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# National Workforce Data Set Version 2.9: Implementation Guidance

# Document Management

## Revision History

Version	Date	Summary of Changes
0.1	20/09/2017	Initial draft
0.2	22/09/2017	Second draft with further updates
1.0	26/10/2017	Publication copy

## Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/Responsibility	Date	Version
Amrit Ubhi	Higher Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	21/09/2017	0.1
Jill Clark	Senior Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	21/09/2017	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	0.2

# 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 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. Information on the NWD as ISB standard 1067 is available [here](#)<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 through the Burden Advice and Assessment Service (BAAS) process as collections R00433<sup>2</sup> and R01010<sup>3</sup>. 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, and previous versions are available on the NHS Digital website [here](#)<sup>4</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 afresh, then the full list of items and data values is available from the NHS Digital website [here](#)<sup>5</sup> (NWD Data Set Specification) and [here](#)<sup>6</sup> (NHS Occupation Code Manual). The NWD is also accessible through the NHS Data Model and Dictionary [here](#)<sup>7</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 [here](#).<sup>8</sup>

It is recommended that anyone intending to implement the NWD afresh contact the workforce and facilities 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.

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<sup>1</sup> <http://webarchive.nationalarchives.gov.uk/+http://www.isb.nhs.uk/documents/isb-1067>

<sup>2</sup> [https://rocrsubmissions.ic.nhs.uk/\\_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433](https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433)

<sup>3</sup> [https://rocrsubmissions.ic.nhs.uk/\\_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010](https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010)

<sup>4</sup> <http://content.digital.nhs.uk/datasets/nwd>

<sup>5</sup> <http://content.digital.nhs.uk/datasets/nwd>

<sup>6</sup> <http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes>

<sup>7</sup>

[http://www.datadictionary.nhs.uk/data\\_dictionary/messages/administrative\\_data\\_sets/data\\_sets/national\\_workforce\\_data\\_set\\_fr.asp?shownav=1](http://www.datadictionary.nhs.uk/data_dictionary/messages/administrative_data_sets/data_sets/national_workforce_data_set_fr.asp?shownav=1)

<sup>8</sup> <http://content.digital.nhs.uk/article/2267/National-Workforce-Data-Set-NWD-guidance-documents>

## 1.1 Purpose

This document<sup>9</sup> comprises the implementation guidance for new and existing users of the NWD within NHS Organisations and other providers of NHS funded care in relation to the changes to the [National Workforce Data Set \(NWD\)](#) information standard. This Implementation Guidance is provided in accordance with [section 250 of the Health and Social Care Act 2012](#)<sup>10</sup>.

This document is intended to provide NHS Organisations and suppliers of HR/workforce systems with all of the information necessary to allow the capture of additional NWD data values to the specified definitions.

This document outlines the manner in which changes to the 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>11</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 [here](#)<sup>12</sup> (NWD Data Set Specification) and [here](#)<sup>13</sup> (NHS Occupation Code Manual). The NWD is also accessible through the NHS Data Model and Dictionary [here](#)<sup>14</sup>, and anyone wishing

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<sup>9</sup> This and previous versions available here: <http://content.digital.nhs.uk/datasets/nwd>

<sup>10</sup> <http://www.legislation.gov.uk/ukpga/2012/7/section/250>

<sup>11</sup> <http://content.digital.nhs.uk/wmnds>

<sup>12</sup> <http://content.digital.nhs.uk/datasets/nwd>

<sup>13</sup> <http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes>

<sup>14</sup>

[http://www.datadictionary.nhs.uk/data\\_dictionary/messages/administrative\\_data\\_sets/data\\_sets/national\\_workforce\\_data\\_set\\_fr.asp?shownav=1](http://www.datadictionary.nhs.uk/data_dictionary/messages/administrative_data_sets/data_sets/national_workforce_data_set_fr.asp?shownav=1)

to have more detailed guidance of the use of the specific values can access the growing suite of targeted guidance documents [here](#).<sup>15</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 with regard to the National Workforce Data Set (NWD) information standard. The document is broken down into specific sections providing guidance and examples of use, to provide context and to support implementation.

The National Workforce Data Set version 2.9 includes updates to the Data Set which can be summarised as:

1. the inclusion of new values within existing elements (affecting Job Role, Occupation Code, Area of Work, Nationality, Absence Type, Absence Category, Flexible Working Pattern, Professional Registration Body, Type of Contract, Type of Assessor);
2. 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);
3. 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);
4. 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
5. presentational updates to the NWD specification and NHS Data Dictionary which do not materially impact the input of the data items themselves.

The 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 NHS Occupation Codes
- Additions to the Nationality
- Additions to the Absence Type
- Additions to the Absence Category

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<sup>15</sup> <http://content.digital.nhs.uk/article/2267/National-Workforce-Data-Set-NWD-guidance-documents>

- Additions to the Type of Contract
- Additions to the Type of Assessor
- Additions to the Area of Work
- Additions to the Flexible Working Pattern
- Additions to the Professional Registration Body
  
- Changes to the Job Role
- Changes to the NHS Occupation Codes
- Changes to the Nationality
- Changes to the Area of Work
- Changes to the Professional Registration Status
- Changes to the Rota Pattern
- Changes to the Reason for Moving CCST Date
  
- Deletions from the Job Role
- Deletions from the NHS Occupation Codes
- Deletions from the Professional Registration Body
- Deletions from the Nationality
- Deletions from the Assignment Status
- Deletions from the Flexible Working Pattern
- Deletions from the Registration Type
- Deletions from the Reason for Moving CCST Date
  
- 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
  
- Presentational updates to the NWD specification and NHS Data Dictionary which do not materially impact the input of the data items themselves

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 26/2017 and the NWD v2.9 Requirements Specification and Data Set Specification. All are available for download on the NHS Digital [website](http://content.digital.nhs.uk/datasets/nwd)<sup>16</sup>, and as part of the data standards materials on the Data Coordination Board [website](http://content.digital.nhs.uk/isce/publication/scci1067)<sup>17</sup>.

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 used, where relevant, by 1 November 2018.

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<sup>16</sup> <http://content.digital.nhs.uk/datasets/nwd>

<sup>17</sup> <http://content.digital.nhs.uk/isce/publication/scci1067>

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
ISB 0028 National Specialty List <sup>18</sup>	National Specialty List
DCB0011 Mental Health Services Data Set <sup>19</sup>	Mental Health Services Data Set
SCCI1069 Community Services Data Set <sup>20</sup>	Community Services Data Set
R00433 <sup>21</sup> workforce Minimum Data Set (HCHS)	workforce Minimum Data Set (wMDS) for Hospital and Community Health Services
R01010 <sup>22</sup> workforce Minimum Data Set (Primary Care)	workforce Minimum Data Set (wMDS) for General Practitioners and Practice Staff

## 1.4 Supporting Documents

Ref	Name	Version Title	Summary
1	<i>NWD2.9 - Requirements Specification</i>	<i>NWD2.9 – Requirements Specification_v0.3.docx</i>	<i>Includes 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 changes.</i>
2	<i>NWD2.9 - Change Specification</i>	<i>NWD2.9 - Change Specification_v0.5.docx</i>	<i>Includes the detail of the changes to the NWD included in this release.</i>
3	<i>NWDv2.9 Data Set Specification</i>	<i>NWD_v2.9_Data_Set_Specification_v0.8.xlsx</i>	<i>Includes 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</i>

<sup>18</sup> <http://webarchive.nationalarchives.gov.uk/+/http://www.isb.nhs.uk/library/standard/167>

<sup>19</sup> <http://content.digital.nhs.uk/isce/publication/scci0011>

<sup>20</sup> <http://content.digital.nhs.uk/isce/publication/scci1069>

<sup>21</sup> [https://rocrsubmissions.ic.nhs.uk/\\_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433](https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433)

<sup>22</sup> [https://rocrsubmissions.ic.nhs.uk/\\_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010](https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010)

			<i>NWD. In excel format and published freely on the NHS Digital website</i>
4	NHS Occupation Code Manual Version 15	NHS_Occupation_Code_Manual_Version_15_DraftV2.xlsx	<i>Includes definition of NHS Occupation Codes, full list of all codes and matrices, guidance on coding and analysis, summary of changes in the latest update. In excel format and published freely on the NHS Digital website.</i>

## 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 afresh are recommended to consult the information provided in the NWD Data Set Specification available here<sup>23</sup> and the NHS Data Model and Dictionary (DM&D), available here<sup>24</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>25</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>23</sup> <http://content.digital.nhs.uk/datasets/nwd>

<sup>24</sup>

[http://www.datadictionary.nhs.uk/data\\_dictionary/messages/administrative\\_data\\_sets/data\\_sets/national\\_workforce\\_data\\_set\\_fr.asp?shownav=1](http://www.datadictionary.nhs.uk/data_dictionary/messages/administrative_data_sets/data_sets/national_workforce_data_set_fr.asp?shownav=1)

<sup>25</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?

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

#### Why is this information required?

New data value to provide improved information about Operating Department Practitioners within the NHS and wider healthcare workforce. More information on the role is available on the NHS Careers website [here](#)<sup>26</sup>.

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

#### Why is this information required?

New data value to capture information about social care managers who as well as managing the service are also providing a degree of hands on support. Typically social care management teams within NHS organisations carry out hands on support and are required to be trained in clinical subjects, hence their inclusion in the Additional Professional Scientific and Technical Staff Group which links to their on-going training requirements.

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

#### Why is this information required?

New data value to capture information about clinical managers who fall within the Additional Professional Scientific and Technical Staff Group. Amongst other roles which this could be applied to, it removes the mismatch that currently exists as there are occupation codes for Managers within the Pharmacy (S0P) and Dental (S0R) areas, but no corresponding Job Role values in the Additional Professional Scientific and Technical Staff Group.

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

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<sup>26</sup> <https://www.healthcareers.nhs.uk/EXPLORE-ROLES/OPERATING-DEPARTMENT-PRACTICE/OPERATING-DEPARTMENT-PRACTITIONER>

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

New data value to capture information about Dental Core Trainees. It relates to the wider process of updating the available Dental Job Roles to bring them up to date with the current dental workforce structure. This particular role relates to those individuals who are undertaking additional dental training, following completion of their 1 year Foundation Dentist training. They are a qualified dental practitioner, registered with the GDC. The additional training occurs across Hospital and Community settings for up to 3 years. More information is available on the NHS Careers website [here](#)<sup>27</sup>.

### **[01046] Medical and Dental | Specialist Dentist**

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

New data value to capture information about Specialist Dentists. It relates to the wider process of updating the available Dental Job Roles to bring them up to date with the current dental workforce structure. This particular role relates to qualified dental practitioners, registered with GDC, who have completed Specialist Dental Training, hold a CCST award and is on one of the 13 GDC specialist lists. The role covers those who work in the Community Dental Service or General Dental Practice. It may include Specialist Dental Officers or Specialist General Dental Practitioners. Dentists can only use the title 'specialist' if they are on the list.

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

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

New data value to capture information about Approved Mental Health Professionals. It relates to the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This particular role is not a direct replacement for the retired 'Approved Social Worker' Job Role, though it does link to the role previously provided by Approved Social Workers. One significant difference being that an Approved Mental Health Professional need not be a Social Worker, so the Job Role is opened up to a wider range of professionals. An individual holding this role has the authority to remove a mentally disordered person from a public place to a place of safety under Section 136 of the Mental Health Act. More information about the role is available in [Section 18](#)<sup>28</sup> of the Mental Health Act 2007.

