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<b>Document filename:</b>	DCB1067 Amd 50/2018		
	National Workforce Data Set Version 3.0	<b>Project</b>	National Workforce Data Set (NWD)
<b>Document Reference</b>			
<b>Project Manager</b>	Jill Clark	<b>Status</b>	Final
<b>Owner</b>	Alyson Whitmarsh	<b>Version</b>	1.0
<b>Authors</b>	Nick Armitage / Sandra Seljeset / Jill Clark	<b>Version issue date</b>	03/10/2018

# National Workforce Data Set Version 3.0: Implementation Guidance

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# Document Management

## Revision History

Version	Date	Summary of Changes
0.1	04/07/2018	Initial draft.
0.2	10/07/2018	Second draft incorporating internal review comments.
0.3	16/08/2018	Third draft incorporating additional internal review comments.
0.4	27/08/2018	Fourth draft incorporating DSAS review comments.
1.0	03/10/2018	Final version for publication.

## Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/Responsibility	Date	Version
Sandra Seljeset	Higher Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	09/05/2018	0.1
Jill Clark	Senior Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	04/07/2018	0.1
Nick Armitage	Analytical Section Head, Workforce Data Standards and Data Quality, NHS Digital	16/08/2018	0.2

## Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version
Alyson Whitmarsh		Workforce & Facilities Programme Manager	27/08/2018	0.4

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# Data Coordination Board

This information standard (DCB1067) has been approved for publication by the Department of Health and Social Care 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:

- Change Specification
- Implementation Guidance
- Requirements Specification.

An Information Standards Notice (DCB1067 Amd 50/2018) has been issued as a notification of use and implementation timescales. Please read this alongside the documents for the standard.

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

Date of publication: 3 October 2018

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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. They are also embedded within operational HR/workforce systems including the Electronic Staff Record (ESR), and the NHS Jobs web system.

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

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

For those who intend to implement the NWD afresh, then the full list of items and data values is available from the NHS Digital website [here](#)<sup>3</sup> (NWD Data Set Specification) and [here](#)<sup>4</sup> (NHS Occupation Code Manual). The NWD is also accessible through the NHS Data Model and Dictionary [here](#)<sup>5</sup>, and anyone wishing to have more detailed guidance of the use of the specific values can access the growing suite of targeted guidance documents [here](#).<sup>6</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://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

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

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

<sup>5</sup> [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>6</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/national-workforce-data-set-nwd-guidance-documents>

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## 1.1 Purpose

This document<sup>7</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>8</sup>.

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

This document outlines the manner in which changes to the NWD should be interpreted and used by clinical, administrative and informatics staff within NHS organisations. It also provides guidance for system developers to implement these changes within HR/workforce systems.

The changing nature of the provision of NHS funded care is leading to plurality of supply, and an increasing diversification of the types of organisations and individuals providing NHS funded services. Therefore, the NWD ensures that all suppliers of NHS funded care capture workforce information in an agreed and pre-determined format. The [workforce Minimum Data Set \(wMDS\)](#)<sup>9</sup> which will be subject to a separate standard, is based upon a sub-set of the NWD and will provide a practical means for the consistent collection of this information from all providers of NHS funded care to enable comprehensive Healthcare Workforce planning.

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

For those who intend to implement the NWD afresh, then the full list of items and data values is available from the NHS Digital website [here](#)<sup>10</sup> (NWD Data Set Specification) and [here](#)<sup>11</sup> (NHS Occupation Code Manual). The NWD is also accessible through the NHS Data Model and Dictionary [here](#)<sup>12</sup>, and anyone wishing

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<sup>7</sup> This and previous versions available here: <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

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

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

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

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

<sup>12</sup>

[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)

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to have more detailed guidance on the use of the specific values can access the growing suite of targeted guidance documents [here](#).<sup>13</sup>

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

## 1.2 Overview

This document provides clarification regarding the National Workforce Data Set (NWD) Operational standard. The document is broken down into specific sections providing guidance and examples of use, to provide context and to support implementation.

The National Workforce Data Set version 3.0 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);
2. the renaming of existing values within elements (affecting Job Role, Occupation Code, Area of Work, Professional Registration Body);
3. the retiring of existing values within elements (affecting Job Role, Occupation Code, Area of Work);
4. the introduction of a new data element and associated values to capture information related to the sexual orientation of the workforce, linked to the Sexual Monitoring Standard;
5. presentational/guidance updates to the NWD specification and guidance documents which do not materially impact on the individual values described by the NWD.

The proposed changes to existing data value lists in the National Workforce Data Set consist of four types of change: proposing distinct new data values, introducing a new data element and altering or deleting existing values. Across these four 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 Area of Work
- The introduction of a new data element, Sexual Orientation
  
- Changes to the Job Role

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

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- Changes to the NHS Occupation Codes
  - Changes to the Area of Work
  - Changes to the Professional Registration Body
  
  - Deletions from the Job Role
  - Deletions from the NHS Occupation Codes
  - Deletions from the Area of Work
  
  - Updates to the guidance provided for anyone intending to utilise the data defined by the NWD for secondary purposes, which do not materially impact the input of the data items

This document provides guidance for NHS organisations and other suppliers of NHS funded care, specifically relating to the changes to the National Workforce Data Set (NWD).

This document should be read in conjunction with ISN DCB1067 and the NWD v3.0 Requirements Specification and Data Set Specification. All are available for download on the NHS Digital [website](#)<sup>14</sup>, and as part of the data standards materials on the Data Coordination Board [website](#)<sup>15</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 adopted, where relevant, by 1 October 2019.

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.

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

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

## 1.3 Related Standards

Reference	Title
ISB 0028 National Specialty List <sup>16</sup>	National Specialty List
DCB0011 Mental Health Services Data Set <sup>17</sup>	Mental Health Services Data Set
SCCI1069 Community Services Data Set <sup>18</sup>	Community Services Data Set
R00433 workforce Minimum Data Set (HCHS)	workforce Minimum Data Set (wMDS) for Hospital and Community Health Services
R01010 workforce Minimum Data Set (Primary Care)	workforce Minimum Data Set (wMDS) for General Practitioners and Practice Staff

## 1.4 Supporting Documents

Ref	Name	Summary
1	NWD3.0 - Requirements Specification	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 proposed changes.
2	NWD3.0 - Change Specification	Includes the detail of the changes to the NWD being proposed in this submission.
3	NWDv3.0 Data Set Specification	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 NWD. In excel format and published freely on the NHS Digital website
4	NHS Occupation Code Manual Version 16	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.

<sup>16</sup> <http://webarchive.nationalarchives.gov.uk/+http://www.isb.nhs.uk/library/standard/167>

<sup>17</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb0011-mental-health-services-data-set/scci0011-mental-health-services-data-set-archive>

<sup>18</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/scci1069-community-services-data-set>

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## 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>19</sup> and the NHS Data Model and Dictionary (DM&D), available here<sup>20</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>21</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.

### 2.1 New Items

#### 2.1.1 Job Role

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

[07042] Additional Clinical Services | **Emergency Call Handler**

**Why is this information required?**

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<sup>19</sup> <http://content.digital.nhs.uk/datasets/nwd>

<sup>20</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>21</sup> [enquiries@nhsdigital.nhs.uk](mailto:enquiries@nhsdigital.nhs.uk)

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New data value to provide improved information about Emergency Call Handlers within the NHS and wider healthcare workforce. This will allow differentiation between those staff who work in 999 contact centres and those who work in Patient Transport Service (PTS) contact centres as the skill set is very different. More information on the role is available on the NHS Careers website [here](#)<sup>22</sup>.

[07043] Additional Clinical Services | [Urgent Care Assistant](#)

**Why is this information required?**

New data value to capture information about Urgent Care Assistants which will allow differentiation between those staff who work in emergency care and support staff who work in the Hazardous Area Response Team (HART) or the Patient Transport Service (PTS). The training requirement for an Urgent Care Assistant is very different to that of an Emergency Care Assistant. This means that the Clinical Scope of Practice for Urgent Care Assistants is lower than for Emergency Care Assistants, and these staff would only be expected to transport patients as an emergency once they had been assessed and stabilised by a medical doctor (i.e. doctors requesting immediate transfer to hospital of a patient they are in attendance of) and they would not be expected to attend 999 calls except in exceptional circumstances.

[07044] Additional Clinical Services | [Urgent Care Practitioner](#)

**Why is this information required?**

New data value to capture information about the Urgent Care Practitioner Job Role which will allow differentiation between those staff who work in emergency care and staff who work in the Hazardous Area Response Team (HART) or the Patient Transport Service (PTS). This role is at level 4 of the career framework.

[08029] Administrative and Clerical | [Non-Emergency Call Handler](#)

**Why is this information required?**

New data value to help us identify those staff working in the Patient Transport Service (PTS) contact centre who are taking calls. Currently there is no Job Role for this group of staff.

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<sup>22</sup> <https://www.healthcareers.nhs.uk/explore-roles/ambulance-service-team/roles-ambulance-service/emergency-medical-dispatchercall-handler>

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[08030] Administrative and Clerical | [Non-Emergency Medical Dispatcher](#)

**Why is this information required?**

New data value to help us identify those staff working in the Patient Transport Service (PTS) contact centre who are dispatching. Currently there is no Job Role for this group of staff.

[02025] Students | [Student Paramedic](#)

**Why is this information required?**

New data value to help us identify those staff that are on a training programme to become Paramedics, including those undertaking the Advanced Ambulance Practitioner (AAP) qualification. It will be used in conjunction with Occupation Code 'A7\*' – 'Assistant Practitioner'.

