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# National Workforce Data Set Version 3.3: Implementation Guidance

# Document Management

## Revision History

Version	Date	Summary of Changes
0.1	23/11/2021	Initial draft.
0.2	25/11/2021	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
Lalita Wakde	Workforce Analyst, Workforce Data Quality and Data Standards, NHS Digital	10/12/2021	0.1, 0.2, 0.3
Jill Clark	Business and Operational Delivery Management Officer, Workforce Data Quality and Data Standards, NHS Digital	14/12/2021	0.1, 0.2, 0.3
Nathan Langan	Information Analyst, Workforce Data Quality and Data Standards, 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	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 Introduction

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. It was first approved as an inherited operational standard by the Information Standards Board (ISB) in May 2008 and has undergone numerous updates since. More recent information on the NWD as Data Alliance Partnership Board (DAPB) standard 1067 is available online<sup>1</sup>. NWD data items and definitions support a variety of workforce-based collections including the workforce Minimum Data Set (wMDS), which has replaced the annual NHS Workforce Census and is covered by separate approvals. They are also embedded within operational HR/workforce systems including the Electronic Staff Record (ESR), and the NHS Jobs web system.

The NWD Data Set Specification gives a classification of the different items included in the NWD with reference to the aspects of workforce information to which they relate, it and previous versions are available on the NHS Digital website<sup>2</sup>.

The majority of this implementation document provides guidance for those organisations, systems suppliers and users who have already implemented the NWD and need to make only the changes covered in this uplift to the standard.

For those who intend to implement the NWD for the first time, then the full list of items and data values is available from the NHS Digital website<sup>3</sup> (NWD Data Set Specification) and online NHS Occupation Code Manual<sup>4</sup>. The NWD is also accessible through the [NHS Data Model and Dictionary](#)<sup>5</sup>, and anyone wishing to have more detailed guidance of the use of the specific values can access the growing suite of targeted guidance documents on the NHS Digital website.<sup>6</sup>

It is recommended that anyone intending to implement the NWD afresh contact the workforce statistics team at NHS Digital at their earliest convenience so that they can provide help and advice regarding the implementation of the NWD. See Section 4 for the full list of contact details and further support information.

## 1.1 Purpose

This document comprises the implementation guidance for new and existing users of the NWD within NHS Organisations and other providers of NHS funded care in

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<sup>1</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb1067-national-workforce-data-set>

<sup>2</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

<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>

<sup>4</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

<sup>5</sup> [https://datadictionary.nhs.uk/data\\_sets/administrative\\_data\\_sets/national\\_workforce\\_data\\_set.html#dataset\\_national\\_workforce\\_data\\_set](https://datadictionary.nhs.uk/data_sets/administrative_data_sets/national_workforce_data_set.html#dataset_national_workforce_data_set)

<sup>6</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/national-workforce-data-set-nwd-guidance-documents>

relation to the changes to the National Workforce Data Set (NWD)<sup>7</sup> information standard. This Implementation Guidance is provided in accordance with section 250 of the Health and Social Care Act 2012<sup>8</sup>.

This document is intended to provide NHS Organisations, providers of NHS funded care and suppliers of HR/workforce systems with all 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 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 an increasing diversification of the types of organisations and individuals providing NHS funded services. Therefore, 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>9</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.

The majority of this implementation document provides guidance for those organisations, systems suppliers and users who have already implemented the NWD and need to make only the changes.

For those who intend to implement the NWD afresh, then the full list of items and data values is available from the NHS Digital website<sup>10</sup> (NWD Data Set Specification) and NHS Occupation Code Manual<sup>11</sup> (NHS Occupation Code Manual). The NWD is also accessible through the [NHS Data Model and Dictionary](#)<sup>12</sup>, and anyone wishing to have more detailed guidance on the use of the specific values can access the growing suite of targeted guidance documents on the NHS Digital website.<sup>13</sup>

The support arrangements described elsewhere in this document apply equally to both new and existing users of the data standard.

