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Sponsor	Mary Best	Status	Final
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Author	Nick Armitage	Version Date	06/05/2014

**National Workforce Data Set (NWD) Version 2.7 /
NHS Occupation Codes Version 13
Implementation Guidance**

Amendment History:

Version	Date	Amendment History
0.1	26/09/2013	First draft for comment ISMS review
0.2	04/10/2013	Second draft incorporating review comments
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1.0	22/10/2013	Final for submission to the board for approval
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Approvals:

Name	Organisation	Version	Date
Kate Anderson	Workforce & Facilities Programme Manager – Health and Social Care Information Centre	1.1	12/11/2013

Glossary of Terms:

Term	Acronym	Definition
Allied Health Professional / Professions	AHP	Allied health professions (or the professionals working in them) are health care professions distinct from dentistry, nursing, medicine, and pharmacy. They work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the patients they serve.
Data Dictionary	DD	The NHS Data Model and Dictionary provides a reference point for assured information standards to support health care activities within the NHS in England.
Data Quality	DQ	Data quality in this case is primarily concerned with the validity and accuracy of the codes chosen to represent the roles they are intended to cover. Key to this is consistent application of the available values and hence of clear and unambiguous guidance provided alongside these values.
Electronic Staff Record	ESR	The Integrated Human Resource and Payroll IT system for the NHS in England and Wales.
Empower	Empower	As used by a number of Deaneries. Northgate's Empower (previously known as PWA) offers a suite of strategic standalone solutions that when combined create a powerful human resource information system delivering an integrated approach to the management of recruitment, personnel, training administration, payroll and expenses.
General Dental Council	GDC	The regulatory and professional registration body for Dentists and dental staff in the UK

General Medical Council	GMC	The regulatory and professional registration body for Doctors in the UK.
General Pharmaceutical Council	GPhC	The General Pharmaceutical Council is the independent regulator for pharmacists, pharmacy technicians and pharmacy premises in Great Britain.
Health and Care Professions Council	HPCPC	Formerly the Health Professions Council (HPC), the Health and Care Professions Council are responsible for regulating numerous health (particularly allied health professional and scientific staff), psychological and social work professionals.
Health and Social Care Information Centre	HSCIC	The Health and Social Care Information Centre is England's central, authoritative source of health and social care information for frontline decision makers.
Human Resources	HR	The department of an organisation that deals with the administration, management, and training of personnel.
Information Standards Board for Health and Social Care	ISB	The Information Standards Board for Health and Social Care approves information standards for the NHS and adult social care in England. The board consists of all the major organisations involved in health and social care provision.
INTREPID (Pathway)	INTREPID	Pathway is an online system designed to manage specialty recruitment and forms part of the Intrepid HR software suite used to administer training, education and career progression in the healthcare sector.
Modernising Scientific Careers	MSC	Modernising Scientific Careers is an ambitious work programme which seeks to ensure that the healthcare science workforce is well equipped to meet the challenges and opportunities of the future delivery of care. It provides a strategic view of the healthcare science workforce with the aim of developing a sustainable workforce for the future. It addresses some of the difficulties currently facing the healthcare science workforce in terms of education, skill mix and workforce planning by providing a clear framework of education and workforce development.
Nursing and Midwifery Council	NMC	The nursing and midwifery regulator for England, Wales, Scotland, Northern Ireland and the Islands
Organisation Data Service	ODS	The Organisation Data Service (ODS) is provided by the Health and Social Care Information Centre. It is responsible for the publication of all organisation and practitioner codes and national policy and standards with regard to the majority of organisation codes.
Third Sector	Third Sector	The third sector is defined by government as comprising 'non-governmental organisations that are value driven and which principally invest their surpluses to further social, environmental and cultural objectives.' It includes charity, voluntary,

		social enterprises and other not for profit organisations, in this case involved in the delivery and provision of care funded by the NHS.
Tripwire	Tripwire	The automated first stage of the data cleansing and rationalisation process undertaken by the HSCIC on the data extracted from the ESR Data Warehouse in order to produce the workforce information for which the HSCIC is responsible. It also provides a data quality feedback mechanism for individual users of the ESR and for the implementation of the standard within the ESR.
Workforce Information Review Group	WIRG	Maintenance group for approval of changes to the NWD and Occupation Code Manual
Workforce Validation Engine	WOVEN	A monthly NHS workforce data quality testing and reporting system administered by the HSCIC based on a specific extract from the operational ESR and containing a number of validations on key fields related to workforce planning and conformance with data standards provided to individual organisations to enable them to improve their ESR data quality.

