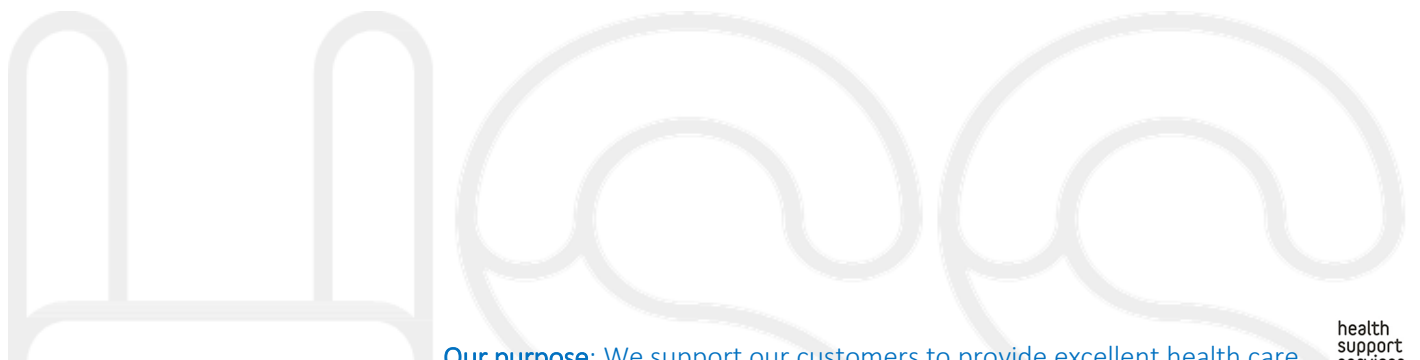


Establishment and Workforce Data Guidelines

WA Health

Health Support Services

March 2021



Document control and approval

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1. Background

In 2019, the Government of Western Australia published the Sustainable Health Review (SHR) to prioritise the delivery of patient-centred, high quality and financially sustainable healthcare across the state.

This guideline supports the requirements outlined in the SHR and aligns with Strategy 6 - *Invest in digital healthcare and use data wisely*.

2. Purpose

The purpose of this document is to provide contextual supporting information to enable stakeholders to comply with the mandated Establishment and Workforce Data Business Rules. In relation to the creation and management of establishment and workforce data, this guideline will ensure:

- improved data quality for workforce planning; and
- WA health remains compliant and can fulfil its legislative reporting obligations.

3. Scope

This guideline identifies five key components (as shown in Figure 2), with each component comprising several essential elements. Business rules for each of these elements have been outlined in the related *Establishment and Workforce Data Business Rules*.

