

Workforce data set snapshot survey Q&As

Q. What is the deadline for submission?

A. 16 April 2021

Q. Some of the sections don't apply to our hospice, can we still submit data?

A. Yes, only complete sections that are applicable to you

Q. We don't use AfC at our hospice. How do we complete it?

A. Complete using the price bands and leave the AfC section empty

Q. Where it is asking for number of beds, is that the number we have in total whether used or not, or the number we had open on 15 Feb (i.e. including those filled and those available for referral), or just the number we had filled on 15 Feb?

A. The number of beds available on 15 Feb filled or not

For the staff numbers by role and teams sections, are you wanting the total number of permanent/fixed term employees we employ, whether or not they were on shift on 15 Feb, or is it just how many we had on shift on that day with their contractual WTE?

A. It is the staff that you have employed on that date whether working or not

For bank/agency/volunteers it looks like it is just those that were actually on shift on the 15 Feb, but we work out their WTE based on what that individual worked that whole week, is that correct?

A. Yes that is correct

Q. The guidance advises to put bank staff against the occupation they were working in, but then there is a separate row for bank staff on the form – so if we have a bank nurse to record do we put them under Registered Nurse or Bank staff?

A. Count them as bank

A. If we have someone on maternity leave and another person in post to cover them on a fixed term basis, should we include both staff members in our figures or just count them once?

Q. Just once

Are the permanent clinical staff breakdown sections to include everyone permanent we employ, whether or not they were on shift on 15 Feb?

A. Yes

Q. We don't employ our own doctors, but we have visiting consultants employed by the local NHS trust – should these be recorded and how? –

A. As you don't employ them you don't have to count them or complete that section. You can use the text box to explain.

Q. Where you have listed job titles, do these have to be an exact match? Do we include similar roles or list them under Other? Eg We have a Director of Patient Care rather than Director of Clinical Services, and a IPU Modern Matron with two Deputy IPU Matrons rather than Nurse Team Managers.

A. If they are similar/equivalent than it will be ok to list them against the similar role. If the role is very different then please include them under other

We have a Hospice at Home service - do we include this under Community?

A. Yes please.

Q. Would our Hospice at Home sisters and Hospice at Home charge nurse be listed under registered nurses or Other?

A. Yes they would be listed under registered.

Q. With the total number of staff, do we include all bank staff registered with us on 15 February or just those that worked a shift?

A. Just those that worked the shift

Q. Please could I ask for one point of clarification? As we are an adult and children's hospice, is this our total workforce or just adult side of the hospice?

A. It will be your total workforce for both the adults and children hospices

Q. For part time staff are we using their actual salary or their whole time equivalent? Eg, if someone worked 50% fte and earned £20k, would they go into the £20k bracket or the bracket for whole time equivalent of £40k.

A. Add salary as received and not the full time equivalent