

Form E2: Employment Mental Health Services

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Reporting Requirements

Form E2 is used to report workforce data for clinical staff funded by Mental Health Services. This form must be completed on a quarterly basis.

Return of Forms

Hospitals are to send electronic data to the Department within *21 days of the end of each quarter*.

Rural hospitals are to submit data to their regional office via email or diskette.

Hospitals in the metropolitan regions are to send data to the Management Information Unit, Acute Health using one of the following methods:

- email: send to *aimsmail@aims.dhs.vic.gov.au*
- diskette: send to AIMS Collection Officer, Management Information Unit, Acute Health Division, 4/555 Collins Street, Melbourne, 3000, or
- modem: contact Management Information Unit Helpline 9616 8595 to obtain the modem number.

Printouts of the original signed forms must be retained by the hospital and be available to officers of the Department upon request.

Submission of this form by the due date is a condition of funding.

Assistance

If assistance is required with the completion of this form, please contact your Regional Office.

Output 115	Mental Health Services
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Instructions for Completing Form E2

Hospital, Agency

The registered name of the metropolitan health service or public hospital and the hospital site/campus that is submitting the return.

Area Mental Health Service

Name of the Area Mental Health Service for which the return is being submitted. A separate return is required for each Area Mental Health Service.

Agency Code

The AIMS identification number for the agency submitting the return. For example, the code for Maryborough District Health Service is 3312.

Year, Quarter Ending

The financial year and relevant quarter of the return being submitted.

Columns

Clinical EFT

The number of Equivalent Full Time (EFT) clinical staff by service setting and Area Mental Health Service for which the return is being prepared.

Service Setting

A service area with clinical staff funded by Mental Health Services Program.

Definitions

Equivalent Full Time

Full Time Equivalent Staff means the total number of hours worked by staff in a *clinical role* in an ordinary week divided by 38 or the normal hours as specified in the relevant industrial award.

Hours are counted on an hour for hour basis and should have no regard for any penalty rate that might apply. On call time is not counted.

Clinical Staff

Clinical staff means those staff who are suitably qualified to undertake clinical practices with people with a mental illness.

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Signature of Area Mental Health Service Manager and Chief Executive Office and Date

The hospital's Area Mental Health Service Manager and Chief Executive Officer should sign and date each form submitted, acknowledging the data contained on the form and the accuracy of these data.