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National Workforce Data Set Version 2.9: Requirements Specification

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Reviewers

This document must be reviewed by the following people:

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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

Glossary of Terms:

Term	Acronym	Definition
Allied Health Professional/Professions	AHP	Allied health professions (or the professionals working in them) are health care professions distinct from dentistry, nursing, medicine, and pharmacy. They work in health care teams providing a range of diagnostic, technical, therapeutic and direct patient care and support services that are critical to the other health professionals they work with and the patients they serve.
Burden Advice and Assessment Service	BAAS	Burden Advice and Assessment Service ¹ (previously known as ROCR); provide an assessment process to validate the level of burden incurred by introducing new information standards, collections and extractions. It provides recommendations to the Data Coordination Board (DCB) advising on ways of minimising the burden of data collections, standards and extracts. It conducts a three year rolling review of all national and local collections, provides a Data Collections Burden Reduction (DCBR) service and offers advice and sets the criteria to the developers of new data collections, information standards, and extractions.
Commissioning Data Sets	CDS	The Commissioning Data Sets ² are maintained and developed by NHS Digital, in accordance with the needs of the NHS and the Department of Health. The purpose of the CDS is to enable conformant health activity information to be generated, independent of the organisation or system that maintains it. This enables healthcare professionals to measure and compare the delivery and quality of care provided and to support them in sharing information with other healthcare professionals and organisations. The CDS form the basis of data on activity carried out by organisations reported centrally for monitoring and payment purposes.
Data Coordination Board	DCB	The Data Coordination Board ³ replaced the Standardisation Committee for Care Information (SCCI) on 1 April 2017. The DCB is one of three sub-groups of the Digital Delivery Board, the other two being the Enterprise Architecture Board and the Technology and Data Investment Board. It has delegated authority from the Secretary of State to approve Information Standards and Collections (including Extractions) (ISCEs) for health and social care; provides the authority to publish Information Standards Notices (ISN) under section 250 of the Health and Social Care Act 2012; has responsibility for the approval of requests to change, deprecate and retire existing ISCEs and with BAAS works to minimise the burden from Data Collections, and maximise the benefit received from available data. The DCB takes its membership from a wide range of national bodies and Organisations involved in the provision and management of health and social care services in England. This

¹ <http://content.digital.nhs.uk/baas>

² http://www.datadictionary.nhs.uk/web_site_content/navigation/commissioning_data_sets_menu.asp

³ <http://content.digital.nhs.uk/isce/process>

		ensures a system-wide, joined-up approach to decision-making.
Data Model and Dictionary	DM&D	The NHS Data Model and Dictionary ⁴ provides a reference point for assured information standards to support health care activities within the NHS in England.
Data Quality	DQ	Data quality in this case is primarily concerned with the validity and accuracy of the codes chosen to represent the roles they are intended to cover. Key to this is consistent application of the available values and hence of clear and unambiguous guidance provided alongside these values.
Electronic Staff Record	ESR	The Integrated Human Resource and Payroll IT system for the NHS in England and Wales.
General Dental Council	GDC	The regulatory and professional registration body for Dentists and dental staff in the UK
General Medical Council	GMC	The regulatory and professional registration body for Doctors in the UK.
General Pharmaceutical Council	GPhC	The General Pharmaceutical Council is the independent regulator for pharmacists, pharmacy technicians and pharmacy premises in Great Britain.
Health and Care Professions Council	HCPC	Formerly the Health Professions Council (HPC), the Health and Care Professions Council ⁵ are responsible for regulating numerous health (particularly allied health professional and scientific staff), psychological and social work professionals.
Health Education England	HEE	Health Education England is a public body and part of the National Health Service. It is a statutory body governed by Acts of Parliament and came into existence on 1 st April 2013. It is responsible for the allocation of funding for the education and development of healthcare professionals and the commissioning of education places from Higher Education Institutions.
Human Resources	HR	The department of an organisation that deals with the administration, management, and training of personnel.
Independent Sector Healthcare Provider	ISHP	An Independent Sector Healthcare Provider ⁶ is a private sector healthcare company that is contracted by the NHS in the provision of healthcare or in the support of the provision of healthcare.
Information Standards Board for Health and Social Care (Replaced by SCCI and more recently the DCB)	ISB	The Information Standards Board for Health and Social Care approved information standards for the NHS and adult social care in England. The board consisted of all the major organisations involved in health and social care provision and was replaced by the Standardisation Committee for Care Information, and ISB ceased to exist on the 31 st of March 2014.