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<sup>27</sup> <https://www.healthcareers.nhs.uk/explore-roles/dental-team/dentist/entry-requirements-and-training-dentistry%20>

<sup>28</sup> <http://www.legislation.gov.uk/ukpga/2007/12/section/18>

## [02024] Students | **Student Social Worker**

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

New data value to capture information about Social Worker Students who are not supernumerary to Healthcare Organisations. It relates to the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure.

### **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<sup>st</sup> May 2018.

**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 Occupation Code

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

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

##### Why is this information required?

New Occupation Code to capture information on Consultant Therapists / Scientists in Prosthetics and Orthotics. Part of wider process of extending the current range of the Allied Health Professional related Occupation Codes to include these AHP staff for which Job Roles already existed, but no appropriate unique Occupation Codes were available. Name based upon the existing Area of Work value for consistency. As with other AHPs, the [Health and Care Professions Council](#)<sup>29</sup> is responsible for the registration of relevant staff. More detail on Prosthetics and Orthotics roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>30</sup>.

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

##### Why is this information required?

New Occupation Code to capture information on Managers in Prosthetics and Orthotics. Part of wider process of extending the current range of the Allied Health Professional related Occupation Codes to include these AHP staff for which Job Roles already existed, but no appropriate unique Occupation Codes were available. Name based upon the existing Area of Work value for consistency. As with other AHPs, the [Health and Care Professions Council](#)<sup>31</sup> is responsible for the registration of relevant staff. More detail on Prosthetics and Orthotics roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>32</sup>.

#### [S1I] Therapist in Prosthetics and Orthotics

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<sup>29</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=9#profDetails>

<sup>30</sup> <https://www.healthcareers.nhs.uk/explore-roles/allied-health-professionals/prosthetistorthotist>

<sup>31</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=9#profDetails>

<sup>32</sup> <https://www.healthcareers.nhs.uk/explore-roles/allied-health-professionals/prosthetistorthotist>

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

New Occupation Code to capture information on Managers in Prosthetics and Orthotics. Part of wider process of extending the current range of the Allied Health Professional related Occupation Codes to include these AHP staff for which Job Roles already existed, but no appropriate unique Occupation Codes were available. Name based upon the existing Area of Work value for consistency. As with other AHPs, the [Health and Care Professions Council](#)<sup>33</sup> is responsible for the registration of relevant staff. More detail on Prosthetics and Orthotics roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>34</sup>.

### **[S4I] Technician in Prosthetics and Orthotics**

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

New Occupation Code to capture information on Technicians in Prosthetics and Orthotics. Part of wider process of extending the current range of the Allied Health Professional related Occupation Codes to include these AHP staff for which Job Roles already existed, but no appropriate unique Occupation Codes were available. Name based upon the existing Area of Work value for consistency. As with other AHPs, the [Health and Care Professions Council](#)<sup>35</sup> is responsible for the registration of relevant staff. More detail on Prosthetics and Orthotics roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>36</sup>.

### **[S5I] Assistant Practitioner in Prosthetics and Orthotics**

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

New Occupation Code to capture information on Assistant Practitioners in Prosthetics and Orthotics. Part of wider process of extending the current range of the Allied Health Professional related Occupation Codes to include these AHP support staff, linked to the creation of the codes for the registered staff they support. Name based upon the existing Area of Work value for consistency. More detail on the Assistant Practitioner roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>37</sup>.

### **[S9I] Helper / assistant in Prosthetics and Orthotics**

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

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<sup>33</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=9#profDetails>

<sup>34</sup> <https://www.healthcareers.nhs.uk/explore-roles/allied-health-professionals/prosthetistorthotist>

<sup>35</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=9#profDetails>

<sup>36</sup> <https://www.healthcareers.nhs.uk/explore-roles/allied-health-professionals/prosthetistorthotist>

<sup>37</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-support-staff/assistant-practitioner>

New Occupation Code to capture information on Helper / Assistants in Prosthetics and Orthotics. Part of wider process of extending the current range of the Allied Health Professional related Occupation Codes to include these AHP support staff, linked to the creation of the codes for the registered staff they support. Name based upon the existing Area of Work value for consistency.

### [037] Aviation and Space Medicine

#### Why is this information required?

New Occupation Code to capture information on Doctors within the newly created medical Main Specialty of Aviation and Space Medicine. More details available in this [Statutory Instrument](#)<sup>38</sup> detailing its creation as a Statutory Main Specialty, and on the [GMC website](#)<sup>39</sup> relating to their approved medical training curricula.

### [137] Aviation and Space Medicine (Locum)

#### Why is this information required?

New Occupation Code to capture information on Locum Doctors within the newly created medical Main Specialty of Aviation and Space Medicine. More details available in this [Statutory Instrument](#)<sup>40</sup> detailing its creation as a Statutory Main Specialty, and on the [GMC website](#)<sup>41</sup> relating to their approved medical training curricula.

### [UAK] Consultant Healthcare Scientist in Clinical Bioinformatics

#### Why is this information required?

New Occupation Code to allow the accurate coding of Consultant Healthcare Scientist roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. As with other registered Healthcare Scientists / Clinical Scientists, the

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<sup>38</sup> [http://www.legislation.gov.uk/uksi/2016/198/pdfs/uksi\\_20160198\\_en.pdf](http://www.legislation.gov.uk/uksi/2016/198/pdfs/uksi_20160198_en.pdf)

<sup>39</sup> [http://www.gmc-uk.org/education/approved\\_curricula\\_systems.asp](http://www.gmc-uk.org/education/approved_curricula_systems.asp)

<sup>40</sup> [http://www.legislation.gov.uk/uksi/2016/198/pdfs/uksi\\_20160198\\_en.pdf](http://www.legislation.gov.uk/uksi/2016/198/pdfs/uksi_20160198_en.pdf)

<sup>41</sup> [http://www.gmc-uk.org/education/approved\\_curricula\\_systems.asp](http://www.gmc-uk.org/education/approved_curricula_systems.asp)

Health and Care Professions Council<sup>42</sup> is responsible for the registration of relevant staff. More detail on Clinical Bioinformatics roles which should be coded using this new occupation code is available on the NHS Careers website here<sup>43</sup>.

### [U0K] Manager in Clinical Bioinformatics

#### Why is this information required?

New Occupation Code to allow the accurate coding of clinical Managers within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. As with other registered Healthcare Scientists / Clinical Scientists and Practitioner / Biomedical Scientists, the Health and Care Professions Council<sup>44</sup> is responsible for the registration of relevant staff. More detail on Clinical Bioinformatics roles which should be coded using this new occupation code is available on the NHS Careers website here<sup>45</sup>.

### [U1K] Specialist Healthcare Scientist in Clinical Bioinformatics

#### Why is this information required?

New Occupation Code to allow the accurate coding of Specialist Healthcare Scientist roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. As with other registered Healthcare Scientists / Clinical Scientists, the Health and Care Professions Council<sup>46</sup> is responsible for the registration of relevant staff. More detail on Clinical

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<sup>42</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>43</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

<sup>44</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>45</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

<sup>46</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

Bioinformatics roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>47</sup>.

### [U2K] Healthcare Scientist in Clinical Bioinformatics

#### Why is this information required?

New Occupation Code to allow the accurate coding of Healthcare Scientist roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. As with other registered Healthcare Scientists / Clinical Scientists, the [Health and Care Professions Council](#)<sup>48</sup> is responsible for the registration of relevant staff. More detail on Clinical Bioinformatics roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>49</sup>.

### [U3K] Specialist Healthcare Science Practitioner in Clinical Bioinformatics

#### Why is this information required?

New Occupation Code to allow the accurate coding of Specialist Healthcare Science Practitioner roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. As with other registered Specialist Healthcare Science Practitioners / Biomedical Scientists, the [Health and Care Professions Council](#)<sup>50</sup> is responsible for the registration of relevant staff. More detail on Clinical Bioinformatics roles which

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<sup>47</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

<sup>48</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>49</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

<sup>50</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>51</sup>.

### [U4K] Healthcare Science Practitioner in Clinical Bioinformatics

#### Why is this information required?

New Occupation Code to allow the accurate coding of Healthcare Science Practitioner roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. As with other registered Healthcare Science Practitioners / Biomedical Scientists, the [Health and Care Professions Council](#)<sup>52</sup> is responsible for the registration of relevant staff. More detail on Clinical Bioinformatics roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>53</sup>.

### [U5K] Healthcare Science Associate in Clinical Bioinformatics

#### Why is this information required?

New Occupation Code to allow the accurate coding of Healthcare Science Associate roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. More detail on Clinical Bioinformatics roles which would be supported by staff coded using this new occupation code is available on the NHS Careers website [here](#)<sup>54</sup>. More detail on the

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<sup>51</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

<sup>52</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>53</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

<sup>54</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

Associate (Assistant Practitioner) role more generally is available on the NHS Careers website [here](#)<sup>55</sup>.

### [U6K] Trainee Healthcare Scientist in Clinical Bioinformatics

#### Why is this information required?

New Occupation Code to allow the accurate coding of Trainee Healthcare Scientist roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. More detail on Clinical Bioinformatics roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>56</sup>.

### [U7K] Trainee Healthcare Science Practitioner in Clinical Bioinformatics

#### Why is this information required?

New Occupation Code to allow the accurate coding of Trainee Healthcare Science Practitioner roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. More detail on Clinical Bioinformatics roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>57</sup>.

### [U8K] Trainee Healthcare Science Associate in Clinical Bioinformatics

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<sup>55</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-support-staff/assistant-practitioner>

<sup>56</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

<sup>57</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

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

New Occupation Code to allow the accurate coding of Trainee Healthcare Science Associate roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. More detail on the Associate (Assistant Practitioner) role more generally is available on the NHS Careers website [here](#)<sup>58</sup>.

### **[U9K] Healthcare Science Assistant in Clinical Bioinformatics**

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

New Occupation Code to allow the accurate coding of Healthcare Science Assistant roles within the developing area of Genomics and Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Genomics, Clinical Bioinformatics and Health Informatics Science. More detail on Clinical Bioinformatics roles which would be supported by staff coded using this new occupation code is available on the NHS Careers website [here](#)<sup>59</sup>.

### **[UAL] Consultant Healthcare Scientist in Social Sciences**

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

New Occupation Code to allow the accurate coding of Consultant Healthcare Scientist roles within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England.

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<sup>58</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-support-staff/assistant-practitioner>

<sup>59</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. As with other registered Healthcare Scientists / Clinical Scientists, the [Health and Care Professions Council](#)<sup>60</sup> is responsible for the registration of relevant staff. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>61</sup>.

### [U0L] Manager in Social Sciences

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

New Occupation Code to allow the accurate coding of clinical Managers within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. As with other registered Healthcare Scientists / Clinical Scientists and Practitioner / Biomedical Scientists, the [Health and Care Professions Council](#)<sup>62</sup> is responsible for the registration of relevant staff. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>63</sup>.

### [U1L] Specialist Healthcare Scientist in Social Sciences

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

New Occupation Code to allow the accurate coding of Specialist Healthcare Scientist roles within the area of Social Sciences. This is part of the first stage of changes to

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<sup>60</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>61</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>62</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>63</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. As with other registered Healthcare Scientists / Clinical Scientists, the [Health and Care Professions Council](#)<sup>64</sup> is responsible for the registration of relevant staff. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>65</sup>.