[05023] Additional Professional, Scientific and Technical | [Trainee Clinical Psychologist](#)

**Why is this information required?**

New data value to capture Clinical Psychology Student/Trainee roles. The names and staff groups have also been updated to reflect the fact that the additional (postgraduate) training associated with these posts relates to in-work training whilst the trainee is delivering a service, albeit with increased supervision and reduced case load – this differs from the arrangements for the majority of roles coded within the Students Staff Group. Separate trainee Job Roles for the 2 next largest groups of Applied Psychology trainees have been created, reducing the range of trainees included in the 'other' category. The 'Other' category now only covers the 4 smallest groups of Applied Psychologist Trainees – Educational, Forensic, Occupational and Sport and Exercise. More information on the role is available on the NHS Careers website [here](#)<sup>23</sup>.

[05024] Additional Professional, Scientific and Technical | [Trainee Counselling Psychologist](#)

**Why is this information required?**

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<sup>23</sup><https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/roles/clinical-psychologist>

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New data value to capture Counselling Psychology Student/Trainee roles. The names and staff groups have also been updated to reflect the fact that the additional (postgraduate) training associated with these posts relates to in-work training whilst the trainee is delivering a service, albeit with increased supervision and reduced case load – this differs from the arrangements for the majority of roles coded within the Students Staff Group. Separate trainee Job Roles for the 2 next largest groups of Applied Psychology trainees have been created, reducing the range of trainees included in the 'other' category. The 'Other' category now only covers the 4 smallest groups of Applied Psychologist Trainees – Educational, Forensic, Occupational and Sport and Exercise. More information on the role is available on the NHS Careers website [here](#)<sup>24</sup>.

**[05025]** Additional Professional, Scientific and Technical | [Trainee Health Psychologist](#)

**Why is this information required?**

New data value to capture Health Psychology Student/Trainee roles. The names and staff groups have also been updated to reflect the fact that the additional (postgraduate) training associated with these posts relates to in-work training whilst the trainee is delivering a service, albeit with increased supervision and reduced case load – this differs from the arrangements for the majority of roles coded within the Students Staff Group. Separate trainee Job Roles for the 2 next largest groups of Applied Psychology trainees have been created, reducing the range of trainees included in the 'other' category. The 'Other' category now only covers the 4 smallest groups of Applied Psychologist Trainees – Educational, Forensic, Occupational and Sport and Exercise. More information on the role is available on the NHS Careers website [here](#)<sup>25</sup>.

**[05026]** Additional Professional, Scientific and Technical | [Trainee Other Applied Psychologist](#)

**Why is this information required?**

New data value to cover the 4 smallest groups of Applied Psychologist Trainees – Educational, Forensic, Occupational and Sport and Exercise.

**[07045]** Additional Clinical Services | [Employment Support Worker or Advisor](#)

**Why is this information required?**

New data value to capture information about staff working as Employment Support Workers/Advisors. Strong guidance/data quality checking will be required to ensure

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<sup>24</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/roles/counselling-psychologist>

<sup>25</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/roles/health-psychologist>

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that this role is correctly used for those services providing roles and not erroneously with regards to internal trust Human Resources roles.

[07046] Additional Clinical Services | **Family Therapist**

**Why is this information required?**

Role required in two staff groups to allow the capture of information about different levels of qualification/registration and to allow combination with relevant Area of Work values to provide information regarding the setting of the service provision. It is proposed to add this new Job Role for those staff who do not meet the Centre for Workforce Intelligence (CfWI) criteria for a Psychological Therapist and therefore cannot be recorded within the Additional Professional, Scientific and Technical Staff Group.

[05027] Additional Professional, Scientific and Technical | **Applied Psychologist – Counselling**

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are registered and working in this discipline which is a strand of Applied Psychology. More information on the role is available on the NHS Careers website [here](#)<sup>26</sup>.

[05028] Additional Professional, Scientific and Technical | **Applied Psychologist – Educational**

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline which is a strand of Applied Psychology. More information on the role is available on the NHS Careers website [here](#)<sup>27</sup>.

[05029] Additional Professional, Scientific and Technical | **Applied Psychologist – Forensic**

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this

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<sup>26</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/roles/counselling-psychologist>

<sup>27</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/roles/counselling-psychologist>

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discipline which is a strand of Applied Psychology. More information on the role is available on the NHS Careers website [here](#)<sup>28</sup>.

[05030] Additional Professional, Scientific and Technical | [Applied Psychologist – Health](#)

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline which is a strand of Applied Psychology. More information on the role is available on the NHS Careers website [here](#)<sup>29</sup>.

[05031] Additional Professional, Scientific and Technical | [Applied Psychologist – Occupational](#)

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline which is a strand of Applied Psychology. More information on the role is available on the British Psychological Society (BPS) careers website [here](#)<sup>30</sup>.

[05032] Additional Professional, Scientific and Technical | [Applied Psychologist – Sport and Exercise](#)

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline which is a strand of Applied Psychology. More information on the role is available on the BPS website [here](#)<sup>31</sup>.

[05033] Additional Professional, Scientific and Technical | [Applied Psychologist – Neuropsychologist](#)

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this

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<sup>28</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/roles/forensic-psychologist>

<sup>29</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/roles/health-psychologist>

<sup>30</sup> <https://careers.bps.org.uk/area/occupational>

<sup>31</sup> <https://www1.bps.org.uk/networks-and-communities/member-microsite/division-sport-exercise-psychology/being-qualified>

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discipline which is a strand of Applied Psychology. More information on the role is available on the NHS Careers website [here](#)<sup>32</sup>.

**[05034]** Additional Professional, Scientific and Technical | **Counsellor**

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline. More information on the role is available on the NHS Careers website [here](#)<sup>33</sup>.

**[05035]** Additional Professional, Scientific and Technical | **Social Worker – Psychological Therapist**

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline.

**[05036]** Additional Professional, Scientific and Technical | **Play Therapist**

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline.

**[05037]** Additional Professional, Scientific and Technical | **Family Therapist**

**Why is this information required?**

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline.

**[05038]** Additional Professional, Scientific and Technical | **Child and Adolescent Psychological Therapist or Psychotherapist**

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<sup>32</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/roles-psychological-therapies/clinical-neuropsychologist>

<sup>33</sup> <https://www.healthcareers.nhs.uk/explore-roles/psychological-therapies/roles/counsellor>

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

New data value to capture this new Job Role for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline.

#### **[09026] Estates and Ancillary | [Cleaner](#)**

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

New data value of 'Cleaner' added to the Estates and Ancillary Staff Group as this is a Job Role which is often requested and one which is not currently uniquely identifiable within the data set.

#### **[07047] Additional Clinical Services | [Nursing Associate](#)**

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

New data value to capture information on Nursing Associates. The first Nursing Associates will qualify after completing their two-year training programme in January 2019. More information on the role is available on the NHS Careers website [here](#)<sup>34</sup>.

#### **[07048] Additional Clinical Services | [Trainee Nursing Associate](#)**

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

New data value to capture information on Trainee Nursing Associates. Trainee Nursing Associates undertake a two-year training programme to qualify as a Nursing Associate. The first of these trainees will qualify in January 2019. More information on the role is available on the NHS Careers website [here](#)<sup>35</sup>.

#### **[05039] Additional Professional, Scientific and Technical | [Surgical Care Practitioner](#)**

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

New data value to capture information on Surgical Care Practitioners as we cannot identify these staff at present. Those Surgical Care Practitioners with a Nursing background will be recorded in the 'N' matrix with a Job Role of 'Specialist Nurse Practitioner'.

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<sup>34</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>35</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

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

New data value to capture information on Students in Prosthetics and Orthotics to be used with the new Occupation Code for Student / Trainee in Prosthetics and Orthotics.

### **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 October 2019.

**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.

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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?**

#### **[A4A] Consultant Paramedic in Emergency Care**

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

New Occupation Code to capture information on Consultant Paramedics in Emergency Care. This code is for a relatively new role across Ambulance Trusts which requires a much higher level of qualification than that of a qualified Paramedic. Consultant Paramedics are normally either working towards or have completed their MSc. The addition of this new code will enable Trusts to track those staff that have a higher level of qualification and clinical responsibility which we are unable to do in the current matrix. These staff are at level 8 on the NHS career framework. To note - proposed change to the heading of column 'A' in the 'A' matrix of the NHS Occupation Codes from 'Ambulance Service' to 'Emergency Care'.

#### **[A5A] Advanced Paramedic in Emergency Care**

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

New Occupation Code to capture information on Advanced Paramedics in the 'Emergency Care' care setting of the NHS Occupation Codes. Advanced Paramedics have a higher level of qualification than a qualified Paramedic and or a Senior/Specialist Paramedic and they are often working towards or have an MSc. They also have a greater level of clinical responsibility as they often work alone. These staff are at level 7 on the NHS career framework.

To note – proposed change to the heading of column 'A' in the 'A' matrix of the NHS Occupation Codes from 'Ambulance Service' to 'Emergency Care'.

#### **[A6A] Specialist Practitioner in Emergency Care**

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

New data value to capture information on Specialist Practitioner in the 'Emergency Care' setting of the NHS Occupation Codes. The current Ambulance Matrix only allows for one level of qualified Paramedic. However, in all Trusts there are Paramedics who take on a greater level of responsibility than that of a qualified Paramedic. These, Senior or Specialist Paramedics, are responsible for mentoring current Paramedics and take on supervisory responsibility for both Paramedics and Technicians. Within this group are also Specialist Paramedics who work in the community and have more advanced skills to that of a qualified Paramedic. These staff are at level 6 on the NHS career framework. To note – proposed change to the heading of column 'A' in the 'A' matrix of the NHS Occupation Codes from 'Ambulance Service' to 'Emergency Care'.