⁴ http://www.datadictionary.nhs.uk/web_site_content/navigation/main_menu.asp

⁵ <http://www.hcpc-uk.org/>

⁶

http://www.datadictionary.nhs.uk/data_dictionary/nhs_business_definitions/i/independent_sector_healthcare_provider_d e.asp?shownav=1

Knowledge Base	Kbase	Kbase ⁷ is a knowledge management system, a web-based tool, which provides information about the functionality and benefits realisation of ESR and the other systems that ESR interfaces with, such as e-Learning, Pensions and the Data Warehouse.
Modernising Scientific Careers	MSC	Modernising Scientific Careers was an ambitious work programme which sought to ensure that the healthcare science workforce is well equipped to meet the challenges and opportunities of the future delivery of care. It provided a strategic view of the healthcare science workforce with the aim of developing a sustainable workforce for the future. It addressed some of the difficulties which had been facing the healthcare science workforce in terms of education, skill mix and workforce planning by providing a clear framework of education and workforce development.
NHS Digital	NHS Digital	The preferred name of the Health and Social Care Information Centre (HSCIC), is England's central, authoritative source of health and social care information for frontline decision makers.
Nursing and Midwifery Council	NMC	The nursing and midwifery regulator for England, Wales, Scotland, Northern Ireland and the Islands.
Organisation Data Service	ODS	The Organisation Data Service (ODS) is provided by NHS Digital. It is responsible for the publication of all organisation and practitioner codes and national policy and standards with regard to the majority of organisation codes.
Primary Care Web Tool	PCWT	The Primary Care Web Tool is a system developed by NHS England for use by its Regional Teams, and also CCGs and General Practice. It incorporates a suite of comparative data and information to support assurance and quality improvement in General Practice. It is also used to collect NHS England's annual self-declaration from GP Practices to support monitoring of statutory and contractual obligations. The platform is shared collaboratively with NHS Digital, where they collect workforce information from General Practice in the form of the workforce Minimum Data Set. Restrictions and permissions on the site ensure that only NHS Digital have access to this data set.
Review of Central Returns	RoCR	The Review of Central Returns was the body which previously assessed the burden of central data collections upon the NHS, aimed to minimise that burden and avoid duplication of requests and other such issues. RoCR ceased to exist as a consequence of the changes resulting from the Health and Social Care Act 2012 and instead has been replaced by the Burden Advice and Assessment Service (BAAS).
Standardisation Committee for Care	SCCI	The Standardisation Committee for Care Information ⁸ replaced the Information Standards Board for Health and Social Care (ISB) on 1 April 2014, and itself was replaced

⁷ https://www.electronicstaffrecord.nhs.uk/kbase/login/index_enter/

⁸

http://www.datadictionary.nhs.uk/data_dictionary/nhs_business_definitions/s/standardisation_committee_for_care_information_de.asp?shownav=1