## [U2L] Healthcare Scientist in Social Sciences

### Why is this information required?

New Occupation Code to allow the accurate coding of Healthcare Scientist roles within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. As with other registered Healthcare Scientists / Clinical Scientists, the [Health and Care Professions Council](#)<sup>66</sup> is responsible for the registration of relevant staff. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>67</sup>.

## [U3L] Specialist Healthcare Science Practitioner in Social Sciences

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<sup>64</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>65</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>66</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>67</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

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

New Occupation Code to allow the accurate coding of Specialist Healthcare Science Practitioner roles within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. As with other registered Specialist Practitioner / Biomedical Scientists, the [Health and Care Professions Council](#)<sup>68</sup> is responsible for the registration of relevant staff. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>69</sup>.

### **[U4L] Healthcare Science Practitioner in Social Sciences**

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

New Occupation Code to allow the accurate coding of Healthcare Science Practitioner roles within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. As with other registered Practitioner / Biomedical Scientists, the [Health and Care Professions Council](#)<sup>70</sup> is responsible for the registration of relevant staff. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>71</sup>.

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<sup>68</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>69</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>70</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>71</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

## [U5L] Healthcare Science Associate in Social Sciences

### Why is this information required?

New Occupation Code to allow the accurate coding of Healthcare Science Associate roles within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>72</sup>. More detail on the Associate (Assistant Practitioner) role more generally is available on the NHS Careers website [here](#)<sup>73</sup>.

## [U6L] Trainee Healthcare Scientist in Social Sciences

### Why is this information required?

New Occupation Code to allow the accurate coding of Trainee Healthcare Scientist roles within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>74</sup>.

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<sup>72</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>73</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-support-staff/assistant-practitioner>

<sup>74</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

## [U7L] Trainee Healthcare Science Practitioner in Social Sciences

### Why is this information required?

New Occupation Code to allow the accurate coding of Trainee Healthcare Science Practitioner roles within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>75</sup>.

## [U8L] Trainee Healthcare Science Associate in Social Sciences

### Why is this information required?

New Occupation Code to allow the accurate coding of Trainee Healthcare Science Associate roles within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. More detail on the Associate (Assistant Practitioner) role more generally is available on the NHS Careers website [here](#)<sup>76</sup>.

## [U9L] Healthcare Science Assistant in Social Sciences

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<sup>75</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>76</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-support-staff/assistant-practitioner>

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

New Occupation Code to allow the accurate coding of Healthcare Science Assistant roles within the area of Social Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Nutritional Sciences, Behavioural Sciences, Field Epidemiology and Social Sciences. More information regards Public Health England and the type of roles which should be coded using this new occupation code is available on the Gov.uk website [here](#)<sup>77</sup>.

### **[UAM] Consultant Healthcare Scientist in Environmental Sciences**

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

New Occupation Code to allow the accurate coding of Consultant Healthcare Scientist roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. As with other registered Healthcare Scientists / Clinical Scientists, the [Health and Care Professions Council](#)<sup>78</sup> is responsible for the registration of relevant staff. More information regards Environmental Science and the type of roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>79</sup>.

### **[U0M] Manager in Environmental Sciences**

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<sup>77</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>78</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>79</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

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

New Occupation Code to allow the accurate coding of clinical Manager roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. As with other registered Healthcare Scientists / Clinical Scientists and Practitioner / Biomedical Scientists, the [Health and Care Professions Council](#)<sup>80</sup> is responsible for the registration of relevant staff. More information regards Environmental Science and the type of roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>81</sup>.

### **[U1M] Specialist Healthcare Scientist in Environmental Sciences**

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

New Occupation Code to allow the accurate coding of Specialist Healthcare Scientist roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. As with other registered Healthcare Scientists / Clinical Scientists, the [Health and Care Professions Council](#)<sup>82</sup> is responsible for the registration of relevant staff. More information regards Environmental Science and the type of roles which should be

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<sup>80</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>81</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

<sup>82</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

coded using this new occupation code is available on the NHS Careers website [here](#)<sup>83</sup>.

## [U2M] Healthcare Scientist in Environmental Sciences

### Why is this information required?

New Occupation Code to allow the accurate coding of Healthcare Scientist roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. As with other registered Healthcare Scientists / Clinical Scientists, the [Health and Care Professions Council](#)<sup>84</sup> is responsible for the registration of relevant staff. More information regards Environmental Science and the type of roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>85</sup>.

## [U3M] Specialist Healthcare Science Practitioner in Environmental Sciences

### Why is this information required?

New Occupation Code to allow the accurate coding of Specialist Healthcare Science Practitioner roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. As with other registered Specialist Practitioner / Biomedical Scientists, the [Health and](#)

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<sup>83</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

<sup>84</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>85</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

Care Professions Council<sup>86</sup> is responsible for the registration of relevant staff. More information regards Environmental Science and the type of roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>87</sup>.

#### [U4M] Healthcare Science Practitioner in Environmental Sciences

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

New Occupation Code to allow the accurate coding of Healthcare Science Practitioner roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. As with other registered Practitioner / Biomedical Scientists, the [Health and Care Professions Council](#)<sup>88</sup> is responsible for the registration of relevant staff. More information regards Environmental Science and the type of roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>89</sup>.

#### [U5M] Healthcare Science Associate in Environmental Sciences

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

New Occupation Code to allow the accurate coding of Healthcare Science Associate roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the

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<sup>86</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>87</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

<sup>88</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=4#profDetails>

<sup>89</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. More detail on Environmental Science and the type of roles which would be supported by staff coded using this new occupation code is available on the NHS Careers website [here](#)<sup>90</sup>. More detail on the Associate (Assistant Practitioner) role more generally is available on the NHS Careers website [here](#)<sup>91</sup>.

## [U6M] Trainee Healthcare Scientist in Environmental Sciences

### Why is this information required?

New Occupation Code to allow the accurate coding of Trainee Healthcare Scientist roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. More information regards Environmental Science and the type of roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>92</sup>.

## [U7M] Trainee Healthcare Science Practitioner in Environmental Sciences

### Why is this information required?

New Occupation Code to allow the accurate coding of Trainee Healthcare Science Practitioner roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the

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<sup>90</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

<sup>91</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-support-staff/assistant-practitioner>

<sup>92</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. More information regards Environmental Science and the type of roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>93</sup>.

### **[U8M] Trainee Healthcare Science Associate in Environmental Sciences**

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

New Occupation Code to allow the accurate coding of Trainee Healthcare Science Associate roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to the role to be coded – for example, Radiation Sciences and Environmental Sciences. More detail on the Associate (Assistant Practitioner) role more generally is available on the NHS Careers website [here](#)<sup>94</sup>.

### **[U9M] Healthcare Science Assistant in Environmental Sciences**

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

New Occupation Code to allow the accurate coding of Consultant Healthcare Scientist roles within the area of Environmental Sciences. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These codes should only be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. The creation of these values also links to the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce, with values specifically linked to Public Health Science. To provide the full level of detail, the creation of this Occupation code is linked to the creation of corresponding Area of Work values to allow the capture of information on the specific specialism related to

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<sup>93</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

<sup>94</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-support-staff/assistant-practitioner>

the role to be coded – for example, Radiation Sciences and Environmental Sciences. More information regards Environmental Science and the type of roles which would be supported by staff coded using this new occupation code is available on the NHS Careers website [here](#)<sup>95</sup>.

### **[NFJ] Nursing Assistant Practitioner in Education Staff**

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

New Occupation Code to allow the accurate coding of Nursing Assistant Practitioners within nurse education roles. This is part of the first stage of changes to the standard related to the improvements in the information available for nurses and support staff. This new code is linked to the development of the new Nursing Associate role and the need to capture information about training assessors at this level, who will be involved in assessing the training of Trainee Nursing Associates. In addition, it also relates to proposals developed by the NHS in Wales considering the roles carried out by support staff which has highlighted this gap in the current coding frame. More detail on the Assistant Practitioner role more generally is available on the NHS Careers website [here](#)<sup>96</sup>.

### **[N8D] Nursery Nurse in Community Mental Health**

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

New Occupation Code to allow the accurate coding of Nursery Nurses within the Community Mental Health care setting. This is part of the first stage of changes to the standard related to the improvements in the information available for the Psychologist and Psychological Therapist workforce. These changes are intended to extend the information available regarding the Improving Access to Psychological Therapy (IAPT) workforce and other Psychological Therapy services. In addition, it also relates to proposals developed by the NHS in Wales considering the roles carried out by support staff which has highlighted this gap in the current coding frame.

To note - the 'D' column of the 'N' Matrix of the NHS Occupation Codes was previously labelled 'Community Psychiatry' and there is a change proposal to update this column also linked to this work, described in more detail in section 2.2.2 of this guidance document with regards to changes to existing Occupation Codes. More detail on the Nursery Nurse role more generally is available on the NHS Careers website [here](#)<sup>97</sup>.

### **[N8F] Nursery Nurse in Community Learning Disabilities**

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<sup>95</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health/environmental-health-professional>

<sup>96</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-support-staff/assistant-practitioner>

<sup>97</sup> <https://www.healthcareers.nhs.uk/explore-roles/corporate-services/nursery-nurse-and-nursery-assistant>

### Why is this information required?

New Occupation Code to allow the accurate coding of Nursery Nurses within the Community Learning Disabilities care setting. This is part of the first stage of changes to the standard related to the improvements in the information available for the Psychologist and Psychological Therapist workforce. These changes are intended to extend the information available regarding the Improving Access to Psychological Therapy (IAPT) workforce and other Psychological Therapy services. In addition, it also relates to proposals developed by the NHS in Wales considering the roles carried out by support staff which has highlighted this gap in the current coding frame. More detail on the Nursery Nurse role more generally is available on the NHS Careers website [here](#)<sup>98</sup>.

### [S1L] Therapist in Applied Psychology

#### Why is this information required?

New Occupation Code to allow the accurate coding of Therapists in the Applied Psychology care setting of the NHS Occupation Codes. This is part of the first stage of changes to the standard related to the improvements in the information available for the Psychologist and Psychological Therapist workforce. These changes are intended to extend the information available regarding the Improving Access to Psychological Therapy (IAPT) workforce and other Psychological Therapy services. This specific code is to be used to capture information relating to Applied Psychology staff working specifically within IAPT services and no other area.

To note - the 'L' column of the 'S' Matrix of the NHS Occupation Codes was previously labelled 'Clinical Psychology' and there is a change proposal to update this column also linked to this work, described in more detail in section 2.2.2 of this guidance document with regards to changes to existing Occupation Codes. More detail regarding Psychological Therapy roles more generally is available on the NHS Careers website [here](#)<sup>99</sup>.

#### When should this information be collected from?

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

These codes *must* be used, where relevant, by 1st May 2018.

**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.**

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<sup>98</sup> <https://www.healthcareers.nhs.uk/explore-roles/corporate-services/nursery-nurse-and-nursery-assistant>

<sup>99</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies>

### **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.

**Additional information relating to the changes to the NHS Occupation Codes, including supporting guidance, can be found in the NHS Occupation Code Manual v15.0. This is available on the NHS Digital [website](#)<sup>100</sup>.**

## **2.1.3 Nationality**

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

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<sup>100</sup> <http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes>

## North Korean

## South Korean

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

Change to the National Workforce Data Set as a result of the provision of the workforce Minimum Data Set by organisations not using ESR which highlighted some deficiencies in the existing NWD list of Nationalities. This change splits the existing 'Korean' value into its two component parts of 'North Korean' and 'South Korean'. Therefore, it will now be possible accurately capture data for members of the healthcare workforce who identify themselves as being specifically North or South Korean.

