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# National Workforce Data Set Version 2.9: Change Specification

# Document Management

## Revision History

Version	Date	Summary of Changes
0.1	22/08/2017	Initial draft.
0.2	23/08/2017	Second draft incorporating initial review comments.
0.3	24/08/2017	Third draft incorporating codes from Data Dictionary Change Request.
0.4	06/09/2017	Fourth draft removing request to add Occupation Code 'S8I', which is to be included in NWD3.0 along with a corresponding Student Job Role.
0.5	22/09/2017	Fifth draft, adding request to rename Occupation Code 'S2M', which had been missed from previous versions in error.
1.0	23/10/2017	Publication copy.

## Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/Responsibility	Date	Version
Jill Clark	Senior Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	07/09/2017	0.4
Amrit Ubhi	Higher Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	22/08/2017	0.1

## Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version
Kate Bedford		Workforce & Facilities Programme Manager	22/09/2017	0.5

# Data Coordination Board

This information standard (DCB1067) has been approved for publication by the Department of Health 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 Coordination Board (DCB), a sub-group of the Digital Delivery Board.

This information standard comprises the following documents:

- Requirements Specification
- Implementation Guidance
- Change Specification.

An Information Standards Notice (DCB1067Amd 26/2017) 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: 26 October 2017

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## **Glossary of Terms:**

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

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# 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 an existing Data Standard, which was previously approved by the Information Standards Board (ISB) as standard [ISB1067](#)<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 December 2013. 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 2.9 of the NWD could be categorised as:

- the inclusion of new values within existing elements (affecting Job Role, Occupation Code, Area of Work, Nationality, Absence Type, Absence

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<sup>1</sup> <http://content.digital.nhs.uk/wmnds>

<sup>2</sup> <http://webarchive.nationalarchives.gov.uk/+/http://www.isb.nhs.uk/documents/isb-1067>

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Category, Flexible Working Pattern, Professional Registration Body, Type of Contract, Type of Assessor);

- the renaming of existing values within elements (affecting Job Role, Occupation Code, Area of Work, Nationality, Professional Registration Status, Rota Pattern, Reason for Moving CCST Date);
- the retiring of existing values within elements (affecting Job Role, Occupation Code, Nationality, Assignment Status, Registration Type, Reason for Moving CCST Date, Flexible Working Pattern, Professional Registration Body);
- improving guidance and presentation related to anyone intending to utilise the data defined by the NWD for secondary purposes, which do not materially impact the input of the data items; and
- presentational updates to the NWD specification and NHS Data Dictionary which do not materially impact the input of the data items themselves.

During the development of this and the previous uplift to the NWD, a number of potential issues with the alignment of the NWD within the NHS Data Model and Dictionary (DM&D) were highlighted. In summary the NWD is unusual compared to other Standards included in the DM&D as it is a reference Data Standard, rather than describing a specific flow of data. As such the values in the NWD have developed in a way which differs from some of the standard DM&D processes and also the documentation which accompanies it differs from the standard documentation – for example there is currently no output specification as the NWD does not describe a specific data flow, rather it describes the information which may be input into a system such as the Electronic Staff Record (ESR), which may then be extracted in response to a central data collection.

As a consequence of this apparent mismatch the NHS Digital workforce team will consider the need for a root and branch review of the NWD as part of a potential future submission to the DCB. Possibly aligned with creating the wMDS as a standard in its own right, rather than as Burden Advice and Assessment Service (BAAS) assessed collections specified as subset of the items in the NWD (R00433<sup>3</sup> and R01010<sup>4</sup>), this would then describe a specific flow which would sit better in the DM&D.

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<sup>3</sup> [https://rocrsubmissions.ic.nhs.uk/\\_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433](https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433)

<sup>4</sup> [https://rocrsubmissions.ic.nhs.uk/\\_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010](https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010)

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## 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, is included in the NWD Data Set Specification, in particular refer to the 'Summary of Changes' tab (see the [NWD Data Set Specification](#) 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

[05019] Additional Professional Scientific and Technical | [Operating Department Practitioner](#)

[05020] Additional Professional Scientific and Technical | [Social Care Manager](#)

[05021] Additional Professional Scientific and Technical | [Manager](#)

[01045] Medical and Dental | [Dental Core Trainee](#)

[01046] Medical and Dental | [Specialist Dentist](#)

[05022] Additional Professional, Scientific and Technical | [Approved Mental Health Professional](#)

