



The
Information
Centre

for health and social care

National Workforce Data Set (NWD) v2.5

NWD User Guidance

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Purpose of this document

This document comprises the User Guidance for NHS Organisations in relation to the changes to the National Workforce Data Set (NWD).

This document is intended to provide NHS Organisations and suppliers of HR/workforce systems with all of the information necessary to allow the capture of additional NWD data values to the specified definitions.

VERSION HISTORY

Version	Date Issued	Brief Summary of Change	Owner's Name
0.1	28/09/2012	Draft for ISB Approval	Anna Cale
0.2	23/10/2012	Second Draft Incorporating Comments	Anna Cale
1.0	12/11/2012	Final version	Anna Cale

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Contents

1. INTRODUCTION	4
2. BACKGROUND.....	4
3. SCOPE	5
4. USER GUIDANCE.....	6
4.1. NATIONAL WORKFORCE DATA SET	6
<i>i. Area of Work – PMETB new and renamed Specialties - Change existing data values and add new values</i>	<i>6</i>
<i>ii Area of Work – General Dental Council (GDC) - Change existing data values and add new values</i>	<i>7</i>
<i>iii Area of Work / Job Role – NWD, ESR and Data Dictionary Comparison - Change existing data values and add new values</i>	<i>8</i>
<i>iv. Professional Registration Body - Change existing data values and add new values</i>	<i>11</i>
<i>v. Registration Type – Retire existing data values and add new values.....</i>	<i>12</i>
<i>vi. Job Role - Add new values</i>	<i>14</i>
<i>vii. Destination on Leaving - Add new value</i>	<i>15</i>
4.2. NHS OCCUPATION CODE MANUAL	17
4.3. POTENTIAL SAFETY/CONFIDENTIALITY/RISK CONSIDERATIONS	17
5. ORGANISATIONAL/TECHNICAL GUIDANCE.....	17
6. ADDITIONAL SOURCES OF INFORMATION.....	17
7. SUPPORT ARRANGEMENTS.....	18

1. Introduction

This document outlines the manner in which changes to the National Workforce Data Set (NWD) should be interpreted and used by clinical, administrative and informatics staff within NHS organisations. It also provides guidance for system developers to implement these changes within HR/workforce systems.

2. Background

The National Workforce Data Set (NWD) is a reference Data Set comprising standardised definitions to facilitate the capture of nationally consistent information relating to the NHS workforce. NWD data items and definitions support a variety of workforce based collections including the annual NHS Workforce Census. They are also embedded within operational HR/workforce systems including the Electronic Staff Record (ESR), and the NHS Jobs web system.

The NWD is reviewed on a continuous basis to ensure that it remains fit for purpose and is updated to reflect any changes to workforce policies and practices.

The proposed changes to the National Workforce Data Set (NWD) are required to meet the following policy and practice requirements:

- changes to capture new and renamed main specialties as approved by the Post Graduate Medical Education Training Board (PMETB);
- changes to ensure that the standard matches the GDC approved dental main specialties;
- changes to the NWD and NHS Occupation Codes in light of a comparison between the values implemented in the ESR, the NWD itself and the Data Dictionary to correct differences where they have occurred which will be undertaken in a number of tranches;
- to capture information relating to a number of emerging job roles;
- the addition of a new Destination on Leaving of 'Death in Service' to reduce data quality issues;
- the closure of two spurious Nurse Education Occupation Codes;
- updates to the guidance notes and other house keeping work that does not materially change the approved standard for both the NHS Occupation Codes and the NWD specification.

The proposed changes to existing data value lists in the National Workforce Data Set consist of the following areas:

- Changes to Area of Work values
- Changes to Job Role values
- Changes to Professional Registration Body values
- Changes to Professional Registration Type values
- Changes to Destination on Leaving values

3. Scope

This document provides guidance for NHS organisations specifically relating to the changes to the National Workforce Data Set (NWD).