## 1.2 Overview

This document provides clarification regarding the National Workforce Data Set (NWD) Operational standard. The document is broken down into specific sections

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<sup>7</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb1067-national-workforce-data-set>

<sup>8</sup> <http://www.legislation.gov.uk/ukpga/2012/7/section/250>

<sup>9</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/workforce-minimum-data-set-wmds>

<sup>10</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

<sup>11</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

<sup>12</sup> [https://datadictionary.nhs.uk/data\\_sets/administrative\\_data\\_sets/national\\_workforce\\_data\\_set.html#dataset\\_national\\_workforce\\_data\\_set](https://datadictionary.nhs.uk/data_sets/administrative_data_sets/national_workforce_data_set.html#dataset_national_workforce_data_set)

<sup>13</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/national-workforce-data-set-nwd-guidance-documents>

providing guidance and examples of use, to provide context and to support implementation.

The National Workforce Data Set version 3.3 includes updates to the Data Set which can be summarised as:

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

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 and 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 Job Role
- Additions to the Area of Work
- Additions to the Nationality
  
- Changes to the Job Role
- Changes to the Area of Work
  
- Deletions from the Job Role
- Deletions from the Occupation Code
- Deletions from the Nationality
  
- Updates to the guidance provided for anyone intending to utilise the data defined by the NWD for secondary purposes, which do not materially impact the input of the data items.

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 DAPB1067 Amd 104/2021 and the NWD v3.3 Requirements Specification and Data Set Specification. All are available for download on the NHS Digital [website](#)<sup>14</sup>, and as part of the data standards materials on the DAPB section of the NHS Digital [website](#)<sup>15</sup>.

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<sup>14</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

<sup>15</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb1067-national-workforce-data-set>

The changes described in this guidance document **may** be acted upon with immediate effect (subject to availability of relevant codes within HR/workforce systems), and **must** be adopted, where relevant, by 1 February 2023.

Specific guidance relating to the implementation of these changes through HR/workforce systems, including the ESR system, is out of scope of this document. Users are recommended to refer to the specific guidance and training related to the specific system they are using.

## 1.3 Related Standards

Reference	Title
DCB0028 Treatment Function and Main Specialty Standard <sup>16</sup>	Treatment Function and Main Specialty Standard
DCB0011 Mental Health Services Data Set <sup>17</sup>	Mental Health Services Data Set
DAPB1069 Community Services Data Set <sup>18</sup>	Community Services Data Set
R00433 workforce Minimum Data Set (HCHS)	workforce Minimum Data Set (wMDS) for Hospital and Community Health Services
DAPB4034 General Practice and Primary Care Network Workforce <sup>19</sup>	General Practice and Primary Care Network Workforce

## 1.4 Supporting Documents

Ref	Name and Link to Document	Summary
1	NWD3.3 - Requirements Specification	Describes the detail of the background for the data standard, the detail of the change proposal with a list of requirements and conformance criteria related to the proposed changes.
2	NWD3.3 - Change Specification	Describes the detail of the changes to the NWD being proposed in this submission.

<sup>16</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb0028-treatment-function-and-main-specialty-standard>

<sup>17</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb0011-mental-health-services-data-set/>

<sup>18</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb1069-community-services-data-set>

<sup>19</sup> <https://digital.nhs.uk/about-nhs-digital/corporate-information-and-documents/directions-and-data-provision-notice/data-provision-notice-dpns/general-practice-and-primary-care-network-workforce>

3	NWD3.3 Data Set Specification	Describes definition of Individual elements of the NWD, full set of List of Values for the NWD, summary of changes in latest update and full version history of the NWD.
4	NHS Occupation Code Manual Version 19.0	Describes definition of NHS Occupation Codes, full list of all codes and matrices, guidance on coding and analysis, summary of changes in the latest update.

