



Government of **Western Australia**
Department of **Health**

Establishment and Workforce Data

Integrity Requirements

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1. Purpose

The purpose of the *Establishment and Workforce Data Integrity Requirements* is to outline mandatory requirements to ensure the integrity of establishment and workforce data.

This document is a related document to [MP 0157/21 Establishment and Workforce Data Policy](#).

2. Applicability

The mandatory requirements outlined in this compendium are applicable to WA health entities.

3. Establishment and Workforce Data Integrity Requirements

3.1 Maintaining establishment and workforce data

WA health entities are required to:

- ensure positions that are vacant, not funded and unable to be filled are recorded as suspended
- undertake quality assurance checks and ensure sign-off has been obtained by the relevant WA health entity authorisation for approval of requests to create, amend, suspend, abolish or reclassify positions
- ensure that all establishment maintenance requests sent to Health Support Services – including the creation, reclassification or filling of a position – have written funding approval
- ensure that requests for the creation of new organisation structures and units, or amendments to existing organisation structures and units, adhere to existing organisation hierarchical arrangements and maintain appropriate line management and hierarchy relationships and other reporting relationships, for example for payroll certification statement authorisation, roster authorisation, employee costing reports, and compliance reports
- review suspended positions that have been vacant for 12 months or more as identified by Health Support Services and confirm which positions should be abolished
- rectify any identified human resource information anomalies as requested by Health Support Services or the Department of Health.

Health Support Services is also required to:

- create and maintain establishment positions in the HRMIS
- verify establishment request and amendment approvals
- create and maintain organisational structures and units and ensure they:
 - reflect the line management and hierarchical arrangements and other reporting relationships as outlined by the WA health entity
 - align to the WA Health Organisation Levels
- rectify any identified HRMIS establishment data anomalies reported by WA health entities

- perform the following procedures at the end of each financial year:
 - suspend positions in HRMIS that have been vacant for 12 months or more
 - suspend fixed-term positions in HRMIS that are vacant with an expired end date
 - provide WA health entities with a list of positions that have been suspended.

3.2 Minimum standardised position title requirements

WA health entities are required to:

- reflect the function and main purpose of the role in a clear and recognisable way
- ensure position titles contain a minimum of two of the following components:
 - hierarchy or rank order
 - specified calling, role or specific occupational group
 - function or area of clinical focus (as needed)
- ensure position title relates to the service an occupant is delivering and not on skills, qualification or location
- reflect dual roles in the position title where appropriate
- omit special characters, such as # / = ? & “ () ‘ %
- exclude the location of the position
- ensure position titles for professors with honorary titles are not assigned to clinical academic positions
- ensure trainees and graduates who rotate within or to another entity are allocated to a new position, unless the funding for their salary is tied to a specific position, where appropriate
- ensure the job description form reflects the full standardised position title from the appropriate position titles list, where a standardised position title applies.

Position titles prescribed in Industrial Agreements are exempt from the minimum standardised position title requirements in this document.

3.3 Process for making a change to a standardised position title list

WA health entities are required to:

- use the Adding, Altering or Deleting a Health Position Title – Request Form to submit a request to make a change to a standardised position title list
- identify the need, consult and reach consensus, where possible, with all relevant WA health entities, prior to making a formal request to change the content of a standardised position title list
- consult chief officers, human resources and other stakeholders as appropriate
- identify and elect an authorised delegate to endorse and submit completed request forms to the Convenor of the Standardised Position Titles Review Panel at wfamd@health.wa.gov.au.



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