This document should be read in conjunction with ISNs 23/2012, 24/2012 and the NWD v2.5 Specification. These are available for download on the Health and Social Care Information Centre website:

<http://www.ic.nhs.uk/services/Data Sets/document-downloads/national-workforce-Data Set-nwd>

Specific guidance relating to the implementation of these changes through HR/workforce systems, including the Electronic Social Care (ESR) system, is out of scope of this document.

4. User Guidance

4.1. National Workforce Data Set

i. Area of Work – PMETB new and renamed Specialties - Change existing data values and add new values

What additional/changes to information are required?

Area of Work

Add new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Pathology	Histopathology	Diagnostic Neuropathology

Add new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Pathology	Histopathology	Paediatric and Perinatal Pathology

Add new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Pathology	Histopathology	Forensic Histopathology

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Medicine	Audiological Medicine	Audiological Medicine

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Medicine	Audiovestibular Medicine	Audiovestibular Medicine

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Psychiatry	Psychotherapy	Psychotherapy

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Psychiatry	Medical Psychotherapy	Medical Psychotherapy

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Psychiatry	Psychotherapy	Child Psychotherapy

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Psychiatry	Medical Psychotherapy	Child Psychotherapy

Why is this information required?

Area of Work changes to capture new and renamed main specialties as approved by the Post Graduate Medical Education Training Board (PMETB).

Further detail available in the GMC list of approved main specialty curricula: http://www.gmc-uk.org/education/approved_curricula_systems.asp

When should this information be collected from?

This information *may* be captured with immediate effect subject to availability of relevant codes within HR/workforce systems.

These codes *must* be used, where relevant, by 1st June 2013.

n.b. NHS organisations should consider whether a retrospective data capture exercise will be required to reassign existing staff to new codes where these are more appropriate.

Who is the subject of this change?

Any NHS organisation with staff employed in the areas listed above.

This change will not be relevant to all NHS organisations.

How and when should the information be captured?

This information should be captured as part of the recruitment process as staff are recruited/assigned to Area of Work.

Who should capture the information?

This information should be captured by HR/workforce staff.

Informatics / Finance staff may be responsible for ensuring data quality and comprehensiveness in some NHS organisations.

How often should this information be updated?

This information should be captured and updated on an ongoing basis as required to ensure that it remains accurate and up to date.

ii Area of Work – General Dental Council (GDC) - Change existing data values and add new values

What additional/changes to information are required?

Area of Work

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Dental/Oral	Surgical Dentistry	Surgical Dentistry

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Dental/Oral	Additional Dental Specialties	Oral Pathology

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Dental/Oral	Additional Dental Specialties	Oral and Maxillofacial Pathology

Why is this information required?

Area of Work changes to ensure that the standard matches the GDC approved dental main specialties;

Further detail available in the GDC list of approved dental main specialties: <http://www.gdc-uk.org/Membersofpublic/Lookforaspecialist/Pages/default.aspx>

When should this information be collected from?

This information *may* be captured with immediate effect subject to availability of relevant codes within HR/workforce systems.

These codes *must* be used, where relevant, by 1st June 2013.

n.b. NHS organisations should consider whether a retrospective data capture exercise will be required to reassign existing staff to new codes where these are more appropriate.

Who is the subject of this change?

Any NHS organisation with staff employed in the areas listed above.

This change will not necessarily be relevant to all NHS organisations.

How and when should the information be captured?

This information should be captured as part of the recruitment process as staff are recruited/assigned.

Who should capture the information?

This information should be captured by HR/workforce staff.

Informatics / Finance staff may be responsible for ensuring data quality and comprehensiveness in some NHS organisations.

How often should this information be updated?

This information should be captured and updated on an ongoing basis as required to ensure that it remains accurate and up to date.

iii Area of Work / Job Role – NWD, ESR and Data Dictionary Comparison - Change existing data values and add new values

What additional/changes to information are required?