### **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<sup>st</sup> May 2018.

**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 who identify themselves as belonging to the nationalities listed above.

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

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

This information should be captured as part of the recruitment process as staff are recruited/assigned. It may also be updated in response to equality monitoring exercises and as part of the responsibility of employers to keep personal data up to date under the Data Protection Act (DPA) 1998.

## 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 Absence Type

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

##### [17] Unpaid Authorised Special Hrs

#### Why is this information required?

Change to NWD based on ESR/NWD comparison exercise as Unpaid Authorised Special Hrs is already implemented in ESR and this value enables the capture of information about an important reason for absence which is otherwise not possible.

#### 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<sup>st</sup> May 2018.

**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 that are absent in relation to unpaid but authorised special leave arrangements.

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

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

This information should be captured as part of the on-going upkeep of HR/Payroll information related to absence management.

### **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.

## **2.1.5 Absence Category**

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

[10] [Paternity Antenatal Appointment](#)

[11] [Adoption Appointment](#)

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

Change to NWD based on ESR/NWD comparison exercise as 'Paternity Antenatal Appointment' and 'Adoption Appointment' are already implemented in ESR and these values enable the capture of information about important absence categories which would otherwise not be possible. These values are intended to capture information regarding short term absence related to attendance of Antenatal appointments for men and to Adoption appointments for either parent. There are existing values to capture information regarding the longer term leave of absence related to Adoption and Paternity arrangements.

### **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<sup>st</sup> May 2018.

**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 that are absent in relation to Paternity Antenatal Appointments or Adoption Appointments.

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

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

This information should be captured as part of the on-going upkeep of HR/Payroll information related to absence management.

### **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.

## **2.1.6 Area of Work**

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

Clinical Support | Cancer Support | [Radiotherapy](#)

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

To provide distinction for this specific area of work and to avoid it being subsumed within the existing 'Cancer Support' or 'Radiotherapy Physics' Area of Work values where much of this activity is currently captured. This value has been added in response to a request from the chair of the UK Radiotherapy Managers group in order to allow for the capture of improved workforce planning information about this important and distinct group of staff. More information regards Radiotherapy and the type of roles which should be coded using this new Area of Work is available on the NHS Careers website [here](#)<sup>101</sup>.

Medicine | [Aviation and Space Medicine](#) | [Aviation and Space Medicine](#)

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

New Secondary and Tertiary Area of Work values, linked to the creation of the corresponding NHS Occupation Code for this new statutorily approved Medical Main Specialty of Aviation and Space Medicine. More details available in this [Statutory Instrument](#)<sup>102</sup> detailing its creation as a Statutory Main Specialty, and on the GMC [website](#)<sup>103</sup> relating to the approved medical training curricula. To allow the capture of information relating to the multidisciplinary team involved in providing and supporting care related to Aviation and Space Medicine.

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<sup>101</sup> <https://www.healthcareers.nhs.uk/about/news/focus-radiotherapy>

<sup>102</sup> [http://www.legislation.gov.uk/uksi/2016/198/pdfs/ukxi\\_20160198\\_en.pdf](http://www.legislation.gov.uk/uksi/2016/198/pdfs/ukxi_20160198_en.pdf)

<sup>103</sup> [http://www.gmc-uk.org/education/approved\\_curricula\\_systems.asp](http://www.gmc-uk.org/education/approved_curricula_systems.asp)

Pathology | Infection Sciences | **Decontamination Science**

### Why is this information required?

New Tertiary Area of Work value to allow the capture of information regarding the Decontamination Science / Sterile Services area of work. Due to the grade mix of this particular area only specified Occupation Codes with the Infection Sciences theme (U\*B) are to be used in conjunction with this new Area of Work. Specifically, 'Decontamination Science' should only be used in relation to roles for support staff or trainees, so may only be combined with the Occupation Codes U5B, U8B, and U9B when capturing information regarding the healthcare science workforce. The Occupation Codes UAB-U4B must not be used when linked to this Area of Work. This is because there are no accredited Healthcare Science training curricula available at the current time to support the development of qualified posts, and therefore no post holders to meet the qualified Job Role criteria. More detailed guidance will be available in version 15 of the NHS Occupation Code Manual which will be available from the NHS Digital website [here](#)<sup>104</sup>.

This is part of the final changes required to complete the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific areas available for coding within the healthcare workforce. More detail on the Decontamination Science and Sterile Services roles which should be coded using this new Area of Work is available on the NHS Careers website [here](#)<sup>105</sup>.

Pathology | Pathology | **Genetic Counselling**

### Why is this information required?

New Tertiary Area of Work 'Genetic Counselling' to allow the accurate specialism coding of healthcare scientific roles within the developing area of Genetic Counselling. In order to provide this level of detail, use of this new Area of Work should be linked to the relevant Occupation Code within the range U\*D (Genetics), appropriate for the level of the post holder. This value should only be used for Healthcare Science posts requiring the post holder to have qualified in the new Scientist Training Programme (STP) in that subject. U\*D linked with 'Genetic Counselling' as the Area of Work should not be used in any other circumstance for Healthcare Science staff, the first graduates from this STP will be in 2019. More detailed guidance will be available in version 15 of the NHS Occupation Code Manual which will be available from the NHS Digital website [here](#)<sup>106</sup>.

This is part of the final changes required to complete the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. More detail on the

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<sup>104</sup> <http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes>

<sup>105</sup> <https://www.healthcareers.nhs.uk/explore-roles/physical-sciences-and-biomechanical-engineering/decontamination-and-sterile-services>

<sup>106</sup> <http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes>

Genetic Counselling roles which should be coded using this new Area of Work is available on the NHS Careers website [here](#)<sup>107</sup>.

Clinical Support | Medical Physics | [Clinical Pharmaceutical Science](#)

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

New Tertiary Area of Work value to allow the capture of information relating to the Clinical Pharmaceutical Science specialist workforce. This is part of the final changes required to complete the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. More detail on the healthcare Science Specialism of Clinical Pharmaceutical Science is available on the NHS Careers website [here](#)<sup>108</sup>.

Clinical Support | Clinical Engineering | [Reconstructive Science](#)

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

New Tertiary Area of Work value to allow the capture of information relating to the Reconstructive Science specialist workforce. This is part of the final changes required to complete the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. More detail on the healthcare Science Specialism of Reconstructive Science is available on the NHS Careers website [here](#)<sup>109</sup>.

Clinical Support | [Clinical Bioinformatics](#) | [Clinical Bioinformatics](#)

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

New Secondary and Tertiary Area of Work values to allow the accurate coding of healthcare scientific roles within the developing area of Clinical Bioinformatics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the

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<sup>107</sup> <https://www.healthcareers.nhs.uk/explore-roles/life-sciences/genomic-counselling>

<sup>108</sup> <https://www.healthcareers.nhs.uk/explore-roles/physical-sciences-and-biomechanical-engineering/clinical-pharmaceutical-science>

<sup>109</sup> <https://www.healthcareers.nhs.uk/explore-roles/physical-sciences-and-biomechanical-engineering/reconstructive-science>

healthcare workforce. More detail on Clinical Bioinformatics roles which should be coded using this new Area of Work is available on the NHS Careers website [here](#)<sup>110</sup>.

Clinical Support | Clinical Bioinformatics | [Genomics](#)

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

New Tertiary Area of Work value to allow the accurate specialism coding of healthcare scientific roles within the developing area of Genomics. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. More detail on Genomics roles which should be coded using this new Area of Work is available on the NHS Careers website [here](#)<sup>111</sup>.

Clinical Support | Clinical Bioinformatics | [Health Informatics Science](#)

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

New Tertiary Area of Work value to allow the accurate specialism coding of healthcare scientific roles within the developing area of Health Informatics Science. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce as these roles sit between Public Health and Healthcare. It also completes the work started in response to the Modernising Scientific Careers programme by supplementing the list of scientific specialisms available for coding within the healthcare workforce. More detail on Health Informatics Science roles which should be coded using this new Area of Work is available on the NHS Careers website [here](#)<sup>112</sup>.

[Public Health | Public Health | Public Health](#)

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

New Primary, Secondary and Tertiary Area of Work values. Linked to the development of the updated Public Health data standards to enable the capture of a Public Health Minimum Data Set and also to complete the changes to the Healthcare Science elements of the NWD to make them fit for staff employed by Public Health England, many of whom do not fit well within the standard values available for HCS

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<sup>110</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-bioinformatics>

<sup>111</sup> <https://www.healthcareers.nhs.uk/explore-roles/informatics/bioinformatics-genomics>

<sup>112</sup> <https://www.healthcareers.nhs.uk/explore-roles/informatics/bioinformatics-health-informatics>

staff. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. More information regards the wide variety of Public Health roles which may be coded using this new Area of Work are available on the NHS Careers website [here](#)<sup>113</sup>.

Public Health | [Public Health Sciences](#) | [Public Health Sciences](#)

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

New Secondary and Tertiary Area of Work values. Linked to the development of the updated Public Health data standards to enable the capture of a Public Health Minimum Data Set and also to complete the changes to the Healthcare Science elements of the NWD to make them fit for staff employed by Public Health England, many of whom do not fit well within the standard values available for HCS staff. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. These new Area of Work values should be used for the capture of information regarding Public Health HCS roles, the majority (if not all of which), will be located within Public Health England. More information regards the wide variety of Public Health roles which exist are available on the NHS Careers website [here](#)<sup>114</sup>.

To provide the full level of detail, these new Area of Work values are linked to the creation of new Public Health Science related Occupation codes which is described in more detail in section 2.1.2. The Area of Work values allow the capture of information on the specific specialism related to the role to be coded, and the value of 'Public Health Science' is intended to provide a link across the more detailed specialisms that sit below it. More information regards Public Health England and the type of scientific roles which may be coded using this new Area of Work is available on the Gov.uk website [here](#)<sup>115</sup>.

Public Health | Public Health Sciences | [Social Sciences](#)

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

New Tertiary Area of Work value to allow the accurate coding of Healthcare Scientific roles within the area of Social Sciences. Linked to the development of the updated Public Health data standards to enable the capture of a Public Health Minimum Data Set and also to complete the changes to the Healthcare Science elements of the NWD to make them fit for staff employed by Public Health England, many of whom do not fit well within the standard values available for HCS staff. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. This new

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<sup>113</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health>

<sup>114</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health>

<sup>115</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

Area of Work value should be used for the capture of information regarding Public Health HCS roles, the majority (if not all of which), will be located within Public Health England. More information regards the wide variety of Public Health roles which exist are available on the NHS Careers website [here](#)<sup>116</sup>.

To provide the full level of detail, this new Area of Work value should be linked to the relevant new Public Health Science related Occupation code, all of which are described in more detail in section 2.1.2. The Area of Work value allows the capture of information on the specific specialism related to the role to be coded, and the value of 'Social Sciences' is one of the more detailed specialisms that is required for the accurate capture of roles within Public Health England. More information regards Public Health England and the type of scientific roles which may be coded using this new Area of Work is available on the Gov.uk website [here](#)<sup>117</sup>.

