

Date: 20/05/2016

FREEDOM OF INFORMATION REQUEST FOI/012767 – Administration staff

I am looking for the number (whole time equivalent and headcount) of administration staff for consultants working within your Organisation by Service Area / Department, and the administration support model in place for the financial years 2013/2014, 2014/2015 and 2015/2016:

- P – Consultant draws support from an administration pool
- S – Each Consultant has a named Secretary
- M - Mixed Model (mix of above)

2013 / 2014

Service Area Number of Consultants (WTE) Number of Consultants (Headcount) Number of Medical Secretary (WTE) Number of Medical Secretary (Headcount) Number of all supporting Administrators (WTE) Number of all supporting Administrators (Headcount) Administration Support Model (P / S / M)

2014 / 2015

Service Area Number of Consultants (WTE) Number of Consultants (Headcount) Number of Medical Secretary (WTE) Number of Medical Secretary (Headcount) Number of all supporting Administrators (WTE) Number of all supporting Administrators (Headcount) Administration Support Model (P / S / M)

Please see attached response to your request.

Please note:

The Trust operates a mixed model

The FTE figures for consultant exclude additional programmed activities

The other clerical and admin staff support both the departments concerned as well as the consultants, it is not possible to separate this.

31/03/2016

Headcount			
Org P4	Consultant	Medical Secretary	Other Admin & Clerical staff
253 Ambulatory Care Div	17	16	7
253 Anaesthetics Div	34		
253 Cardiology Div	6	6	5
253 Care of the Elderly & Stroke Div	7	7	
253 Emergency Assessment Unit Div	9	4	
253 Emergency Department Div	9	4	15
253 Endocrinology & Diabetes Div	5	3	
253 ENT Div	4	5	9
253 Gastroenterology Div	6	4	8
253 General Surgery Div	9	10	1
253 Imaging Div	14		31
253 Max Fac Div	2		
253 Obstetrics & Midwifery Div	8	8	1
253 Oncology & Palliative Care Div	8	10	18
253 Ophthalmology Div	8	8	1
253 Orthodontics Div	1		
253 Orthopaedics Div	9	19	2
253 Paediatrics & Neonatal Div	10	6	
253 Pain Management Div	1	3	
253 Pathology Div	10	2	17
253 Plastic Surgery Div	4	3	
253 Renal Div	4	4	
253 Respiratory Div	5	4	5
253 Urology Div	6	6	
253 Vascular Surgery Div	5	4	1
Grand Total	201	136	121

FTE			
Org P4	Consultant	Medical Secretary	Other Admin & Clerical staff
253 Ambulatory Care Div	15.75	13.85	5.23
253 Anaesthetics Div	33.30		
253 Cardiology Div	5.10	5.60	3.80
253 Care of the Elderly & Stroke Div	7.00	6.40	
253 Emergency Assessment Unit Div	9.00	3.67	
253 Emergency Department Div	9.00	2.83	12.80
253 Endocrinology & Diabetes Div	5.00	3.00	
253 ENT Div	4.00	4.84	7.13
253 Gastroenterology Div	6.00	3.49	6.12
253 General Surgery Div	9.00	8.93	0.27
253 Imaging Div	13.30		25.49
253 Max Fac Div	1.40		
253 Obstetrics & Midwifery Div	8.00	6.08	0.80
253 Oncology & Palliative Care Div	7.40	8.73	16.07
253 Ophthalmology Div	8.00	6.65	0.53
253 Orthodontics Div	0.50		
253 Orthopaedics Div	9.00	15.88	2.00
253 Paediatrics & Neonatal Div	10.00	4.48	
253 Pain Management Div	0.95	2.41	
253 Pathology Div	8.00	1.80	14.80
253 Plastic Surgery Div	3.95	3.00	
253 Renal Div	4.00	3.56	
253 Respiratory Div	5.00	3.59	3.64
253 Urology Div	6.00	5.93	
253 Vascular Surgery Div	5.00	3.31	1.00
Grand Total	193.85	118.05	99.68

31/03/2015

Headcount	Org P4		
	Consultant	Medical Secretary	Other Admin & Clerical Staff
253 Ambulatory Div	18	16	9
253 Anaesthetics Div	31		
253 Cardiology Div	6	6	4
253 Emergency Assessment Unit Div	5	2	
253 Emergency Department Div	9	4	15
253 Endocrinology & Diabetes Div	5	4	
253 ENT Div	3	4	3
253 Gastro Intestinal Div	6	5	1
253 General Surgery Div	9	11	1
253 Imaging Div	14		34
253 Max Fac Div	1	2	
253 Obstetrics & Midwifery Div	8	8	19
253 Older People, Rehab & Stroke Div	8	7	
253 Oncology Div	7	10	17
253 Ophthalmology Div	8	8	4
253 Orthodontics Div	1	1	
253 Orthopaedics Div	8	20	
253 Paediatrics & Neonatal Div	10	7	1
253 Pain Management Div	3	3	
253 Pathology Div	13	2	20
253 Plastic Surgery Div	4	3	
253 Renal Div	4	4	
253 Resp, MHDU & Lung Function Div	5	5	7
253 Urology Div	5	6	1
253 Vascular Surgery Div	5	5	2
<b>Grand Total</b>	<b>196</b>	<b>143</b>	<b>138</b>