Area of Work

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Medicine	Audiological Medicine	Audiological Measurement

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Medicine	Palliative Care	Palliative Medicine

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Medicine	Palliative Medicine	Palliative Medicine

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Clinical Support	Clinical Support	Gastro-Intestinal Physiology

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Clinical Support	Clinical Support	Gastrointestinal Physiology

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Medicine	Gastroenterology	GI Physiology

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Surgery	Ophthalmology	Ophthalmic and Vision Science

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Clinical Support	Informatics	Clinical Informatics

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Clinical Support	Clinical Informatics	Clinical Informatics

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Clinical Support	Informatics	Health Records

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Clinical Support	Clinical Informatics	Health Records

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Corporate	Informatics	Coding

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Clinical Support	Clinical Informatics	Coding

Add new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Corporate	Informatics	Informatics

Job Role

Retire data value:

Staff Group	Job Role
Nursing and Midwifery Registered	Midwife - Sister/Charge Nurse

Retire data value:

Staff Group	Job Role
Estates and Ancillary	Domestic Assistant

Replace with new data value:

Staff Group	Job Role
Estates and Ancillary	Assistant

Retire data value:

Staff Group	Job Role
Estates & Ancillary	Support Worker (inc laundry workers, sewing room, catering, HSDU and Estates/Facilities)

Replace with new data value:

Staff Group	Job Role
Estates & Ancillary	Support Worker

Add new data value:

Staff Group	Job Role
Medical and Dental	Vocational Dental Practitioner

Retire data value:

Staff Group	Job Role
Students	Student Community Paediatric Nurse

Replace with new data value:

Staff Group	Job Role
Students	Student Community Children's Nurse

Why is this information required?

Changes to the NWD in light of a comparison between the ESR, the NWD itself and the Data Dictionary to correct differences where they have occurred which will be undertaken in a number of tranches.

When should this information be collected from?

This information **may** be captured with immediate effect subject to availability of relevant codes within HR/workforce systems.

These codes **must** be used, where relevant, by 1st June 2013.

n.b. NHS organisations should consider whether a retrospective data capture exercise will be required to reassign existing staff to new codes where these are more appropriate.

Who is the subject of this change?

Any NHS organisation with staff employed in the areas / roles listed above.

This change will not necessarily be relevant to all NHS organisations.

How and when should the information be captured?

This information should be captured as part of the recruitment process as staff are recruited/assigned.

Who should capture the information?

This information should be captured by HR/workforce staff.

Informatics / Finance staff may be responsible for ensuring data quality and comprehensiveness in some NHS organisations.

How often should this information be updated?

This information should be captured and updated on an ongoing basis as required to ensure that it remains accurate and up to date.

iv. Professional Registration Body - Change existing data values and add new values

What additional/changes to information are required?

Retire data value:

Professional Registration Body
Royal Pharmaceutical Society of Great Britain

Add new data value:

Professional Registration Body
General Pharmaceutical Council

Retire data value:

Professional Registration Body
Health Professions Council

Replace with new data value:

Professional Registration Body
Health and Care Professions Council

Retire data value:

Professional Registration Body
General Social Care Council (for England)

Why is this information required?

Resulting from the investigation of the differences between the values that have been implemented within the NWD, the ESR and DD a number of issues have been highlighted including the changes to the registration of Social Workers in England that have been implemented over the same time period.

For further details please see HCPC website <http://www.hcpc-uk.org/> the Royal Pharmaceutical Council: <http://www.rpharms.com/home/home.asp> and the General Pharmaceutical Council: <http://www.pharmacyregulation.org/>

When should this information be collected from?

This information **may** be captured with immediate effect subject to availability of relevant codes within HR/workforce systems.

These codes **must** be used, where relevant, by 1st June 2013.

n.b. NHS organisations should consider whether a retrospective data capture exercise will be required to reassign existing staff to new codes where these are more appropriate.

Who is the subject of this change?

Any NHS organisation with staff employed who require registration with the bodies listed above.

This change will not necessarily be relevant to all NHS organisations.

How and when should the information be captured?

This information should be captured as part of the recruitment process as staff are recruited/assigned.

Who should capture the information?

This information should be captured by HR/workforce staff.

Informatics / Finance staff may be responsible for ensuring data quality and comprehensiveness in some NHS organisations.

How often should this information be updated?

This information should be captured and updated on an ongoing basis as required to ensure that it remains accurate and up to date.

v. Registration Type – Retire existing data values and add new values

What additional/changes to information are required?

