

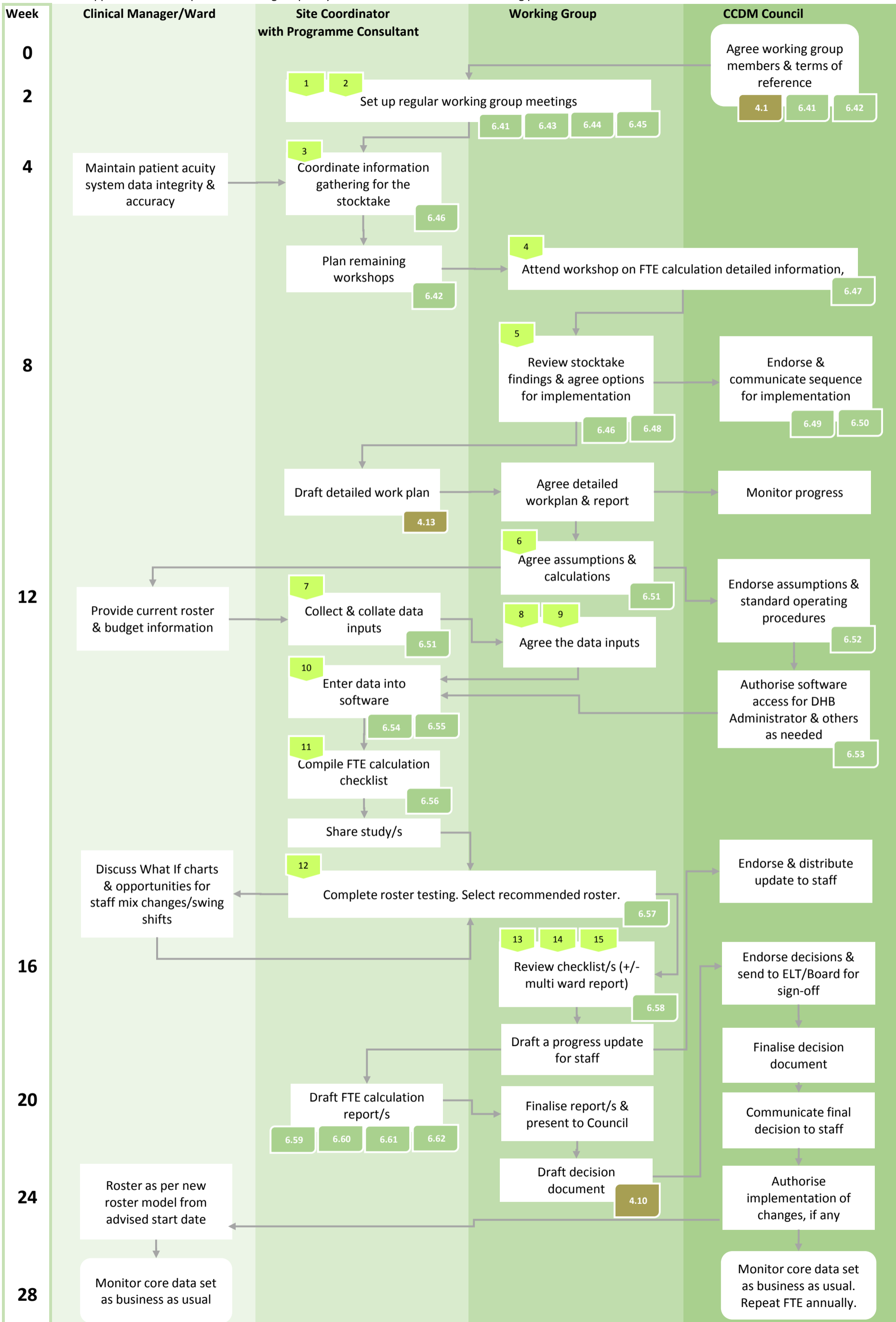


# FTE calculation road map

 Documents

 Workshops

Timeframes are approximate and depend on meeting frequency and number of FTE calculations being performed.



## Documents

The following is a list of documents that supports doing the FTE calculation/s.

Each document has a document number. This is also displayed on the road map.

- 4.1 CCDM governance road map
- 6.41 FTE working group terms of reference
- 6.42 FTE calculation workshops outline
- 6.43 FTE working group agenda
- 6.44 FTE working group meeting record
- 6.45 FTE calculation - an introduction (PPP)
- 6.46 FTE calculation stocktake
- 6.47 FTE calculation - detailed guide (PPP)
- 6.48 FTE calculation implementation options
- 6.49 FTE calculation is about
- 6.50 FTE calculation - learn today (PPP)
- 4.13 CCDM programme plan & report templates
- 6.51 FTE calculation data request schedule
- 6.52 Standard operating procedures for FTE calculation
- 6.53 Software standard operating procedures
- 6.54 Software user guide - FTE calculation
- 6.55 Software algorithm for FTE calculation (excluding specials)
- 6.56 FTE calculation checklist
- 6.57 Roster testing - selecting the recommended roster (PPP)
- 6.58 Translating the FTE into practice (PPP)
- 6.59 FTE calculation report template
- 6.60 FTE calculation report template for multiple wards

The following documents are for use with support from the CCDM Informatics Consultant:

- 6.61 FTE calculation additional analysis template
- 6.62 Methodology for calculating bureau FTE

- 4.10 Decision document template

## Workshops

The following is a list of workshops available from the SSHW Unit.

The associated document number/s are in brackets.

1. Guided discussion on terms of reference for the FTE working group (6.41)
2. Power point presentation providing an introduction to FTE calculations (6.45)
3. Workshop on how to use the FTE calculation stocktake (6.46)
4. Power point presentation providing detailed information on the FTE calculation (6.47)
5. Guided discussion on stocktake findings (6.46) and implementation options (6.48)
6. Guided discussion on agreeing the assumptions & calculations (6.51)
7. Workshop on how to navigate the FTE calculation data request schedule (6.51)
8. Guided discussion on agreeing the data to enter into the software (6.51)
9. Software demonstration showing features & functionality
10. Workshop on how to enter the data into the software (6.54)
11. Guided discussion on how to use the FTE calculation checklist (6.56)
12. Workshop on how to do roster testing (6.53 & 6.57)
13. Workshop on interpreting the multi ward report from the software
14. Workshop on interpreting the results of the FTE calculation checklist (6.56)
15. Power point presentation on translating the FTE into practice (6.58)