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Contents

1	Contacts	6
2.	Purpose	7
2.1	Overview	7
2.2	Related standards	8
2.3	Related documents	8
3.	Human Behavioural Guidance	10
3.1	Destination on Leaving / Source of Recruitment – Add new values	10
3.2	Area of Work – Change existing data values	11
3.3	Job Role – Change existing data values	14
3.4	Occupation Codes:	16
3.5	Additional Sources of information:	16
3.6	Support Arrangements:	17
4.	Risk/Issues	18
5.	FAQ	19

1 Contacts

Sponsor	
Name	Mary Best
Organisation	Department of Health
Email Address	Mary.best@dh.gsi.gov.uk
Implementation Manager	
Name	Nick Armitage
Organisation	Health and Social Care Information Centre
Email Address	n.armitage@hscic.gov.uk

2. Purpose

This document comprises the User Guidance for NHS Organisations and other providers of NHS funded care in relation to the changes to the [National Workforce Data Set \(NWD\)](#) information standard.

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.

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.

The changing nature of the provision of NHS funded care is leading to plurality of supply, and therefore a workforce Data Set ensures that all suppliers of NHS funded care provide workforce information in an agreed and pre-determined format. The [workforce Minimum Data Set \(wMDS\)](#) is based upon a sub-set of the National Workforce Data Set and will provide a practical means for the consistent collection of this information from all providers of NHS funded care to enable comprehensive Healthcare Workforce planning going forwards.

2.1 Overview

This document provides clarification with regard to the National Workforce Data Set (NWD) Operational standard. The document is broken down into specific sections providing guidance and examples of use, to provide context and to support implementation.

The National Workforce Data Set version 2.7 includes updates to the Data Set which are required to meet the following policy and practice requirements:

1. Area of Work changes related to the retrospective correction of the Primary Area of Work associated with six new Secondary and Tertiary values introduced in NWD version 2.6 to improve the information available regarding the Healthcare Scientist Workforce and to better reflect the structure of this element of the workforce following the implementation of [Modernising Scientific Careers](#);
2. The renaming of two Job Roles for low intensity Improving Access to Psychological Therapies (IAPT) staff as the first stage of a review of this element of the NHS workforce;
3. The creation of new values for Destination on Leaving and Source of Recruitment of 'Third Sector' to reflect the changing nature of the provision of healthcare within England;
4. Renaming of the Accident and Emergency Specialty to match the statutorily defined main specialty title;
5. Removal of a superfluous Public Health Medicine Specialty value to leave only the one value for the coding of these staff;

6. Updates to the guidance notes and other housekeeping 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 three types of change: proposing distinct new data values, altering or deleting existing values. Across these three types of changes we shall also be updating the definitions of existing data values as appropriate.

The data items affected in NWD are:

- Additions to the Destination on Leaving
- Additions to the Source of Recruitment
- Changes to the Area of Work
- Changes to the Job Role

- Changes to the NHS Occupation Codes
- Deletions from the NHS Occupation Codes

This document provides guidance for NHS organisations and other suppliers of NHS funded care, specifically relating to the changes to the National Workforce Data Set (NWD).

This document should be read in conjunction with ISN 22/2013 and the NWD v2.7 Specification and Data Set Specification. These are available for download on the Health and Social Care Information Centre [website](#), and as part of the data standards materials on the ISB [website](#)

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.

2.2 Related standards

Ref #	Reference	Title
1	ISB 0028 National Specialty List	National Specialty List

2.3 Related documents

Ref #	Reference	Title
1		National Workforce Data Set (NWD) Version 2.7 Submission
2		National Workforce Data Set (NWD) Version 2.7 Change Request
3		National Workforce Data Set (NWD) Version

		2.7 Specification
4		National Workforce Data Set (NWD) Version 2.7 Data Set Specification (Excel format)

3. Human Behavioural Guidance

3.1 Destination on Leaving / Source of Recruitment – Add new values

What additional/changes to information are required?

Destination on Leaving

Add new data value:

Destination on Leaving
[17] Third Sector

Source of Recruitment

Add new data value:

Source of Recruitment
[18] Third Sector

Why is this information required?

The creation of new values to reflect the changing nature of the provision of and movement of staff between organisations providing healthcare in England.

These values are linked to the definition developed for the glossary of the ISB NWD approval documentation for consistency - *"The third sector is defined by government as comprising 'non-governmental organisations that are value driven and which principally invest their surpluses to further social, environmental and cultural objectives.' It includes charity, voluntary, social enterprises and other not for profit organisations, in this case involved in the delivery and provision of care funded by the NHS."*

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 2014.

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

Who is the subject of this change?

Any NHS organisation or other supplier of NHS funded care whose staff leave to join or are recruited from a third sector organisation as described 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, or as part of the leavers process as they leave.

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 on-going basis as required to ensure that it remains accurate and up to date.

3.2 Area of Work – Change existing data values

What additional/changes to information are required?

Note: This is mainly a documentation change; it will not have any impact on the users of the ESR which has already implemented the values in this way. As the Tertiary values have not changed, this is unlikely to have any impact on other data entry users as it relates only to changes to the grouping (reporting) elements of the standard in the systems where they are implemented and have not been implemented in this way already.