Add new data value:

Registration Type
HCPC - Registered Social Worker

Add new data value:

Registration Type
HCPC - Registered Student

Add new data value:

Registration Type
HCPC - Hearing Aid Dispenser

Add new data value:

Registration Type
HCPC - Practitioner Psychologist

Add new data value:

Registration Type
GPhC - Pharmacist

Add new data value:

Registration Type
GPhC - Pharmacist Technician

Add new data value:

Registration Type
GPhC - Reg. Student

Add new data value:

Registration Type
CCW - Part 1 – Social Workers

Add new data value:

Registration Type
CCW - Part 2 – Social Care Workers

Add new data value:

Registration Type
SSSC - Social workers

Add new data value:

Registration Type
SSSC - Social work students

Add new data value:

Registration Type
SSSC - Social service workers

Retire data value:

Registration Type
General Social Care Council (GSCC)/
Scottish Social Services Council (SSSC)/
Care Council for Wales (CCW) – Social Worker

Why is this information required?

Resulting from the investigation of the differences between the values that have been implemented within the NWD, the ESR and DD a number of issues have been highlighted including the changes to the registration of Social Workers in England that have been implemented over the same time period.

For further details please see the Health and Care Professionals Council website <http://www.hcpc-uk.org/> and the Scottish Social Services Council: <http://www.sssc.uk.com/> the Care Council for Wales: <http://www.ccwales.org.uk/> and the General Pharmaceutical Council: <http://www.pharmacyregulation.org/>

When should this information be collected from?

This information **may** be captured with immediate effect subject to availability of relevant codes within HR/workforce systems.

These codes **must** be used, where relevant, by 1st June 2013.

n.b. NHS organisations should consider whether a retrospective data capture exercise will be required to reassign existing staff to new codes where these are more appropriate.

Who is the subject of this change?

Any NHS organisation with staff employed who require registration with the bodies listed above.

This change will not necessarily be relevant to all NHS organisations.

How and when should the information be captured?

This information should be captured as part of the recruitment process as staff are recruited/assigned.

Who should capture the information?

This information should be captured by HR/workforce staff.

Informatics / Finance staff may be responsible for ensuring data quality and comprehensiveness in some NHS organisations.

How often should this information be updated?

This information should be captured and updated on an ongoing basis as required to ensure that it remains accurate and up to date.

vi. Job Role - Add new values**What additional/changes to information are required?****Job Role**

Add new data value:

Staff Group	Job Role
Additional Professional, Scientific and Technical	Physician Assistant

Add new data value:

Staff Group	Job Role
Nursing and Midwifery Registered	Advanced Practitioner

Add new data value:

Staff Group	Job Role
Allied Health Professionals	Advanced Practitioner

Why is this information required?

The opening of a number of Job Roles to capture information about new and emerging roles within the NHS.

For further details of these roles please see:

Physician Assistant <http://www.nhscareers.nhs.uk/explore-by-career/doctors/careers-in-medicine/physician-assistant/>

Advanced Practitioners, working at level 7 on the NHS Career Framework
http://www.skillsforhealth.org.uk/images/stories/Resource-Library/PDF/Career_framework_key_elements.pdf

When should this information be collected from?

This information **may** be captured with immediate effect subject to availability of relevant codes within HR/workforce systems.

These codes **must** be used, where relevant, by 1st June 2013.

n.b. NHS organisations should consider whether a retrospective data capture exercise will be required to reassign existing staff to new codes where these are more appropriate.

Who is the subject of this change?

Any NHS organisation with staff employed who should be coded to the roles listed above.

This change will not necessarily be relevant to all NHS organisations.

How and when should the information be captured?

This information should be captured as part of the recruitment process as staff are recruited/assigned.

Who should capture the information?

This information should be captured by HR/workforce staff.

Informatics / Finance staff may be responsible for ensuring data quality and comprehensiveness in some NHS organisations.

How often should this information be updated?

This information should be captured and updated on an ongoing basis as required to ensure that it remains accurate and up to date.

vii. Destination on Leaving - Add new value

What additional/changes to information are required?