### **[A7A] Assistant Practitioner in Emergency Care**

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

New data value to capture information on Assistant Practitioner in the 'Emergency Care' setting of the NHS Occupation Codes. This code will allow all Ambulance Trusts to track and monitor the Apprentices entering the organisation and those technicians in training. With the retirement of 'AGA', 'Trainee Ambulance Technician', there is nowhere in the current framework to take into account the large number of apprentices undertaking the 'AAP' qualification or similar training. These staff are at level 3 on the NHS career framework. The original proposal was to have a code for a 'Support Clinician'; however, this was amended to 'Assistant Practitioner' on WIRG's recommendation. To note – proposed change to the heading of column 'A' in the 'A' matrix of the NHS Occupation Codes from 'Ambulance Service' to 'Emergency Care'.

### **[A8A] Emergency / Urgent Care Support Worker in Emergency Care**

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

New data value to capture information on Emergency / Urgent Care Support Worker in the 'Emergency Care' care setting of the NHS Occupation Codes. This code reflects staff working at level 3 in the NHS careers framework that are supporting qualified staff. It is aimed at Band 3 or unqualified Band 4 staff who are not covered by 'A7\*' - 'Assistant Practitioner'. The addition of the proposed Job Role 'Urgent Care Assistant', together with the 'Emergency Care Assistant' Job Role will enable differentiation between staff groups.

To note - proposed change to the heading of column 'A' in the 'A' matrix of the NHS Occupation Codes from 'Ambulance Service' to 'Emergency Care'

### **[A4B] Consultant Paramedic in Hazardous Area Response Team**

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

New data value to capture information on Consultant Paramedic in the 'Hazardous Area Response Team' care setting of the NHS Occupation Codes. This code is for a

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relatively new role across Ambulance Trusts which requires a much higher level of qualification than that of a qualified Paramedic. 'Consultant Paramedics' are normally either working towards or have completed their MSc. The addition of this new code will enable Trusts to track those staff that have a higher level of qualification and clinical responsibility which we are unable to do in the current matrix. These staff are at level 8 on the NHS career framework. New column 'B' in the 'A' matrix with the heading of 'Hazardous Area Response Team'. The 'Hazardous Area Response Team' exists in all Ambulance Trusts and we need to be able to identify those staff who work in this area due to the additional training and skills that are required when working in this care setting.

### **[A0B] Manager in Hazardous Area Response Team**

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

New data value to capture information on Manager in the 'Hazardous Area Response Team' care setting of the NHS Occupation Codes. New column 'B' in the 'A' matrix with the heading of 'Hazardous Area Response Team'. The 'Hazardous Area Response Team' exists in all Ambulance Trusts and we need to be able to identify those staff who work in this area due to the additional training and skills that are required when working in this care setting.

### **[A5B] Advanced Paramedic in Hazardous Area Response Team**

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

New data value to capture information on Advanced Paramedic in the 'Hazardous Area Response Team' care setting of the NHS Occupation Codes. Advanced Paramedics have a higher level of qualification than a qualified Paramedic and or a Senior/Specialist Paramedic and they are often working towards or have an MSc. They also have a greater level of clinical responsibility as they often work alone. These staff are at level 7 on the NHS career framework. New column 'B' in the 'A' matrix with the heading of 'Hazardous Area Response Team'. The 'Hazardous Area Response Team' exists in all Ambulance Trusts and we need to be able to identify those staff who work in this area due to the additional training and skills that are required when working in this care setting.

### **[A6B] Specialist Practitioner in Hazardous Area Response Team**

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

New data value to capture information on Specialist Practitioner in the 'Hazardous Area Response Team' care setting of the NHS Occupation Codes. New column 'B' in the 'A' matrix with the heading of 'Hazardous Area Response Team'. The 'Hazardous Area Response Team' exists in all Ambulance Trusts and we need to be able to identify those staff who work in this area due to the additional training and skills that are required when working in this care setting. The current Ambulance Matrix only allows for one level of qualified Paramedic. However, in all Trusts there are Paramedics who take on a greater level of responsibility than that of a qualified

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Paramedic. These, Senior or Specialist Paramedics are responsible for mentoring current Paramedics and take on supervisory responsibility for both Paramedics and Technicians. Within this group are also Specialist Paramedics who work in the community who also have more advanced skills to that of a qualified Paramedic. These staff are at level 6 on the NHS career framework.

### **[ABB] Paramedic in Hazardous Area Response Team**

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

New data value to capture information on Paramedics in the 'Hazardous Area Response Team' care setting of the NHS Occupation Codes. New column 'B' in the 'A' matrix with the heading of 'Hazardous Area Response Team'. The 'Hazardous Area Response Team' exists in all Ambulance Trusts and we need to be able to identify those staff who work in this area due to the additional training and skills that are required when working in this care setting.

### **[AEB] Ambulance Technician / Associate Practitioner in Hazardous Area Response Team**

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

New data value to capture information on Ambulance Technician/Associate Practitioner in the 'Hazardous Area Response Team' care setting of the NHS Occupation Codes. New column 'B' in the 'A' matrix with the heading of 'Hazardous Area Response Team'. The 'Hazardous Area Response Team' exists in all Ambulance Trusts and we need to be able to identify those staff who work in this area due to the additional training and skills that are required when working in this care setting. All Ambulance Trusts are now working towards the Advanced Ambulance Practitioner (AAP) qualification. The data value of Ambulance Technician/Associate Practitioner aims to cover all of the current technicians but also take into account staff that hold the new AAP qualification. These staff are at level 4 on the NHS career framework.

### **[A7B] Assistant Practitioner in Hazardous Area Response Team**

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

New data value to capture information on Assistant Practitioner in the 'Hazardous Area Response Team' care setting of the NHS Occupation Codes. New column 'B' in the 'A' matrix with the heading of 'Hazardous Area Response Team'. The 'Hazardous Area Response Team' exists in all Ambulance Trusts and we need to be able to identify those staff who work in this area due to the additional training and skills that are required when working in this care setting. This code will allow all Ambulance Trusts to track and monitor the apprentices entering the organisation and those technicians in training. With the removal of 'AG', 'Trainee Ambulance Technician', there is nowhere in the current framework to take into account the large number of apprentices undertaking the 'AAP' qualification or similar training. These staff are at level 3 on the NHS career framework.

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## [A8B] Emergency / Urgent Care Support Worker in Hazardous Area Response Team

### Why is this information required?

New data value to capture information on Emergency/Urgent Care Support Worker in the 'Hazardous Area Response Team' care setting of the NHS Occupation Codes. New column 'B' in the 'A' matrix with the heading of 'Hazardous Area Response Team'. The 'Hazardous Area Response Team' exists in all Ambulance Trusts and we need to be able to identify those staff who work in this area due to the additional training and skills that are required when working in this care setting. This code reflects staff working at level 3 in the NHS careers framework that are supporting qualified staff. It is aimed at band 3 or unqualified band 4 staff who are not covered by 'A7' – 'Assistant Practitioner'. The addition of the proposed Job Role 'Urgent Care Assistant', together with the 'Emergency Care Assistant' Job Role will enable differentiation between staff groups.

## [A4C] Consultant Paramedic in Patient Transport Service

### Why is this information required?

New data value to capture information on Consultant Paramedic in the 'Patient Transport Service' care setting of the NHS Occupation Codes. New column 'C' in the 'A' matrix with the heading of 'Patient Transport Service'. The 'Patient Transport Service' exists in all Ambulance Trusts and we need to be able to identify those staff that work in this care setting. Staff in this group are not frontline staff and do not necessarily require the same skills and competencies as frontline staff. This code is for a relatively new role across Ambulance Trusts which requires a much higher level of qualification than that of a qualified Paramedic. 'Consultant Paramedics' are normally either working towards or have completed their MSc. The addition of this new code will enable Trusts to track those staff that have a higher level of qualification and clinical responsibility which we are unable to do in the current matrix. These staff are at level 8 on the NHS career framework.

## [A5C] Advanced Paramedic in Patient Transport Service

### Why is this information required?

New data value to capture information on Advanced Paramedic in the 'Patient Transport Service' care setting of the NHS Occupation Codes. New column 'C' in the 'A' matrix with the heading of 'Patient Transport Service'. The 'Patient Transport Service' exists in all Ambulance Trusts and we need to be able to identify those staff that work in this care setting. Staff in this group are not frontline staff and do not necessarily require the same skills and competencies as frontline staff. This code is for a relatively new role across Ambulance Trusts which requires a much higher level of qualification than that of a qualified Paramedic. Advanced Paramedics have a higher level of qualification than a qualified Paramedic and or a Senior/Specialist Paramedic and they are often working towards or have an MSc. They also have a

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greater level of clinical responsibility as they often work alone. These staff are at level 7 on the NHS career framework.

### **[A6C] Specialist Practitioner in Patient Transport Service**

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

New data value to capture information on Specialist Practitioner in the 'Patient Transport Service' care setting of the NHS Occupation Codes. New column 'C' in the 'A' matrix with the heading of 'Patient Transport Service'. The 'Patient Transport Service' exists in all Ambulance Trusts and we need to be able to identify those staff that work in this care setting. Staff in this group are not frontline staff and do not necessarily require the same skills and competencies as frontline staff. The current Ambulance Matrix only allows for one level of qualified Paramedic. However, in all Trusts there are Paramedics who take on a greater level of responsibility than that of a qualified Paramedic. These, Senior or Specialist Paramedics, are responsible for mentoring current Paramedics and take on supervisory responsibility for both Paramedics and Technicians. Within this group are also Specialist Paramedics who work in the community and have more advanced skills than a qualified Paramedic. These staff are at level 6 on the NHS career framework.