[02024] Students | [Student Social Worker](#)

#### 2.1.2 Occupation Code

[SAI] [Consultant Therapist / Scientist in Prosthetics and Orthotics](#)

[S0I] [Manager in Prosthetics and Orthotists](#)

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[S1I] Therapist in Prosthetics and Orthotics  
[S4I] Technician in Prosthetics and Orthotics  
[S5I] Assistant Practitioner in Prosthetics and Orthotics  
[S9I] Helper / assistant in Prosthetics and Orthotics  
[037] Aviation and Space Medicine  
[137] Aviation and Space Medicine (Locum)  
[UAK] Consultant Healthcare Scientist in Clinical Bioinformatics  
[U0K] Manager in Clinical Bioinformatics  
[U1K] Specialist Healthcare Scientist in Clinical Bioinformatics  
[U2K] Healthcare Scientist in Clinical Bioinformatics  
[U3K] Specialist Healthcare Science Practitioner in Clinical Bioinformatics  
[U4K] Healthcare Science Practitioner in Clinical Bioinformatics  
[U5K] Healthcare Science Associate in Clinical Bioinformatics  
[U6K] Trainee Healthcare Scientist in Clinical Bioinformatics  
[U7K] Trainee Healthcare Science Practitioner in Clinical Bioinformatics  
[U8K] Trainee Healthcare Science Associate in Clinical Bioinformatics  
[U9K] Healthcare Science Assistant in Clinical Bioinformatics  
[UAL] Consultant Healthcare Scientist in Social Sciences  
[U0L] Manager in Social Sciences  
[U1L] Specialist Healthcare Scientist in Social Sciences  
[U2L] Healthcare Scientist in Social Sciences  
[U3L] Specialist Healthcare Science Practitioner in Social Sciences  
[U4L] Healthcare Science Practitioner in Social Sciences  
[U5L] Healthcare Science Associate in Social Sciences  
[U6L] Trainee Healthcare Scientist in Social Sciences  
[U7L] Trainee Healthcare Science Practitioner in Social Sciences  
[U8L] Trainee Healthcare Science Associate in Social Sciences  
[U9L] Healthcare Science Assistant in Social Sciences  
[UAM] Consultant Healthcare Scientist in Environmental Sciences  
[U0M] Manager in Environmental Sciences  
[U1M] Specialist Healthcare Scientist in Environmental Sciences  
[U2M] Healthcare Scientist in Environmental Sciences  
[U3M] Specialist Healthcare Science Practitioner in Environmental Sciences

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[U4M] Healthcare Science Practitioner in Environmental Sciences  
[U5M] Healthcare Science Associate in Environmental Sciences  
[U6M] Trainee Healthcare Scientist in Environmental Sciences  
[U7M] Trainee Healthcare Science Practitioner in Environmental Sciences  
[U8M] Trainee Healthcare Science Associate in Environmental Sciences  
[U9M] Healthcare Science Assistant in Environmental Sciences  
[NFJ] Nursing Assistant Practitioner in Education Staff  
[N8D] Nursery Nurse in Community Mental Health  
[N8F] Nursery Nurse in Community Learning Disabilities  
[S1L] Therapist in Applied Psychology

### 2.1.3 Nationality

North Korean  
South Korean

### 2.1.4 Absence Type

[17] Unpaid Authorised Special Hrs

### 2.1.5 Absence Category

[10] Paternity Antenatal Appointment  
[11] Adoption Appointment

### 2.1.6 Area of Work

Medicine | Aviation and Space Medicine | Aviation and Space Medicine  
Pathology | Infection Sciences | Decontamination Science  
Pathology | Pathology | Genetic Counselling  
Clinical Support | Cancer Support | Radiotherapy  
Clinical Support | Medical Physics | Clinical Pharmaceutical Science  
Clinical Support | Clinical Engineering | Reconstructive Science

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Clinical Support | [Clinical Bioinformatics](#) | [Clinical Bioinformatics](#)  
Clinical Support | Clinical Bioinformatics | [Genomics](#)  
Clinical Support | Clinical Bioinformatics | [Health Informatics Science](#)  
[Public Health](#) | [Public Health](#) | [Public Health](#)  
Public Health | [Public Health Sciences](#) | [Public Health Sciences](#)  
Public Health | Public Health Sciences | [Social Sciences](#)  
Public Health | Public Health Sciences | [Nutritional Sciences](#)  
Public Health | Public Health Sciences | [Behavioural Sciences](#)  
Public Health | Public Health Sciences | [Field Epidemiology](#)  
Public Health | Public Health Sciences | [Environmental Sciences](#)  
Public Health | Public Health Sciences | [Radiation Sciences](#)