Information		by the Data Coordination Board (DCB) from 1 April 2017. It had delegated authority from the National Information Board (NIB) to accept Information Standards and Collections (including Extractions) (ISCEs) for health and social care. It was responsible for the need to change, deprecate and retire existing approved ISCE Notices. It took its membership from a wide range of national bodies and organisations involved in the provision and management of health and social care services in England to ensure a system-wide, joined-up approach to decision-making.
Third Sector	Third Sector	The third sector is defined by government as comprising 'non-governmental organisations that are value driven and which principally invest their surpluses to further social, environmental and cultural objectives.' It includes charity, voluntary, social enterprises, community interest companies and other not for profit organisations, in this case involved in the delivery and provision of care funded by the NHS.
Tripwire	Tripwire	The automated first stage of the data cleansing and rationalisation process undertaken by NHS Digital on the data extracted from the ESR Data Warehouse in order to produce the workforce information for which NHS Digital is responsible. It also provides a data quality feedback mechanism for individual users of the ESR and for the implementation of the standard within the ESR.
Workforce Information Review Group	WIRG	The maintenance/professional reference group for approval of changes to the NWD and Occupation Code Manual, expert forum for the development and management of information available for healthcare workforce planning.
Workforce Information Strategy Group	WISG	The strategic level group responsible for healthcare workforce information and linking to the relevant aspects of the National Information Board. WISG's role is to oversee the implementation of a workforce information architecture ⁹ and ensure that it is fit for purpose, which includes delegating responsibility for the upkeep of the NWD to WIRG.
Workforce Minimum Data Set	wMDS	The workforce Minimum Data Set (wMDS) is based upon a sub-set of the National Workforce Data Set and provides a practical means for the consistent collection of this information from all providers of NHS funded care to enable comprehensive Healthcare Workforce planning to be undertaken.
Workforce Minimum Data Set Collection Vehicle	wMDSCV	The wMDSCV ¹⁰ is a secure file transfer and data validation system which organisations access with a single sign on password in order to be able to submit their wMDS data.
Workforce Validation Engine	WOVEN	WOVEN ¹¹ is a monthly NHS workforce data quality testing and reporting system administered by NHS Digital, based on a specific extract from the operational ESR and

⁹ <https://www.gov.uk/government/publications/health-workforce-information-review>

¹⁰ <https://wmdscv.digital.nhs.uk/>

¹¹ <http://content.digital.nhs.uk/esr>

		containing a number of validations on key fields related to workforce planning and conformance with data standards provided to individual organisations to enable them to improve their ESR data quality.
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1 Overview

1.1 Background and Context

1.1.1 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. 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 are covered by separate approvals through the Burden Advice and Assessment Service (BAAS) process as collections R00433¹² and R01010¹³. 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](#)¹⁴.

Staff Group, Job Role, Area of Work and NHS Occupation Code are key data items relating to positions recorded on data within NHS HR and Payroll Systems. They have an important relationship, and when used in combination provide a detailed classification of the role that an employee undertakes. With the exception of Job Role (which is constrained by Staff Group) there is no systematic link between any of these data items and hence they provide a flexible means of recording and analysing the healthcare workforce to reflect different ways of working, team configurations and staff mix.

It is therefore theoretically possible to have any combination of Occupation Code, Area of Work and Staff Group-Job Role. Users are required to ensure correct and appropriate combinations are entered when creating or amending their data, though for this to be possible the values defined in the NWD have to be kept up to date.

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

¹² https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433

¹³ https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010

¹⁴ <http://content.digital.nhs.uk/datasets/nwd>

It is crucial that the NWD is reviewed on a continuous basis to ensure that it remains fit for purpose and is regularly updated to reflect any changes to workforce policies and practices. Equally key is the development and promulgation of consistent and accessible guidance relating to the implementation of the standard. Specific guidance relating to the latest published version of the NWD is available from [here](#)¹⁵, whilst more general guidance relating to the use of the NWD and the capture of information about specific staff groups is available from [here](#)¹⁶. As a result of this continuous review process, the NWD is updated on an annual or biannual basis, depending upon the number and scope of the proposed changes highlighted. The guidance materials are updated at least in line with the approvals process, but may be updated more frequently in response to user feedback.

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 providers of NHS funded care capture workforce information in an agreed and pre-determined format. The *workforce Minimum Data Set (wMDS)*¹⁷ which will be subject to a separate standard, is based upon a sub-set of the National Workforce Data Set 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.