### **[ABC] Paramedic in Patient Transport Service**

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

New data value to capture information on Paramedic in the 'Patient Transport Service' care setting of the NHS Occupation Codes. New column 'C' in the 'A' matrix with the heading of 'Patient Transport Service'. The 'Patient Transport Service' exists in all Ambulance Trusts and we need to be able to identify those staff that work in this care setting. Staff in this group are not frontline staff and do not necessarily require the same skills and competencies as frontline staff.

### **[AEC] Ambulance Technician / Associate Practitioner in Patient Transport Service**

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

New data value to capture information on Ambulance Technician/Associate Practitioner in the 'Patient Transport Service' care setting of the NHS Occupation Codes. New column 'C' in the 'A' matrix with the heading of 'Patient Transport Service'. The 'Patient Transport Service' exists in all Ambulance Trusts and we need to be able to identify those staff that work in this care setting. Staff in this group are not frontline staff and do not necessarily require the same skills and competencies as frontline staff. All Ambulance Trusts are now working towards the Advanced Ambulance Practitioner (AAP) qualification. The data value of Ambulance Technician/Associate Practitioner aims to cover all of the current technicians but also take into account staff that hold the new AAP qualification. These staff are at level 4 on the NHS career framework.

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## [A7C] Assistant Practitioner in Patient Transport Service

### Why is this information required?

New data value to capture information on Assistant Practitioner in the 'Patient Transport Service' care setting of the NHS Occupation Codes. New column 'C' in the 'A' matrix with the heading of 'Patient Transport Service'. The 'Patient Transport Service' exists in all Ambulance Trusts and we need to be able to identify those staff that work in this care setting. Staff in this group are not frontline staff and do not necessarily require the same skills and competencies as frontline staff. This code will allow all Ambulance Trusts to track and monitor the apprentices entering the organisation and those technicians in training. With the removal of 'AG', 'Trainee Ambulance Technician', there is nowhere in the current framework to take into account the large number of apprentices undertaking the 'AAP' qualification or similar training. These staff are at level 3 on the NHS career framework.

## [A8C] Emergency / Urgent Care Support Worker in Patient Transport Service

### Why is this information required?

New data value to capture information on Emergency / Urgent Care Support Worker in the 'Patient Transport Service' care setting of the NHS Occupation Codes. New column 'C' in the 'A' matrix with the heading of 'Patient Transport Service'. The 'Patient Transport Service' exists in all Ambulance Trusts and we need to be able to identify those staff that work in this care setting. Staff in this group are not frontline staff and do not necessarily require the same skills and competencies as frontline staff.

This code reflects staff working at level 3 in the NHS careers framework that are supporting qualified staff. It is aimed at band 3 or unqualified band 4 staff who are not covered by 'A7', 'Assistant Practitioner'. The addition of the proposed Job Role 'Urgent Care Assistant', together with the 'Emergency Care Assistant' Job Role, will enable differentiation between staff groups.

## [A9C] Ambulance Care Assistant in Patient Transport Service

### Why is this information required?

New data value to capture information on Ambulance Care Assistant in the 'Patient Transport Service' care setting of the NHS Occupation Codes. New column 'C' in the 'A' matrix with the heading of 'Patient Transport Service'. The 'Patient Transport Service' exists in all Ambulance Trusts and we need to be able to identify those staff that work in this care setting. Staff in this group are not frontline staff and do not necessarily require the same skills and competencies as frontline staff. Staff covered by this code are working at Level 2 of the NHS careers framework. It replaces the code 'A2', 'Ambulance Personnel'. At present Patient Transport Service staff are grouped in with frontline staff. The aim is to separate the staff associated with the previous 'A2' code so that frontline staff can be more easily identifiable by HEE when looking at workforce planning requirements. More detail on Ambulance Care

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Assistant in Patient Transport Service roles which should be coded using this new occupation code is available on the NHS Careers website [here](#)<sup>36</sup>.

### **[A4D] Consultant Paramedic in Education**

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

New data value to capture information on Consultant Paramedic in the 'Education' care setting of the NHS Occupation Codes. New column 'D' in the 'A' matrix with the heading of 'Education'. There are a large number of clinically qualified staff who work in training and education across all Ambulance Trusts. They are not deployed on the frontline and therefore do not fall into the category of 'Emergency Care'. Staff working in education and training have additional skills to other clinically qualified staff and we therefore need a new care setting of 'Education' to be able to identify this group of staff. This code is for a relatively new role across Ambulance Trusts which requires a much higher level of qualification than that of a qualified Paramedic. 'Consultant Paramedics' are normally either working towards or have completed their MSc. The addition of this new code will enable Trusts to track those staff that have a higher level of qualification and clinical responsibility which we are unable to do in the current matrix. These staff are at level 8 on the NHS career framework.

### **[A0D] Manager in Education**

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

New data value to capture information on Manager in the 'Education' care setting of the NHS Occupation Codes. New column 'D' in the 'A' matrix with the heading of 'Education'. There are a large number of clinically qualified staff who work in training and education across all Ambulance Trusts. They are not deployed on the frontline and therefore do not fall into the category of 'Emergency Care'. Staff working in education and training have additional skills to other clinically qualified staff and we therefore need a new care setting of 'Education' to be able to identify this group of staff.

### **[A5D] Advanced Paramedic in Education**

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

New data value to capture information on Advanced Paramedic in the 'Education' care setting of the NHS Occupation Codes. New column 'D' in the 'A' matrix with the heading of 'Education'. There are a large number of clinically qualified staff who work in training and education across all Ambulance Trusts. They are not deployed on the frontline and therefore do not fall into the category of 'Emergency Care'. Staff working in education and training have additional skills to other clinically qualified staff and we therefore need a new care setting of 'Education' to be able to identify this group of staff. Advanced Paramedics have a higher level of qualification than a qualified

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<sup>36</sup> <https://www.healthcareers.nhs.uk/explore-roles/ambulance-service-team/roles-ambulance-service/ambulance-care-assistancepatient-transport-service-driver>

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Paramedic and or a Senior/Specialist Paramedic and they are often working towards or have an MSc. They also have a greater level of clinical responsibility as they often work alone. These staff are at level 7 on the NHS career framework.

### **[A6D] Specialist Practitioner in Education**

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

New data value to capture information on Specialist Practitioner in the 'Education' care setting of the NHS Occupation Codes. New column 'D' in the 'A' matrix with the heading of 'Education'. There are a large number of clinically qualified staff who work in training and education across all Ambulance Trusts. They are not deployed on the frontline and therefore do not fall into the category of 'Emergency Care'. Staff working in education and training have additional skills to other clinically qualified staff and we therefore need a new care setting of 'Education' to be able to identify this group of staff. The current Ambulance Matrix only allows for one level of qualified Paramedic. However, in all Trusts there are Paramedics who take on a greater level of responsibility than that of a qualified Paramedic. These, Senior or Specialist Paramedics, are responsible for mentoring current Paramedics and take on supervisory responsibility for both Paramedics and Technicians. Within this group are also Specialist Paramedics who work in the community who also have more advanced skills to that of a qualified Paramedic. These staff are at level 6 on the NHS career framework.

### **[ABD] Paramedic in Education**

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

New data value to capture information on Paramedic in the 'Education' care setting of the NHS Occupation Codes. New column 'D' in the 'A' matrix with the heading of 'Education'. There are a large number of clinically qualified staff who work in training and education across all Ambulance Trusts. They are not deployed on the frontline and therefore do not fall into the category of 'Emergency Care'. Staff working in education and training have additional skills to other clinically qualified staff and we therefore need a new care setting of 'Education' to be able to identify this group of staff.

### **[AED] Ambulance Technician / Associate Practitioner in Education**

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

New data value to capture information on Ambulance Technician/Associate Practitioner in the 'Education' care setting of the NHS Occupation Codes. New column 'D' in the 'A' matrix with the heading of 'Education'. There are a large number of clinically qualified staff who work in training and education across all Ambulance Trusts. They are not deployed on the frontline and therefore do not fall into the category of 'Emergency Care'. Staff working in education and training have additional skills to other clinically qualified staff and we therefore need a new care setting of

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'Education' to be able to identify this group of staff. All Ambulance Trusts are now working towards the Advanced Ambulance Practitioner (AAP) qualification. The change in code title aims to cover all of the current technicians but also take into account staff that hold the new AAP qualification. These staff are at level 4 on the NHS career framework.

### **[A0E] Manager in Call Handling**

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

New data value to capture information on Manager in the 'Call Handling' care setting of the NHS Occupation Codes. New column 'E' in the 'A' matrix with the heading of 'Call Handling'. As part of the modernisation of Ambulance Services, there are new 111 call centres in addition to the traditional contact centres for all 999 calls and Patient Transport Service. In the past we have not been able to distinguish the clinically qualified staff that work in contact centres as they have always been included with qualified ambulance staff. The addition of this care setting is critical in identifying those staff that have a different set of skills to frontline staff.

### **[A5E] Advanced Paramedic in Call Handling**

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

New data value to capture information on Advanced Paramedic in the 'Call Handling' care setting of the NHS Occupation Codes. Proposed new column 'E' in the 'A' matrix with the heading of 'Call Handling'. As part of the modernisation of Ambulance Services, there are new 111 call centres in addition to the traditional contact centres for all 999 calls and Patient Transport Service. In the past we have not been able to distinguish the clinically qualified staff that work in contact centres as they have always been included with qualified ambulance staff. The addition of this care setting is critical in identifying those staff that have a different set of skills to a frontline paramedic. Advanced Paramedics have a higher level of qualification than a qualified Paramedic and or a Senior/Specialist Paramedic and they are often working towards or have an MSc. They also have a greater level of clinical responsibility as they often work alone. These staff are at level 7 on the NHS career framework.

