



Main Specialty / Treatment Function Codes

Maintenance Plan

Version No: 0.3

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Purpose of this document

The purpose of this document is to set out the maintenance processes for the Main Specialty and Treatment Function Codes standard once a change has been approved by the Information Standards Board

Version History

Version	Date	Brief Summary of Change	Owner's Name
0.1	15/12/2010	Initial Draft	Shagufta Bibi
0.2	17/12/2010	Revised membership list	Shagufta Bibi
0.3	19/04/2011	Service transition	James Salt
0.4	24/05/2012	Revised membership list	James Salt

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Date of Issue	
Reference	

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Contents

1. Background	4
2. Dataset References	4
3. Objectives	4
4. Relationship to Information Products	5
5. Scope of Maintenance.....	5
6. Key Stakeholders	5
7. Methodology	5
8. Policies, Directives and Procedures.....	9
9. Points of Contact.....	9
10. Authorized Usage.....	9
Appendix 1: Treatment Function Maintenance Group.....	10

1. Background

Main Specialty List and Treatment Function codes are NHS Information Standards used to report activity throughout the NHS.

2. Background

The Main Specialty List and Treatment Function codes were introduced by DSCN 34/2002 in September 2003 as a replacement for Specialty and Specialty Function codes respectively.

Main Specialty

The Main Specialty is the specialty within which the Consultant is recognised or contracted to the organisation. Main Specialties are aligned to the European Specialist Medical Qualifications Order 1995 and European Primary and Specialist Dental Qualifications Regulations 1998.

Default/Pseudo-Main Specialty Codes to identify the work of non-consultant lead professionals such as midwives, nurses and other care professionals have also been included.

Treatment Function

This is the specialised service within which the patient is treated. It includes most of the main specialities and also approved sub-specialties, special interests and services provided by non doctors and dentists.

Treatment Function codes are used to record activity undertaken, irrespective of the type of Healthcare Professional who performs it, and is not restricted to consultants

2. Dataset References

The dataset to be maintained within this plan can be identified by the following references:

Main Specialty / Treatment Function Codes Dataset **v2.6**

ISB Approval date **XX/XX/XXXX**

Information Standards Notice (ISN) reference number **XX/XXXX**

3. Objectives

Ongoing maintenance of the National Specialty List (Main Specialty) NHS Information Standard will be undertaken by the SUS/HES Data Quality and Support Services CDS Maintenance role.

This will ensure that the Information Standard continues to reflect changes to policy, practice and/or underlying classifications thus remaining 'fit of purpose'.

The dataset specification includes:

- Main Specialty
- Treatment Function Codes
- Data values and coding

This maintenance plan contains the mechanisms to ensure that the dataset items remain aligned to any changes in clinical practice or coding, changes to the NHS Data Dictionary and changes to policy requirements.

4. Relationship to Information Products

This maintenance plan should be read in conjunction with the following documents:

- i. Main Specialty / Treatment Function Specification **v2.6**
- ii. Main Specialty / Treatment Function Human Behavioural/ Technical/Organisational Guidance

5. Scope of Maintenance

The scope of the maintenance process covers:

- management of change requests from users and stakeholders;
- specification of changes to the dataset in response to changes in policy, practice, coding and classifications;
- managing the process for authorisation and approval of changes to the dataset, including obtaining ISB Standard Change and Review of Central Returns (ROCR) approval
- undertaking periodic reviews of the dataset including business/information requirements, data items, definitions and data values

The SUS/HES Data Quality and Support Services CDS Maintenance role will work closely with the Department of Health and Treatment Function Maintenance Group (TFMG) to ensure that the standard is updated to reflect any changes to the General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003 or dental specialties recognised by the General Dental Council.

Approved changes to the standard will be communicated to dataset users, stakeholders and system suppliers through the publication of an Information Standards Notice (ISN). Changes will also be published on the NHS Data Dictionary, relevant mailing lists and other appropriate forums.

6. Key Stakeholders

The stakeholders of the Main Specialty / Treatment Function Codes as an information standard include the Royal Colleges, Department of Health, NHS Commissioners, Acute Health Care Providers, National Commissioning Board, Care Quality Commission, The Health and Social Care Information Centre, Connecting for Health and Independent Sector Providers, Healthcare Systems Suppliers.