1.2 Supporting Documents

Ref	Name	Version Title	Summary
1	<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>
2	<i>NWD2.9 - Implementation Guidance</i>	<i>NWD2.9 - Implementation Guidance_v0.2.docx</i>	<i>Includes guidance for users of the data standard regarding the implementation of the changes 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 National Workforce Data Set, full set of List of Values for the NWD, summary of changes in latest update and full version history of the NWD. In excel format and</i>

¹⁵ <http://content.digital.nhs.uk/datasets/nwd>

¹⁶ <http://content.digital.nhs.uk/article/2267/National-Workforce-Data-Set-NWD-guidance-documents>

¹⁷ <http://content.digital.nhs.uk/wmlds>

			<i>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>

1.3 Scope

The NWD is a reference Data Standard which may be implemented in a range of different systems and by a range of different organisations. It is not in itself a data collection and does not describe a flow of data or a data extraction.

The NWD is not the workforce Minimum Data Set (R00433¹⁸ and R01010¹⁹); it is not a data collection and does not describe a flow of data. It is a reference data set, with accompanying guidance for those systems and organisations who choose to implement it. It may form the basis of the specification for various data collections/extractions, but such use will be subject to a separate standard.

The values within the NWD if implemented describe the information which can be held on HR and Payroll systems in a consistent and nationally defined format for the healthcare workforce. Those wishing to implement the NWD can find previous versions of the full data set specification [here](#)²⁰, which have been updated to reflect the changes set out in the separate Change Specification.

1.3.1 Users of the NWD

The NWD is used in NHS and Independent/Third sector organisations in England and Wales, primarily within HR and Workforce Planning functions the main users are likely to be:

- NHS HR and Payroll staff responsible for inputting and reporting on workforce data for operational and workforce planning purposes;
- NHS Trust Service and HR Planners;
- NHS Trust Service and Staffing Managers;
- Health Education England and its Regions/Local Education and Training Boards (LETBs);
- The Department of Health;

¹⁸ https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433

¹⁹ https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010

²⁰ <http://content.digital.nhs.uk/datasets/nwd>

- National bodies which support the delivery of Health and Social Care such as NHS Digital, NHS Improvement, the Care Quality Commission; Public Health England, Skills for Care and Skills for Health;
- NHS England, its Commissioning Regions and Region (Local Offices);
- Clinical Commissioning Groups (CCG), Commissioning Support Units (CSU) and other NHS Organisations resulting from the Health and Social Care Act 2012;
- Any other NHS organisations that replace any of the above and take on their functions in future;
- Other providers of NHS funded care including those contracted under Any Qualified Provider rules, Independent Sector Health Care Providers, Social Enterprises, Community Interest Companies and other Third Sector organisations;
- Professional groups and associations, responsible for developing workforce capacity and capability;
- The Welsh Government and NHS Wales Shared Services Partnership;
- Other national organisations such as the Office of Manpower Economics;
- It may be applied in Local Authorities and Social Care organisations where applicable

1.3.2 Exclusions/Out of Scope

The following is a brief list of the exclusions and limits to the scope of the NWD and the changes being proposed in this request:

- The NWD is not in itself a data collection, it does not describe a data extraction - it is a reference Data Set which may be implemented in a variety of systems and organisations, and may be used in the specification of workforce data collections which would be subject to a separate Standard;
- It is not a collection of new data items;
- It is not an 'operational' HR Data Set or system in itself though it provides the basis for the reference data which underpins such systems;
- HR systems, including the ESR operational system, contain many more data items than are needed for workforce planning. The NWD should not be used as/instead of an operational HR Data Set (even though some of the data definitions will be the same);
- It does not attempt to describe organisational structures at a local level. The NWD sets out those data items required for planning, not for employee administration or HR management;
- It is not a replacement for the software systems used by deaneries (now part of HEE). These systems contain many additional items that are needed for the day to day management of doctors and dentists training programmes.

1.3.3 Potential Future Changes to the Standard

To give an indication of where the specification of the data set is headed in future, this section provides a high-level description of future changes to the NWD which are currently being developed. The next version of the data set, NWD3.0, will include a root and branch review intended to improve [alignment with Data Dictionary](#) and also to formalise the links with associated data extractions and collections, such as the wMDS.

