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# National Workforce Data Set Version 3.3: Change Specification

# Document Management

## Revision History

Version	Date	Summary of Changes
0.1	18/11/2021	Initial draft.
0.2	22/11/2021	Second draft incorporating internal review comments.
0.3	10/12/2021	Third draft incorporating DSAS review comments.
0.4	05/01/2022	Fourth draft incorporating Data Dictionary codes.
1.0	03/02/2022	Publication copy

## Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/Responsibility	Date	Version
Jill Clark	Business and Operational Delivery Management Officer, Workforce Data Quality and Data Standards, NHS Digital	10/12/2021	0.1, 0.2, 0.3
Lalita Wakde	Workforce Analyst, Workforce Data Quality and Data Standards, NHS Digital	10/12/2021	0.1, 0.2, 0.3
Nathan Langan	Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	05/01/2022	0.4

## Approved by

This document must be approved by the following people:

Name	Title	Date	Version
Alyson Whitmarsh	Lead Information Analysis Manager, Workforce Statistics, NHS Digital	05/01/2022	0.4

## Data Alliance Partnership Board

The Data Alliance Partnership Board (DAPB), which holds delegated authority from the Secretary of State for Health and Social Care, has approved a change to an existing information standard for publication under [section 250 of the Health and Social Care Act 2012](#).

Assurance that this information standard meets the requirements of the Act and is appropriate for the use specified in the specification document has been provided by the Data Standards Assurance Service (DSAS) and endorsed by the Data Alliance Partnership Sub Board (DAPSB). This information standard comprises the following documents:

- Change Specification
- Data Set Specification
- Implementation Guidance
- Requirements Specification.

An Information Standards Notice ([DAPB1067 Amd 104/2021](#)) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the standard.

The controlled versions of these documents can be found on the NHS Digital website. Any copies held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.

Date of publication: 3 February 2022

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## **Glossary of Terms:**

A full glossary of terms can be found as part of the Requirements Specification.

# 1 Summary

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 and wider healthcare workforce.

The information captured using the values defined in the NWD will be used locally within organisations by a range of authorised people in addition to those working directly within Human Resources or Payroll teams. For example, in Training and Development; Workforce Information; Planning and Equality and Diversity. The accuracy and relevance of the data captured using the NWD values will impact on a number of issues at local level and beyond, hence the need to ensure the values available are kept up to date.

The NWD ensures that all suppliers of NHS funded care capture workforce information in an agreed and pre-determined format. The [workforce Minimum Data Set \(wMDS\)](#)<sup>1</sup> which will be subject to a separate standard, is based upon a sub-set of the NWD 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.

More detail regarding the definition of the NWD, where it should be used and who is responsible for coordinating the implementation of the changes to the data set are provided within the [Requirements Specification and Implementation Guidance](#) documents. This document describes the changes which have been made with this uplift to the standard and therefore it is recommended that readers read this in conjunction with the Requirements Specification and the Implementation Guidance.

The proposals are for the updating of the existing Data Standard, which was previously approved by the Data Coordination Board (DCB) as standard [DCB1067](#)<sup>2</sup>. The NWD was first approved as an inherited operational standard in May 2008 and has undergone numerous updates since, the last being published in July 2019. The changes within this latest uplift do not significantly alter the scope or content of the NWD, but they do improve upon the content and guidance associated with the existing standard.

The detail of all the changes is provided in section 2 below, but a brief summary of the changes included within version 3.3 of the NWD could be categorised as:

- the inclusion of new values within existing elements (affecting Job Role, Area of Work and Nationality)
- the renaming of existing values within elements (affecting Job Role and Area of Work)
- the retiring of existing values within elements (affecting Job Role, Occupation Code and Nationality)
- guidance update linked to mapping existing Tertiary Area of Work values to the Healthcare Science U Matrix in the NHS Occupation Code Manual.

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<sup>1</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/workforce-minimum-data-set-wmds>

<sup>2</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dapb1067-national-workforce-data-set>

## 2 Change Specification – National Workforce Data Set

This section provides a detailed summary of the changes to the NWD which are covered by this proposal. Further details, including the rationale for the proposals, are included in the NWD Data Set Specification, in particular refer to the 'Summary of Changes' tab of the [NWD\\_v3.3\\_Data\\_Set\\_Specification](#)<sup>3</sup> (Excel file) which accompanies this submission.

In this section the following approach has been taken to identify the proposed changes:

- new/re-named values (and guidance text) are highlighted in **bold and blue**;
- retired values/previous values are ~~struck through~~;
- plain text indicates element of the standard which remains unchanged;
- codes are provided in [square brackets] as relevant, though some elements of the standard do not have associated codes defined and are specified within the standard by name only, for example Area of Work.