### **[A6E] Specialist Practitioner in Call Handling**

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

New data value to capture information on Specialist Practitioner in the 'Call Handling' care setting of the NHS Occupation Codes. New column 'E' in the 'A' matrix with the heading of 'Call Handling'. As part of the modernisation of Ambulance services there are new 111 call centres in addition to the traditional contact centres for all 999 calls and Patient Transport Service. In the past we have not been able to distinguish the clinically qualified staff that work in contact centres as they have always been included with qualified ambulance staff. The addition of this care setting is critical in identifying those staff that have a different set of skills to a frontline paramedic. The

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current Ambulance Matrix only allows for one level of qualified Paramedic. However, in all Trusts there are Paramedics who take on a greater level of responsibility than that of a qualified Paramedic. These, Senior or Specialist Paramedics, are responsible for mentoring current Paramedics and take on supervisory responsibility for both Paramedics and Technicians. Within this group are also Specialist Paramedics who work in the community who also have more advanced skills to that of a qualified Paramedic. These staff are at level 6 on the NHS career framework.

### **[ABE] Paramedic in Call Handling**

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

New data value to capture information on Paramedic in the 'Call Handling' care setting of the NHS Occupation Codes. Proposed new column 'E' in the 'A' matrix with the heading of 'Call Handling'. As part of the modernisation of Ambulance services there are new 111 call centres in addition to the traditional contact centres for all 999 calls and Patient Transport Service. In the past we have not been able to distinguish the clinically qualified staff that work in contact centres as they have always been included with qualified ambulance staff. The addition of this care setting is critical in identifying those staff that have a different set of skills to a frontline paramedic.

### **[AEE] Ambulance Technician / Associate Practitioner in Call Handling**

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

New data value to capture information on Ambulance Technician/Associate Practitioner in the 'Call Handling' care setting of the NHS Occupation Codes. New column 'E' in the 'A' matrix with the heading of 'Call Handling'. As part of the modernisation of Ambulance services there are new 111 call centres in addition to the traditional contact centres for all 999 calls and Patient Transport Service. In the past we have not been able to distinguish the clinically qualified staff that work in contact centres as they have always been included with qualified ambulance staff. The addition of this care setting is critical in identifying those staff that have a different set of skills to frontline staff. All Ambulance Trusts are now working towards the Advanced Ambulance Practitioner (AAP) qualification. The change in code title aims to cover all of the current technicians but also take into account staff that hold the new AAP qualification. These staff are at level 4 on the NHS career framework.

### **[S8I] Student / Trainee in Prosthetics and Orthotics**

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

New Occupation Code to capture information on students/trainees 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.

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Name based upon the existing Area of Work value for consistency. As with other AHPs, the Health and Care Professions Council 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.

### **[NGA] Nursing Associate in Adult and General**

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

New Occupation Code to capture information on Nursing Associates in the Adult and General care setting. The first Nursing Associates will qualify after completing their two-year training programme in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>37</sup>.

### **[NGB] Nursing Associate in Children and Young People**

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

New Occupation Code to capture information on Nursing Associates in the Children and Young People care setting. The first Nursing Associates will qualify after completing their two-year training programme in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>38</sup>.

### **[NGC] Nursing Associate in Maternity Services**

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

New Occupation Code to capture information on Nursing Associates in the Maternity Services care setting. The first Nursing Associates will qualify after completing their two-year training programme in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>39</sup>.

### **[NGD] Nursing Associate in Community Mental Health**

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

New Occupation Code to capture information on Nursing Associates in the Community and Mental Health care setting. The first Nursing Associates will qualify

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<sup>37</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>38</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>39</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

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after completing their two-year training programme in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#).

### **[NGE] Nursing Associate in Other Mental Health**

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

New Occupation Code to capture information on Nursing Associates in the Other Mental Health care setting. The first Nursing Associates will qualify after completing their two-year training programme in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>40</sup>.

### **[NGF] Nursing Associate in Community Learning Disabilities**

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

New Occupation Code to capture information on Nursing Associates in the Community Learning Disabilities care setting. The first Nursing Associates will qualify after completing their two-year training programme in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>41</sup>.

### **[NGG] Nursing Associate in Other Learning Disabilities**

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

New Occupation Code to capture information on Nursing Associates in the Other Learning Disabilities care setting. The first Nursing Associates will qualify after completing their two-year training programme in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>42</sup>.

### **[NGH] Nursing Associate in Community Services**

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

New Occupation Code to capture information on Nursing Associates in the Community Services care setting. The first Nursing Associates will qualify after

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<sup>40</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>41</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>42</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

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completing their two-year training programme in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>43</sup>.

### **[NHA] Trainee Nursing Associate in Adult and General**

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

New Occupation Code to capture information on Trainee Nursing Associates in the Adult and General care setting. Trainee Nursing Associates undertake a two-year training programme to qualify as a Nursing Associate. The first of these trainees will qualify in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#).

### **[NHB] Trainee Nursing Associate in Children and Young People**

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

New Occupation Code to capture information on Nursing Associates in the Children and Young People care setting. Trainee Nursing Associates undertake a two-year training programme to qualify as a Nursing Associate. The first of these trainees will qualify in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>44</sup>.

### **[NHC] Trainee Nursing Associate in Maternity Services**

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

New Occupation Code to capture information on Nursing Associates in the Maternity Services care setting. Trainee Nursing Associates undertake a two-year training programme to qualify as a Nursing Associate. The first of these trainees will qualify in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>45</sup>.

### **[NHD] Trainee Nursing Associate in Community Mental Health**

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

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<sup>43</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>44</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>45</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

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New Occupation Code to capture information on Nursing Associates in the Community and Mental Health care setting. Trainee Nursing Associates undertake a two-year training programme to qualify as a Nursing Associate. The first of these trainees will qualify in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>46</sup>.

### **[NHE] Trainee Nursing Associate in Other Mental Health**

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

New Occupation Code to capture information on Nursing Associates in the Other Mental Health care setting. Trainee Nursing Associates undertake a two-year training programme to qualify as a Nursing Associate. The first of these trainees will qualify in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>47</sup>.

### **[NHF] Trainee Nursing Associate in Community Learning Disabilities**

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

New Occupation Code to capture information on Nursing Associates in the Community Learning Disabilities care setting. Trainee Nursing Associates undertake a two-year training programme to qualify as a Nursing Associate. The first of these trainees will qualify in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>48</sup>.

### **[NHG] Trainee Nursing Associate in Other Learning Disabilities**

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

New Occupation Code to capture information on Nursing Associates in the Other Learning Disabilities care setting. Trainee Nursing Associates undertake a two-year training programme to qualify as a Nursing Associate. The first of these trainees will qualify in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>49</sup>.

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<sup>46</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>47</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>48</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

<sup>49</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

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## [NHH] Trainee Nursing Associate in Community Services

### Why is this information required?

New Occupation Code to capture information on Nursing Associates in the Community Services care setting. Trainee Nursing Associates undertake a two-year training programme to qualify as a Nursing Associate. The first of these trainees will qualify in January 2019. More detail on the Nursing Associate scheme is available on the NHS Careers website [here](#)<sup>50</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 October 2019.

**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?

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<sup>50</sup> <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/clinical-support-staff/nursing-associate>

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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>51</sup>.**

## **2.1.3 Area of Work**

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

Clinical support | Ambulance Services | [Non-Emergency Control](#)

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

There is currently no provision within the Area of Work values for 'Non-Emergency Control' which is essentially the Patient Transport Service (PTS) service line. This Area of Work has been added to reflect this care setting and to accurately report on those staff working in this area for training and development purposes and workforce planning.

Clinical support | Ambulance Services | [NHS 111](#)

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

There is currently no provision within the Area of Work values for clinical staff working within 'NHS 111'. Therefore, this Area of Work has been added to be able to readily report on these staff. It is anticipated that this will be an area of growth in the next few years and the addition of this Area of Work would future proof the framework.

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<sup>51</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

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Clinical support | Ambulance Services | [Integrated Urgent Care](#)

**Why is this information required?**

There is currently no provision within the Area of Work values for 'Integrated Urgent Care'. Therefore, this Area of Work has been added to reflect current and future care settings. The ability to identify staff working in this Area of Work will assist in external reporting as there are a number of national bodies who want to monitor staff working in Integrated Urgent Care across the broader NHS.

Primary Care | Community Health Services | [Social Care](#)

**Why is this information required?**

There is currently no provision within the Area of Work values for 'Social Care'. Therefore, this Area of Work has been added to reflect current and future care settings.