In tandem, a number of specific sub-groups are currently considering enhancements to the information available related to various aspects of the healthcare workforce. Once the options have been fully developed and approved by WIRG, proposals based upon them will be included in future submissions to the DCB to request the data set be updated.

The main aspects of the standard which are currently under consideration are the second phase of the Psychologists and the Psychological Therapies workforce updates; the further enhancement of Public Health workforce information to facilitate the collection of a Public Health Workforce Minimum Data Set; the updating of the Ambulance workforce information and the complete overhaul of the information related to Nurses and Support Staff, including Healthcare Assistants.

Additionally, the wider work being undertaken by NHS England to improve the information captured and reported for the monitoring of protected characteristics, in relation to the NHS response to the Equality Act 2010, will result in the updating of various aspects of the NWD. Other developments which are known to be required, but on which work has not yet been started include a further development of the Data Standard to meet the needs of the Independent Sector/Primary care to support the implementation of the wMDS. Anyone wishing to provide suggestions for potential updates or to be involved in the development of the proposals should contact NHS Digital using the contact details in section 6.

1.4 Related Standards

Reference	Title
ISB 0028 National Specialty List ²¹	National Specialty List
SCCI 0011 Mental Health Services Data Set ²²	Mental Health Services Data Set
SCCI 01069 Community Services Data Set ²³	Community Services Data Set
R00433 ²⁴ workforce Minimum Data Set (HCHS)	workforce Minimum Data Set (wMDS) for Hospital and Community Health Services
R01010 ²⁵ workforce Minimum Data Set (Primary Care)	workforce Minimum Data Set (wMDS) for General Practitioners and Practice Staff

²¹ <http://webarchive.nationalarchives.gov.uk/+/http://www.isb.nhs.uk/library/standard/167>

²² <http://content.digital.nhs.uk/isce/publication/scci0011>

²³ <http://content.digital.nhs.uk/isce/publication/scci1069>

²⁴ https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433

²⁵ https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010

2 Requirements

This section describes the requirements that this Requirements Specification places upon various different organisations and users of the data standard. Linked to these requirements, it then goes on to describe the tests that can indicate that the Information Standard is being used correctly by an organisation (conformance criteria). These may be different depending upon the type of organisation, e.g. system supplier, Trust, GP practice, Independent Sector Healthcare Provider, and are described below.

These conformance criteria are provided on the understanding that we do not have direct control of the whole system and we cannot guarantee that individual users will conform. The key is that:

- The standard is implemented correctly in the relevant systems (and that NHS Digital works with those systems suppliers to ensure that this is the case);
- That guidance is provided (along with training) and that it is followed;
- That data quality issues are fed back to individual organisations/systems suppliers in a timely fashion and that these messages are acted upon;
- That best practice is shared within and between organisations regarding processes for data capture/update;
- That the standard is reviewed with systems suppliers (e.g. NWD/ESR comparison exercise intended to remove any issues which have developed), and users/stakeholders which is part of the role of WIRG.

2.1 Health and Care Organisations – Requirements

#	Requirement
1	<p>The National Workforce Data Set (NWD) is used in health and care organisations, primarily within Human Resources, Workforce Planning and Finance functions. The values it describes MUST also be used by NHS organisations to comply with mandatory central workforce data capture, where applicable, including, but not limited to:</p> <ul style="list-style-type: none"> • Provision of the workforce Minimum Data Set (SCCI R00433²⁶ and R01010²⁷); • Earnings survey (Direct extract from the ESR data warehouse, previously ROCR/OR/0088); • Sickness/absence collection – (Direct extract from the ESR data warehouse); • Other finance related workforce collections carried out by the Department of Health, NHS England, NHS Improvement or Health Education England; • The annual Workforce Planning round carried out by Health Education

²⁶ https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R00433

²⁷ https://rocrsubmissions.ic.nhs.uk/_layouts/rocrsubmissions/ExternalMetadata.aspx?id=R01010