### **2.1.7 Flexible Working Pattern**

[06] [Condensed Hours Working](#)  
[07] [Flexible Retirement](#)  
[08] [Home Working \(Contracted\)](#)  
[09] [Home Working \(Occasional\)](#)  
[10] [Staggered Working Hours](#)

### **2.1.8 Professional Registration Body**

[17] [General Osteopathic Council](#)

### **2.1.9 Type of Assessor**

[05] [COSHH Assessor](#)  
[06] [DSE Assessor](#)  
[07] [IWL Assessor](#)  
[08] [NVQ Assessor](#)  
[09] [NVQ Verifier](#)

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## 2.1.10 Type of Contract

[07] [Non-Exec Director/Chair](#)

[08] [Prof Exec Committee](#)

[09] [Widow/Widower](#)

## 2.1.11 Migration of existing data to new values (2.1.1 – 2.1.10)

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.

There are, however, several of the above new values which have already been implemented within the ESR and are being added to the NWD as part of the on-going ESR and NWD comparison exercise. In the case of these values no additional migration is required at all.

More detail regarding the changes are highlighted in the notes provided in the comments section of the 'Summary of Changes' tab of the NWD Data Set Specification, including an explanation of which values are already implemented within the ESR, which accompanies this submission.

## 2.2 Amendments

### 2.2.1 Job Role

Retire data value:

[07031] Additional Clinical Services | ~~Assistant/Associate Practitioner – Nursing~~

Replace with new data value:

[07031] Additional Clinical Services | [Assistant/Associate Practitioner Nursing](#)

Retire data value:

[07034] Additional Clinical Services | Emergency Care Practitioners

Replace with new data value:

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[07034] Additional Clinical Services | **Emergency Care Practitioner**

Retire data value:

[07032] Additional Clinical Services | Ambulance Care Assistant/Patient Transport Service (PTS) Driver

Replace with new data value:

[07032] Additional Clinical Services | **Ambulance Care Assistant/Patient Transport Service Driver**

Retire data value:

[01002] Medical and Dental | ~~Clinical Director~~

Replace with new data value:

[01002] Medical and Dental | **Clinical Director - Medical**

Retire data value:

[01028] Medical and Dental | ~~Dental Clinical Director~~

Replace with new data value:

[01028] Medical and Dental | **Clinical Director - Dental**

Retire data value:

[01038] Medical and Dental | ~~Vocational Dental Practitioner~~

Replace with new data value:

[01038] Medical and Dental | **Foundation Dentist**

Retire data value:

[07029] Additional Clinical Services | ~~Psychological Wellbeing Practitioner - Trainee~~

Replace with new data value:

[07029] Additional Clinical Services | **Trainee Psychological Wellbeing Practitioner**

Retire data value:

[05015] Additional Professional, Scientific and Technical | ~~Psychological Therapist - Trainee~~

Replace with new data value:

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[05015] Additional Professional, Scientific and Technical | **Trainee High Intensity Therapist**

Retire data value:

[07028] Additional Clinical Services | Psychological Wellbeing Practitioner—Qualified

Replace with new data value:

[07028] Additional Clinical Services | **Psychological Wellbeing Practitioner**

Retire data value:

[05014] Additional Professional, Scientific and Technical | ~~Psychological Therapist—Qualified~~

Replace with new data value:

[05014] Additional Professional, Scientific and Technical | **High Intensity Therapist**

## 2.2.2 Occupation Code

Retire data value:

[NAD] Nurse Consultant in Community ~~Psychiatry~~

Replace with new data value:

[NAD] **Nurse Consultant in Community Mental Health**

Retire data value:

[NCD] Modern Matron in Community ~~Psychiatry~~

Replace with new data value:

[NCD] **Modern Matron in Community Mental Health**

Retire data value:

[N0D] Manager in Community ~~Psychiatry~~

Replace with new data value:

[N0D] **Manager in Community Mental Health**

Retire data value:

[N4D] ~~CPN (1st level)~~ in Community ~~Psychiatry~~

Replace with new data value:

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[N4D] **CMHN (1st level) in Community Mental Health**

Retire data value:

[N5D] ~~CPN (2nd level) in Community Psychiatry~~

Replace with new data value:

[N5D] **CMHN (2nd level) in Community Mental Health**

Retire data value:

[N6D] ~~Other 1st level (Level 1 - Sub Part 1) in Community Psychiatry~~

Replace with new data value:

[N6D] **Other 1st level (Level 1 - Sub Part 1) in Community Mental Health**

Retire data value:

[N7D] ~~Other 2nd level (Level 2 - Sub Part 2) in Community Psychiatry~~

Replace with new data value:

[N7D] **Other 2nd level (Level 2 - Sub Part 2) in Community Mental Health**

Retire data value:

[NFD] ~~Nursing Assistant Practitioner in Community Psychiatry~~

Replace with new data value:

[NFD] **Nursing Assistant Practitioner in Community Mental Health**

Retire data value:

[N9D] ~~Nursing assistant / auxiliary in Community Psychiatry~~

Replace with new data value:

[N9D] **Nursing assistant / auxiliary in Community Mental Health**

Retire data value:

[NAE] ~~Nurse Consultant in Other Psychiatry~~

Replace with new data value:

[NAE] **Nurse Consultant in Other Mental Health**

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Retire data value:

[NCE] Modern Matron in Other ~~Psychiatry~~

Replace with new data value:

[NCE] **Modern Matron in Other Mental Health**

Retire data value:

[N0E] Manager in Other ~~Psychiatry~~

Replace with new data value:

[N0E] **Manager in Other Mental Health**

Retire data value:

[N6E] Other 1st level (Level 1 - Sub Part 1) in Other ~~Psychiatry~~

Replace with new data value:

[N6E] **Other 1st level (Level 1 - Sub Part 1) in Other Mental Health**

Retire data value:

[N7E] Other 2nd level (Level 2 - Sub Part 2) in Other ~~Psychiatry~~

Replace with new data value:

[N7E] **Other 2nd level (Level 2 - Sub Part 2) in Other Mental Health**

Retire data value:

[NFE] Nursing Assistant Practitioner in Other ~~Psychiatry~~

Replace with new data value:

[NFE] **Nursing Assistant Practitioner in Other Mental Health**

Retire data value:

[N8E] Nursery nurse in Other ~~Psychiatry~~

Replace with new data value:

[N8E] **Nursery nurse in Other Mental Health**

Retire data value:

[N9E] Nursing assistant / auxiliary in Other ~~Psychiatry~~

Replace with new data value:

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[N9E] **Nursing assistant / auxiliary in Other Mental Health**

Retire data value:

[SAL] Consultant Therapist / Scientist in ~~Clinical~~ Psychology

Replace with new data value:

[SAL] **Consultant Therapist / Scientist in Applied Psychology**

Retire data value:

[S0L] Manager in ~~Clinical~~ Psychology

Replace with new data value:

[S0L] **Manager in Applied Psychology**

Retire data value:

[S2L] Scientist in ~~Clinical~~ Psychology

Replace with new data value:

[S2L] **Scientist in Applied Psychology**

Retire data value:

[S5L] Assistant Practitioner in ~~Clinical~~ Psychology

Replace with new data value:

[S5L] **Assistant Practitioner in Applied Psychology**

Retire data value:

[S8L] Student / trainee in ~~Clinical~~ Psychology

Replace with new data value:

[S8L] **Student / trainee in Applied Psychology**

Retire data value:

[SAM] Consultant Therapist / Scientist in ~~Psychotherapy~~

Replace with new data value:

[SAM] **Consultant Therapist / Scientist in Psychological Therapy**

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Retire data value:

[S0M] Manager in ~~Psychotherapy~~

Replace with new data value:

[S0M] **Manager in Psychological Therapy**

Retire data value:

[S1M] Therapist in ~~Psychotherapy~~

Replace with new data value:

[S1M] **Therapist in Psychological Therapy**

Retire data value:

[S2M] Scientist in ~~Psychotherapy~~

Replace with new data value:

[S2M] **Scientist in Psychological Therapy**

Retire data value:

[S5M] Assistant Practitioner in ~~Psychotherapy~~

Replace with new data value:

[S5M] **Assistant Practitioner in Psychological Therapy**

Retire data value:

[S8M] Student / trainee in ~~Psychotherapy~~

Replace with new data value:

[S8M] **Student / trainee in Psychological Therapy**

### **2.2.3 Area of Work**

Retire data value:

Medicine | ~~Audiovestibular Medicine~~ | ~~Audiovestibular Medicine~~

Replace with new data value:

Medicine | **Audio Vestibular Medicine** | **Audio Vestibular Medicine**

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## 2.2.4 Nationality

Retire data value:

~~Guadeloupe~~

Replace with new data value:

**Guadeloupian**

Retire data value:

~~Philippine~~

Replace with new data value:

**Filipino**

Retire data value:

~~New Zealand~~

Replace with new data value:

**New Zealander**

## 2.2.5 Professional Registration Status

Retire data value:

[01] ~~Valid~~

Replace with new data value:

[01] **Active**

## 2.2.6 Rota Pattern

Retire data value:

[04] ~~24 Partial Shift~~

Replace with new data value:

[04] **24 Hour Partial Shift**

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## 2.2.7 Reason for Moving CCST Date (Known as: QUALIFICATION PLANNED COMPLETION DATE CHANGE REASON (CCT) in the Data Dictionary)

Retire data value:

[99] Original-CCST Date-(default)

Replace with new data value:

[99] **Original Date**

Current value given as '[99] Original Completion Date' in NHS Data Dictionary, but should now be updated to '[99] Original Date'. This is a straight renaming of the existing record.

## 2.2.8 Migration of existing data related to amended values (2.2.1 – 2.2.7)

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 the Professional Registration Status, Reason for Moving CCST Date and Rota Pattern and several of the Job Role amendments highlighted in this submission no data needs to be migrated or values updated within the ESR as the values have already been implemented correctly. They are being added or updated in the NWD as part of the on-going ESR and NWD comparison exercise, which is intended to ensure that the data standard and its key implementation are correctly aligned.

In the case of all the other amendments (Area of Work, Nationality, Occupation Code and remaining Job Role amendments) 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 NWD Data Set Specification, including an explanation of which values are already implemented within the ESR, which accompanies this submission.

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## 2.3 Deletions

### 2.3.1 Job Role

~~[04027] Medical and Dental | Regional Dental Officer~~

(No new value – small number of existing staff incorrectly coded using this obsolete value to be re-coded using the most relevant existing Job Role)

~~[05008] Additional Professional, Scientific and Technical | Approved Social Worker~~

(No direct replacement new value – this change relates to the associated proposal to create a new Job Role of 'Approved Mental Health Professional', but the new value is not a direct replacement for the closed value, being wider in scope. Records for existing staff incorrectly coded using this obsolete value need to be checked so that staff can be re-coded using the most relevant existing Job Role)

### 2.3.2 Occupation Code

~~[S4L] Technician in Clinical Psychology~~

(No direct replacement new value – all records for existing staff incorrectly coded using this obsolete value need to be checked so that staff can be re-coded using the most relevant existing Occupation Code. Any Psychology Assistants who may have been coded here would in future need to be coded as S5L (Assistant Practitioner), and the guidance will be updated to reflect this. This change is consistent with their level of qualification and registration and links to the associated Job Role which sits within the Additional Clinical Services (support) Staff Group.)

~~[920] Community Health Services Medical~~

(No new value - existing staff to be re-coded using the most appropriate valid specialty code)

~~[220] Community Health Services Medical (Locum)~~

(No new value - existing staff to be re-coded using the most appropriate valid specialty code)

~~[970] Community Health Services Dental~~

(No new value - existing staff to be re-coded using the most appropriate valid specialty code)

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~~[270] Community Health Services Dental (Locum)~~

(No new value - existing staff to be re-coded using the most appropriate valid specialty code)

### **2.3.3 Nationality**

~~Korean~~

(No new value - proposal to remove the existing Nationality 'Korean' from the NWD and instead split it into two new values 'North Korean' and 'South Korean'. As there is no direct mapping from old to new values all existing staff records will need to be checked and existing staff be re-coded using the most appropriate valid Nationality)

### **2.3.4 Professional Registration Body**

~~[11] British Psychological Society~~

(No new value - the British Psychological Society is a professional body and not one responsible for statutory regulation of the profession. Systems such as ESR allow for the capture of other bodies, so it will still be possible to input this information into the system, and it will be possible to extract this information for secondary uses, but it will not be formally part of the data standard)

~~[13] Association of Chartered Certified Accountants~~

(No new value - the Association of Chartered Certified Accountants is a professional body and not one responsible for statutory regulation of the profession. Systems such as ESR allow for the capture of other bodies, so it will still be possible to input this information into the system, and it will be possible to extract this information for secondary uses, but it will not be formally part of the data standard)