Where possible an indication of any specific issues related to the proposals including the migration of data has been included here. Precise details regarding the meaning of the values and their usage is included in the accompanying Implementation Guidance document.

### 2.1 New Items

#### 2.1.1 Job Role

[01047] Medical and Dental | **Specialist**

[03023] Nursing and Midwifery Registered | **Sonographer**

[04087] Allied Health Professionals | **Sonographer**

[05041] Additional Professional Scientific and Technical | **Sonographer**

[06011] Healthcare Scientists | **Sonographer**

[08033] Administrative and Clerical | **Chief Operating Officer**

[08034] Administrative and Clerical | **Chief People Officer**

[08035] Administrative and Clerical | **Chief Information Officer**

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<sup>3</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

- [08036] Administrative and Clerical | [Estates and Facilities Director](#)
- [08037] Administrative and Clerical | [Deputy Chief Executive](#)
- [08038] Administrative and Clerical | [Chief Strategy Officer](#)
- [08039] Administrative and Clerical | [Chief Sustainability Officer](#)
- [08040] Administrative and Clerical | [Improvement Director](#)
- [04070] Allied Health Professionals | [Art Therapist Advanced Practitioner](#)
- [04071] Allied Health Professionals | [Chiropodist/Podiatrist Advanced Practitioner](#)
- [04072] Allied Health Professionals | [Dietitian Advanced Practitioner](#)
- [04073] Allied Health Professionals | [Dramatherapist Advanced Practitioner](#)
- [04074] Allied Health Professionals | [Multi Therapist Advanced Practitioner](#)
- [04075] Allied Health Professionals | [Music Therapist Advanced Practitioner](#)
- [04076] Allied Health Professionals | [Occupational Therapist Advanced Practitioner](#)
- [04085] Allied Health Professionals | [Operating Department Practitioner Advanced Practitioner](#)
- [04077] Allied Health Professionals | [Orthoptist Advanced Practitioner](#)
- [04078] Allied Health Professionals | [Orthotist Advanced Practitioner](#)
- [04086] Allied Health Professionals | [Osteopath Advanced Practitioner](#)
- [04079] Allied Health Professionals | [Paramedic Advanced Practitioner](#)
- [04080] Allied Health Professionals | [Physiotherapist Advanced Practitioner](#)
- [04081] Allied Health Professionals | [Prosthetist Advanced Practitioner](#)
- [04082] Allied Health Professionals | [Radiographer – Diagnostic Advanced Practitioner](#)
- [04083] Allied Health Professionals | [Radiographer - Therapeutic Advanced Practitioner](#)
- [04084] Allied Health Professionals | [Speech and Language Therapist Advanced Practitioner](#)
- [03024] Nursing and Midwifery Registered | [Nurse - Advanced Practitioner](#)

[03025] Nursing and Midwifery Registered | [Midwife - Advanced Practitioner](#)

[06012] Healthcare Scientists | [Healthcare Scientist Advanced Practitioner](#)

[06013] Healthcare Scientists | [Healthcare Science Practitioner Advanced Practitioner](#)

[04088] Allied Health Professionals | [Trainee Advanced Practitioner](#)

[03026] Nursing and Midwifery Registered | [Trainee Advanced Practitioner](#)

[05042] Additional Professional Scientific and Technical | [Trainee Advanced Practitioner](#)

[06014] Healthcare Scientists | [Trainee Advanced Practitioner](#)

### 2.1.2 Area of Work

Pathology | Haematology | [Haemato-oncology](#)

Pathology | Pathology | [Molecular Pathology](#)

Pathology | Histopathology | [Histological Dissection](#)

Pathology | Histopathology | [Gastrointestinal Pathology Reporting](#)

Pathology | Histopathology | [Gynaecological Pathology Reporting](#)

Pathology | Histopathology | [Dermatopathology Reporting](#)

Imaging | Nuclear Medicine | [Ionising Radiation](#)

Clinical Support | Clinical Support | [Simulation Technology](#)

Pathology | Pathology | [Cancer Genomics](#)

Medicine | Clinical Genetics | [Cancer Clinical Genetics](#)

Medicine | Clinical Cytogenetics and Molecular Genetics | [Cancer Molecular Genetics](#)

Pathology | [Reproductive Sciences](#) | [Andrology](#)

Pathology | [Reproductive Sciences](#) | [Embryology](#)

### 2.1.3 Nationality

[Bissau-Guinean](#)

[Macanese](#)

[South Sudanese](#)

## 2.1.4 Migration of existing data to new values (2.1.1 – 2.1.3)

Where a new value has been introduced to an existing element of the data standard, users of the data standard and the systems within which it is implemented should consider the new values with regards to their current and future workforce. This should be done as part of their on-going data husbandry in case the new values provide a better fit than the existing values which may have been used previously.