## 2 Human Behavioural Guidance Section

This section is primarily aimed at those who have already implemented the NWD and are concerned with making the changes described in this update. Those who are intending to implement the NWD for the first time are recommended to consult the information provided in the NWD Data Set Specification<sup>20</sup> and the [NHS Data Model and Dictionary](#)<sup>21</sup>. Should further clarification be required or if they have any specific questions regarding the implementation of the NWD, users are advised to contact NHS Digital directly<sup>22</sup>.

This section provides a detailed summary of the guidance associated with the changes to the NWD which are covered by this uplift and the following approach has been taken to identify the changes:

- new/re-named values 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, migration of data and so forth has been included here.

<sup>20</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

<sup>21</sup> [https://datadictionary.nhs.uk/data\\_sets/administrative\\_data\\_sets/national\\_workforce\\_data\\_set.html#dataset\\_national\\_workforce\\_data\\_set](https://datadictionary.nhs.uk/data_sets/administrative_data_sets/national_workforce_data_set.html#dataset_national_workforce_data_set)

<sup>22</sup> [enquiries@nhsdigital.nhs.uk](mailto:enquiries@nhsdigital.nhs.uk)

## 2.1 New Items

### 2.1.1 Job Role

#### What additional/changes to information are required?

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

#### Why is this information required?

In 2019, NHS Employers informed of a change that would be arising from the SAS negotiations (SAS refers to senior doctors in the role of specialty and associate specialist doctors' grade). As a result of the reform, a new Senior SAS grade was introduced to replace the Associate Specialist grade which is now closed to new entrants. The new SAS grade was Specialist, therefore a new Job Role is required to record staff on this new grade.

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

#### Why is this information required?

The initial request was due to a national need to specifically identify Sonographers, as not only is their skill set within Maternity (Nursing and Midwifery Registered) but also within other Staff Groups in the diagnosis and treatment of numerous conditions including cancers. Sonography is now multi-professional whereas in the past the route was via a Diagnostic Radiography Degree with post graduate certificate or diploma in medical or clinical ultrasound. Today, as long as you have a degree in radiography, midwifery, nursing, science or health science you can also take the post graduate certificate or diploma – see <https://nationalcareers.service.gov.uk/job-profiles/sonographer>

Therefore, the proposed Job Role in Nursing and Midwifery will allow the identification of Sonographers within this Staff Group which will provide the ability to identify demand and supply of these staff for effective workforce planning.

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

#### Why is this information required?

The proposed Job Role in Allied Health Professionals will allow the identification of Radiographer - Diagnostic - Sonographers within this Staff Group who have Health and Care Professions Council (HCPC) registration which will provide the ability to identify demand and supply of these staff for effective workforce planning.

The initial request was due to a national need to specifically identify Sonographers, as not only is their skill set within Maternity (Nursing and Midwifery Registered) but also within other Staff Groups in the diagnosis and treatment of numerous conditions including cancers. Sonography is now multi-professional whereas in the past the route was via a Diagnostic Radiography Degree with post graduate certificate or diploma in medical or clinical ultrasound. Today, as long as you have a degree in radiography, midwifery, nursing, science or health science you can also take the post graduate certificate or diploma – see <https://nationalcareers.service.gov.uk/job-profiles/sonographer>

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

##### **Why is this information required?**

The proposed Job Role in Additional Professional Scientific and Technical will allow the identification of Sonographers within this Staff Group who do not have HCPC registration which will provide the ability to identify demand and supply of these staff for effective workforce planning.

The initial request was due to a national need to specifically identify Sonographers, as not only is their skill set within Maternity (Nursing and Midwifery Registered) but also within other Staff Groups in the diagnosis and treatment of numerous conditions including cancers. Sonography is now multi-professional whereas in the past the route was via a Diagnostic Radiography Degree with post graduate certificate or diploma in medical or clinical ultrasound. Today, as long as you have a degree in radiography, midwifery, nursing, science or health science you can also take the post graduate certificate or diploma – see <https://nationalcareers.service.gov.uk/job-profiles/sonographer>

#### [06011] Healthcare Scientists | **Sonographer**

##### **Why is this information required?**

The proposed Job Role in Healthcare Scientists will allow the identification of Sonographers within this Staff Group which will provide the ability to identify demand and supply of these staff for effective workforce planning.

