

## Analysis Method Notice

### Reduction in Sickness Absence

This notice describes an Analysis Method that has been developed for use in the production of published national outcome indicators, performance measures and/or currencies, which are derived directly from NHS Wales data.

The Analysis Method has been reviewed by the Analysis Methodologies Group and its output submitted to the Welsh Information Standards Board (WISB) for potential accreditation.

*It should be noted that, where the data flow on which the analysis is being undertaken has not been reviewed by WISB (see 'Status of WISB Data Standards Assurance' below), accreditation of the analysis method **cannot** be interpreted as an approval of the underlying data standards or the quality of the data used.*

*It is recognised that formal review and/or assurance of the data flow may have been undertaken by other bodies, where those data are being formally published; for example, as 'Official Statistics'. In such circumstances, users of this method are advised to contact the relevant organisations should they require further information on the underlying quality of the specified data source.*

For further details about the group, including Terms of Reference and membership, please visit the following website:

<http://howis.wales.nhs.uk/sites3/page.cfm?orgid=742&pid=56696>

**WISB Reference:** ISRN 2015 / 007

Please address enquiries about this Analysis Method the NHS Wales Informatics Service Data Standards Team.

E-mail: [data.standards@wales.nhs.uk](mailto:data.standards@wales.nhs.uk) / Tel: 029 2050 2539

<b>WISB Analysis Method Appraisal Assessment</b>	<b>Accredited</b> This Analysis Method has been appraised by WISB and is felt to: <ul style="list-style-type: none"> <li>• Meet the specified indicator requirement, in that it is suitable for its calculation / derivation;</li> <li>• Is reproducible by organisations, where appropriate.</li> </ul>
<b>WISB Analysis Method Appraisal Outcome(s)</b>	<a href="#"><u>Outcome</u></a>

<b>Status of Data Standards Assurance</b>	<b>Not WISB Reviewed</b> Some or all of the data used in this Analysis Method do not have standards approved via the Information Standards Assurance Process. This may include data flows that predate the establishment of WISB.
<b>WISB Decision</b>	<b>N/A</b>
<b>Data Standards Assurance Outcome(s)</b>	<b>N/A</b>

---

**Indicator**

The percentage of full time equivalent (FTE) days lost to sickness absence within NHS Wales.

**Target:**

Reduction

---

**Rationale / Context**

Proactive management of sickness absence through effective management processes is a key factor in improved performance across an organisation. Reducing sickness absence rates will create significant saving across NHS Wales and improve the quality of services provided.

---

**Data Source(s)**

Electronic Staff Record (ESR)

---

**Definitions:****Definitional Guidance:**

All sickness data is logged into the local ESR systems via three routes:

- Sickness is entered onto paper based pay cards and then entered manually into ESR
- Sickness is entered by supervisors/managers via ESR selfServe, this goes straight into ESR
- Sickness is entered by supervisors/managers via E-rostering systems. These systems have an interface with ESR which populates ESR.

The following inclusion/exclusion filters are applied to the ESR Data Warehouse to enable data to calculate the indicator to be extracted.

**Exclusions:**

- Assignments that list an individual as bank, locum & honorary.
- Hospice assignments.

**Inclusions**

- Permanent and fixed term temporary employees only.
- Staff directly employed by NHS organisations only.

In some organisations full time equivalent (FTE) days may be referred to as whole time equivalent (WTE) days. Both mean exactly the same thing – WTE was used historically whereas FTE is more current.

**Data Items:**

n/a

**Terms:**

n/a

---

## **Detailed Specification**

A monthly extract is downloaded from the ESR Data Warehouse detailing the number of Full Time Equivalent (FTE) calendar days available and the number of FTE calendar days of sickness absence for each member of staff in that month.

Sickness absence rates are calculated using FTE calendar days and include non-working days, which is 365 days of the year (366 days for a leap year).

---

### **Calculation:**

#### ***Numerator***

Total number of full time equivalent (FTE) days lost to sickness absence

#### ***Denominator***

Total number of full time equivalent (FTE) calendar days available

---

### **Reporting Format / Frequency**

Monthly (published via the monthly CEO performance report, which is not available for public consumption) – calculated on a rolling 12 month basis.

---

## **Discussion Points / Areas for Future Development**

*The following points reflect considerations raised by either the Analysis Methodologies Group or WISB in terms of aspects of the Analysis Method that require further investigation or development.*

*For a full breakdown of the issues considered, please refer to the formal WISB Outcome for this Analysis Method, which can be access via the Information Standards Assurance website:*

<http://howis.wales.nhs.uk/sites3/page.cfm?orgid=742&pid=52532>

*This section details any areas the Analysis Methodologies Group felt needed further consideration / review by the 'sponsor' of the method.*

- The Welsh Government has confirmed that the sickness absence data used for official statistics is the same as that for performance.
- Following an initial review by the Welsh Information Standards Board, additional information re: the data collection process has been provided (see 'detailed specification' section).
- Welsh Government confirmed that performance data is made available via the CEO report on a monthly basis, whilst official statistics are published quarterly.