FTE	Org P4		
	Consultant	Medical Secretary	Other Admin & Clerical Staff
253 Ambulatory Div	16.65	13.92	6.76
253 Anaesthetics Div	30.30		
253 Cardiology Div	5.10	5.60	2.80
253 Emergency Assessment Unit Div	5.00	1.93	
253 Emergency Department Div	9.00	3.26	12.80
253 Endocrinology & Diabetes Div	5.00	4.00	
253 ENT Div	3.00	3.36	1.67
253 Gastro Intestinal Div	6.00	4.33	0.64
253 General Surgery Div	9.00	9.75	0.67
253 Imaging Div	13.15		26.45
253 Max Fac Div	1.00	2.00	
253 Obstetrics & Midwifery Div	7.90	6.08	13.89
253 Older People, Rehab & Stroke Div	8.00	6.60	
253 Oncology Div	6.20	8.93	14.97
253 Ophthalmology Div	8.00	6.73	3.53
253 Orthodontics Div	1.00	1.00	
253 Orthopaedics Div	8.00	16.83	
253 Paediatrics & Neonatal Div	10.00	5.93	1.00
253 Pain Management Div	2.95	2.41	
253 Pathology Div	11.30	1.80	17.19
253 Plastic Surgery Div	3.95	2.53	
253 Renal Div	4.00	3.56	
253 Resp, MHDU & Lung Function Div	5.00	4.52	4.15
253 Urology Div	5.00	6.00	0.93
253 Vascular Surgery Div	5.00	4.12	2.00
<b>Grand Total</b>	<b>189.50</b>	<b>125.22</b>	<b>109.46</b>

31/03/2014

Headcount	Org P4		
	Consultant	Medical Secretary	Other Admin & Clerical
253 Anaesthetics Div	31	1	1
253 Cardiology Div	6	5	3
253 Dermatology Div	6	6	1
253 Emergency Assessment Unit Div	5	2	14
253 Emergency Department Div	9	4	21
253 Endocrinology & Diabetes Div	4	5	4
253 ENT Div	3		
253 Gastro Intestinal Div	6	7	10
253 General Surgery Div	10		
253 GU Medicine Div	2	1	8
253 Imaging Div	14		36
253 Max Fac & Orthodontics Div	1		
253 Neurology Div	3	2	2
253 Obstetrics & Midwifery Div	8	8	20
253 Older People, Rehab & Stroke Div	8	8	11
253 Oncology Div	6	10	27
253 Ophthalmology Div	6		3
253 Orthodontics Div	1		
253 Orthopaedics Div	9	19	9
253 Paediatrics & Neonatal Div	9	7	8
253 Pain Management Div	4	4	
253 Pathology Div	13	2	20
253 Plastic Surgery Div	4	4	
253 Renal Div	4	5	10
253 Resp, MHDU & Lung Function Div	5	5	9
253 Rheumatology Div	8	8	6
253 Urology Medical Staff Div	5		
253 Vascular Surgery Div	3		2
<b>Grand Total</b>	<b>193</b>	<b>113</b>	<b>227</b>

FTE	Org P4		
	Consultant	Medical Secretary	Other Admin & Clerical
253 Anaesthetics Div	30.30	1.00	0.80
253 Cardiology Div	5.10	4.55	2.33
253 Dermatology Div	5.20	5.73	0.72
253 Emergency Assessment Unit Div	5.00	1.93	12.93
253 Emergency Department Div	9.00	3.26	17.40
253 Endocrinology & Diabetes Div	3.85	4.80	3.27
253 ENT Div	3.00		
253 Gastro Intestinal Div	6.00	6.19	8.81
253 General Surgery Div	10.00		
253 GU Medicine Div	2.00	0.80	5.89
253 Imaging Div	13.45		28.95
253 Max Fac & Orthodontics Div	1.00		
253 Neurology Div	3.00	2.00	2.00
253 Obstetrics & Midwifery Div	8.00	6.27	15.06
253 Older People, Rehab & Stroke Div	8.00	7.73	9.56
253 Oncology Div	6.00	8.93	22.47
253 Ophthalmology Div	6.00		3.00
253 Orthodontics Div	1.00		
253 Orthopaedics Div	9.00	16.60	6.40
253 Paediatrics & Neonatal Div	9.00	6.07	5.71
253 Pain Management Div	3.95	2.91	
253 Pathology Div	12.00	1.93	16.78
253 Plastic Surgery Div	3.95	3.53	
253 Renal Div	4.00	4.56	6.75
253 Resp, MHDU & Lung Function Div	5.00	4.67	6.02
253 Rheumatology Div	7.55	6.45	5.75
253 Urology Medical Staff Div	5.00		
253 Vascular Surgery Div	3.00		1.43
<b>Grand Total</b>	<b>188.35</b>	<b>98.92</b>	<b>183.67</b>