Public Health | Public Health Sciences | **Nutritional Sciences**

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

This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. This new Area of Work should primarily be used for the capture of information regarding Public Health Healthcare Scientific roles, the majority (if not all of which), will be located within Public Health England. By linking to the correct Occupation Code this new Area of Work allows the capture of information on the specific specialism related to the role to be coded related to Nutritional Sciences in order to allow for the capture of improved workforce planning information about this important and growing group of staff. More information regards Nutritional Science and the type of roles which should be coded using this new Area of Work is available on the NHS Careers website [here](#)<sup>118</sup>.

Public Health | Public Health Sciences | **Behavioural Sciences**

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

New Tertiary Area of Work value to allow the accurate coding of Healthcare Scientific roles within the area of Behavioural Sciences. Linked to the development of the updated Public Health data standards to enable the capture of a Public Health Minimum Data Set and also to complete the changes to the Healthcare Science elements of the NWD to make them fit for staff employed by Public Health England, many of whom do not fit well within the standard values available for HCS staff. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. This new Area of Work value should be used for the capture of information regarding

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<sup>116</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health>

<sup>117</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>118</sup> <https://www.healthcareers.nhs.uk/explore-roles/clinical-support-staff/nutritionist>

Public Health HCS roles, the majority (if not all of which), will be located within Public Health England. More information regards the wide variety of Public Health roles which exist are available on the NHS Careers website [here](#)<sup>119</sup>.

To provide the full level of detail, this new Area of Work value should be linked to the relevant new Public Health Science related Occupation code, all of which are described in more detail in section 2.1.2. The Area of Work value allows the capture of information on the specific specialism related to the role to be coded, and the value of 'Behavioural Sciences' is one of the more detailed specialisms that is required for the accurate capture of roles within Public Health England, specifically related to health improvement. More information regards Public Health England and the type of scientific roles which may be coded using this new Area of Work is available on the Gov.uk website [here](#)<sup>120</sup>.

Public Health | Public Health Sciences | [Field Epidemiology](#)

### Why is this information required?

New Tertiary Area of Work value to allow the accurate coding of Healthcare Scientific roles within the area of Field Epidemiology. Linked to the development of the updated Public Health data standards to enable the capture of a Public Health Minimum Data Set and also to complete the changes to the Healthcare Science elements of the NWD to make them fit for staff employed by Public Health England, many of whom do not fit well within the standard values available for HCS staff. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. This new Area of Work value should be used for the capture of information regarding Public Health HCS roles, the majority (if not all of which), will be located within Public Health England. More information regards the wide variety of Public Health roles which exist are available on the NHS Careers website [here](#)<sup>121</sup>.

To provide the full level of detail, this new Area of Work value should be linked to the relevant new Public Health Science related Occupation code, all of which are described in more detail in section 2.1.2. The Area of Work value allows the capture of information on the specific specialism related to the role to be coded, and the value of 'Field Epidemiology' is one of the more detailed specialisms that is required for the accurate capture of roles within Public Health England, specifically related to health protection. More information regards Public Health England and the type of scientific roles which may be coded using this new Area of Work is available on the Gov.uk website [here](#)<sup>122</sup> with specific details regarding Field Epidemiology training available [here](#)<sup>123</sup>.

Public Health | Public Health Sciences | [Environmental Sciences](#)

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<sup>119</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health>

<sup>120</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>121</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health>

<sup>122</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>123</sup> <https://www.gov.uk/guidance/field-epidemiology-training-programme-fetp>

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

New Tertiary Area of Work value to allow the accurate coding of Healthcare Scientific roles within the area of Environmental Sciences. Linked to the development of the updated Public Health data standards to enable the capture of a Public Health Minimum Data Set and also to complete the changes to the Healthcare Science elements of the NWD to make them fit for staff employed by Public Health England, many of whom do not fit well within the standard values available for HCS staff. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. This new Area of Work value should be used for the capture of information regarding Public Health HCS roles, the majority (if not all of which), will be located within Public Health England. More information regards the wide variety of Public Health roles which exist are available on the NHS Careers website [here](#)<sup>124</sup>.

To provide the full level of detail, this new Area of Work value should be linked to the relevant new Public Health Science related Occupation code, all of which are described in more detail in section 2.1.2. The Area of Work value allows the capture of information on the specific specialism related to the role to be coded, and the value of 'Environmental Sciences' is one of the more detailed specialisms that is required for the accurate capture of roles within Public Health England, specifically related to health protection. More information regards Public Health England and the type of scientific roles which may be coded using this new Area of Work is available on the Gov.uk website [here](#)<sup>125</sup>.

Public Health | Public Health Sciences | [Radiation Sciences](#)

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

New Tertiary Area of Work value to allow the accurate coding of Healthcare Scientific roles within the area of Radiation Sciences. Linked to the development of the updated Public Health data standards to enable the capture of a Public Health Minimum Data Set and also to complete the changes to the Healthcare Science elements of the NWD to make them fit for staff employed by Public Health England, many of whom do not fit well within the standard values available for HCS staff. This is part of the first stage of changes to the standard related to the creation of suitable values to allow the capture of information regarding the Public Health workforce. This new Area of Work value should be used for the capture of information regarding Public Health HCS roles, the majority (if not all of which), will be located within Public Health England. More information regards the wide variety of Public Health roles which exist are available on the NHS Careers website [here](#)<sup>126</sup>.

To provide the full level of detail, this new Area of Work value should be linked to the relevant new Public Health Science related Occupation code, all of which are

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<sup>124</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health>

<sup>125</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>126</sup> <https://www.healthcareers.nhs.uk/explore-roles/public-health>

described in more detail in section 2.1.2. The Area of Work value allows the capture of information on the specific specialism related to the role to be coded, and the value of 'Radiation Sciences' is one of the more detailed specialisms that is required for the accurate capture of roles within Public Health England, specifically related to health protection. More information regards Public Health England and the type of scientific roles which may be coded using this new Area of Work is available on the Gov.uk website [here](#)<sup>127</sup> with specific details of the role of PHE in Radiation Protection available [here](#)<sup>128</sup>.

### **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<sup>st</sup> May 2018.

**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.

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<sup>127</sup> <https://www.gov.uk/government/organisations/public-health-england/about>

<sup>128</sup> <https://www.phe-protectionservices.org.uk/>

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.

## **2.1.7 Flexible Working Pattern**

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

#### **[06] Condensed Hours Working**

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

Addition to the NWD based upon the ESR/NWD comparison exercise as 'Condensed Hours Working' is already implemented in ESR and thought to be a useful Flexible Working Pattern for other users of the standard.

#### **[07] Flexible Retirement**

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

Addition to the NWD based upon the ESR/NWD comparison exercise as 'Flexible Retirement' is already implemented in ESR and thought to be a useful Flexible Working Pattern for other users of the standard.

#### **[08] Home Working (Contracted)**

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

Addition to the NWD based upon the ESR/NWD comparison exercise as 'Home Working (Contracted)' is already implemented in ESR and thought to be a useful Flexible Working Pattern for other users of the standard. Splits existing 'Home working' value to give more detail regarding contracted and occasional arrangements – see section 2.3.6 for more detail on the deletion of the previous single 'Home working'.

## [09] Home Working (Occasional)

### Why is this information required?

Addition to the NWD based upon the ESR/NWD comparison exercise as 'Home Working (Occasional)' is already implemented in ESR and thought to be a useful Flexible Working Pattern for other users of the standard. Splits existing 'Home working' value to give more detail regarding contracted and occasional arrangements – see section 2.3.6 for more detail on the deletion of the previous single 'Home working'.

## [10] Staggered Working Hours

### Why is this information required?

Addition to the NWD based upon the ESR/NWD comparison exercise as 'Staggered Working Hours' is already implemented in ESR and thought to be a useful Flexible Working Pattern for other users of the standard.

### 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<sup>st</sup> May 2018.

**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 whose flexible working pattern is listed above.

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

## **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.

## **2.1.8 Professional Registration Body**

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

#### **[17] General Osteopathic Council**

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

Addition to the NWD based upon the ESR/NWD comparison exercise as 'General Osteopathic Council' is already implemented in ESR. The decision has been taken to ensure that the National Workforce Data Set only includes bodies responsible for Statutory Registration / Regulation of healthcare professionals within the Professional Registration Body field. Therefore the General Osteopathic Council will be added to the NWD as it is responsible for the statutory regulation of the profession. More detail on the regulatory role of the General Osteopathic Council is available on their website [here](https://www.osteopathy.org.uk/home/)<sup>129</sup>.

### **When should this information be collected from?**

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<sup>129</sup> <https://www.osteopathy.org.uk/home/>

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<sup>st</sup> May 2018.

**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 who require registration with the Professional Body 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.

## 2.1.9 Type of Assessor

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

#### [05] COSHH Assessor

##### Why is this information required?

Addition to the NWD based upon the ESR/NWD comparison exercise as 'COSHH Assessor' is already implemented in ESR and thought to be a useful Type of Assessor for other users of the standard. To capture information regarding Control of Substances Hazardous to Health Training Assessors. Linked to other items, such as Supplementary Roles, to provide full detail of the Assessor Role.

#### [06] DSE Assessor

##### Why is this information required?

Addition to the NWD based upon the ESR/NWD comparison exercise as 'DSE Assessor' is already implemented in ESR and thought to be a useful Type of Assessor for other users of the standard. To capture information regarding Display Screen Equipment Training Assessors. Linked to other items, such as Supplementary Roles, to provide full detail of the Assessor Role.

#### [07] IWL Assessor

##### Why is this information required?

Addition to the NWD based upon the ESR/NWD comparison exercise as 'IWL Assessor' is already implemented in ESR and thought to be a useful Type of Assessor for other users of the standard. To capture information regarding Improving Working Lives Training Assessors. Linked to other items, such as Supplementary Roles, to provide full detail of the Assessor Role.

#### [08] NVQ Assessor

##### Why is this information required?

Addition to the NWD based upon the ESR/NWD comparison exercise as 'NVQ Assessor' is already implemented in ESR and thought to be a useful Type of Assessor to other users of the standard. To capture information regarding NVQ

Assessors specifically. Linked to other items, such as Supplementary Roles, to provide full detail of the Assessor Role.

## [09] NVQ Verifier

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

Addition to the NWD based upon the ESR/NWD comparison exercise as 'NVQ Verifier' is already implemented in ESR and thought to be a useful Type of Assessor to other users of the standard. To capture information regarding NVQ Verifiers specifically. Linked to other items, such as Supplementary Roles, to provide full detail of the Verifier Role.

### **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<sup>st</sup> May 2018.

**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 Training Assessors / Verifiers whose role in the training process is 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.

## **2.1.10 Type of Contract**

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

#### **[07] Non-Exec Director/Chair**

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

Addition to the NWD based upon the ESR/NWD comparison exercise as 'Non-exec Director/Chair' is already implemented in ESR and this will be a useful Type of Contract for other users of the standard.

#### **[08] Prof Exec Committee**

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

Addition to the NWD based upon the ESR/NWD comparison exercise as 'Prof Exec Committee' is already implemented in ESR and this will be a useful Type of Contract for other users of the Standard.

#### **[09] Widow/Widower**

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

Addition to the NWD based upon the ESR/NWD comparison exercise as 'Widow/Widower' is already implemented in ESR and this Contract Type is thought to be useful to other users of the standard.