Area of Work

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	Area of	TERTIARY Area of Work
Clinical support	Blood Sciences		Blood Sciences

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	Area of	TERTIARY Area of Work
Pathology	Blood Sciences		Blood Sciences

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	Area of	TERTIARY Area of Work
Clinical Support	Blood Sciences		Clinical Biochemistry

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	Area of	TERTIARY Area of Work
Pathology	Blood Sciences		Clinical Biochemistry

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	Area of	TERTIARY Area of Work
Clinical Support	Blood Sciences		Point of Care Testing

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	Area of	TERTIARY Area of Work
Pathology	Blood Sciences		Point of Care Testing

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	Area of	TERTIARY Area of Work
Clinical Support	Infection Sciences		Infection Sciences

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	Area of	TERTIARY Area of Work
Pathology	Infection Sciences		Infection Sciences

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Clinical Support	Cellular Sciences	Cellular Sciences

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Pathology	Cellular Sciences	Cellular Sciences

Retire data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Clinical Support	Cellular Sciences	Reproductive Science

Replace with new data value:

PRIMARY Area of Work	SECONDARY Area of Work	TERTIARY Area of Work
Pathology	Cellular Sciences	Reproductive Science

Why is this information required?

To complete the process of providing updated information for Healthcare Science staff undertaken in NWD2.6 to make the available codes fit with the arrangements outlined in Modernising Scientific Careers. This final stage is an issue for the NWD documentation / NHS Data Dictionary values - the changes here have already been put to ESR for implementation in response to the concerns raised by the ISB during the approval of the changes put forward in NWD2.6 - this submission is seeking retrospective approval for these altered Area of Work values, which will provide the Specialism of the individual Healthcare Science staff.

There are a total of 6 AoW values where we have agreed to vary the implementation from the approved standard and they are all related to putting new Secondary and Tertiary values (created in NWD2.6) into a different (existing) Primary AoW. They effectively relate to choosing 'Pathology' instead of 'Clinical Support' for their Primary AoW, there is no other impact and no implication for the main user of the data standard - the ESR.

For further details of the Modernising Scientific Careers programme of work please see the reference on the NHS Employers website [here](#) and the NHS Careers website [here](#)

Also, in archived content from the Department of Health website [here](#) and current content from the Chief Scientific Officer's section of the NHS England website [here](#)

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 2014.

Note: 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 or other suppliers of NHS funded care with staff employed in the areas listed above, where the codes have not already been implemented in this way as per the note regards the ESR.

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 on-going basis as required to ensure that it remains accurate and up to date.

3.3 Job Role – Change existing data values

Note: This is a straight renaming, it will not have any impact on the users of the ESR with regards to staff who have previously been coded using these job roles as those staff will automatically have their records updated. The only impact on these users will be in ensuring that they choose the correct values going forward as part of their standard processes. As this is a straight renaming and the underlying values have not changed, this is unlikely to have any impact on other data entry users beyond that described above as other systems should implement the change in the same way as described for ESR.

What additional/changes to information are required?

Job Role

Retire data value:

Staff Group	Job Role
Additional Clinical Services	[07028] Therapy Worker - Qualified

Replace with new data value:

Staff Group	Job Role
Additional Clinical Services	[07028] Psychological Wellbeing Practitioner - Qualified

Retire data value:

Staff Group	Job Role
Additional Clinical Services	[07029] Therapy Worker - Trainee

Replace with new data value:

Staff Group	Job Role
Additional Clinical Services	[07029] Psychological Wellbeing Practitioner - Trainee

Why is this information required?

The renaming of two Job Roles for low intensity Improving Access to Psychological Therapies (IAPT) staff as the first stage of a review of this element of the NHS workforce. This is a straight renaming and does not require a value to be retired, merely it's label to be replaced and all staff remain as currently coded.

For further details of these roles please see also information regarding Psychological Wellbeing Practitioners on the [NHS Careers Website](#)

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 2014.

Note: 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 or other supplier of NHS funded care with staff employed in 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 on-going basis as required to ensure that it remains accurate and up to date.

3.4 Occupation Codes:

Details of corresponding changes to the NHS Occupation Codes, including supporting guidance, can be found in the NHS Occupation Codes Manual v13.0. This is available on the Health and Social Care Information Centre [website](#).

3.5 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](#), and in the data set specification available on the HSCIC [website](#).

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](#).

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](#).

3.6 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@hscic.gov.uk

Website: <http://www.ic.nhs.uk/datasets/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.

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](#).

NHS Occupation Code Manual

For further details please see the Health and Social Care Information Centre [website](#).

Workforce Minimum Data Set

Further details of the workforce Minimum Data Set is available from the HSCIC [website](#).

4. Risk/Issues

No significant risks or issues have been identified with relation to this change to the data set.

5. FAQ

Any frequently asked questions will be developed as the changes to the standard are implemented – no specific issues have so far been identified regards this change.