	<p>England;</p> <ul style="list-style-type: none"> NHS Workforce Race Equality Standard.
2	Trusts MAY adhere to the changes with immediate effect and MUST be fully compliant by 1 November 2018 in accordance with the relevant Information Standards Notice and guidance provided by NHS Digital. This adherence is reliant upon the changes to the standard having been suitably implemented by relevant systems suppliers in good time (and by 1 May 2018 at the latest), to facilitate this use, though individual organisations MAY choose to begin preparations for the changes outside of the software system itself to allow a smoother and more rapid transfer of data.
3	<p>The NWD SHOULD be used by NHS organisations to workforce plan at a local, regional and national level. Trusts and other NHS organisations use it to undertake the profiling and monitoring of their workforce numbers and payroll on a monthly basis, as required by the NHS Operating Framework.</p> <p>The Workforce Directorates of the Health Education England Regions use the items it describes to inform their discussions about the workforce information required to support workforce planning and to facilitate comparative workforce planning at an organisational and local health economy level, in support of their Local Education and Training Boards.</p>
4	The values it describes MAY also be used by NHS organisations when completing central workforce returns, though these would be covered by separate approvals.
5	The values it describes MAY also be used by other providers of NHS funded care and non-NHS organisations by implementing the values within their administrative systems where relevant.

2.1.1 Conformance Criteria – Health and Care Organisations

The following conformance criteria are intended to be qualitative, rather than quantitative, as the measurement relies upon taking a judgement upon the number and the nature of the queries which will be received and which cannot be accurately quantified prior to the publication of the updated guidance and the implementation of the changes within relevant systems.

#	Criteria
1	<p>That all relevant staff are aware of the changes following their approval and the publication of the ISN, in advance of their being implemented in the relevant systems and processes and by 1 May 2018 at the latest, six months after the publication of the ISN.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> I. The number of queries received by the NHS Digital workforce team regarding the implementation of the changes may denote non-conformity II. The number of queries/complaints received regarding the standard will be monitored to inform compliance
2	That all relevant staff are trained in the appropriate usage of the updated standards

	<p>following their approval and in advance of their being implemented in the relevant systems and processes and by 1 November 2018 at the latest.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> I. The number of queries received by the NHS Digital workforce team regarding implementation of the changes may denote non-conformity II. The number of queries/complaints received regarding the standard will be monitored to inform compliance
3	<p>That training has been provided by 1 November 2018; to the level appropriate to the individual staff members need to use the standard and should be based upon the guidance documentation provided by the NHS Digital along with the standard.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> I. The number of queries received by the NHS Digital workforce team regarding implementation of the changes may denote non-conformity II. The number of queries/complaints received regarding the standard will be monitored to inform compliance
4	<p>That the updated values are available for use within six months of the date of the publication of the ISN and by 1 May 2018 at the latest, by organisations having liaised with their systems suppliers as appropriate.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> I. The number and nature of queries received by the NHS Digital workforce team regarding the data standard which relate to the changes may denote non-conformity II. The number of queries/complaints received regarding the standard will be monitored to inform compliance
5	<p>That organisations have updated their internal processes to ensure the updated values are captured at source and are implemented correctly, by 1 November 2018 at the latest.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> I. The number and nature of queries received by the NHS Digital workforce team regarding the data standard which relate to the changes may denote non-conformity II. The number of queries/complaints received regarding the standard will be monitored to inform compliance
6	<p>That systems and processes must include the values as per the standard, and its implementation should be based upon the guidance documentation provided by NHS Digital along with the standard and be fully compliant by 1 November 2018 at the latest.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> I. The number and nature of queries received by the NHS Digital workforce team regarding the data standard which relate to the changes may denote non-conformity II. The number of queries/complaints received regarding the

	standard will be monitored to inform compliance
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2.2 IT Systems – Requirements

There is a range of IT systems and services related to HR, Payroll and workforce information for healthcare organisations, but essentially the requirements are the same for all. The precise details of the implementation depend upon which elements of the standard have been incorporated within the systems, for example, some 3rd party Sickness Management systems are only related to a small subset of the NWD values and therefore will not be impacted by all change submissions.

