the reporting period by patients who have been treated at least once previously as out-patients in the same specialty within the previous twelve months.

Total Attendances: The sum of both new and return attendances should be entered in column 7.

5. **Day Hospital:** If this applies to your hospital, the number of sessions and attendances should be entered at the bottom of the form.

CONSULTANT-CONTROLLED OUT-PATIENT CLINICS - 2001

Hospital Code: 108
 Hospital Name: James Connolly Memorial Hospital
 Year: 2001

Specialty	Code	Consultant	Number of Sessions	Attendances		
				New	Return	Total
Cardiology	100					
Cardiology	100					
Dermatology	300					
Dermatology	300					
Endocrinology	400					
Gastro-Enterology	700					
General Surgery	2600					
General Surgery	2600					
General Surgery	2600					
Genito-Urinary Medicine	800					
Geriatric Medicine	900					
Geriatric Medicine	900					
Gynaecology	1503					
Neurology	1300					
Ophthalmology	1700					
Ophthalmology	1700					
Orthopaedics	1800					
Orthopaedics	1800					
Otolaryngology (ENT)	600					
Plastic Surgery	2000					
Psychiatry	2100					
Respiratory Medicine	2400					
Rheumatology	2500					
Total						

Day Hospital (if applicable)		---	---	
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Signed: _____

Date: _____

GUIDELINES FOR THE COMPLETION OF
THE PERSONNEL CENSUS

At 31 December 2001

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	ξ Employment Status: (Permanent/Temporary/Part-time/Wholetime/Job-Sharing/Locum/Career Breaks/Sessional)
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<u>Appendix G:</u>	Circular 92/2001 - Copy of Departmental circular to your Chief Officer in relation to the collection of the census.
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Appendix A

GUIDELINES FOR THE COMPLETION OF PERSONNEL CENSUS

31 DECEMBER 2001

A.1 INTRODUCTION

December 2001 Census

Enclosed is a Listing in both paper and electronic (spreadsheet) format which reflects staffing details in your organisation at 31 December 2000 as recorded by this Department's Personnel Census System.

You are asked to amend this listing electronically to reflect staffing levels at 31 December 2001 and return the Completed Listing to this Section **not later than 28 February 2002**.

You must take extreme care in completing the Census to ensure that it reflects the true staffing position in your agency at 31st December, 2001.

NO GRADES OTHER THAN THOSE DETAILED IN THE CODE BOOK ATTACHED AT APPENDIX C SHOULD APPEAR IN THE CENSUS RETURN.

If a grade does not appear in the Grade Code book then the next most appropriate grade or the relevant unclassified grade should be used. All posts included under Appendix F, Unclassified Grades, should be detailed here.

A.2 SCOPE

In order to facilitate accurate completion of the Census, it is necessary to stress that, except in the case of career breaks where a specific section is included for completion, staff that is not on the payroll of an agency on 31st December 2001 should not be included.

Accordingly, staff that is not on the payroll due to circumstances including unpaid sick leave, unpaid maternity leave or secondment to other agencies should not be included. Staff pursuing training courses in other health agencies/hospitals should be returned only by the agency on whose payroll they appear on 31st December 2001.

Separate sheets are included in the file to detail staff funded through

- ξ Section 65 grant.
- ξ Funding from other sources

A.3. POSTS FUNDED FROM SOURCES OTHER THAN APPROVED ALLOCATION (Grant Aided Posts)

Staff in posts funded from sources other than approved allocation or section 65 grant should **NOT** appear in the main census; e.g. posts funded by the European Social fund, other Departments etc. should not be included in the Census, but should be included separately in on a separate file on your disk (see Appendix E1) and showing employment properly categorised at grade and grade category level and indicating the source of funding.

All the above data must be returned in electronic format (e.g. spreadsheet).

A.4 GRADE SECTIONS

Each agency or Main Cost Centre (M.C.C.) is sub-divided into Grade Sections which consist of:

- grade code number and grade title.
- male/female (m/f) breakdown.
- number employed in each grade.
- employment status.

When completing the Census, please examine each Grade Section carefully.

Please note the following guidelines:

- * Where all components of a Grade Section remain unchanged since the last Census - do not adjust the 2000 figures on the spreadsheet.
- * Where any components of a Grade Section have changed since the last Census the 2000 figures should be overwritten with the revised staffing details for 2001 for that Grade Section.
- * Rows should be inserted for any additional Grades (not previously included) ensuring that the totals for each Grade Category and the overall totals are correct.
- * **Print a hard copy of the definitive 2001 Census figures, verify same and enclose along with the disk containing the revised spreadsheet file. Please note that due to the imperative of ensuring a timely and accurate delivery of the Health Service Personnel Census, henceforth, the C.E.O. of your agency must approve formally your agency's return to this department.**

A booklet detailing all the grades applicable in the Health Services is attached at Appendix C. If the grade in question does not appear in the booklet then the relevant "unclassified" grade should be used. Please contact the DOHC (contact details below) prior to completing this data. Every effort must be made to ensure that the use of the "unclassified" field in each grade category is minimised and eliminated where at all possible.