[Mental Health](#) | [Mental Health](#) | [Mental Health](#)

**Why is this information required?**

New Primary, Secondary and Tertiary Area of Work values. Linked to the development of the Psychologists and Psychological Therapists Workforce (PPTW). These new values will better cover the area of Mental Health, Psychology and Psychological Therapy. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | Mental Health | [Mental Health Eating Disorders](#)

**Why is this information required?**

New Tertiary Area of Work value to allow the accurate coding of PPTW roles within the area of Mental Health Eating Disorders. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | Mental Health | [Mental Health Forensic](#)

**Why is this information required?**

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New Tertiary Area of Work value to allow the accurate coding of PPTW roles within the area of Mental Health Forensic. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | Mental Health | [Mental Health Liaison](#)

**Why is this information required?**

New Tertiary Area of Work value to allow the accurate coding of PPTW roles within the area of Mental Health Liaison. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | Mental Health | [Mental Health Perinatal Care](#)

**Why is this information required?**

New Tertiary Area of Work value to allow the accurate coding of PPTW roles within the area of Mental Health Perinatal Care. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | Mental Health | [Mental Health Promotion or Public Mental Health](#)

**Why is this information required?**

New Tertiary Area of Work value to allow the accurate coding of PPTW roles within the area of Mental Health Promotion or Public Mental Health. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | [Mental Health Child and Adolescent](#) | [Mental Health Child and Adolescent](#)

**Why is this information required?**

New Secondary and Tertiary Area of Work values to allow the accurate coding of PPTW roles within the area of Mental Health Child and Adolescent. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | [Learning Disability Other](#) | [Learning Disability Other](#)

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

New Secondary and Tertiary Area of Work values to allow the accurate coding of PPTW roles within the area of Mental Health Learning Disability Other. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | Learning Disability Other | [Learning Disability Mental Health](#)

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

New Tertiary Area of Work value to allow the accurate coding of PPTW roles within the area of Mental Health Learning Disability Mental Health. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | [Mental Health Adult](#) | [Mental Health Adult](#)

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

New Secondary and Tertiary Area of Work values to allow the accurate coding of PPTW roles within the area of Mental Health Adult. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | Mental Health Adult | [Mental Health Older People](#)

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

New Tertiary Area of Work value to allow the accurate coding of PPTW roles within the area of Mental Health Older People. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

Mental Health | [Mental Health Primary Care](#) | [Mental Health Primary Care](#)

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

New Secondary and Tertiary Area of Work values to allow the accurate coding of PPTW roles within the area of Mental Health Primary Care. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

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

New Secondary and Tertiary Area of Work values to allow the accurate coding of PPTW roles within the area of Mental and Physical Health Integrated Care. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

#### **2.1.4 Sexual Orientation (new data element)**

[1] [Heterosexual or Straight](#)

[2] [Gay or Lesbian](#)

[3] [Bisexual](#)

[4] [Other sexual orientation not listed](#)

[U] [Undecided](#)

[Z] [Not stated \(person asked but declined to provide a response\)](#)

Where the information is unknown, the member of staff has not been asked or has not replied, the value should be left blank so that it can be chased up as part of future data quality exercises. For Analytical purposes this null value will be marked as 'Unknown'.

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

The Sexual Orientation Monitoring Standard for the NHS was published at the beginning of October 2017– more details are available [here](#)<sup>52</sup>. These values are based upon the SOM standard, which has been slightly adapted to suit workforce rather than patient / service user information.

### **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.

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<sup>52</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb2094-sexual-orientation-monitoring>

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These codes **must** be used, where relevant, by 1 October 2019.

**Note: NHS organisations should consider whether a retrospective data capture exercise will be required to reassign existing staff records to new codes where these are more appropriate.**

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

Any NHS organisation or other supplier of NHS funded care with staff employed in the areas listed above.

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

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

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

### **Who should capture the information?**

This information should be captured by HR/workforce staff.

Informatics/Finance staff may be responsible for ensuring data quality and comprehensiveness in some organisations.

### **How often should this information be updated?**

This information should be captured and updated on an on-going basis as required to ensure that it remains accurate and up to date.

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

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

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consider the new values with regards to their current and future workforce. This should be done as part of their on-going data husbandry in case the new values provide a better fit than the existing values which may have been used previously.

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

## 2.2 Amendments

### 2.2.1 Job Role

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

Retire data value:

[07035] Additional Clinical Services | Emergency Medical Dispatcher / ~~Call Handler~~

Replace with new data value:

[07035] Additional Clinical Services | **Emergency Medical Dispatcher**

#### Why is this information required?

The Job Roles of 'Emergency Medical Dispatcher' and 'Call Handler' are very different. Therefore, the 'Call Handler' element has been removed and two new Job Roles of 'Emergency Call Handler' and 'Non-Emergency Call Handler' have been added as new values along with 'Non-Emergency Medical Dispatcher'.

Retire data value:

[05005] Additional Professional, Scientific and Technical | ~~Clinical Psychologist~~

Replace with new data value:

[05005] Additional Professional, Scientific and Technical | **Applied Psychologist – Clinical**

#### Why is this information required?

This new Job Role has been added for those staff who meet the CfWI criteria for a Psychological Therapist and are Registered and working in this discipline. WIRG rejected the alternative option of creating a new 'Psychological Workforce' staff group

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and therefore these new more detailed Job Roles are to be added to the existing Additional Professional, Scientific and Technical Staff Group.

Retire data value:

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

Replace with new data value:

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

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

With the introduction of Nursing Associate, 'Associate' has been removed from the 'Assistant/Associate Practitioner Nursing' Job Role to become 'Assistant Practitioner Nursing'. This change will remove any confusion from those who will be creating these new Job Roles on ESR.

Retire data value:

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

Replace with new data value:

[\[04062\] Allied Health Professionals | Emergency Care Practitioner](#)

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

Job Role 'Emergency Care Practitioner' previously existed in the 'Additional Clinical Services' Staff Group. However, this is better placed in the 'Allied Health Professionals' Staff Group.

Retire data value:

[07012] Additional Clinical Services | ~~Helper/Assistant~~

Replace with new data value:

[07012] Additional Clinical Services | [Assistant](#)

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

Change data value from 'Helper/Assistant' to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

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

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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 October 2019.

**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 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.

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## 2.2.2 Occupation Code

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

Retire data value:

[A0A] ~~Manager in Ambulance Service~~

Replace with new data value:

[A0A] **Manager in Emergency Care**

### Why is this information required?

Change to the heading of column 'A' in the 'A' matrix of the NHS Occupation Codes from 'Ambulance Service' to 'Emergency Care'. The original ambulance occupational framework covered all ambulance staff in one column called 'Ambulance Service'. Ambulance services across the UK have modernised, and the old matrix is no longer fit for purpose. There are many different care settings across all Ambulance Trusts in the UK and we have created a broader, more generic framework that encompasses all of the new codes in the different care settings. These new codes fall into a number of care settings, the largest of which is 'Emergency Care'. This is the care setting where we would identify all of the frontline paramedics, technicians, urgent care staff *etc.* who respond to emergency 999 calls. This is straight renaming and will not lead to an increase in burden for data suppliers using systems such as ESR.

Retire data value:

[ABA] ~~Ambulance Paramedic in Ambulance Service~~

Replace with new data value:

[ABA] **Paramedic in Emergency Care**

### Why is this information required?

Change to the heading of column 'A' in the 'A' matrix of the NHS Occupation Codes from 'Ambulance Service' to 'Emergency Care'. The original ambulance occupational framework covered all ambulance staff in one column called 'Ambulance Service'. Ambulance services across the UK have modernised, and the old matrix is no longer fit for purpose. There are many different care settings across all Ambulance Trusts in the UK and we have created a broader, more generic framework that encompasses all of the new codes in the different care settings. These new codes fall into a number of care settings, the largest of which is 'Emergency Care'. This is the care setting where we would identify all of the frontline paramedics, technicians, urgent care staff *etc.* who respond to emergency 999 calls. It was agreed that 'Ambulance' should be dropped from 'Ambulance Paramedic (AB)' to become 'Paramedic'. This is because

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not all Paramedics are Ambulance Paramedics. This is straight renaming and will not lead to an increase in burden for data suppliers using systems such as ESR.

Retire data value:

[AEA] ~~Ambulance Technician in Ambulance Service~~

Replace with new data value:

[AEA] [Ambulance Technician / Associate Practitioner in Emergency Care](#)

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

Proposed change to the heading of column 'A' in the 'A' matrix of the NHS Occupation Codes from 'Ambulance Service' to 'Emergency Care'. The original ambulance occupational framework covered all ambulance staff in one column called 'Ambulance Service'. Ambulance services across the UK have modernised, and the old matrix is no longer fit for purpose. There are many different care settings across all Ambulance Trusts in the UK and we have created a broader, more generic framework that encompasses all of the new codes in the different care settings. These new codes fall into a number of care settings, the largest of which is 'Emergency Care'. This is the care setting where we would identify all of the frontline paramedics, technicians, urgent care staff *etc.* who respond to emergency 999 calls. It was agreed that 'Ambulance Technician' would be changed to 'Ambulance Technician/Associate Practitioner'. All Ambulance Trusts are now working towards the Advanced Ambulance Practitioner (AAP) qualification. The change in code title aims to cover all of the current technicians but also take into account staff that hold the new AAP qualification. These staff are at level 4 on the NHS career framework.

Retire data value:

[S9A] ~~Helper/Assistant in Chiropody/Podiatry~~

Replace with new data value:

[S9A] [Assistant in Chiropody/Podiatry](#)

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

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9B] ~~Helper/Assistant in Dietetics~~

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Replace with new data value:

[S9B] [Assistant in Dietetics](#)

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

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9C] ~~Helper/Assistant~~ in Occupational Therapy

Replace with new data value:

[S9C] [Assistant in Occupational Therapy](#)

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

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9D] ~~Helper/Assistant~~ in Orthoptics/Optics

Replace with new data value:

[S9D] [Assistant in Orthoptics/Optics](#)

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

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9E] ~~Helper/Assistant~~ in Physiotherapy

Replace with new data value:

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[S9E] [Assistant in Physiotherapy](#)

**Why is this information required?**

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9F] ~~Helper/Assistant~~ in Radiography (diagnostic)

Replace with new data value:

[S9F] [Assistant in Radiography \(diagnostic\)](#)

**Why is this information required?**

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9G] ~~Helper/Assistant~~ in Radiography (therapeutic)

Replace with new data value:

[S9G] [Assistant in Radiography \(therapeutic\)](#)

**Why is this information required?**

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9H] ~~Helper/Assistant~~ in Art/Music/Drama Therapy

Replace with new data value:

[S9H] [Assistant in Art/Music/Drama Therapy](#)

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### Why is this information required?