The initial request was due to a national need to specifically identify Sonographers, as not only is their skill set within Maternity (Nursing and Midwifery Registered) but also within other Staff Groups in the diagnosis and treatment of numerous conditions including cancers. Sonography is now multi-professional whereas in the past the route was via a Diagnostic Radiography Degree with post graduate certificate or diploma in medical or clinical ultrasound. Today, as long as you have a degree in radiography, midwifery, nursing, science or health science you can also take the post graduate certificate or diploma – see <https://nationalcareers.service.gov.uk/job-profiles/sonographer>

[08033] Administrative and Clerical | [Chief Operating Officer](#)

**Why is this information required?**

This new Job Role will help the process to remove the need for burdensome additional data collections by helping to enhance ESR data, linked to various NHS People Plan Deliverables and specifically improved Talent Management and Succession Planning for senior NHS staff.

[08034] Administrative and Clerical | [Chief People Officer](#)

**Why is this information required?**

This new Job Role will help the process to remove the need for burdensome additional data collections by helping to enhance ESR data, linked to various NHS People Plan Deliverables and specifically improved Talent Management and Succession Planning for senior NHS staff.

[08035] Administrative and Clerical | [Chief Information Officer](#)

**Why is this information required?**

This new Job Role will help the process to remove the need for burdensome additional data collections by helping to enhance ESR data, linked to various NHS People Plan Deliverables and specifically improved Talent Management and Succession Planning for senior NHS staff.

[08036] Administrative and Clerical | [Estates and Facilities Director](#)

**Why is this information required?**

This new Job Role will help the process to remove the need for burdensome additional data collections by helping to enhance ESR data, linked to various NHS People Plan Deliverables and specifically improved Talent Management and Succession Planning for senior NHS staff.

[08037] Administrative and Clerical | [Deputy Chief Executive](#)

**Why is this information required?**

This new Job Role will help the process to remove the need for burdensome additional data collections by helping to enhance ESR data, linked to various NHS People Plan Deliverables and specifically improved Talent Management and Succession Planning for senior NHS staff.

[08038] Administrative and Clerical | [Chief Strategy Officer](#)

**Why is this information required?**

This new Job Role will help the process to remove the need for burdensome additional data collections by helping to enhance ESR data, linked to various NHS People Plan Deliverables and specifically improved Talent Management and Succession Planning for senior NHS staff.

[08039] Administrative and Clerical | [Chief Sustainability Officer](#)

**Why is this information required?**

This new Job Role will help the process to remove the need for burdensome additional data collections by helping to enhance ESR data, linked to various NHS People Plan Deliverables and specifically improved Talent Management and Succession Planning for senior NHS staff.

[08040] Administrative and Clerical | [Improvement Director](#)

**Why is this information required?**

This new Job Role will help the process to remove the need for burdensome additional data collections by helping to enhance ESR data, linked to various NHS People Plan Deliverables and specifically improved Talent Management and Succession Planning for senior NHS staff.

[04070] Allied Health Professionals | [Art Therapist Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04071] Allied Health Professionals | [Chiropodist/Podiatrist Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04072] Allied Health Professionals | [Dietitian Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04073] Allied Health Professionals | [Dramatherapist Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04074] Allied Health Professionals | [Multi Therapist Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04075] Allied Health Professionals | [Music Therapist Advanced Practitioner](#)

### **Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04076] Allied Health Professionals | [Occupational Therapist Advanced Practitioner](#)

### **Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04085] Allied Health Professionals | [Operating Department Practitioner Advanced Practitioner](#)

### **Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04077] Allied Health Professionals | [Orthoptist Advanced Practitioner](#)

### **Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04078] Allied Health Professionals | [Orthotist Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04086] Allied Health Professionals | [Osteopath Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04079] Allied Health Professionals | [Paramedic Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04080] Allied Health Professionals | [Physiotherapist Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04081] Allied Health Professionals | [Prosthetist Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04082] Allied Health Professionals | [Radiographer - Diagnostic Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04083] Allied Health Professionals | [Radiographer - Therapeutic Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[04084] Allied Health Professionals | [Speech and Language Therapist Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and 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. Consultation with AHP leads at Health Education England confirmed the need for the individual AHP Job Roles.