Contact details are as follows:

Census / Personnel matters: Mr Des Williams
Tel: 01-635 4410
Email: Desmond_Williams@health.irlgov.ie

Mr Kilian McGrane
Tel: 01-635 4168
Email: Kilian_Mcgrane@health.irlgov.ie

I.T. matters: Mr Pat Lynch
Tel: 01-635 4302
Email: Patrick_Lynch@health.irlgov.ie

Mr David Keating
Tel: 01-635 4303
Email: David_Keating@health.irlgov.ie

ON NO ACCOUNT should grades other than those authorised by this Department be included in the Census.

IT IS CRUCIAL THAT THESE INSTRUCTIONS ARE FULLY UNDERSTOOD AND COMPLIED WITH.

(Please contact this Department if any doubt exists.)

ADDITIONAL M.C.C. LISTING (APPLICABLE TO HEALTH BOARDS ONLY)

Additional listings can be obtained from DOHC if required for the inclusion of new Main Cost Centre (M.C.C.s). Please contact the officers named above to assign a new M.C.C. code number. Please also indicate clearly any M.C.C.s which has closed since the last Census date.

A5. EMPLOYMENT STATUS -

<i>Employment Status</i>	<i>Description</i>
Full-time	Filling a full-time post on a whole-time permanent basis
Job-share	Filling a permanent post on a job-sharing basis
Temporary	Filling a permanent post on a whole-time basis with a temporary contract/status
Locum (see note below also)	Filling a post already occupied on which you are paying a second salary
Part-time	Staff working less than the number of hours specified for the equivalent full time post
Sessional	Staff paid in notional three hourly sessions
Training	N.C.H.D.s, non-diploma student nurses and other trainee staff

Wholetime Equivalent (W.T.E.):

This must be calculated on the basis of the number of hours worked in the two-week period prior to 31.12.2001 divided by the standard number of hours worked in a normal two-week period.

$$\frac{\text{i.e. no. of hours worked over two weeks (excluding overtime)}}{\text{standard no. of hours worked over two weeks}}$$

W.T.E should be expressed to two decimal places.

Locum Staff

Staff employed in a locum capacity. A locum is employed to provide cover for a member of staff who is on annual leave, maternity leave etc. i.e. where two people receive salary in respect of the same post. It does not include a person employed to provide cover for a staff member who is on career break. Members of staff, for whom locums are employed as cover, should also be included in their respective columns.

Career Breaks

"Nos." = The number of staff on career break at date of census.

It has come to our attention that in the case of some agencies, this information has been incomplete or even omitted in previous years. Please ensure that complete information is returned.

IT IS ESSENTIAL THAT THE CENSUS IS CORRECTLY COMPLETED IN ORDER TO FACILITATE ACCURATE ASSESSMENT OF MANPOWER LEVELS IN THE HEALTH SERVICES.

IF YOU HAVE ANY QUERIES REGARDING ANY ASPECT OF THE CENSUS PROCEDURE PLEASE CONTACT:

THE INFORMATION MANAGEMENT UNIT
David Keating
Phone: 01 - 6354303

The completed Census should be returned to:

**Personnel Census Returns
Information Management Unit
Department of Health & Children
Hawkins House
Hawkins Street
Dublin 2.**

DEADLINE: THE COMPLETED CENSUS LISTING SHOULD BE FORWARDED TO THIS DEPARTMENT NOT LATER THAN 28 FEBRUARY 2002.

Appendix B1

Specification for ASCII files to be loaded into Staff Census Data Collection System.

The file should contain data for one year only. There should be two records for each grade - one for male and one for female.

Each record must be fixed length and terminated with a carriage return/line feed.

The ASCII file should contain the following data.

Data item:	Starting position in line:	Length of data item:
Year data relates to	1	4
Sex data relates to (M or F - not case sensitive)	5	1
Code of agency data relates to (as used in DOH)	6	6
Code of grade data relates to (as used in DOH)	12	4
Number of permanent staff	16	4
Number of job-sharing staff	20	4
WTE job-share	24	7
Number of temporary staff	31	4
Number of locum staff	35	4
WTE locum	39	7
Number of part-time staff	46	4
WTE part-time	50	7
Number of sessional staff	57	4
WTE sessional	61	7
Number of training	68	4
WTE training	72	7
Number of staff on career break	79	4

Staff numbers should be whole numbers while WTEs should be accurate to 2 decimal places. The system allows for numeric data to be aligned left or right and can be padded with either spaces or zeros.

