

22 January 2019

Thank you for your request dated 25 November 2018 requesting information under the Official Information Act 1982 (the Act), regarding unfilled vacancies at our District Health Board. You requested:

1. *“ As of Nov 26th 2018:*
  - 1A. *How many unfilled vacancies do you have for both full-time, part-time and contract positions?*
  - 1B. *What area are the vacancies in (please supply by number e.g. Nursing 10)?*
2. *For positions which have been unfilled for over 1 month:*
  - 2A. *What is the total number?*
  - 2B. *Please list each vacancy including area it is in and the length of time it has been unfilled*
3. *In areas where there is short-staffing due to unfilled vacancies:*
  - 3A. *What is your approach for covering staff shortages?*
  - 3B. *Has there been an impact on meeting health targets due to shortages?*
4. *Have you received complaints related to impacts of unfilled vacancies?”*

The information pertaining to your request is below.

**Question 1A:**

*“ As of Nov 26th 2018: How many unfilled vacancies do you have for both full-time, part-time and contract positions?”*

	<b>Number of vacancies</b>
Part time	8
Fixed term	1
Permanent	17
<b>Total</b>	<b>26</b>

**Question 1B:**

*“What area are the vacancies in (please supply by number e.g. Nursing 10)?”*

<b>Professional group</b>	<b>Number of vacancies</b>
Administration	1
Occupational Therapist	2
ENT	1
Dental	4
Social Worker	1
Sterile Technician	1
Executive Management	1
Health & Safety	1
Nursing	5
Radiology	3
Orderlies	1
Information Services	1

Cardiac Physiologist	1
Maori Advisory	2
Mental Health	1

**Question 2A:**

*“For positions which have been unfilled for over 1 month: What is the total number?”*

There are two positions that have been unfilled for over 1 month.

**Question 2B:**

*“Please list each vacancy including area it is in and the length of time it has been unfilled”*

Radiology. This is an open advert that was posted July 2018, the advert covered 3 Radiology vacancies and we still have one remaining to fill.

Health and Safety. We were unsuccessful filling this vacancy during the first recruitment campaign. This position has been unfilled for 3 months.

**Question 3A:**

*“In areas where there is short-staffing due to unfilled vacancies: What is your approach for covering staff shortages?”*

The approach to cover unfilled vacancies differs and is dependent on the work area. The various approaches include: cover from within Existing staff, Locums, Agency staff, Contractors, Fixed Term and Casual employees.

**Question 3B:**

*“Has there been an impact on meeting health targets due to shortages?”*

The shortages had no impact on the health targets.

**Question 4:**

*“Have you received complaints related to impacts of unfilled vacancies?”*

There had been no complaints relating to unfilled vacancies.