[03024] Nursing and Midwifery Registered | [Nurse - Advanced Practitioner](#)

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and linked to the proposals for more effective recording of Allied Health Professionals, WIRG agreed that it was a sensible approach to have separate Job Roles to identify Advanced Practitioner Nurses and Advanced Practitioner Midwives and retire the generic Advanced Practitioner Job Role value in the Nursing and Midwifery Registered Staff Group.

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

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and linked to the proposals for more effective recording of Allied Health Professionals, WIRG agreed that it was a sensible approach to have separate Job Roles to identify Advanced Practitioner Nurses and Advanced Practitioner Midwives and retire the generic Advanced Practitioner Job Role value in the Nursing and Midwifery Registered Staff Group.

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

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and linked to the proposals for more effective recording of Allied Health Professionals, Nurses and Midwives, it was agreed by WIRG that two new Job Roles were needed to identify Healthcare Scientist Advanced Practitioners and Healthcare Science Practitioner Advanced Practitioners in the Healthcare Scientists Staff Group.

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

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners and linked to the proposals for more effective recording of Allied Health Professionals,

Nurses and Midwives, it was agreed by WIRG that two new Job Roles were needed to identify Healthcare Scientist Advanced Practitioners and Healthcare Science Practitioner Advanced Practitioners in the Healthcare Scientists Staff Group.

**[04088]** Allied Health Professionals | **Trainee Advanced Practitioner**

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners, a proposal was raised to add a new Job Role of Trainee Advanced Practitioner within the Allied Health Professionals, Nursing and Midwifery Registered, Additional Professional Scientific and Technical and Healthcare Scientists Staff Groups to allow identification of these staff.

**[03026]** Nursing and Midwifery Registered | **Trainee Advanced Practitioner**

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners, a proposal was raised to add a new Job Role of Trainee Advanced Practitioner within the Allied Health Professionals, Nursing and Midwifery Registered, Additional Professional Scientific and Technical and Healthcare Scientists Staff Groups to allow identification of these staff.

**[05042]** Additional Professional Scientific and Technical | **Trainee Advanced Practitioner**

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners, a proposal was raised to add a new Job Role of Trainee Advanced Practitioner within the Allied Health Professionals, Nursing and Midwifery Registered, Additional Professional Scientific and Technical and Healthcare Scientists Staff Groups to allow identification of these staff.

**[06014]** Healthcare Scientists | **Trainee Advanced Practitioner**

**Why is this information required?**

Based on discussions regarding better identification of Advanced Practitioners, a proposal was raised to add a new Job Role of Trainee Advanced Practitioner within the Allied Health Professionals, Nursing and Midwifery Registered, Additional

Professional Scientific and Technical and Healthcare Scientists Staff Groups to allow identification of these staff.

### **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 1 February 2023.

**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 with staff employed in the roles listed above.

This change will not necessarily be relevant to all organisations equally, depending upon the range of services they provide.

### **How and when should the information be captured?**

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

### **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 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.

## 2.1.2 Area of Work

### What additional/changes to information are required?

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

#### Why is this information required?

This new Tertiary Area of Work value is an emerging specialism in Healthcare Science. The emergence of this and other specialisms are reflected in the recent introduction of new training programmes (Scientist Training Programme (STP) and Higher Specialist Scientist Training (HSST)) by the National School of Healthcare Science (HEE) and the formation of departments in these areas in local NHS trusts and specialist hospitals.

Pathology | Pathology | [Molecular Pathology](#)

#### Why is this information required?

This new Tertiary Area of Work value is an emerging specialism in Healthcare Science. The emergence of this and other specialisms are reflected in the recent introduction of new training programmes (STP and HSST) by the National School of Healthcare Science and the formation of departments in these areas in local NHS trusts and specialist hospitals.