Systems with a wider coverage, such as ESR and NHS Jobs, are obviously impacted far more by changes to the NWD because the systems have implemented far more of the standard. Both the ESR Central Team and representatives of NHS Jobs have been invited to join WIRG, receive the papers and are able to contribute to the development of the changes. The NHS Digital workforce team and WIRG are also working more closely with the two Foundation Trusts that have not implemented ESR, and through them their systems suppliers.

The NWD is a long standing reference Data Set which supports operational users. Therefore its use and updating in response to the publication of relevant ISNs should be written into relevant contracts between healthcare organisations and their IT system suppliers as standard when developing systems for the capture of HR, Payroll and Workforce information. System suppliers will get prior notification via WIRG where involved and we are looking to increase coverage to those not currently directly involved, though they should already be signed up to standard communications such as ISNs etc.

#	Requirement
1	System owners need to be signed up to standard communications regarding updates to approved data standards such as ISNs.
2	Changes MUST be implemented in systems by 1May 2018 in accordance with the Information Standards Notice, which provides six months' notice to implement the changes.
3	Changes MAY be implemented in systems with immediate effect.

2.2.1 Conformance Criteria – IT Systems

The following conformance criteria are intended to be qualitative, rather than quantitative, as the measurement relies upon taking a judgement upon the number and the nature of the queries which will be received and which cannot be accurately quantified prior to the publication of the updated guidance and the implementation of the changes within relevant systems.

#	Criteria
1	That the relevant release containing the changes to the reference data underpinning the system must be arranged for implementation within six months of the publication of the ISN, in this case by 1 May 2018.

	<p>Measurement beginning from the publication of the ISN in October 2018:</p> <ol style="list-style-type: none"> I. The number and nature of queries received by the NHS Digital workforce team regarding the data standard which relate to the changes may denote non-conformity II. The number of queries/complaints received regarding the standard will be monitored to inform compliance
2	<p>That following the publication of the ISN, system owners must liaise with their suppliers and stakeholders to ensure that their systems and processes are updated correctly to ensure that the values are captured at source by no more than six months after the publication of the ISN, in this case by 1 May 2018.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> I. The number and nature of queries received by the NHS Digital workforce team regarding the data standard which relate to the changes may denote non-conformity II. The number of queries/complaints received regarding the standard will be monitored to inform compliance
3	<p>That IT System owners ensure their systems and processes include the values as per the standard and its implementation should be based upon the guidance documentation provided by NHS Digital along with the standard, with any local additions being discussed and agreed between individual organisations or their collective representatives (e.g. User Groups) and their system suppliers. That this should be done by no more than six months after the publication of the ISN, in this case by 1 May 2018.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> I. The number and nature of queries received by the NHS Digital workforce team regarding the data standard which relate to the changes may denote non-conformity II. The number of queries/complaints received regarding the standard will be monitored to inform compliance

2.3 NHS Digital - Requirements

#	Requirement
1	NHS Digital MUST produce detailed guidance documentation by April 2018 at the latest, and MAY produce such guidance with immediate effect, making clear the potential time lag for the implementation of the changes within relevant systems.
2	NHS Digital MUST implement a communication plan by April 2018 at the latest, and MAY implement a communication plan with immediate effect to clearly notify systems suppliers and those inputting and analysing the data of the changes.
3	NHS Digital MUST monitor implementation progress and notify relevant Health and Care Organisations and other Stakeholders of progress with implementation and any issues discovered. This MAY begin immediately and MUST link to the dates associated with the conformance criteria described in this document.

2.3.1 Conformance Criteria – NHS Digital

The following conformance criteria are intended to be qualitative, rather than quantitative, as the measurement relies upon taking a judgement upon the number and the nature of the queries which will be received and which cannot be accurately quantified prior to the publication of the updated guidance and the implementation of the changes within relevant systems.