Example

```

2000F 9360531 60 0 0.00 7 1 1.00 2 1.20 0 0.00 0 0.00 2
2000F 936054X 65 6 3.00 0 0 0.00 1 0.57 0 0.00 0 0.00 2
2000F 936071X 4 0 0.00 0 0 0.00 4 1.65 0 0.00 0 0.00 0
2000F 9361015 0 0 0.00 0 0 0.00 3 1.82 1 0.15 0 0.00 0
2000M 9361058 0 0 0.00 0 1 0.73 2 0.90 0 0.00 0 0.00 0
2000F 9361139 0 0 0.00 0 1 0.64 0 0.00 0 0.00 0 0.00 0
2000M 936118X 5 0 0.00 0 1 0.58 1 0.55 0 0.00 0 0.00 0
2000M 936121X 0 0 0.00 0 0 0.00 1 0.73 0 0.00 0 0.00 0
2000M 9361244 3 0 0.00 0 0 0.00 1 0.27 0 0.00 0 0.00 0
2000F 9362135 285 45 22.50 152 30 30.00 5 1.68 3 0.32 0 0.00 1
2000F 9363018 21 6 3.00 5 1 1.00 2 0.80 0 0.00 0 0.00 2
2000M 9363018 6 0 0.00 2 1 1.00 0 0.00 0 0.00 0 0.00 0
2000F 9363093 18 1 0.50 4 0 0.00 1 0.50 0 0.00 0 0.00 0
2000F 936314X 16 3 1.50 2 2 1.50 0 0.00 0 0.00 0 0.00 1
2000F 9363999 3 2 1.00 1 0 0.00 0 0.00 0 0.00 1 1.00 0
2000F 9364111 75 4 2.00 7 10 9.58 9 5.64 0 0.00 0 0.00 0
2000M 9364197 68 0 0.00 7 5 5.00 0 0.00 0 0.00 0 0.00 1

```

Please see user manual for full instructions on how to load data to DOHC Census collection system

Appendix B2**Spreadsheet Format**

Agencies who wish to use spreadsheets to return their census 2001 data should use the spreadsheets supplied by the Information Management Unit. MS Excel or Lotus 123 can be supplied. The required format is set out below:

Column	Name	Width	Format
A	Org. no.	14	Numeric No Decimal
B	Grade Category Code	2	Character
C	Grade	4	Character
D	Grade Name	40	Character
E	Sex	3	Character
F	Wholetime - Perm	7	Numeric No Decimal
G	Wholetime - Temp	7	Numeric No Decimal
H	Training - No's	7	Numeric No Decimal
I	Training - WTEs	7	Numeric 2 Decimal Places
J	Part-Time - No's	7	Numeric No Decimal
K	Part-Time - WTEs	7	Numeric 2 Decimal Places
L	Sessional - No's	7	Numeric No Decimal
M	Sessional - WTEs	7	Numeric 2 Decimal Places
N	Job-Sharing No's	7	Numeric No Decimal
O	Job-Sharing WTEs	7	Numeric 2 Decimal Places
P	Locum- No's	7	Numeric No Decimal
Q	Locum- WTEs	7	Numeric 2 Decimal Places
R	Total-No's	7	Numeric No Decimal
S	Total-WTEs	7	Numeric 2 Decimal Places
T	Career Break	7	Numeric No Decimal

Appendix E1

HEALTH SERVICES PERSONNEL CENSUS - 31ST DECEMBER, 2001

Granted Aided Posts

Please note that the separate section/file has been included for the return of posts filled at 31st December, 2001 which are Section 65 grant aided posts.

The form should be completed in full and returned to the Department of Health with the Health Services Personnel Census of 31st December, 2001.

Posts Funded from other sources:

As above, please note that the separate section/file has been included for the return of posts filled at 31st December, 2001 which are funded from other sources e.g. VFM, ESF etc.

All Census documentation should be returned before 28 February, 2002.

Appendix F**HEALTH SERVICES PERSONNEL CENSUS - 31ST DECEMBER, 2001****Unclassified Grades**

Please utilize this section only if absolutely necessary (attach to your return disk as an electronic file).