Death in Service

Add new data value:

Destination on Leaving
Death in Service

Why is this information required?

The addition of a new Destination on Leaving of 'Death in Service' to compliment the existing Reason for Leaving of 'Death in Service' which does not currently have a sensible pairing for Destination, which has been contributing to data quality issues.

When should this information be collected from?

This information **may** be captured with immediate effect subject to availability of relevant codes within HR/workforce systems.

These codes **must** be used, where relevant, by 1st June 2013.

n.b. NHS organisations should consider whether a retrospective data capture exercise will be required to reassign existing staff to new codes where these are more appropriate.

Who is the subject of this change?

Any NHS organisation with staff employed who require the value for Destination on Leaving where Reason for Leaving is 'Death in Service'.

This change will not necessarily be relevant to all NHS organisations.

How and when should the information be captured?

This information should be captured as part of the leaving process for staff.

Who should capture the information?

This information should be captured by HR/workforce staff.

Informatics / Finance staff may be responsible for ensuring data quality and comprehensiveness in some NHS organisations.

How often should this information be updated?

This information should be captured and updated on an ongoing basis as required to ensure that it remains accurate and up to date.

4.2. NHS Occupation Code Manual

Details of corresponding changes to the NHS Occupation Codes, including supporting guidance, can be found in the NHS Occupation Codes Manual v11.0. This is available on the Health and Social Care Information Centre website:

<http://www.ic.nhs.uk/statistics-and-data-collections/data-collections/information-supporting-our-data-collections>

4.3. Potential Safety/Confidentiality/Risk Considerations

To date no potential safety or confidentiality issues have been identified by stakeholders, the NHS or system suppliers during the development of these detailed change proposals or during the consultation exercise. Furthermore no issues or risks were identified during the NHS Information Standards Board for Health and Social Care (ISB HaSC) appraisal process.

All potential issues relating to confidentiality, consent and security will be addressed through the implementation of these changes within operational HR/workforce systems.

If you are aware of any potential safety or confidentiality issues relating to these proposed changes to the National Workforce Data Set (NWD) please contact The Health and Social Care Information Centre immediately.

5. Organisational/Technical Guidance

Timescales for changes to Trust systems

These changes to the National Workforce Data Set (NWD) **may** be implemented within systems with immediate effect.

HR/workforce systems **must** be updated by 1st June 2013 to conform to the standard timescale allowed for minor changes to NHS Data Sets notified via the ISN process.

6. Additional Sources of Information

Full details of changes to data items, including definitions and associated value lists are available on the NHS Data Dictionary website:

www.datadictionary.nhs.uk

Full details of the NHS Occupation Code Manual and additional and growing library of NWD Guidance Documents are available in the Workforce section of the Health and Social Care Information Centre website below:

<http://www.ic.nhs.uk/workforce>

Full details of the NWD Change Submission to the NHS Information Standards Board for Health and Social Care (ISB HaSC) including customer need, purpose and risk are available on the ISB website:

<http://www.isb.nhs.uk/library/standard/168>

7. Support Arrangements

The following support mechanisms are available for users in relation to the NWD:

The Health and Social Care Information Centre

For enquiries relating to the NWD Information Standard including scope, data items, definitions and data values, future requirements and requests for change.

Telephone: 0845 3006016

Email: enquiries@ic.nhs.uk

Website: http://www.ic.nhs.uk/services/Data_Sets/document-downloads/national-workforce-Data-Set-nwd

Electronic Staff Record (ESR)

For enquiries relating to the Electronic Staff Record system staff should consult the ESR User Manual on Kbase in the first instance:

<http://portal.mhapp.nhs.uk/esrusermanual/>

If a satisfactory answer cannot be found a Service Request (SR) should be raised through the organisations nominated 'Super user'.

Further details can be found on the ESR website:

www.esrsolution.co.uk

NHS Occupation Code Manual

For further details please see the Health and Social Care Information Centre website below:

<http://www.ic.nhs.uk/statistics-and-data-collections/data-collections/information-supporting-our-data-collections>