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9I] ~~Helper/Assistant~~ in Prosthetics and Orthotics

Replace with new data value:

[S9I] [Assistant in Prosthetics and Orthotics](#)

### Why is this information required?

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9J] ~~Helper/Assistant~~ in Speech & Language Therapy

Replace with new data value:

[S9J] [Assistant in Speech & Language Therapy](#)

### Why is this information required?

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9K] ~~Helper/Assistant~~ in Multi Therapies

Replace with new data value:

[S9K] [Assistant in Multi Therapies](#)

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### Why is this information required?

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9P] ~~Helper/Assistant~~ in Pharmacy

Replace with new data value:

[S9P] **Assistant in Pharmacy**

### Why is this information required?

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9R] ~~Helper/Assistant~~ in Dental

Replace with new data value:

[S9R] **Assistant in Dental**

### Why is this information required?

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9T] ~~Helper/Assistant~~ in Operating Theatres

Replace with new data value:

[S9T] **Assistant in Operating Theatres**

### Why is this information required?

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The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9U] ~~Helper/Assistant~~ in Social Services

Replace with new data value:

[S9U] [Assistant in Social Services](#)

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

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[S9X] ~~Helper/Assistant~~ in Other STT Staff

Replace with new data value:

[S9X] [Assistant in Other STT Staff](#)

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

The row heading 'Helper/Assistant' in the S matrix has been changed to 'Assistant' as 'Helper' is a very old-fashioned term and is not included on the Health Careers website. This change has been discussed at previous WIRG meetings as part of the Support Worker proposals for change papers from NHS Wales. These staff are at AfC Band 2 or 3.

Retire data value:

[N2C] ~~Registered~~ Midwife in Maternity Service

Replace with new data value:

[N2C] [Midwife in Maternity Services](#)

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

---

'Registered Midwife' to be changed to 'Midwife' as they are placed in the registered table of the matrix so do not require to be individually identified as such.

Retire data value:

[N2J] ~~Registered Midwife in Education Staff~~

Replace with new data value:

[N2J] **Midwife in Education Staff**

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

'Registered Midwife' to be changed to 'Midwife' as they are placed in the registered table of the matrix so do not require to be individually identified as such.

Retire data value:

[N2L] ~~Registered Midwife in Neonatal Nursing (including SCBUs)~~

Replace with new data value:

[N2L] **Midwife in Neonatal Nursing (including SCBUs)**

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

'Registered Midwife' to be changed to 'Midwife' as they are placed in the registered table of the matrix so do not require to be individually identified as such.

Retire data value:

[NAA] ~~Nurse Consultant in Acute Elderly & General~~

Replace with new data value:

[NAA] **Nurse Consultant in Adult and General**

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

Change to heading of column A in the N matrix from 'Acute Elderly & General' to 'Adult and General'.

Retire data value:

[NCA] ~~Modern Matron in Acute Elderly & General~~

Replace with new data value:

[NCA] **Modern Matron in Adult and General**

---

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

Change to heading of column A in the N matrix from 'Acute Elderly & General' to 'Adult and General'.

Retire data value:

[N0A] Manager in ~~Acute Elderly & General~~

Replace with new data value:

[N0A] **Manager in Adult and General**

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

Change to heading of column A in the N matrix from 'Acute Elderly & General' to 'Adult and General'.

Retire data value:

[N6A] Other 1st level (Level 1 – Sub Part 1) in ~~Acute Elderly & General~~

Replace with new data value:

[N6A] **Other 1st level (Level 1 – Sub Part 1) in Adult and General**

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

Change to heading of column A in the N matrix from 'Acute Elderly & General' to 'Adult and General'.

Retire data value:

[N7A] Other 2nd level (Level 2 – Sub Part 2) in ~~Acute Elderly & General~~

Replace with new data value:

[N7A] **Other 2nd level (Level 2 – Sub Part 2) in Adult and General**

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

Change to heading of column A in the N matrix from 'Acute Elderly & General' to 'Adult and General'.

Retire data value:

[NFA] Nursing Assistant Practitioner in ~~Acute Elderly & General~~

---

Replace with new data value:

[NFA] **Nursing Assistant Practitioner in Adult and General**

**Why is this information required?**

Change to heading of column A in the N matrix from 'Acute Elderly & General' to 'Adult and General'.

Retire data value:

[N8A] ~~Nursery Nurse in Acute Elderly & General~~

Replace with new data value:

[N8A] **Nursery Nurse in Adult and General**

**Why is this information required?**

Change to heading of column A in the N matrix from 'Acute Elderly & General' to 'Adult and General'.

Retire data value:

[N9A] ~~Nursing Assistant in Acute Elderly & General~~

Replace with new data value:

[N9A] **Nursing Assistant in Adult and General**

**Why is this information required?**

Change to heading of column A in the N matrix from 'Acute Elderly & General' to 'Adult and General'.

Retire data value:

[NAB] ~~Nurse Consultant in Paediatric Nursing~~

Replace with new data value:

[NAB] **Nurse Consultant in Children and Young People**

**Why is this information required?**

Change to heading of column B in the N matrix from 'Paediatric Nursing' to 'Children and Young People'.

---

Retire data value:

[NCB] Modern Matron in ~~Paediatric Nursing~~

Replace with new data value:

[NCB] [Modern Matron in Children and Young People](#)

**Why is this information required?**

Change to heading of column B in the N matrix from 'Paediatric Nursing' to 'Children and Young People'.

Retire data value:

[N0B] Manager in ~~Paediatric Nursing~~

Replace with new data value:

[N0B] [Manager in Children and Young People](#)

**Why is this information required?**

Change to heading of column B in the N matrix from 'Paediatric Nursing' to 'Children and Young People'.

Retire data value:

[N1B] Children's Nurse in ~~Paediatric Nursing~~

Replace with new data value:

[N1B] [Children's Nurse in Children and Young People](#)

**Why is this information required?**

Change to heading of column B in the N matrix from 'Paediatric Nursing' to 'Children and Young People'.

Retire data value:

[N6B] Other 1st level (Level 1 – Sub Part 1) in ~~Paediatric Nursing~~

Replace with new data value:

[N6B] [Other 1st level \(Level 1 – Sub Part 1\) in Children and Young People](#)

**Why is this information required?**

---

Change to heading of column B in the N matrix from 'Paediatric Nursing' to 'Children and Young People'.

Retire data value:

[N7B] Other 2nd level (Level 2 – Sub Part 2) in ~~Paediatric Nursing~~

Replace with new data value:

[N7B] **Other 2nd level (Level 2 – Sub Part 2) in Children and Young People**

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

Change to heading of column B in the N matrix from 'Paediatric Nursing' to 'Children and Young People'.

Retire data value:

[NFB] Nursing Assistant Practitioner in ~~Paediatric Nursing~~

Replace with new data value:

[NFB] **Nursing Assistant Practitioner in Children and Young People**

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

Change to heading of column B in the N matrix from 'Paediatric Nursing' to 'Children and Young People'.

Retire data value:

[N8B] Nursery Nurse in ~~Paediatric Nursing~~

Replace with new data value:

[N8B] **Nursery Nurse in Children and Young People**

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

Change to heading of column B in the N matrix from 'Paediatric Nursing' to 'Children and Young People'.

Retire data value:

[N9B] Nursing Assistant in ~~Paediatric Nursing~~

Replace with new data value:

[N9B] **Nursing Assistant in Children and Young People**

---

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

Change to heading of column B in the N matrix from 'Paediatric Nursing' to 'Children and Young People'.

### **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 October 2019.

**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?**

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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>53</sup>.**

### 2.2.3 Area of Work

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

Retire data value:

~~Clinical support | Clinical support | Substance Abuse~~

Replace with new data value:

[Mental Health](#) | [Mental Health](#) | [Mental Health Substance Misuse](#)

#### Why is this information required?

Renaming this value and grouping it with other Mental Health values within the list presented to users of ESR who only see the Tertiary values. Substance Abuse is an out of date term. This is a straight forward renaming and existing values could be systematically updated in systems such as ESR, though users would be asked to confirm the data quality of the existing records.

Retire data value:

~~Clinical support | Improving Access to Psychological Therapies | Improving Access to Psychological Therapies~~

Replace with new data value:

#### Why is this information required?

[Mental Health](#) | [Mental Health](#) | [Mental Health Primary Care – IAPT](#)

New values to better cover the area of Mental Health, Psychology and Psychological Therapy. Values named to ensure grouping with the other related Mental Health Area of Work values when viewed in the list as presented to users of ESR.

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<sup>53</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

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Retire data value:

Dental/Oral|~~Additional Dental Specialties~~|Oral Medicine

Replace with new data value:

Dental/Oral|**Oral Medicine**|Oral Medicine

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

Proposal to retire 'Additional Dental Specialties' as this has been replaced by the more detailed individual variants and should have been closed when they were introduced. As a result of this it was agreed by WIRG that the four Tertiary level values, 'Oral Medicine', 'Oral Microbiology', 'Oral and Maxillofacial Pathology' and 'Dental & Maxillofacial Radiology' which had 'Additional Dental Specialties' as their Secondary level value would become their own Secondary level which matches the pattern for other dental main specialties which exist as both Secondary and Tertiary level.