#	Criteria
1	<p>That the relevant guidance must be produced and made available to facilitate the implementation of the changes within six months of the publication of the ISN, in this case by April 2018 at the latest.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> <li data-bbox="448 719 1453 972">I. failure to correctly develop and publicise the changes and the guidance information available will be highlighted in the volume and nature of the questions and comments received by NHS Digital. This will give an indication of the success or failure of the communications and of the guidance provided as based upon the organisations and topics which are highlighted in the questions/comments. <li data-bbox="448 972 1453 1081">II. the non-conformity by NHS Digital will be shown in the feedback of key stakeholders such as the ESR Human Resources Special Interest Group.
2	<p>That the NHS Digital workforce team must liaise with their customers and stakeholders to ensure that the guidance documents are updated to enable the correct inputting of the values at source and that their implementation begins to be tested by no more than six months after the publication of the ISN, in this case October 2017, and continues until the changes are deemed to have been fully implemented.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> <li data-bbox="448 1357 1453 1610">I. failure to correctly develop and publicise the changes and the guidance information available will be highlighted in the volume and nature of the questions and comments received by NHS Digital. This will give an indication of the success or failure of the communications and of the guidance provided as based upon the organisations and topics which are highlighted in the questions/comments. <li data-bbox="448 1610 1453 1720">II. the non-conformity by NHS Digital will be shown in the feedback of key stakeholders such as the ESR Human Resources Special Interest Group.
3	<p>That the guidance must include the values as per the standard and reflect any specific issues with regards to its implementation within the systems in which the NWD is imbedded, including noting the delay between approval and system implementation during which time users can begin to prepare their data outside of the relevant systems.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <ol style="list-style-type: none"> <li data-bbox="448 1995 1394 2029">I. failure to correctly develop and publicise the changes and the

	<p>guidance information available will be highlighted in the volume and nature of the questions and comments received by NHS Digital. This will give an indication of the success or failure of the communications and of the guidance provided as based upon the organisations and topics which are highlighted in the questions/comments.</p> <p>II. the non-conformity by NHS Digital will be shown in the feedback of key stakeholders such as the ESR Human Resources Special Interest Group.</p>
4	<p>That communications regarding the changes; the guidance and opportunity for feedback, targeted to their specific audience, should be provided to all relevant stakeholders and made available for users not known to NHS Digital so that the changes are highlighted as widely as possible.</p> <p>Measurement beginning from the publication of the ISN in October 2017:</p> <p>I. failure to correctly develop and publicise the changes and the guidance information available will be highlighted in the volume and nature of the questions and comments received by NHS Digital. This will give an indication of the success or failure of the communications and of the guidance provided as based upon the organisations and topics which are highlighted in the questions/comments.</p> <p>II. the non-conformity by NHS Digital will be shown in the feedback of key stakeholders such as the ESR Human Resources Special Interest Group.</p>

3 Information Governance Initial Assessment

As the NWD is a reference data standard the initial Information Governance screening tool indicated that it was not necessary to carry out a Privacy Impact Assessment associated with these changes.

4 Patient Safety Initial Assessment

The view of the Solutions Assurance team in NHS Digital has been sought regarding the proposal to update the NWD and they have responded that based on the fact that this change is only affecting staff data, not patient data, it would fall outside of scope of both SCCI0129 and SCCI0160²⁸ and will therefore not have an impact on clinical safety.

²⁸ <http://content.digital.nhs.uk/isce/publication/scci0129>

5 Information Standards Notice (ISN)

Any changes to this NHS Information Standard will be communicated to the relevant providers of services affected, and their associated system suppliers, via the publication of an ISN²⁹. This will outline any new or changed requirements and associated timescales for implementation.

The ISN associated with this uplift to the NWD requires system owners to ensure their systems incorporate the relevant changes to ensure they are available for individual users within a period of 6 months from its publication, with a full conformance date of 1 November 2018 for individual users of the data set.

6 Points of Contact

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

NHS Digital

Email: enquiries@nhsdigital.nhs.uk

Please state 'National Workforce Data Set' or 'Workforce Data Standards' in the subject line.

Telephone: 0300 303 5678

²⁹ <http://content.digital.nhs.uk/isce/publication/scci1067>