As there is no means of transferring existing staff on to the new codes systematically there will be no migration of data automatically within systems such as the ESR and individual users would need to investigate the correct classification of their staff and update or input as necessary.

## 2.2 Amendments

### 2.2.1 Job Role

Retire data value:

~~[08031] Administrative and Clerical | Library and Knowledge Services Professional~~

Replace with new data value:

**[08031]** Administrative and Clerical | **Knowledge and Library Services Professional**

Retire data value:

~~[08032] Administrative and Clerical | Library and Knowledge Services Paraprofessional~~

Replace with new data value:

**[08032]** Administrative and Clerical | **Knowledge and Library Services Paraprofessional**

Retire data value:

~~[01036] Medical and Dental | Medical Student~~

Replace with new data value:

**[02029]** Students | **Medical Student**

Retire data value:

~~[07022] Additional Clinical Services | Pre-reg Pharmacist~~

Replace with new data value:

[07022] Additional Clinical Services | **Trainee Pharmacist**

## 2.2.2 Area of Work

Retire data value:

Pathology | Cellular Sciences | Reproductive Science

Replace with new data value:

Pathology | **Reproductive Sciences** | **Reproductive Sciences**

Retire data value:

Corporate | Informatics | Library and Knowledge Management

Replace with new data value:

Corporate | Informatics | **Knowledge and Library Management**

## 2.2.3 Migration of existing data related to amended values (2.2.1 – 2.2.2)

Where an amendment to an existing value (or element) has occurred and the replacement value is comparable to the existing value, this is treated as an amendment and the existing data should be migrated within systems on which the standard has been implemented.

Those changes where the replacement value is not comparable to the existing value, for example where there is a one-to-many relationship between the existing and new values, the change is instead handled as a deletion (see Section 2.3) and subsequent introduction(s) of values. In this case there would be no migration of data and individual system users would need to investigate the correct replacement value(s) and input or update as necessary.

In the case of all the amendments (2.2.1 Job Role and 2.2.2 Area of Work) highlighted in this request, these are straight name changes where any existing data should be migrated directly without the need for direct intervention by individual users.

More detail regarding the changes are highlighted in the notes provided in the comments section of the 'Summary of Changes' tab of the Excel document titled [NWD\\_v3.3\\_Data\\_Set\\_Specification<sup>4</sup>](https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes), including an explanation of which values are already implemented within the ESR, which accompanies this submission.

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<sup>4</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

## 2.3 Deletions

### 2.3.1 Job Role

Value to be deleted

~~{05022} Additional Professional Scientific and Technical | Approved Mental Health Professional~~

(This value is being retired because Approved Mental Health Professional should not have been implemented as a Job Role in its own right in the Additional Professional Scientific and Technical Staff Group as it is a Supplementary Role e.g. an individual could be a Social Worker who is an Approved Mental Health Professional.)

Value to be deleted

~~{04061} Allied Health Professionals | Advanced Practitioner~~

(Retirement of this value is linked to the proposals for more effective recording of Allied Health Professionals, WIRG agreed that it was a sensible approach to retire the generic Advanced Practitioner Job Role in the AHP Staff Group and have a new Advanced Practitioner Job Role for each AHP Profession.)

Value to be deleted

~~{03016} Nursing and Midwifery Registered | Advanced Practitioner~~

(Retirement of this value is linked to the proposals for more effective recording of Advanced Practitioners, WIRG agreed that it was a sensible approach to retire the generic Advanced Practitioner Job Role in the Nursing and Midwifery Registered Staff Group and have two new Advanced Practitioner Job Roles for Nurses and Midwives to allow better identification of these staff.)

Value to be deleted

~~{07009} Additional Clinical Services | Technical Instructor~~

(This value is being retired because it is an outdated Job Role which is based on old Whitley Council terminology; is not available in National Job Role Profiles and NHS Wales Directors of Therapy and Health Science agreed it was no longer needed in 2015.

Employees supporting Allied Health Professionals should be recorded in the Additional Clinical Staff Group as Associate Practitioner; Technician or Assistant, depending on their level and activity.)

## 2.3.2 Occupation Code

Value to be deleted

### ~~[976] M&D Retainer Scheme~~

(This Occupation Code is an inherited value which pre-dates the development of the current Occupation Code structure in the mid 1990s. The current guidance indicates that the code is not of national interest so is excluded from published data and valid for local use only. At the 2<sup>nd</sup> July 2021 there were 0 staff recorded against this code.)