Pathology | Histopathology | [Histological Dissection](#)

#### Why is this information required?

This new Tertiary Area of Work value is an emerging specialism in Healthcare Science. The emergence of this and other specialisms are reflected in the recent introduction of new training programmes (STP and HSST) by the National School of Healthcare Science and the formation of departments in these areas in local NHS trusts and specialist hospitals.

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

#### Why is this information required?

This new Tertiary Area of Work value is an emerging specialism in Healthcare Science. The emergence of this and other specialisms are reflected in the recent

introduction of new training programmes (STP and HSST) by the National School of Healthcare Science and the formation of departments in these areas in local NHS trusts and specialist hospitals.

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

### **Why is this information required?**

This new Tertiary Area of Work value is an emerging specialism in Healthcare Science. The emergence of this and other specialisms are reflected in the recent introduction of new training programmes (STP and HSST) by the National School of Healthcare Science and the formation of departments in these areas in local NHS trusts and specialist hospitals.

Pathology | Histopathology | [Dermatopathology Reporting](#)

### **Why is this information required?**

This new Tertiary Area of Work value is an emerging specialism in Healthcare Science. The emergence of this and other specialisms are reflected in the recent introduction of new training programmes (STP and HSST) by the National School of Healthcare Science and the formation of departments in these areas in local NHS trusts and specialist hospitals.

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

### **Why is this information required?**

This new Tertiary Area of Work value is an emerging specialism in Healthcare Science. The emergence of this and other specialisms are reflected in the recent introduction of new training programmes (STP and HSST) by the National School of Healthcare Science and the formation of departments in these areas in local NHS trusts and specialist hospitals.

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

### **Why is this information required?**

This new Tertiary Area of Work value is an emerging specialism in Healthcare Science. The emergence of this and other specialisms are reflected in the recent introduction of new training programmes (STP and HSST) by the National School of Healthcare Science and the formation of departments in these areas in local NHS trusts and specialist hospitals.

Pathology | Pathology | [Cancer Genomics](#)

**Why is this information required?**

Proposal agreed for Cancer Genomics to be a new Tertiary Area of Work value as it is an emerging specialism in Healthcare Science and is especially seen in cancer centres and hospitals.

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

**Why is this information required?**

Proposal agreed for Cancer Clinical Genetics to be a new Tertiary Area of Work value as it is an emerging specialism in Healthcare Science and is especially seen in cancer centres and hospitals.

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

**Why is this information required?**

Proposal agreed for Cancer Molecular Genetics to be a new Tertiary Area of Work value as it is an emerging specialism in Healthcare Science and is especially seen in cancer centres and hospitals.

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

**Why is this information required?**

As part of the Healthcare Science proposals, it was agreed that Andrology should be a new Tertiary Area of Work and mapped to the new Reproductive Sciences Secondary Area of Work value.

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

**Why is this information required?**

As part of the Healthcare Science proposals, it was agreed that Embryology should be a new Tertiary Area of Work and mapped to the new Reproductive Sciences Secondary Area of Work value.

**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 1 February 2023.

**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 with staff employed in the areas listed above.

This change will not necessarily be relevant to all organisations equally, depending upon the range of services they provide.

### **How and when should the information be captured?**

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

### **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 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.

## 2.1.3 Nationality

### Bissau-Guinean

#### Why is this information required?

Guinea Bissau is on the International Organisation for Standardisation<sup>23</sup> (ISO) list of countries but its nationality Bissau-Guinean is not listed in the NWD.

### Macanese

#### Why is this information required?

Macao is on the International Organisation for Standardisation<sup>24</sup> (ISO) list of countries but its nationality Macanese is not listed in the NWD.

### South Sudanese

#### Why is this information required?

South Sudan is on the International Organisation for Standardisation<sup>25</sup> (ISO) list of countries but its nationality South Sudanese is not listed in the NWD.