### **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<sup>st</sup> May 2018.

**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 to which the contract types listed above are applicable.

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

### **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.

## 2.1.11 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.

## 2.2 Amendments

### 2.2.1 Job Role

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

Retire data value:

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

Replace with new data value:

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

#### Why is this information required?

Change to the National Workforce Data Set related to the ESR / NWD comparison exercise which has highlighted a number of changes which need to be made to the data standard to ensure that its utility is maximised for operational users and analysts. This is primarily a housekeeping exercise to ensure there is no mismatch between both the ESR and NWD. Remove '-' from Job Role label in the NWD. No change to the ESR.

Retire data value:

[07034] Additional Clinical Services | ~~Emergency Care Practitioners~~

Replace with new data value:

[07034] Additional Clinical Services | [Emergency Care Practitioner](#)

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

Change to the National Workforce Data Set related to the ESR / NWD comparison exercise which has highlighted a number of changes which need to be made to the data standard to ensure that its utility is maximised for operational users and analysts. This is primarily a housekeeping exercise to ensure there is no mismatch between both the ESR and NWD. Remove spurious 's' from the end of the Job Role label in the NWD. No change to the ESR.

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**

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

Change to the National Workforce Data Set related to the ESR / NWD comparison exercise which has highlighted a number of changes which need to be made to the data standard to ensure that its utility is maximised for operational users and analysts. This is primarily a housekeeping exercise to ensure there is no mismatch between both the ESR and NWD. Remove spurious '(PTS)' from the Job Role label in the NWD. No change to the ESR.

Retire data value:

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

Replace with new data value:

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

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

Change to the National Workforce Data Set related to the ESR / NWD comparison exercise and linked to workforce Minimum Data Set submissions from non-ESR organisations. One of a number of changes which has been highlighted as needing to be made to the data standard to ensure that its utility is maximised for operational users and analysts. Renaming NWD value to ensure better alignment with value which exists in ESR. This change makes to two linked Clinical Director Job Roles more consistent. No change to ESR.

Retire data value:

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

Replace with new data value:

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

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

Change to the National Workforce Data Set related to the ESR / NWD comparison exercise and linked to workforce Minimum Data Set submissions from non-ESR organisations. One of a number of changes which has been highlighted as needing to be made to the data standard to ensure that its utility is maximised for operational users and analysts. Renaming NWD value to ensure better alignment with value which exists in ESR. This change makes to two linked Clinical Director Job Roles more consistent. No change to ESR.

Retire data value:

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

Replace with new data value:

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

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

Change the Job Role value in line with the renaming of dental training roles which occurred in April 2016. No impact on existing staff as the Job Role should be renamed like for like. A Foundation Dentist works in an approved training practice, for 1 year, under supervision and receives additional training of specific relevance to general or community dental practice. They are registered with GDC whilst undertaking this stage of their training. More information regarding dental training is available on the NHS Careers website [here](https://www.healthcareers.nhs.uk/explore-roles/dental-team/dentist/entry-requirements-and-training-dentistry%20)<sup>130</sup>.

Retire data value:

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

Replace with new data value:

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

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

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<sup>130</sup> <https://www.healthcareers.nhs.uk/explore-roles/dental-team/dentist/entry-requirements-and-training-dentistry%20>

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used and should help coders make the correct choice when presented with a list available Job Roles. No impact on existing staff as the Job Role should be renamed like for like. More information regards Trainee Psychological Wellbeing Practitioners is available on the NHS Careers Website [here](#)<sup>131</sup>.

Retire data value:

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

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used and should help coders make the correct choice when presented with a list available Job Roles. No impact on existing staff as the Job Role should be renamed like for like. More information regards Trainee High Intensity Therapists is available on the NHS Careers Website [here](#)<sup>132</sup>.

Retire data value:

[07028] Additional Clinical Services | ~~Psychological Wellbeing Practitioner- Qualified~~

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used and should help coders make the correct choice when presented with a list available Job Roles. No impact on existing staff as the Job Role should be renamed like for like. More information

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<sup>131</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/psychological-wellbeing-practitioner>

<sup>132</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/high-intensity-therapist>

regards Psychological Wellbeing Practitioners is available on the NHS Careers Website [here](#)<sup>133</sup>.

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**

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used and should help coders make the correct choice when presented with a list available Job Roles. No impact on existing staff as the Job Role should be renamed like for like. More information regards High Intensity Therapists is available on the NHS Careers Website [here](#)<sup>134</sup>.

### **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<sup>st</sup> May 2018.

**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.

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<sup>133</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/psychological-wellbeing-practitioner>

<sup>134</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/high-intensity-therapist>

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

This information should be considered 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 Occupation Code**

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

Retire data value:

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

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and**

Midwifery Council (NMC)<sup>135</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>136</sup>.

Retire data value:

[NCD] Modern Matron in Community Psychiatry

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>137</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>138</sup>.

Retire data value:

[N0D] Manager in Community Psychiatry

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>139</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing

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<sup>135</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>136</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>137</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>138</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>139</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>140</sup>.

Retire data value:

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

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>141</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>142</sup>.

Retire data value:

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

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>143</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code

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<sup>140</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>141</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>142</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>143</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>144</sup>.

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**

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct [Nursing and Midwifery Council \(NMC\)](#)<sup>145</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>146</sup>.

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**

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct [Nursing and Midwifery Council \(NMC\)](#)<sup>147</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>148</sup>.

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<sup>144</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>145</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>146</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>147</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>148</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

Retire data value:

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

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>149</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>150</sup>.

Retire data value:

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

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>151</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>152</sup>.

Retire data value:

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<sup>149</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>150</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>151</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>152</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

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

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>153</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>154</sup>.

Retire data value:

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

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>155</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>156</sup>.

Retire data value:

[NOE] Manager in Other ~~Psychiatry~~

Replace with new data value:

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<sup>153</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>154</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>155</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>156</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>157</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>158</sup>.

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**

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct **Nursing and Midwifery Council (NMC)**<sup>159</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>160</sup>.

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**

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<sup>157</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>158</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>159</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>160</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

### Why is this information required?

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct [Nursing and Midwifery Council \(NMC\)](#)<sup>161</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>162</sup>.

Retire data value:

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

Replace with new data value:

[NFE] [Nursing Assistant Practitioner in Other Mental Health](#)

### Why is this information required?

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct [Nursing and Midwifery Council \(NMC\)](#)<sup>163</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>164</sup>.

Retire data value:

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

Replace with new data value:

[N8E] [Nursery nurse in Other Mental Health](#)

### Why is this information required?

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce,

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<sup>161</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>162</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>163</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>164</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct [Nursing and Midwifery Council \(NMC\)](#)<sup>165</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>166</sup>.

Retire data value:

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

Replace with new data value:

[N9E] [Nursing assistant / auxiliary in Other Mental Health](#)

### Why is this information required?

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. This simple renaming ensures the correct naming convention is being used, bringing the current Mental Health related Nursing Occupation Codes into line with the correct [Nursing and Midwifery Council \(NMC\)](#)<sup>167</sup> naming conventions. It should improve data capture and analysis and is the first stage in preparing for the planned overhaul of the nursing elements of the data standard. No impact on existing staff as the Occupation Code should be renamed like for like. More information regards Mental Health Nursing is available on the NHS Careers Website [here](#)<sup>168</sup>.

Retire data value:

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

Replace with new data value:

[SAL] [Consultant Therapist / Scientist in Applied Psychology](#)

### Why is this information required?

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the largest element of the different Applied Psychologies was used in error to

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<sup>165</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>166</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

<sup>167</sup> <https://www.nmc.org.uk/registration/staying-on-the-register/adding-qualifications/>

<sup>168</sup> <https://www.healthcareers.nhs.uk/explore-roles/nursing/mental-health-nurse>

represent Applied Psychology as a whole. Corrects this historical anomaly and improves the alignment with the [British Psychological Society \(BPS\)](#)<sup>169</sup> naming conventions. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently coded using this code, with reference to their [HCPC registration](#)<sup>170</sup>. More information regards different Applied Psychology roles is available on the NHS Careers Website [here](#)<sup>171</sup>.

Retire data value:

[S0L] Manager in ~~Clinical~~ Psychology

Replace with new data value:

[S0L] [Manager in Applied Psychology](#)

### Why is this information required?

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the largest element of the different Applied Psychologies was used in error to represent Applied Psychology as a whole. Corrects this historical anomaly and improves the alignment with the [British Psychological Society \(BPS\)](#)<sup>172</sup> naming conventions. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently coded using this code, with reference to their [HCPC registration](#)<sup>173</sup>. More information regards different Applied Psychology roles is available on the NHS Careers Website [here](#)<sup>174</sup>.

Retire data value:

[S2L] Scientist in ~~Clinical~~ Psychology

Replace with new data value:

[S2L] [Scientist in Applied Psychology](#)

### Why is this information required?

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<sup>169</sup> <http://www.bps.org.uk/>

<sup>170</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=14#profDetails>

<sup>171</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies>

<sup>172</sup> <http://www.bps.org.uk/>

<sup>173</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=14#profDetails>

<sup>174</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies>

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the largest element of the different Applied Psychologies was used in error to represent Applied Psychology as a whole. Corrects this historical anomaly and improves the alignment with the [British Psychological Society \(BPS\)](#)<sup>175</sup> naming conventions. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently coded using this code, with reference to their [HCPC registration](#)<sup>176</sup>. More information regards different Applied Psychology roles is available on the NHS Careers Website [here](#)<sup>177</sup>.

Retire data value:

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

Replace with new data value:

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

### Why is this information required?

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the largest element of the different Applied Psychologies was used in error to represent Applied Psychology as a whole. Corrects this historical anomaly and improves the alignment with the [British Psychological Society \(BPS\)](#)<sup>178</sup> naming conventions. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently coded using this code, with particular reference to the closure of the code S4L (described in more detail in section 2.3.2) and the coding of Assistant Psychologists. More information regards the Assistant Psychologist role is available on the NHS Careers Website [here](#)<sup>179</sup>.

Retire data value:

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

Replace with new data value:

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<sup>175</sup> <http://www.bps.org.uk/>

<sup>176</sup> <http://www.hcpc-uk.org/aboutregistration/professions/index.asp?id=14#profDetails>

<sup>177</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies>

<sup>178</sup> <http://www.bps.org.uk/>

<sup>179</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/assistant-clinical-psychologist>

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the largest element of the different Applied Psychologies was used in error to represent Applied Psychology as a whole. Corrects this historical anomaly and improves the alignment with the **British Psychological Society (BPS)**<sup>180</sup> naming conventions. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently coded using this code. More information regards different Psychology Students is available on the NHS Careers Website [here](#)<sup>181</sup>.

Retire data value:

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

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the one element of the different Psychological Therapies was used in error to represent Psychological Therapy as a whole. Corrects this historical anomaly and improves the alignment with the naming conventions of the different **professional bodies**<sup>182</sup> which represent these staff. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently captured using this code. More information regards different Psychological Therapy roles, including Psychotherapy is available on the NHS Careers Website [here](#)<sup>183</sup>.