~~[14] Chartered Institute of Personnel & Development~~

(No new value - the Chartered Institute of Personnel & Development is a professional body and not one responsible for statutory regulation of the profession. Systems such as ESR allow for the capture of other bodies, so it will still be possible to input this information into the system, and it will be possible to extract this information for secondary uses, but it will not be formally part of the data standard)

~~[15] Chartered Institute of Management Accountants~~

(No new value - the Chartered Institute of Management Accountants is a professional body and not one responsible for statutory regulation of the profession. Systems such as ESR allow for the capture of other bodies, so it will still be possible to input

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this information into the system, and it will be possible to extract this information for secondary uses, but it will not be formally part of the data standard)

### 2.3.5 Registration Type

~~[01] ACCA – Affiliate Membership~~

(No new value – linked to the closure of the Association of Chartered Certified Accountants as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~[02] ACCA – Full Membership~~

(No new value – linked to the closure of the Association of Chartered Certified Accountants as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~[03] CIMA – ACMA (Associate Membership)~~

(No new value – linked to the closure of the Chartered Institute of Management Accountants as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~[04] CIMA – FCMA (Fellow Membership)~~

(No new value – linked to the closure of the Chartered Institute of Management Accountants as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~[05] CIMA – Passed Finalist~~

(No new value – linked to the closure of the Chartered Institute of Management Accountants as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~[06] CIMA – Student~~

(No new value – linked to the closure of the Chartered Institute of Management Accountants as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~[07] CIPD – Associate Member~~

(No new value – linked to the closure of the Chartered Institute of Personnel & Development as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

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~~{08} CIPD – Companion~~

(No new value – linked to the closure of the Chartered Institute of Personnel & Development as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~{09} CIPD – Fellow~~

(No new value – linked to the closure of the Chartered Institute of Personnel & Development as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~{10} CIPD – Graduate Member~~

(No new value – linked to the closure of the Chartered Institute of Personnel & Development as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~{11} CIPD – Licentiate Member~~

(No new value – linked to the closure of the Chartered Institute of Personnel & Development as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

~~{12} CIPD – Member~~

(No new value – linked to the closure of the Chartered Institute of Personnel & Development as a Professional Registration Body. This information can be captured elsewhere in systems such as ESR)

## **2.3.6 Flexible Working Pattern**

~~{05} Home working~~

(No new value - remove the existing 'Home working' value from the NWD to split into two new values 'Home Working (Contracted)' and 'Home Working (Occasional)'. No direct mapping from old to new values, existing staff to be re-coded using the most suitable existing value)

## **2.3.7 Assignment Status**

~~{11} Terminate Assignment~~

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(No new value – this is a value that will never be reported on as it is used for ESR system reasons rather than to define an employee's assignment status, therefore the value can be retired from the NWD.)

~~{12} Terminate Process Assignment~~

(No new value – this is a value that will never be reported on as it is used for ESR system reasons rather than to define an employee's assignment status, therefore the value can be retired from the NWD.)

~~{04} End~~

(No new value – this is a value that will never be reported on as it is used for ESR system reasons rather than to define an employee's assignment status, therefore the value can be retired from the NWD.)

### **2.3.8 Reason for Moving CCST Date (Known as: QUALIFICATION PLANNED COMPLETION DATE CHANGE REASON (CCT) in the Data Dictionary)**

~~{02} Flexible Training~~

(No new value - 'Flexible Training' is not a Reason for Moving CCST Date implemented in ESR, nor should it be. This value appears to have been originally added to the NWD in error and this value should be retired)

### **2.3.9 Migration of existing data from retired values (2.3.1 – 2.3.8)**

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 (for example in relation to the Job Role, Occupation Code, Nationality and Flexible Working Pattern proposals), 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.

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For the majority of the retirements listed above related to the Professional Registration Body and Registration Type, the values are to be retired from the NWD as they do not relate to Statutory Registration and Regulation of Healthcare Professionals. The information will, however, continue to be captured in systems such as ESR as there is an operational need for this information – this is effectively a guidance change and no migration of data is required.

Similarly, there will be no migration of data related to the retirement of the Assignment Status and Reason for Moving CCST Date values, as in the first case these are system values which will remain in systems such as ESR, but are being removed from the standard; in the second, this value should never have existed in the standard, has not been implemented in ESR and therefore there is no data to migrate.

