



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 the *Establishment and Workforce Data Policy (MP 0157/21)*.

## 2. Applicability

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

## 3. Establishment and Workforce Data Integrity Requirements

### 3.1 Maintaining establishment and workforce data

WA health system 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 system 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/units, or amendments to existing organisation structures / units, adhere to existing organisation hierarchical arrangements and maintain appropriate line management / hierarchy relationships and other reporting relationships e.g. for the purpose of payroll certification statement authorisation, roster authorisation, employee costing reports, 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 / units and ensure they:
  - reflect the line management / hierarchical arrangements and other reporting relationships as outlined by the WA health system entity
  - align to the WA Health Organisation Levels

- rectify any identified HRMIS establishment data anomalies reported by WA health system 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 system entities with a list of positions that have been suspended.

### **3.2 Minimum standardised position title requirements**

WA health system 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/rank order
  - specified calling/role/specific occupational group
  - function/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 system 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 system 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](mailto:wfamd@health.wa.gov.au).

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