#### 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 1 February 2023.

**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?

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<sup>23</sup> <https://www.iso.org/obp/ui/#search> (option country codes)

<sup>24</sup> <https://www.iso.org/obp/ui/#search> (option country codes)

<sup>25</sup> <https://www.iso.org/obp/ui/#search> (option country codes)

Any NHS organisation or other supplier of NHS funded care with staff for which these source of recruitment values are relevant.

This change will not necessarily be relevant to all organisations equally, depending upon the range of services they provide and the recruitment they undertake.

### **How and when should the information be captured?**

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

### **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 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.

## **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**

#### Why is this information required?

Included in NWD 3.2 which was implemented in systems in June 2021, were two new Job Roles and one changed Area of Work value for Library and Knowledge Management. Following this, a further request was received from HEE asking if the three values can be amended slightly as since the original request was made, Library and Knowledge Management is now known as Knowledge and Library Management.

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**

#### Why is this information required?

Included in NWD 3.2 which was implemented in systems in June 2021, were two new Job Roles and one changed Area of Work value for Library and Knowledge Management. Following this, a further request was received from HEE asking if the three values can be amended slightly as since the original request was made, Library and Knowledge Management is now known as Knowledge and Library Management.

Retire data value:

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

Replace with new data value:

[02029] Students | **Medical Student**

#### Why is this information required?

The Medical and Dental Staff Group requires an individual to be GMC / GDC registered; Medical Students are pre-registration so would be best placed in the Students Staff Group (this was highlighted by the response by Nurse and Medical Students during the Covid-19 pandemic and how they should be coded on ESR)

Retire data value:

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

Replace with new data value:

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

### **Why is this information required?**

The change of Job Role of Pre-reg Pharmacist in the Additional Clinical Services Staff Group to Trainee Pharmacist will align with the information provided on the General Pharmaceutical Council website: <https://www.pharmacyregulation.org/education/pharmacist-foundation-training-scheme/foundation-training-year-2021-22> which states, 'The foundation training year will replace the current pre-registration training year from July 2021.'

From now on, pre-registration trainees will be known as trainee pharmacists and tutors will be known as designated supervisors.'

### **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 1 February 2023.

**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 with staff employed in the roles listed above.

This change will not necessarily be relevant to all organisations equally, depending upon the range of services they provide.

### **How and when should the information be captured?**

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

### **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 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.

## **2.2.2 Area of Work**

### **What additional/changes to information are required?**

Retire data value:

Pathology | Cellular Sciences | Reproductive Science

Replace with new data value:

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

### **Why is this information required?**

Proposal agreed for Reproductive Sciences to be a Secondary Area of Work value and for the Tertiary value to be changed from Reproductive Science to Reproductive Sciences.

Embryology together with Andrology, which are proposed new Tertiary Area of Work values will be mapped to the Reproductive Sciences Secondary Area of Work value.

Retire data value:

Corporate | Informatics | Library and Knowledge Management

Replace with new data value:

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

### **Why is this information required?**

Included in NWD 3.2 which was implemented in systems in June 2021, were two new Job Roles and one changed Area of Work value for Library and Knowledge Management. Following this, a further request was received from HEE asking if the three values can be amended slightly as since the original request was made, Library and Knowledge Management is now known as Knowledge and Library Management

### **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 1 February 2023.

**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 with staff employed in the areas listed above.

This change will not necessarily be relevant to all organisations equally, depending upon the range of services they provide.

### **How and when should the information be captured?**

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

### **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 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.

### 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 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.

## 2.3 Deletions

### 2.3.1 Job Role

Value to be deleted

~~[05022] Additional Professional Scientific and Technical | Approved Mental Health Professional~~

#### Why is this information required?

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~~

#### Why is this information required?

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~~

### Why is this information required?

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~~

### Why is this information required?

This outdated Job Role 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.

### When should this information be collected from?

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

These codes **must** be retired, where relevant, by 1 February 2023.