More detail regarding the changes are highlighted in the notes provided in the comments section of the 'Summary of Changes' tab of the NWD Data Set Specification, 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 Update to Data Dictionary

### 2.4.1 Professional Registration Body

Currently the NHS Data Dictionary lists this item as: ORGANISATION NAME (PROFESSIONAL REGISTRATION BODY)<sup>5</sup>

It has now been renamed and replaced with: PROFESSIONAL REGISTRATION BODY or PROFESSIONAL REGISTRATION BODY (ORGANISATION NAME).

The NWD entry in the Data Dictionary for this data element has been updated to refocus the entry on the Professional Registration Body Codes, rather than on the Organisation Name aspect as the entry is currently focused. The current arrangement is confusing and adds extra steps to get to the correct list of values when stepping through the NHS Data Dictionary. By making this simple naming change the user experience of this element of the NHS Data Dictionary should be improved.

### 2.4.2 Migration of existing data related to Data Dictionary update (2.4.1)

There should not be any effect – this is simply to help improve the user experience of the NWD as presented in the NHS Data Dictionary and therefore no data needs to change or be migrated.

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[http://www.datadictionary.nhs.uk/data\\_dictionary/data\\_field\\_notes/o/org/organisation\\_name\\_\(professional\\_registration\\_body\)\\_de.asp?shownav=1](http://www.datadictionary.nhs.uk/data_dictionary/data_field_notes/o/org/organisation_name_(professional_registration_body)_de.asp?shownav=1)

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## 2.5 Guidance/Presentation Changes

Guidance and presentational updates are to be made to the NWD Data Set Specification which do not materially alter the approved standard and are described below.

Though systems such as the ESR should include all elements of the NWD as a nationally approved and mandated Data Standard, there is nothing to stop them from also including additional values for local use, for practical operational payroll or HR/Workforce purposes. Adding the values into the NWD is unlikely to increase the value of the Standard as the items are not relevant to regional/national analysis and are unlikely to be useful for implementation in smaller bespoke HR/Payroll systems. Therefore it is considered more practical to provide a note as part of the NWD Data Set Specification which notifies interested parties about the differences they may encounter when extracting data from the ESR data warehouse, both in terms of additional data items (e.g. Paid Leave as an additional Absence Category, Paid Part Day as an additional Absence Type) and in minor spelling/formatting differences which do not materially impact the meaning of the data items.

A generic note has been added to the NWD Data Set Specification as additional guidance to help people who are analysing the data extracted from the ESR for secondary purposes. This note includes information to the effect that the implementation of the NWD in the ESR (and other systems) occasionally differs from the Standard for local, operational reasons. In this note users are directed towards additional sources of information such as the [ESR Kbase<sup>6</sup>](#) or similar for a more detailed explanation.

The proposal below includes an example of the guidance changes which will be made to the NWD Data Set Specification, a copy of which accompanies this submission, (see the 'NWD Class & Codes Appendix' and 'Closed Values' tabs).

### 2.5.1 Remove (Closed) values from the NWD Specification 'Class & Codes Appendix'

Remove (Closed) values from the NWD Specification 'Class & Codes Appendix' and place them in a separate tab called 'Closed Values'.

Closed values had been left visible in the NWD Class & Codes Appendix for data items such as Job Role; Reason for Sickness Absence and Area of Work for information reasons. It has been agreed for clarity to move them to a separate 'Closed Values' tab to avoid confusion with the current existing valid values. Where possible, investigation will be undertaken to ascertain the possibility of removing such closed values from ESR where they are no longer relevant to existing positions.

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<sup>6</sup> [https://www.electronicstaffrecord.nhs.uk/kbase/login/index\\_enter/](https://www.electronicstaffrecord.nhs.uk/kbase/login/index_enter/) only available to registered users with NHS email addresses

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## **2.5.2 Migration of existing data related to updated or enhanced guidance (2.5.1)**

The changes to the guidance highlighted in this submission 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 proposals.

Should an amendment to the guidance be proposed which would materially affect the way in which individual roles or individuals are coded, it would be expected that individual system users would need to investigate the data they were responsible for. That they would correct any existing values and update processes for future data capture appropriately as part of their on-going responsibility for the accuracy and relevance of the data they are responsible for. NHS Digital would facilitate this through the provision and communication of updated guidance materials and the offer of support for bespoke queries relating to the data standard and its implementation.

## **2.6 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