

Appendix D: Cross-classificatory variables – staffing category

The following definitions of staffing categories used in the data elements Full-time equivalent staff and Salaries and wages are presented in an abbreviated form in Version 8.0 of the Dictionary. A more detailed list is provided in Version 6 of the *National Health Data Dictionary*.

C1: Staffing category	Definition
C1.1: Salaried medical officers	<p>Medical officers employed by the hospital on a full-time or part-time salaried basis. This excludes visiting medical officers engaged on an honorary, sessional or fee-for-service basis.</p> <p>This category includes salaried medical officers who are engaged in administrative duties regardless of the extent of that engagement (for example, clinical superintendent and medical superintendent).</p>
C1.2 Registered nurses	<p>Registered nurses include persons with at least a three-year training certificate and nurses holding post-graduate qualifications. They must be registered with the State or Territory registration board. This is a comprehensive category and includes community mental health, general nurse, intellectual disability nurse, midwife (including pupil midwife), psychiatric nurse, senior nurse, charge nurse (now unit manager), supervisory nurse and nurse educator.</p> <p>This category also includes nurses engaged in administrative duties no matter what the extent of their engagement, for example, directors of nursing and assistant directors of nursing.</p>
C1.3: Enrolled nurse	<p>Enrolled nurses are second-level nurses who are enrolled in all States and Territories except Victoria where they are registered by the State or Territory registration board to practise in this capacity. This category includes general enrolled nurses and specialist enrolled nurses (e.g. mothercraft nurses in some States).</p>
C1.4: Establishment-based student nurses	<p>Student nurses are persons employed by the establishment currently enrolled in a three-year certificate course. This includes any person commencing or undertaking a three-year course of training leading to registration as a nurse by the State or Territory registration board. This includes full-time general student nurses and specialist student nurses, such as mental deficiency nurses, but excludes practising nurses enrolled in post-basic training courses.</p>
C1.5: Trainee/pupil nurse	<p>Trainee/pupil nurses include any person commencing or undertaking a one-year course of training leading to registration as an enrolled nurse on the State or Territory registration board (includes all trainee nurses).</p>
C1.6: Other personal care staff	<p>This category includes attendants, assistants or home assistants, home companions, family aides, ward helpers, wardsmen, orderlies, ward assistants and nursing assistants engaged primarily in the provision of personal care to patients or residents, who are not formally qualified or undergoing training in nursing or allied health professions.</p>
C1.7: Diagnostic and health professionals	<p>Qualified staff (other than qualified medical and nursing staff) engaged in duties of a diagnostic, professional or technical nature (but also including diagnostic and health professionals whose duties are primarily or partly of an administrative nature). This category includes all allied health professionals and laboratory technicians (but excludes civil engineers and computing staff).</p>
C1.8: Administrative and clerical staff	<p>Staff engaged in administrative and clerical duties. Medical staff and nursing staff, diagnostic and health professionals and any domestic staff primarily or partly engaged in administrative and clerical duties are excluded. Civil engineers and computing staff are included in this category.</p>
C1.9: Domestic and other staff	<p>Domestic staff are staff engaged in the provision of food and cleaning services including domestic staff primarily engaged in administrative duties such as food services manager. Dieticians are excluded.</p> <p>This category also includes all staff not elsewhere included (primarily maintenance staff, tradespersons and gardening staff).</p>