7. Methodology

The Main Specialty / Treatment Function Codes will be formally maintained by The Health and Social Care Information Centre in accordance with the SUS/HES Data Quality and Support Services maintenance procedures.

For details of the SUS/HES Data Quality maintenance processes please refer to the key documents as follows:

- Main Specialty / Treatment Function Codes Maintenance Log
- Review of Changes to Policy and/or Practice Process
- Dataset Change Requests Process

Dataset Maintenance Log

This defines known maintenance activity including approximate timescales and dataset change control.

Full details can be found in the Main Specialty / Treatment Function Codes Maintenance Log.

Review of changes to Policy and/or Practice

Relevant policy, practice and classifications, including NHS Data Dictionary and Information Standards Notification (ISNs), will be continually monitored by the SUS/HES Data Quality and Support Services. Where changes are identified, implications for the dataset will be assessed and Dataset Change Requests may be generated.

Full details of this process can be found in the Review of Changes to Policy and/or Practice Process.

Dataset Change Requests

Dataset Changes Requests can be submitted to the SUS/HES Data Quality and Support Services team by the sponsor, stakeholders and users.

Full details of the request and a valid business justification should be included with the submission.

Key experts, including stakeholders and users, will be consulted on each change request proposal prior to making a recommendation to the Treatment Function Maintenance Group (TFMG).

Full details of this process can be found in the Dataset Change Requests Process.

Treatment Function Management Group (TFMG)

The Treatment Function Management Group will be responsible for formally approving or rejecting all recommendations for changes to the Main Specialty/Treatment Function Codes thus ensuring the dataset remains 'fit for purpose'.

The group will comprise members representing the following areas: the sponsor, key stakeholders, users, policy, technical, data standards and maintenance.

To maintain the list of Treatment Functions, the HSCIC needs to obtain expert help from professionals working in relevant fields. The members of this group will work in healthcare capacities in Trusts, from the Department of Health PbR team, specialist units of The Health and Social Care Information Centre itself - HES, Mental Health and Community, and from the Coding and Classifications service of NHS Connecting for Health (CFH).

The Treatment Function Maintenance Group was established in 01 December 2004 and performs the role of an Expert Reference Group with responsibility for considering and approving change requests, against the Treatment Function Eligibility Criteria.

See Appendix 1 for further details.

NHS Information Standards Board (ISB)/Review of Central Returns (ROCR)

Further approval of an NHS Information Standard Change submission by NHS Information Standards Board (ISB) and/or Review of Central Returns (ROCR) will be required prior to publication and implementation of any dataset change.

Information Standards Notice (ISN – formerly known as a Dataset Change Notice (DSCN))

Local Service Providers (LSPs) will be informed of changes to the Information Standard, including any associated requirements for system changes, via the publication of an ISN.

A ISN will normally require LSPs to make relevant changes to Trust systems within a period of 6 months (minor changes) or 1 year (major changes).

8. Policies, Directives and Procedures

The following legislation, policies, directives and procedures apply to both the use and maintenance of the Main Specialty and Treatment Function Standard:

- General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003
- Healthcare Commission Guidance
- Information Standards Notice (ISN)
- NHS Information Standards Board approvals
- Review of Central Returns (ROCR)
- NHS Data Dictionary

Any changes to existing legislation, policy or procedures will be reviewed and Dataset Change Requests will result where required.

9. Points of Contact

For further information about the Main Specialty / Treatment Function Codes or to log a change request please contact:

The Health and Social Care Information Centre

Email enquiries@ic.nhs.uk

Please state 'Main Specialty or 'Treatment Function Codes' in the subject line.

Telephone 0845 300 6016

10. Authorized Usage

The dataset and associated guidance remain the sole and exclusive property of The Health and Social Care Information Centre, and may only be reproduced where there is explicit reference to the ownership of The Health and Social Care Information Centre.

Appendix 1: Treatment Function Maintenance Group - Membership list

Attendees	Representing	Role	Organisation	Phone number	Email
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