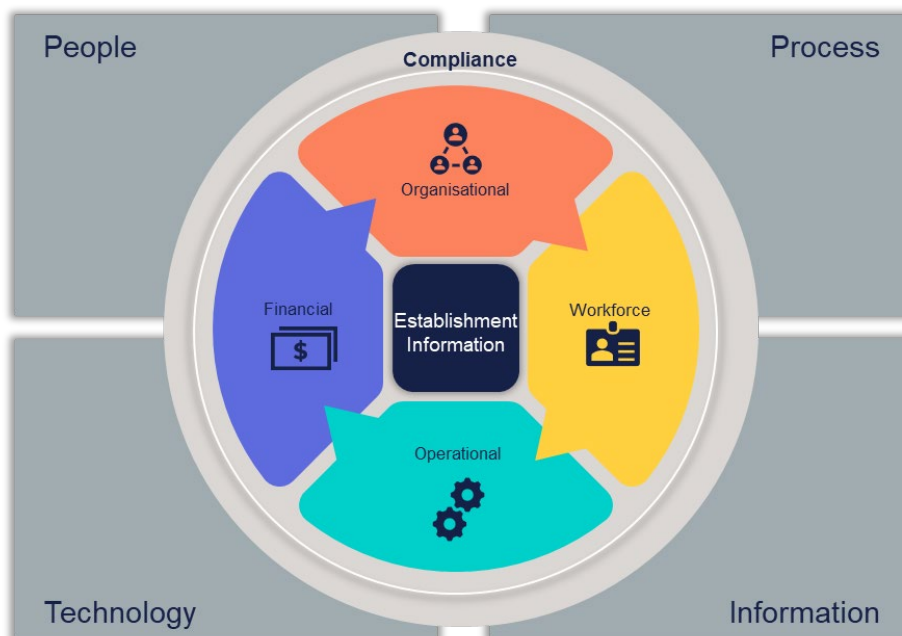


Figure 1: Establishment and Workforce Data Guidelines

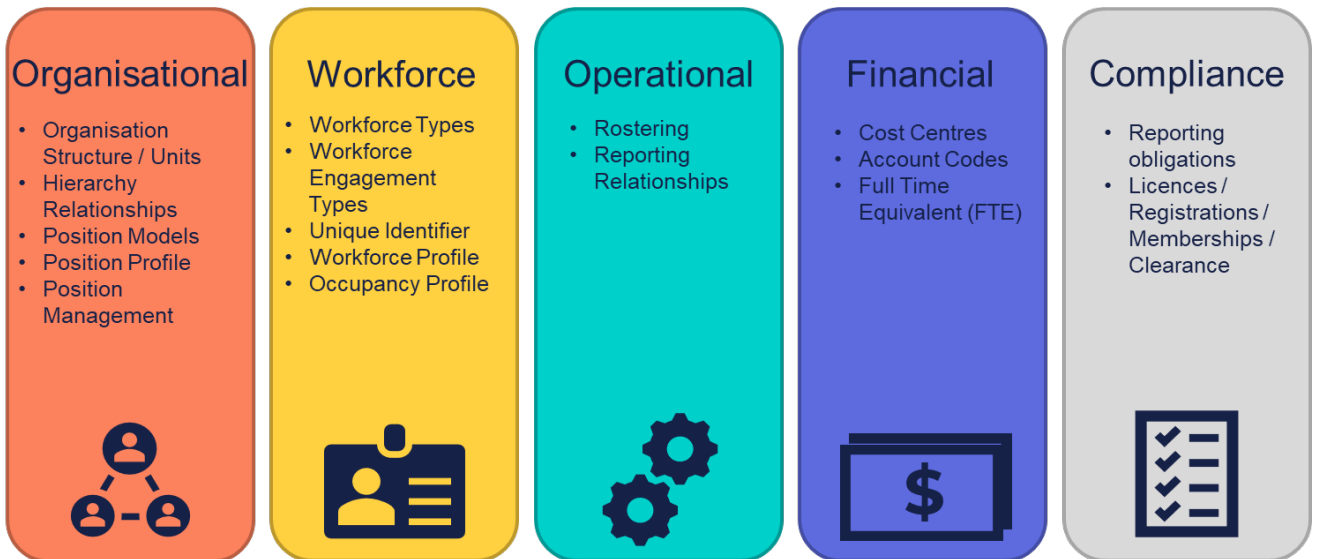


Figure 2: Key Components

4. Approach

This guideline was developed through a process of feedback and consultation with the HRMIS Establishment Data Reference Group (HRMIS EDRG) and the HRMIS Business Reference Group (HRMIS BRG), each made up of subject matter experts representing the areas of human resources, data and analytics, ICT, finance and reporting across the WA health system.

This guideline supports the documents in the *Establishment and Workforce Data Policy (MP 0157/21)*. The Establishment and Workforce Data Policy mandates the business rules across health entities, as outlined in the Establishment and Workforce Data Business Rules.

Figure 3 shows the relationship between the *Establishment and Workforce Data Policy (MP 0157/21)*, the *Establishment and Workforce Data Business Rules* and this guideline.

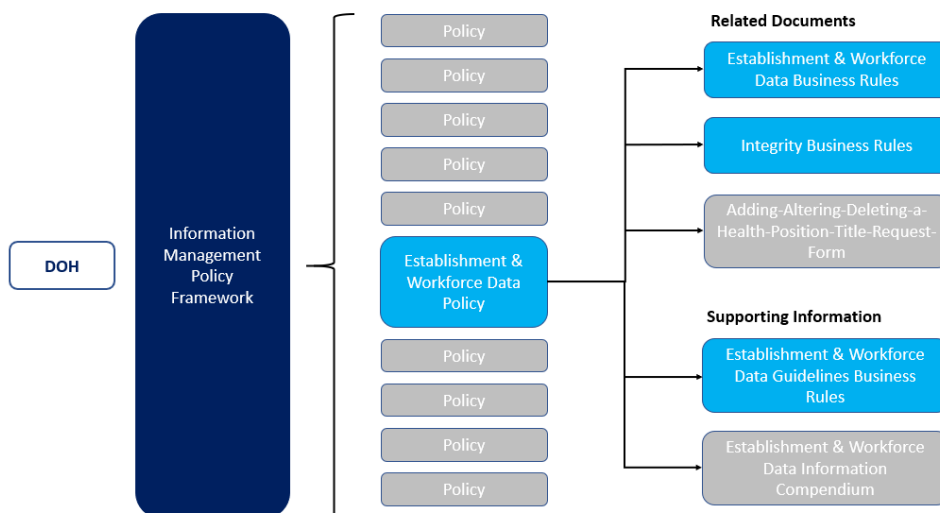


Figure 3: Relationship between Policy, Guidelines and Business Rules

5. Applicability

This guideline applies to all WA health system entities contained within the Human Resources Management and Information System (HRMIS).

6. Glossary of Terms

Components	Refers to the individual parts (components) which make up this guideline (as outlined in Figure 2); Organisational, Workforce, Operational, Financial and Compliance
Data	The term 'data' generally refers to unprocessed information, while the term 'information' refers to data that has been processed in such a way as to be meaningful to the person who receives it. The terms 'data' and 'information' are often used interchangeably and should be taken to mean both data and information
Data Quality	Refers to the extent that data is suitable for its intended use (i.e. fit for purpose)
Establishment	WA health refers to Establishment as the organisation data contained in the Human Resource Management Information Systems (HRMIS) which comprises organisation structures, hierarchies and positions
Human Resource Management Information System (HRMIS)	The information system that supports WA Health's HR, payroll and rostering function, allowing WA Health to automate tasks such as processing employee payments
Workforce Data	Human resource and payroll data contained within the WA health system's corporate data systems, including Human Resource Management and Information System (HRMIS), Human Resource Data Warehouse (HRDW), and labour costing

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