

Chief Executives
Local Health Districts & Specialty Networks

Ref: HA-2024-0002692

Medical officer vacancy data collection

Dear Chief Executive

I am writing about the collection of data for medical staff vacancies across NSW Local Health Districts and Specialty Networks (LHDs/SNs).

The NSW Ministry's Medical Vacancy Collection for salaried medical officers and Visiting Medical Officers is to provide information on vacancies within Local Health Districts and Specialty Networks (LHD/SN). Unfortunately, ROB and Stafflink do not accurately reflect the medical staff vacancies or capture VMO vacancies.

A comprehensive report detailing the medical officer staff vacancies across NSW LHDs/SNs will assist with the identifying system wide issues and priorities.

The first collection period is for vacancies as of **17 June 2024**.

A vacancy is defined as a vacant funded position (expressed in FTE, for VMOs approx. FTE equivalent) approved by the Chief Executive that is not currently occupied by a permanent or temporary employee. The Ministry is seeking information on all vacancies - both unfilled and those that are filled on a temporary basis or using alternative workforce during this period (e.g., by agency locums; increased hours of part time staff; overtime, etc).

You will find a vacancy data request spreadsheet complete with instructions attached. Please complete and return the attached spreadsheet for all facilities in your LHD/SN by close of business **Monday 15 July 2024**.

If you have any questions or would like more information, please contact Danijela Radovanovic, Workforce Planning and Talent Development Branch via email on MoH-MedicalWorkforce@health.nsw.gov.au. Thank you for your continued support.

Yours sincerely



Richard Griffiths
Executive Director
Workforce Planning & Talent Development
Cc: Executive Director of Medical Services
Encl: *Vacancy spreadsheet*