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<sup>180</sup> <http://www.bps.org.uk/>

<sup>181</sup> <https://www.healthcareers.nhs.uk/i-am/considering-or-university/studying-psychological-therapies>

<sup>182</sup> <http://www.counselling-directory.org.uk/accreditation.html>

<sup>183</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies>

Retire data value:

[S0M] Manager in ~~Psychotherapy~~

Replace with new data value:

[S0M] **Manager in Psychological Therapy**

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the one element of the different Psychological Therapies was used in error to represent Psychological Therapy as a whole. Corrects this historical anomaly and improves the alignment with the naming conventions of the different **professional bodies**<sup>184</sup> which represent these staff. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently captured using this code. More information regards different Psychological Therapy roles, including Psychotherapy is available on the NHS Careers Website [here](#)<sup>185</sup>.

Retire data value:

[S1M] Therapist in ~~Psychotherapy~~

Replace with new data value:

[S1M] **Therapist in Psychological Therapy**

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the one element of the different Psychological Therapies was used in error to represent Psychological Therapy as a whole. Corrects this historical anomaly and improves the alignment with the naming conventions of the different **professional bodies**<sup>186</sup> which represent these staff. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently captured using this code. This particular code is only intended to capture

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<sup>184</sup> <http://www.counselling-directory.org.uk/accreditation.html>

<sup>185</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies>

<sup>186</sup> <http://www.counselling-directory.org.uk/accreditation.html>

information related to High Intensity Therapists working in IAPT services. More information regards High Intensity Therapist roles is available on the NHS Careers Website [here](#)<sup>187</sup>.

Retire data value:

[S2M] Scientist in ~~Psychotherapy~~

Replace with new data value:

[S2M] **Scientist in Psychological Therapy**

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the one element of the different Psychological Therapies was used in error to represent Psychological Therapy as a whole. Corrects this historical anomaly and improves the alignment with the naming conventions of the different **professional bodies**<sup>188</sup> which represent these staff. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently captured using this code. More information regards different Psychological Therapy roles, including Psychotherapy is available on the NHS Careers Website [here](#)<sup>189</sup>.

Retire data value:

[S5M] Assistant Practitioner in ~~Psychotherapy~~

Replace with new data value:

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

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

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the one element of the different Psychological Therapies was used in error to represent Psychological Therapy as a whole. Corrects this historical anomaly and improves the alignment with the naming conventions of the different **professional**

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<sup>187</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/high-intensity-therapist>

<sup>188</sup> <http://www.counselling-directory.org.uk/accreditation.html>

<sup>189</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies>

bodies<sup>190</sup> which represent these staff. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently captured using this code. This particular code is intended to capture information related to Psychological Wellbeing Practitioners working in IAPT services. More information regards Psychological Wellbeing Practitioner roles is available on the NHS Careers Website [here](#)<sup>191</sup>.

Retire data value:

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

Replace with new data value:

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

### Why is this information required?

Part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce (PPTW), to bring it up to date with the current workforce structure. This renaming ensures the correct naming convention is being used, correcting a historical error where the one element of the different Psychological Therapies was used in error to represent Psychological Therapy as a whole. Corrects this historical anomaly and improves the alignment with the naming conventions of the different **professional bodies**<sup>192</sup> which represent these staff. It should improve data capture and analysis and prepares for the further PPTW updates to be included in the next update to the data standard. Whilst this is effectively a like for like renaming of the Occupation Code, the opportunity should be taken to check the information of those roles currently captured using this code. More information regards different Psychological Therapy Students is available on the NHS Careers Website [here](#)<sup>193</sup>.

### 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<sup>st</sup> May 2018.

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<sup>190</sup> <http://www.counselling-directory.org.uk/accreditation.html>

<sup>191</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/psychological-wellbeing-practitioner>

<sup>192</sup> <http://www.counselling-directory.org.uk/accreditation.html>

<sup>193</sup> <https://www.healthcareers.nhs.uk/i-am/considering-or-university/studying-psychological-therapies>

**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 described 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 being 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.

**Additional information relating to the changes to the NHS Occupation Codes, including supporting guidance, can be found in the NHS Occupation Code Manual v15.0. This is available on the [NHS Digital Website](#)<sup>194</sup>.**

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<sup>194</sup> <http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes>

## 2.2.3 Area of Work

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

Retire data value:

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

Replace with new data value:

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

### Why is this information required?

Linked to the updating of the corresponding NHS Occupation Codes to ensure they correctly match the statutorily approved medical main specialties and the **GMC approved training curricula**<sup>195</sup>. The renaming of the Area of Work value was missed when the Occupation Codes were updated and this change rectifies this omission. More details are available in the relevant **Statutory Instrument**<sup>196</sup>. No impact on existing staff as the value should be renamed like for like.

### 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<sup>st</sup> May 2018.

**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.

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<sup>195</sup> [http://www.gmc-uk.org/education/approved\\_curricula\\_systems.asp](http://www.gmc-uk.org/education/approved_curricula_systems.asp)

<sup>196</sup> <http://www.legislation.gov.uk/ukxi/2012/344/made>

## **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.

## **2.2.4 Nationality**

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

Retire data value:

~~Guadeloupe~~

Replace with new data value:

**Guadeloupian**

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

Change to NWD based on ESR/NWD comparison exercise as Guadeloupian is already implemented in ESR and Guadeloupe was mistakenly included in the NWD list in its place. Guadeloupe is a country and Guadeloupian is the nationality associated with it. Renaming existing value, no impact on existing staff as the Nationality value should be renamed like for like.

Retire data value:

~~Philippine~~

Replace with new data value:

**Filipino**

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

Change to NWD and ESR based on the provision of the wMDS by organisations not using ESR which highlighted some deficiencies in the existing NWD list of Nationalities. Philippine is not the correct nationality, Filipino is the correct nationality associated with the Philippines. Renaming existing value, no impact on existing staff as the Nationalities should be renamed like for like.

Retire data value:

~~New Zealand~~

Replace with new data value:

**New Zealander**

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

Change to NWD and ESR based on the provision of the wMDS by organisations not using ESR which highlighted some deficiencies in the existing NWD list of Nationalities. New Zealand is a country and not a nationality, New Zealander is the correct nationality. Renaming existing value, no impact on existing staff as the Nationalities should be renamed like for like.

### **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<sup>st</sup> May 2018.

**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 who identify themselves as belonging to the nationalities listed above.

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

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

This information should be captured as part of the recruitment process as staff are recruited/assigned. It may also be updated in response to equality monitoring exercises and as part of the responsibility of employers to keep personal data up to date under the Data Protection Act (DPA) 1998.

### **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.

## **2.2.5 Professional Registration Status**

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

Retire data value:

[01] ~~Valid~~

Replace with new data value:

[01] **Active**

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

Change to Professional Registration Status category in the NWD from 'Valid' to 'Active' to match the corresponding value as implemented in ESR. In this context, 'Active' is a more accurate reflection of an individual's registration status – it may be

possible to have a 'Valid' registration which is not 'Active' and this name change resolves this possible confusion. Part of the changes related to the NWD and ESR comparison exercise. Renaming of existing value and improved guidance. No impact on existing staff as the Professional Registration Status should be renamed like for like where it has been implemented in systems other than ESR.

### **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<sup>st</sup> May 2018.

**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 systems other than ESR, with staff employed who require registration with a Professional Body and which have implemented the registration status as currently specified in the NWD.

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

### **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.

## 2.2.6 Rota Pattern

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

Retire data value:

[04] ~~24 Partial Shift~~

Replace with new data value:

[04] **24 Hour Partial Shift**

### Why is this information required?

Change to NWD based on ESR/NWD comparison exercise as '24 Hour Partial Shift' is already implemented in ESR and this value will make more sense to other users of the standard, so improves the guidance implicit within the value. The meaning is not change so not impact on existing staff as this is a straight forward renaming.

### 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<sup>st</sup> May 2018.

**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 where HR/Payroll and workforce information systems previously been set up using the Rota Pattern value as described above.

This change will not necessarily be relevant to all organisations equally, depending upon their working practices and the way in which their systems have been set up to capture rota pattern information.

### **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.

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

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

Retire data value:

[99] Original-~~CSST~~ Date-(default)

Replace with new data value:

[99] **Original Date**

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

Update to the NWD based on the ESR / NWD comparison exercise, the correct value already implemented in ESR. Change to the default value for the reason moving Certificate of Completion of Specialist Training (CCST) date – in this case it refers to

there being no change to the planned date, which is the most common occurrence. The value included in the NWD had within it spurious detail which is not required, hence the value has been updated to reflect the ESR implementation which provides a better value. Straight renaming of existing record.

### **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<sup>st</sup> May 2018.

**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 where HR/Payroll and workforce information systems previously been set up using the Reason for Moving CCST Date value as described above.

This change will not necessarily be relevant to all organisations equally, depending upon the services they provide, their working practices and the way in which their systems have been set up to capture CCST date information.

### **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.

### 2.2.8 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.

## 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 or new Job Role)

#### Why is this information required?

One of several changes related to improvements to the Job Role values available for Dentists. The 'Regional Dental Officer' Job Role is to be retired as this is a historic role which is no longer relevant to current dental workforce. It previously related to

qualified and registered dental practitioners who provided dental care to the general public in the NHS and/or privately. No current staff should be associated with this Job Role, any staff currently coded using this Job Role should be recoded using the correct current Job Role code for the post they hold. There is no direct replacement, so individual records will need to be checked to allow their recategorisation using the correct valid 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)

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

Proposal to retire the Job Role 'Approved Social Worker'. The role of Approved Social Worker was abolished under the Mental Health Act 2007 and replaced by that of Approved Mental Health Professionals in England and Wales. Approved Social Workers were Mental Health Social Workers trained to enact elements of the Mental Health Act 1983. This deletion relates to the associated proposal to create a new Job Role of 'Approved Mental Health Professional' and is also part of the wider process of updating the data standard with regards to improving the information available about the Psychologist and Psychological Therapies workforce, to bring it up to date with the current workforce structure. The new Job Role 'Approved Mental Health Professional', is not a direct replacement for the retired 'Approved Social Worker' Job Role, so the existing Job Role is being closed so that all staff records can be checked and recoded appropriately. More detail regarding the new Job Role is available in section 2.1.1.

### **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<sup>st</sup> May 2018.

**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 described 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 considered 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**

### **[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 new or existing Occupation Code)

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

One of several changes to the data standard related to improving the information available regarding the Psychologist and Psychological Therapists workforce. There is no direct replacement new value for this obsolete Occupation Code as there are no Psychology roles at this level within the NHS. All records for existing staff which are incorrectly coded using this obsolete value need to be checked so that staff can be re-coded using the most relevant new or existing Occupation Code. Any Psychology

Assistants who may have been coded here in error should be recoded as S5L (Assistant Practitioner in Applied Psychology). 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)

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

Linked to work in ensuring the NHS occupation codes correctly match [statutorily approved](#)<sup>197</sup> medical main specialties and the GMC approved training [curricula](#)<sup>198</sup>. The 'Community Health Services Medical' Occupation Code is to be closed as it is not a genuine medical speciality. This change removes the current data quality issues related to the inclusion of a code for a Medical Specialty which does not exist. This change will also be reflected in the Locum version of the code (220) which will also be retired. Though numbers are low as this is not a genuine Medical Specialty, any existing records will need to be recoded to 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)

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

Linked to work in ensuring the NHS occupation codes correctly match [statutorily approved](#)<sup>199</sup> medical main specialties and the GMC approved training [curricula](#)<sup>200</sup>. The 'Community Health Services Medical (Locum)' Occupation Code is to be closed as it is not a genuine medical speciality. This change removes the current data quality issues related to the inclusion of a locum code for a Medical Specialty which does not exist. This change reflects the deletion of the code substantive code (920) which will also be retired. Though numbers are low as this is not a genuine Medical Specialty, any existing records will need to be recoded to 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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<sup>197</sup> <http://www.legislation.gov.uk/ukxi/2012/344/made>

<sup>198</sup> [http://www.gmc-uk.org/education/approved\\_curricula\\_systems.asp](http://www.gmc-uk.org/education/approved_curricula_systems.asp)

<sup>199</sup> <http://www.legislation.gov.uk/ukxi/2012/344/made>

<sup>200</sup> [http://www.gmc-uk.org/education/approved\\_curricula\\_systems.asp](http://www.gmc-uk.org/education/approved_curricula_systems.asp)

### Why is this information required?

Linked to work in ensuring the NHS occupation codes correctly match [statutorily approved](#)<sup>201</sup> medical main specialties and the GMC approved training [curricula](#)<sup>202</sup>. The 'Community Health Services Dental' Occupation Code is to be closed as it is not a genuine medical speciality. This change removes the current data quality issues related to the inclusion of a code for a Medical Specialty which does not exist. This change will also be reflected in the Locum version of the code (270) which will also be retired. Though numbers are low as this is not a genuine Medical Specialty, any existing records will need to be recoded to the most appropriate valid specialty code.