Value to be deleted

### ~~[977] Medical Fees LA Services~~

(This Occupation Code is an inherited value which pre-dates the development of the current Occupation Code structure in the mid 1990s. The current guidance indicates that the code is not of national interest so is excluded from published data and valid for local use only. At the 2<sup>nd</sup> July 2021 there were 0 staff recorded against this code.)

Value to be deleted

### ~~[978] GP Bed / Casualty fund~~

(This Occupation Code is an inherited value which pre-dates the development of the current Occupation Code structure in the mid 1990s. The current guidance indicates that the code is not of national interest so is excluded from published data and valid for local use only. At the 2<sup>nd</sup> July 2021 there were 2 staff recorded against this code.)

Value to be deleted

~~[979] Payment to Clinical Member of Management Team~~

(This Occupation Code is an inherited value which pre-dates the development of the current Occupation Code structure in the mid 1990s. The 979 code might have been relevant for CCGs which have GPs on their management teams; however, the use of these general payment Occupation Codes should be discouraged and instead encourage more appropriate coding to better capture the individuals involvement in hospital and community services. As the code was intended to identify those in receipt of a payment as a member of the management team this could be done far more reliably by reporting on an actual Pay Element within ESR. Additionally, the current guidance indicates that the code is not of national interest so is excluded from published data and valid for local use only. At the 2<sup>nd</sup> July 2021 there were around 220 staff recorded against this code, with the majority in one CCG – this is a data quality issue which will be investigated with the CCG.)

### 2.3.3 Nationality

Value to be deleted

~~Chuukese~~

(The Chuukese, previously spelled Trukese, are an Austronesian-speaking ethnic group indigenous to the island of Chuuk and its surrounding islands and atolls. Nationality of The Federated States of Micronesia is Micronesian and is listed on NWD.)

Value to be deleted

~~Pohnpeian~~

(Pohnpeian is a Micronesian language spoken as the indigenous language of the island of Pohnpei in the Caroline Islands. Nationality of The Federated States of Micronesia is Micronesian and is listed on NWD.)

Value to be deleted

~~Trukese~~

(Trukese is the former name of Chuukese, Nationality of The Federated States of Micronesia is Micronesian and is listed on NWD.)

Value to be deleted

Yapese

(Yapese is a language spoken by the people on the island of Yap (Federated States of Micronesia). Nationality of The Federated States of Micronesia is Micronesian and is listed on NWD.)

### **2.3.4 Migration of existing data related to amended values (2.3.1 – 2.3.3)**

Where a value is to be retired and a suitable replacement value onto which existing staff can be migrated exists, the data should be migrated directly within the systems within which the standard has been implemented. If such cases exist in relation to the current round of proposals, they are highlighted in this Change Specification, giving detail of the value to be used.

For those retirements where there is no existing comparable value (for example where there is a one to many relationship between the retired and choice of remaining values), there would be no migration of data and individual system users would need to refer to the guidance material provided and investigate the correct replacement value and input as necessary.

In the cases where there is no single sensible alternative, it will not be possible to migrate the data systematically. The retired value should be marked as retired in systems such as ESR and made unavailable for future use. Instead, individual users should review their existing records and select the correct value from those remaining to update any effected records as part of their on-going data husbandry in response to this update.

More detail regarding the changes are highlighted in the notes provided in the comments section of the 'Summary of Changes' tab of the excel document titled [NWD\\_v3.3\\_Data\\_Set\\_Specification<sup>5</sup>](#), including an explanation of which values are already implemented within the ESR, which accompanies this submission. These notes also include an explanation of which values should be automatically migrated within systems such as the ESR.

## **2.4 Guidance/Presentation Changes**

### **2.4.1 Healthcare Science U Matrix – NHS Occupation Code Manual**

Mapping existing Tertiary Area of Work values to the Healthcare Science U Matrix in the NHS Occupation Code Manual

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<sup>5</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

(As part of the Healthcare Science proposals, it was agreed that twelve existing Tertiary Area of Work values should be mapped within the Healthcare Science U Matrix of the NHS Occupation Code Manual to provide current and clear guidance.)

## 2.4.2 Other Guidance/Presentation Changes

Other minor guidance and presentational updates are to be made to the guidance documents which support the NWD Data Set Specification which do not materially alter the approved standard, but which will increase its usability and utility.

## 2.5 Points of Contact

For more information on the National Workforce Data Set (NWD) or to log a change request please contact:

NHS Digital

Email: [enquiries@nhsdigital.nhs.uk](mailto:enquiries@nhsdigital.nhs.uk) please state 'National Workforce Data Set' or 'Workforce Data Standards' in the subject line.

Telephone: 0300 303 5678