**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 with staff employed in the role listed above.

This change will not necessarily be relevant to all organisations equally, depending upon the range of services they provide.

### How and when should the information be captured?

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

### **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 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.

## **2.3.2 Occupation Code**

Value to be deleted

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

### **Why is this information required?**

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.

Currently there are 0 staff recorded against this code.

Value to be deleted

~~[977] Medical Fees LA Services~~

### **Why is this information required?**

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.

Currently there are 0 staff recorded against this code.

Value to be deleted

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

### Why is this information required?

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.

Currently there are 2 staff recorded against this code.

Value to be deleted

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

### Why is this information required?

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 individual's 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.

Currently 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.

### When should this information be collected from?

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

These codes *must* be retired, where relevant, by 1 February 2023.

**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 with staff employed in the area listed above.

This change will not necessarily be relevant to all organisations equally, depending upon the range of services they provide.

### **How and when should the information be captured?**

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

### **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 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.

## **2.3.3 Nationality**

Value to be deleted

Chuukese

### **Why is this information required?**

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

### **Why is this information required?**

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~~

#### **Why is this information required?**

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~~

#### **Why is this information required?**

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 the 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>26</sup>, including an explanation of which values are

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<sup>26</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

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

There is one guidance and presentational update which has been made to the NWD specification as part of this uplift to the standard which does not materially alter the approved standard. Therefore, the changes to the guidance should not impact upon the input of the data associated with the NWD as they relate to providing greater detail to those people who are analysing the administrative data which can be extracted for secondary purposes. Therefore, no migration of data or recoding of existing information is required in response to this aspect of these changes and no further implementation guidance is needed.

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

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

#### **Why is this information required?**

As part of the Healthcare Science proposals, it was agreed that twelve existing Tertiary Area of Work 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.

## 3 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](#)<sup>27</sup>, and in the data set specification available on the [NHS Digital website](#)<sup>28</sup>.

Full details of the [NHS Occupation Code Manual](#)<sup>29</sup> and additional and growing library of NWD Guidance Documents<sup>30</sup> are available in the Workforce section of the [NHS Digital website](#)<sup>31</sup>.

Full details of the NWD Change Submission to the Data Alliance Partnership Board (DAPB) are available on the DAPB section of the [NHS Digital website](#).<sup>32</sup>

## 4 Support Arrangements

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

### NHS Digital

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

Telephone: 0300 303 5678

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

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

### Electronic Staff Record (ESR)

For enquiries relating to the Electronic Staff Record system, staff should consult the ESR User Manual on the [ESR Hub](#)<sup>33</sup> in the first instance.

If a satisfactory answer cannot be found a Service Request (SR) should be raised through the organisation's nominated 'Super user'. Further details can be found on the [ESR website](#)<sup>34</sup>.

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<sup>27</sup>

[https://datadictionary.nhs.uk/data\\_sets/administrative\\_data\\_sets/national\\_workforce\\_data\\_set.html#dataset\\_national\\_workforce\\_data\\_set](https://datadictionary.nhs.uk/data_sets/administrative_data_sets/national_workforce_data_set.html#dataset_national_workforce_data_set)

<sup>28</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

<sup>29</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

<sup>30</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/national-workforce-data-set-nwd-guidance-documents>

<sup>31</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce>

<sup>32</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb1067-national-workforce-data-set>

<sup>33</sup> <https://my.esr.nhs.uk/dashboard/web/esrweb>

<sup>34</sup> <http://www.electronicstaffrecord.nhs.uk/>

## NHS Occupation Code Manual

For further details please see the NHS Digital website<sup>35</sup>.

## workforce Minimum Data Set

Further details of the workforce Minimum Data Set is available from the NHS Digital website<sup>36</sup>.

## NWD3.3 Implementation Guidance

The current version of this document is available for download from [here](#)<sup>37</sup> and will ensure that you always have access to the most up to date version of the guidance associated with these changes to the NWD.

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<sup>35</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

<sup>36</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/workforce-minimum-data-set-wmds>

<sup>37</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>