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

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

### Why is this information required?

Linked to work in ensuring the NHS occupation codes correctly match [statutorily approved](#)<sup>203</sup> medical main specialties and the GMC approved training [curricula](#)<sup>204</sup>. The 'Community Health Services Dental (Locum)' Occupation Code is to be closed as it is not a genuine medical speciality. This change removes the current data quality issues related to the inclusion of a locum code for a Medical Specialty which does not exist. This change reflects the deletion of the code substantive code (970) which will also be retired. Though numbers are low as this is not a genuine Medical Specialty, any existing records will need to be recoded to the most appropriate valid specialty code.

### 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<sup>st</sup> May 2018.

**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>201</sup> <http://www.legislation.gov.uk/uksi/2012/344/made>

<sup>202</sup> [http://www.gmc-uk.org/education/approved\\_curricula\\_systems.asp](http://www.gmc-uk.org/education/approved_curricula_systems.asp)

<sup>203</sup> <http://www.legislation.gov.uk/uksi/2012/344/made>

<sup>204</sup> [http://www.gmc-uk.org/education/approved\\_curricula\\_systems.asp](http://www.gmc-uk.org/education/approved_curricula_systems.asp)

Any NHS organisation or other supplier of NHS funded care with staff currently coded using the Occupation Codes and Medical Specialties 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 considered 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.

**Additional information relating to the changes to the NHS Occupation Codes, including supporting guidance, can be found in the NHS Occupation Code Manual v15.0. This is available on the [NHS Digital website](#)<sup>205</sup>.**

## **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)

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<sup>205</sup> <http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes>

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

Change to the National Workforce Data Set as a result of the provision of the workforce Minimum Data Set by organisations not using ESR which highlighted some deficiencies in the existing NWD list of Nationalities. This existing 'Korean' Nationality value is to be split into its two component parts of 'North Korean' and 'South Korean'. It will now be possible accurately capture data for members of the healthcare workforce who identify themselves as being specifically North or South Korean, so all staff records linked to the existing Korean value need to be checked and individual employees provided with the opportunity to provide an updated Nationality.

### **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<sup>st</sup> May 2018.

**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 who have previously identified themselves as having Korean Nationality.

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

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

This information should be captured as part of the recruitment process as staff are recruited/assigned. It may also be updated in response to equality monitoring exercises and as part of the responsibility of employers to keep personal data up to date under the Data Protection Act (DPA) 1998.

### **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.

## **2.3.4 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 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)

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

A piece of work looking at the values in the National Workforce Data Set and those implemented in ESR across a wide range of data items has suggested that only bodies responsible for Statutory Regulation be included in this list. The bodies listed above are all professional bodies which are not responsible for Statutory Registration / Regulation. Therefore the above organisations will be removed from the NWD list of Professional Registration Bodies.

In reality, systems such as ESR allow for the capture of these bodies and many others to which members of staff may hold membership, so it will still be possible to input information about membership of professional bodies short of Statutory Regulation into the systems. It will be possible to extract this information for secondary uses, but it will not be formally part of the data standard. This decision was taken as the list would become unwieldy and impossible to maintain across the entire workforce and all the different professional bodies that could be included, as the current list only covers a fraction of those related to Healthcare provision.

This change will not have any impact on users of ESR, and it may not have any impact on users of other systems, depending upon how they are set-up. It is intended to provide clarity around Professional Regulation / Registration and not to limit the information which can be captured regards a person's membership of professional bodies.

### **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.

### **Who is the subject of this change?**

Any NHS organisation or other supplier of NHS funded care with staff employed in roles which relate to the professional bodies listed above.

This change will not necessarily be relevant to all organisations equally, depending upon the range of services they provide and the working practices they have adopted. Furthermore, as this is essentially an update to the data standard rather than a change to the systems, it may be that only those responsible for the upkeep of NWD documentation and guidance are impacted by this change.

### **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.

### 2.3.5 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)

~~[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)

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

A piece of work looking at the values in the National Workforce Data Set and those implemented in ESR across a wide range of data items has suggested that only bodies responsible for Statutory Regulation be included in the Professional Registration Body list. Linked to the bodies to be removed are a range of Registration Types, which are actually 'Membership Types' as the bodies are not responsible for Registration. Therefore the above Registration Type values will be removed from the NWD list of Registration Types.

In reality, systems such as ESR allow for the capture of the professional bodies which are to be removed from the NWD list, and many others to which members of staff may hold membership. Therefore it will still be possible to input information about membership of professional bodies short of Statutory Regulation into the systems and it will be possible to extract this information for secondary uses, but it will not be formally part of the data standard. This decision was taken as the list would become unwieldy and impossible to maintain across the entire workforce and all the different professional bodies that could be included, as the current list only covers a fraction of those related to Healthcare provision.

This change will not have any impact on users of ESR, and it may not have any impact on users of other systems, depending upon how they are set-up. It is intended to provide clarity around Professional Regulation / Registration and not to limit the information which can be captured regards a person's membership of professional bodies.

### **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.

### **Who is the subject of this change?**

Any NHS organisation or other supplier of NHS funded care with staff employed in roles which relate to the professional body membership types listed above.

This change will not necessarily be relevant to all organisations equally, depending upon the range of services they provide and the working practices they have adopted. Furthermore, as this is essentially an update to the data standard rather than to a change to the systems, it may be that only those responsible for the upkeep of NWD documentation and guidance are impacted by this change.

### **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.

## **2.3.6 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)

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

Linked to the creation of two new values of 'Home Working (Contracted)' and 'Home Working (Occasional)'. As there is no direct mapping from old to new values, existing staff recorded to the single 'Home Working' value will need to be re-coded using the most suitable new value. This will provide more accurate information regarding flexible working patterns within Healthcare.

### **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<sup>st</sup> May 2018.

**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 who are employed on a flexible working pattern related to Home Working.

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

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

This information should be considered as part of the administrative process for staff records 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.

## **2.3.7 Assignment Status**

### **~~{11} Terminate 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.)

#### ~~[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.)

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

The Assignment Statuses of Terminate Assignment, Terminate Process Assignment and End are values that will never be reported on as they are used for ESR internal system reasons rather than to define an employee's assignment status or for external reporting purposes. The values are to be retired from the NWD. They have not been implemented within ESR for reporting purposes, so will have no impact upon users of that system, though it should be withdrawn from any systems where it has been implemented.

### **When should this information be collected from?**

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

These codes *must* be removed from reporting, where relevant, by 1<sup>st</sup> May 2018.

**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 using systems other than ESR in which the above Assignment Statuses have been implemented for reporting purposes.

This change will not be relevant to all organisations equally and will not affect users of the ESR where the values have not been implemented for reporting.

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

This information should be considered as part of the administrative process for staff records 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.

## **2.3.8 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)

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

The value should not have been added to the NWD as it is not a genuine reason for moving a Certificate of Completion of Specialist Training completion date. It has not been implemented within ESR, so will have no impact upon users of that system, though it should be withdrawn from any systems where it has been implemented.

### **When should this information be collected from?**

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

These codes *must* be removed, where relevant, by 1<sup>st</sup> May 2018.

**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 who are undertaking training to gain their Certificate of Completion of Specialist Training and have implemented Flexible Training as a Reason for Moving CCST Completion Date.

This change will not be relevant to all organisations equally and will not affect users of the ESR where the value has not been implemented.

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

This information should be considered as part of the administrative process for staff in training 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.

## **2.3.9 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.

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.

## 2.4 Guidance/Presentation Changes

There are several guidance and presentational updates which have been made to the NWD specification as part of this uplift to the standard which do 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.

## 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>206</sup>, and in the data set specification available on the NHS Digital website<sup>207</sup>.

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<sup>206</sup>

[http://www.datadictionary.nhs.uk/data\\_dictionary/messages/administrative\\_data\\_sets/data\\_sets/national\\_workforce\\_data\\_set\\_fr.asp?shownav=1](http://www.datadictionary.nhs.uk/data_dictionary/messages/administrative_data_sets/data_sets/national_workforce_data_set_fr.asp?shownav=1)

<sup>207</sup> <http://content.digital.nhs.uk/datasets/nwd>

Full details of the NHS Occupation Code Manual<sup>208</sup> and additional and growing library of NWD Guidance Documents<sup>209</sup> are available in the Workforce section of the NHS Digital website<sup>210</sup>.

Full details of the NWD Change Submission to the Data Coordination Board (DCB) are available on the DCB section of the NHS Digital website.<sup>211</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)

Website: <http://content.digital.nhs.uk/datasets/nwd>

### Electronic Staff Record (ESR)

For enquiries relating to the Electronic Staff Record system staff should consult the ESR User Manual on Kbase<sup>212</sup> in the first instance.

If a satisfactory answer cannot be found a Service Request (SR) should be raised through the organisations nominated 'Super user'.

Further details can be found on the ESR website<sup>213</sup>.

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<sup>208</sup> <http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes>

<sup>209</sup> <http://content.digital.nhs.uk/article/2267/National-Workforce-Data-Set-NWD-guidance-documents>

<sup>210</sup> <http://content.digital.nhs.uk/workforce>

<sup>211</sup> <http://content.digital.nhs.uk/isce/publication/scci1067>

<sup>212</sup> [https://www.electronicstaffrecord.nhs.uk/kbase/login/index\\_enter/](https://www.electronicstaffrecord.nhs.uk/kbase/login/index_enter/) restricted to registered users with NHS e-mail addresses

<sup>213</sup> <http://www.electronicstaffrecord.nhs.uk/>

## **NHS Occupation Code Manual**

For further details please see the NHS Digital [website](#)<sup>214</sup>.

## **Workforce Minimum Data Set**

Further details of the workforce Minimum Data Set is available from the NHS Digital [website](#)<sup>215</sup>.

## **NWD2.9 Implementation Guidance**

The current version of this document is available for download from [here](#)<sup>216</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>214</sup> <http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes>

<sup>215</sup> <http://content.digital.nhs.uk/datasets/wmnds>

<sup>216</sup> <http://content.digital.nhs.uk/datasets/nwd>