Agency : _____

Grade Name/Description	Status (perm./temp.)	M/F	No. of Staff	WTE
MANAGEMENT/ADMIN				
MEDICAL/DENTAL				
NURSING				
PARAMEDICAL				
SUPPORT SERVICES				
MAINTENANCE/TECHNICAL				

**The following is a list of changes to grade codes for Nursing
(Additions or renamed codes) since the 2000 census**
(Please read the attached notes before completing the Census for Nursing Grades)

It is recommended that agency's consult with Nursing Administration for advice on the changes prior to completing the census returns.

Renamed Codes

<i>Code</i>	<i>Existing Name</i>	<i>New Name</i>
2674	Nurse Psychiatric	Staff Nurse – Psychiatric

Obsolete Codes

<i>Code</i>	<i>Name</i>	
2038	Assistant Director of Nursing	Use the code relevant to the band of hospital
207Y	Clinical Nurse Manager – Home	Report as CNM2 or CNM3 as appropriate
2054	CNM2 – Cancer Nurse Co-ordinator	No longer applicable (code as CNM2)
2216	Diploma Student Nurse	Pre-registration Nursing Student is not Employees and should not be included
2045	Home Superintendent	No longer applicable (code as CNM3)
2909	Matron Welfare Home	should be coded as DON Band 5 (2908)
2901	Post-registration Student Nurse Y 1	Programme no longer available
2902	Post-registration Student Nurse Y 2	Programme no longer available
2798	Public Health Nurse (Senior)	should be coded as Ass. Dir. PHN (
2402	Sister, Infection Control	Report as Clinical Nurse Specialist
2694	Trainee Psychiatric Nurse	No longer applicable
2165	Staff Nurse Senior (Dual-Qualified Psy)	Code as Senior S/N (Dual Qualified) 2181
4297	Student Midwife	Code as Diploma Student Midwife 2208
2224	Student Nurse I	No longer applicable
2232	Student Nurse II	No longer applicable
224Y	Student Nurse III	No longer applicable

New Grade Code

<i>Code</i>	<i>Grade</i>
2267	Advanced Nurse Practitioner
2283	Advanced Midwife Practitioner
2453	Assistant Director of the Nursing and Midwifery Planning and Development Unit
238Y	Clinical Nurse Manager 3 - Mental Health

Notes re: Nursing Grade Codes

1. Introduction

The report of the Commission on Nursing (1998) *a Blue Print for the Future* made 200 recommendations for the future development of nursing and midwifery. Many of the recommendations affect the role, function and title of nursing positions. Some changes have been made during 1999 and others were implemented in 2000. The grade codes for the Department's personnel censuses have been changed to reflect the recommendations implemented during 2001. The following detailed guidelines are provided to assist you when compiling the returns for the 2001 census.

You will be aware of the media attention given to nursing shortages. The Department's personnel census is a crucial source of information on employment of nurses and midwives in the public health services. For this reason we would ask you to take particular care in selecting the correct grade code for the returns.

It is advisable to consult with nursing administration for advice on the changes prior to completing the census returns.

Guidelines for Nursing/Midwifery Codes

Following consultation with the Health Services Employment Agency (HSEA) the following principles have been agreed.

2. Nursing Students

- Due to the changes in nursing education you should no longer have traditional apprentice student nurses on your pay roll. For this reason you should NOT use the following codes:

Student Nurse I	2224
Student Nurse II	2232
Student Nurse III	224Y

- A new code was introduced in 1999 for *Diploma Nursing Students (2216)* as nursing students are not employees and not on the payroll they should no longer be identified in the annual personnel census. Nursing Students should not be included in the census.

3. Post-registration Student Nurses

- Due to changes in nurse education you should no longer have traditional post-registration (general) student nurses on your pay roll. The following codes should no longer be used:

Post-registration Student Nurse, Year 1	2901
Post-registration Student Nurse, Year 2	2902
Student Midwife	4297

- Post-registration students who are undertaking the Higher Diploma in Sick Children's Nursing or Midwifery and are on the payroll of the organisation should be reported using the following codes:

Post-registration Student Nurse – Sick Children's	2062
Diploma Student Midwife	2208

4. Staff Nurse

- To allow for more focused planning for nursing it is necessary to differentiate between General, Psychiatric, Sick Children's, Mental Handicap and Midwifery Staff Nurses. For this reason you are asked to take particular care to ensure the Department has the fullest information on the Staff Nurses employed by your organisation.