**Appendix A – Additional Information**

n/a

## **Appendix B – SQL Code** (where applicable)

*Important: The following code is intended for information purposes only. It will contain references to specific references (servers, data item descriptions etc.) that are applicable within the NHS Wales Informatics Service only and therefore will not be suitable for direct application to local (LHB) data.*

```
SELECT DECODE(( SUBSTR(o100697.TM_YEAR_MONTH,6,4)
), 'JAN','01','FEB','02','MAR','03','APR','04','MAY','05','JUN','06','JUL','07','AUG','08','SEP','09','OCT','10','NOV','11','D
EC','12') as C_1, CASE WHEN o100693.POS_STAFF_GROUP = 'Medical and Dental' THEN '1' ELSE '0' END as
C_2, o100648.ORG_OCS_CODE as E103073, o100648.ORG_TRUST_NAME as
E103187, o100693.POS_STAFF_GROUP as E104169, o100697.TY_YEAR as
E104408, SUM(o100584.WTE_DAYS_SICK_THIS_MONTH) as
E104530_SUM, SUM(o100584.WTE_DAYS_AVAILABLE) as E104527_SUM
FROM DDS.DDS_ABSENCE_RATE_FACT o100584,
    DDS.DDS_AREA_OF_WORK_DIM o100595,
    DDS.DDS_ASSIGNMENT_DIM o100598,
    DDS.DDS_GRADE_DIM o100622,
    DDS.DDS_POSITION_DIM o100636,
    DDS.DDS_ORGANISATION_DIM_V o100648,
    DDS.DDS_PERSON_DIM_ALL_V o100660,
    DDS.DDS_POSITION_DIM o100693,
    DDS.DDS_TIME_DIM o100697
WHERE ( (o100598.ASG_KEY = o100584.ASG_KEY)
and (o100622.GRD_KEY = o100584.GRD_KEY)
and (o100595.AOW_KEY = o100584.AOW_KEY)
and (o100636.POS_KEY = o100584.POS_KEY)
and (o100648.ORG_ORGANISATION_KEY = o100584.ORG_KEY)
and (o100660.PERSON_PERSON_KEY = o100584.PERSON_KEY)
and (o100693.POS_KEY = o100584.POS_KEY)
and (o100697.TM_TIME_KEY = o100584.TIME_KEY))
AND (o100648.ORG_TRUST_NAME = : "Trust")
AND ( ( o100693.POS_STAFF_GROUP = 'Medical and Dental' AND o100598.ASG_CONTRACTED_WTE <=
1.2 OR o100693.POS_STAFF_GROUP <> 'Medical and Dental' AND o100598.ASG_CONTRACTED_WTE
BETWEEN 0.05 AND 1 ) )
AND (o100622.GRD_PRIMARY_PAYSCALE_LETTER IN (: "Pay Group"))
AND (o100660.PERSON_SEXUAL_ORIENTATION IN (: "Sexual Orientation"))
AND (o100660.PERSON_RELIGIOUS_BELIEF IN (: "Religious Belief"))
AND (o100660.PERSON_DISABILITY_STATUS IN (: "Disability"))
AND (o100660.PERSON_ETHNIC_ORIGIN IN (: "Ethnicity"))
AND (o100660.PERSON_GENDER IN (: "Gender"))
AND (o100598.ASG_TYPE_OF_APPOINTMENT IN (: "Employee Category"))
AND (o100636.POS_OCC_CODE IN (: "Occupation Code"))
AND (o100595.AOW_TERTIARY_AREA_OF_WORK IN (: "Area of Work"))
AND (o100693.POS_JOB_ROLE IN (: "Job Role"))
AND (o100693.POS_STAFF_GROUP IN (: "Staff Group"))
AND (o100648.ORG_LEVEL_3_NAME IN (: "Strategic Health Authority"))
AND (o100697.TM_END_DATE BETWEEN TO_DATE(( DECODE(: "Period From", 'Last
Month', (DDS.DDS_UTILS_PKG.GET_LAST_MONTH_LOADED), : "Period From" ), 'YYYY-MON') AND
LAST_DAY(TO_DATE(( DECODE(: "Period To", 'Last
Month', (DDS.DDS_UTILS_PKG.GET_LAST_MONTH_LOADED), : "Period To" ), 'YYYY-MON'))
AND (o100660.PERSON_USER_PERSON_TYPE LIKE 'Employee%')
AND (NVL(o100598.ASG_TYPE_OF_CONTRACT, 'X') NOT IN ('Bank', 'Locum', 'Honorary'))
AND (NVL(o100598.ASG_ORGANISATION_TYPE, 'X') <> 'Hospice')
GROUP BY DECODE(( SUBSTR(o100697.TM_YEAR_MONTH,6,4)
), 'JAN','01','FEB','02','MAR','03','APR','04','MAY','05','JUN','06','JUL','07','AUG','08','SEP','09','OCT','10','NOV','11','D
EC','12'), CASE WHEN o100693.POS_STAFF_GROUP = 'Medical and Dental' THEN '1' ELSE '0'
END, o100648.ORG_OCS_CODE, o100648.ORG_TRUST_NAME, o100693.POS_STAFF_GROUP, o100697.TY_Y
EAR
HAVING (NVL(( SUM(o100584.WTE_DAYS_AVAILABLE) ), 0) + NVL((
SUM(o100584.WTE_DAYS_SICK_THIS_MONTH) ), 0) > 0);
```