☒ Please grade code individuals on the basis of the position they were recruited to fill:

Registered General Nurse	Staff Nurse - General	2135	
Registered Sick Children's Nurse	Staff Nurse - Sick Children's	2136	Registered Mental
Handicap Nurse	Staff Nurse - Mental Handicap	213T	
Registered Psychiatric Nurse	Staff Nurse - Psychiatric	2674	
Registered Midwife	Staff Midwife	2143	
Dual Qualified Nurse	Dual Qualified	2437	

As the census is not designed to record qualifications, please code each individual staff nurse/midwife on the basis of the position they were recruited to fill.

Staff Nurse – Sick Children’s (2136)

ξ This code was introduced for the first time in 1999. For planning purposes it is important that staff nurses who are employed as Sick Children’s Nurses are returned as such. It is not sufficient to return Sick Children’s nurses as Staff Nurse – General. The returns for the 2000 census suggest that there are only 92.5WTE Sick Children’s nurses employed in the public health service – this could not be accurate.

Staff Midwives (2143)

ξ It is particularly important that Staff Midwives are identified by every organisation employing midwives. In the past it appears that many agencies have returned midwives as ‘Staff Nurse - General’. It is not sufficient to return Staff Midwives nurses as Staff Nurse – General. The returns for the 2000 census suggest that there are only 667.5 WTE midwives employed in the public health service – this could not be accurate.

5. Dual Qualified (2437)

The Labour Court award relating to allowances and dual qualifications (LCR 16083) recommended that only those who held dual qualification at October 1996 should access the dual qualified scale, and the introduction of a new regime of location and qualification allowances superseded the dual qualified scale for those working in recognised locations or in recognised locations with specific post-registration qualifications appropriate to their work.

☒ The 2000 census identified 1,435.57 WTE dual qualified nurses employed in the public health service. Please limit the use of the dual qualified code as it is not possible to differentiate between Staff Nurse (General); Staff Nurse (Psychiatry); Staff Nurse (Sick Children’s); Staff Nurse (Mental Handicap) and Staff Midwife.

☒ The classification **Dual Qualified Nurse should now be confined to the cadre of dual qualified nurses identified in October 1996 and those recruited specifically as Dual Qualified Nurses** (which not be the norm).

6. Senior Staff Nurse

Labour Court (LCR 16330) recommended the introduction of new senior staff nurse posts. The following grade codes were included in the census for 2000; however the returns indicate that not all organisations were using the codes appropriately:

Senior Staff Nurse – General	2173
Senior Staff Nurse – Mental Handicap	2105
Senior Staff Nurse – Sick Children	219X
Senior Staff Nurse – Psychiatric	2157

For clarity it is proposed to combine the two Senior Staff Nurse Dual Qualified Groups and use a single code as set out below:

Senior Staff Nurse - Dual Qualified	2181
Senior Staff Nurse - Dual Qualified Psychiatric	2165 (obsolete)

7. Public Health Nursing

- The Commission on Nursing recommended a change in title for promotional grades in public health nursing. The title Superintendent Public Health Nurse (SPHN) has changed to Director of Public Health Nursing (2801)
- There should NOT be two separate returns for Assistant SPHN and PHN Senior. Please note that both should be returned using a single code Assistant Director of Public Health Nursing (281X).
- ξ Registered General Nurses employed in the community should be returned using the code Staff Nurse – General Community (202X). The returns for the 2000 census suggest that there are only 6.44 WTE Staff Nurse – General Community employed in the public health service – this could not be accurate.
- Registered General Nurses employed in the community should NOT be returned as Public Health Nurses even if they are acting in a locum capacity.
- In summary the following grade codes should be used for community nursing:

Staff Nurse - General (Community)	202X
Public Health Nurse	2828
Assistant Director of Public Health Nursing	281X
Director of Public Health Nursing	2801

8. Nursing Management

The Commission on Nursing made several recommendations in relation to title changes for nurse managers, many of which were introduced in 1999 and 2000.

- The grade code Home Superintendent (2045) should no longer be used. If you have such a position (unlikely) please return as CNM3 (207Y).

Director of Nursing

- The title Matron should no longer be used, the preferred title is Director of Nursing (Commission Recommendation). The following codes should be used:

Director of Nursing 1	2903
Director of Nursing 2	2904
Director of Nursing 2a	2905
Director of Nursing 3	2906
Director of Nursing 4	2907
Director of Nursing 5	2908

When reporting the Director of Nursing it is very important that the correct code is selected. In 1997 a five point classification system was developed to form a banding structure for Director of Nursing /Matron grades. The bands range from the Director of Nursing of a small community hospital (band five) to the director of nursing (band one) of a large acute hospital.¹ The banding is based on type of hospital, the

¹ Details of the banding structure were circulated following the industrial relations negotiations in 1997 in what is commonly called the 'Blue Book'