Retire data value:

Dental/Oral|~~Additional Dental Specialties~~|Oral Microbiology

Replace with new data value:

Dental/Oral|**Oral Microbiology**|Oral Microbiology

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

Proposal to retire 'Additional Dental Specialties' as this has been replaced by the more detailed individual variants and should have been closed when they were introduced. As a result of this it was agreed by WIRG that the four Tertiary level values, 'Oral Medicine', 'Oral Microbiology', 'Oral and Maxillofacial Pathology' and 'Dental & Maxillofacial Radiology' which had 'Additional Dental Specialties' as their Secondary level value would become their own Secondary level which matches the pattern for other dental main specialties which exist as both Secondary and Tertiary level.

Retire data value:

Dental/Oral|~~Additional Dental Specialties~~|Oral and Maxillofacial Pathology

Replace with new data value:

Dental/Oral|**Oral and Maxillofacial Pathology**|Oral and Maxillofacial Pathology

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

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Proposal to retire 'Additional Dental Specialties' as this has been replaced by the more detailed individual variants and should have been closed when they were introduced. As a result of this it was agreed by WIRG that the four Tertiary level values, 'Oral Medicine', Oral Microbiology', Oral and Maxillofacial Pathology' and 'Dental & Maxillofacial Radiology' which had 'Additional Dental Specialties' as their Secondary level value would become their own Secondary level which matches the pattern for other dental main specialties which exist as both Secondary and Tertiary level.

Retire data value:

Dental/Oral|~~Additional Dental Specialties~~|Dental & Maxillofacial Radiology

Replace with new data value:

Dental/Oral|**Dental and Maxillofacial Radiology**|Dental **and** Maxillofacial Radiology

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

Proposal to retire 'Additional Dental Specialties' as this has been replaced by the more detailed individual variants and should have been closed when they were introduced. As a result of this it was agreed by WIRG that the four Tertiary level values, 'Oral Medicine', Oral Microbiology', Oral and Maxillofacial Pathology' and 'Dental & Maxillofacial Radiology' which had 'Additional Dental Specialties' as their Secondary level value would become their own Secondary level which matches the pattern for other dental main specialties which exist as both Secondary and Tertiary level.

## **2.2.4 Professional Registration Body**

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

Retire data value:

[05] ~~Care Council for Wales~~

Replace with new data value:

[05] **Social Care Wales**

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

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Care Council for Wales has been replaced by Social Care Wales. ESR are required to amend the Registration / Membership Body within ESR and Professional Registration Body also needs to be amended in the NWD.

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

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

These codes *must* be used, where relevant, by 1 October 2019.

**Note: NHS organisations should consider whether a retrospective data capture exercise will be required to reassign existing staff records to new codes where these are more appropriate.**

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

Any NHS organisation or other supplier of NHS funded care with staff employed in the area listed above.

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

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

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

### **Who should capture the information?**

This information should be captured by HR/workforce staff.

Informatics/Finance staff may be responsible for ensuring data quality and comprehensiveness in some organisations.

### **How often should this information be updated?**

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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 Migration of existing data related to amended values (2.2.1-2.2.4)**

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 relationships between the existing and new values. The change is instead handled as a deletion and subsequent introduction(s) of values. In this case there would be no migration of data and individual system users would need to investigate the correct replacement value(s) and input or update as necessary.

In the case of all the other amendments (Area of Work, Occupation Code, Job Role and Professional Registration Body) 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**

~~[07030] Additional Clinical Services | Apprentice~~

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

Close Additional Clinical Services | Apprentice as these will be recorded under a new proposal, which will provide better data quality.

~~[08028] Administrative and Clerical | Apprentice~~

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

Close Administrative and Clerical | Apprentice as these will be recorded under a new proposal, which will provide better data quality.

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[09025] Estates and Ancillary | Apprentice

**Why is this information required?**

Close Estates and Ancillary | Apprentice as these will be recorded under a new proposal, which will provide better data quality.

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

**Why is this information required?**

(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)

**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 October 2019.

**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**

~~[AAA] Emergency Care Practitioner in Ambulance Service~~

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

This code is for a specialist role which requires additional qualifications but does not have any line management qualifications and is decreasingly used by Ambulance Trusts. Occupation Code 'A6', 'Specialist Practitioner' and Job Role 'Emergency Care Practitioners', will enable identification of those staff who hold the additional qualifications.

~~[AGA] Trainee Ambulance Technician in Ambulance Service~~

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

The current definition for this Occupation Code is for staff that are undergoing the Institute of Healthcare and Development (IHCD) accredited training to become an Ambulance Technician. The IHCD no longer exists and as such this code is no longer appropriate.

~~[A2A] Ambulance Personnel in Ambulance Service~~

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

This code is a generic all-encompassing one that is currently a major issue for Ambulance Trusts. 'A2' – 'Ambulance Personnel' is used to identify a multitude of different roles with different training requirements covering Patient Transport Service

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(Band 2, 3 and 4 roles), Emergency Care Assistants (Band 3 role) and Emergency Care Technician (Band 4 role – not IHCD qualified). The aim is to separate the staff associated with this code so that frontline staff can be more easily identifiable by HEE when looking at workforce planning requirements. Therefore, this Occupation Code is no longer required.

~~[H1S] HCA in Ambulance Service~~

**Why is this information required?**

There is no requirement for the Ambulance Service column in the H matrix. Staff can be recorded in either H2R or the G matrix.

~~[H2S] Support Worker in Ambulance Service~~

**Why is this information required?**

There is no requirement for the Ambulance Service column in the H matrix. Staff can be recorded in either H2R or the G matrix.

~~[071] General Pathology in Medical and Dental Staff~~

**Why is this information required?**

Retirement of the Occupation Code “General Pathology” as requested by The Royal College of Pathologists, as there are specific specialty codes that can be used instead. Further work will be done on the rationalisation of the Pathology related Area of Work values, and also the ways in which the guidance and data quality can be improved.

~~[SAT] Consultant Therapist/Scientist in Operating Theatres~~

**Why is this information required?**

Retirement of this Occupation Code as the ‘Consultant Therapist / Scientist’ row (SA\*) in the S,T&T matrix of the Occupation Code Manual which has been opened across the board, is not sensible for all care settings. Further analysis concluded that SAT (Operating Theatres) should be closed, and also SAU (Social Services).

~~[SAU] Consultant Therapist/Scientist in Social Services~~

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**Why is this information required?**

Retirement of this Occupation Code as the 'Consultant Therapist / Scientist' row (SA\*) in the S,T&T matrix of the Occupation Code Manual which has been opened across the board, is not sensible for all care settings. Further analysis concluded that SAT (Operating Theatres) should be closed, and also SAU (Social Services).

~~[N1A] Children's Nurse in Acute Elderly & General~~

**Why is this information required?**

Change to heading of column A in the N matrix from 'Acute Elderly & General' to 'Adult and General'. This code to be closed as a Children's Nurse would not be working in the 'Adult and General' care setting.

**2.3.3 Area of Work**

~~Dental/Oral|Dental Health|Dental Health~~

**Why is this information required?**

Retire data value. This value has been replaced by the more detailed individual variants available and can be closed.

~~Dental/Oral|Additional Dental Specialties|Additional Dental Specialties~~

**Why is this information required?**

Retirement of data value as it has been replaced by the more detailed individual variants and should have been closed when they were introduced

~~Clinical support|Clinical Psychology|Clinical Psychology~~

**Why is this information required?**

Retirement of data value as part of the changes proposed by the Psychologists and Psychological Therapists Workforce subgroup which has been looking to improve workforce information for the IAPT and other Psychological Therapy services. This generic area of work is to be closed and roles recorded against it should be coded using the most appropriate new or existing value to provide more detailed information.

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~~Psychiatry | Medical Psychotherapy | Child Psychotherapy~~

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

Retirement of data value as part of the changes proposed by the Psychologists and Psychological Therapists Workforce subgroup which has been looking to improve workforce information for the IAPT and other Psychological Therapy services. This area of work is proposed to be closed and roles recorded against it should be coded using the new data value of Mental Health|Mental Health|Mental Health Child and Adolescent.

~~Primary Care | Community Health Services | Learning Disabilities~~

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

Retirement of data value as part of the changes proposed by the Psychologists and Psychological Therapists Workforce subgroup which has been looking to improve workforce information for the IAPT and other Psychological Therapy services. This area of work is proposed to be closed and roles recoded against it should be coded using the new 'Learning Disability Mental Health' and 'Learning Disability Other' within the new Mental Health Primary and Secondary Areas.

### **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 October 2019.

**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 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.

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## 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 v16.0. This is available on the [NHS Digital website](#)<sup>54</sup>.**

### 2.3.4 Migration of existing data from retired values (2.3.1-2.3.3)

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

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

In the cases where there is no single sensible alternative (for example in relation to the Job Role, Occupation Code and Area of Work 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

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<sup>54</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

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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.

## 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>55</sup>, and in the data set specification available on the NHS Digital website<sup>56</sup>.

Full details of the NHS Occupation Code Manual<sup>57</sup> and additional and growing library of NWD Guidance Documents<sup>58</sup> are available in the Workforce section of the NHS Digital website<sup>59</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>60</sup>

## 4 Support Arrangements

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

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[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>56</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

<sup>57</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

<sup>58</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/national-workforce-data-set-nwd-guidance-documents>

<sup>59</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce>

<sup>60</sup> <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb1067-national-workforce-data-set>

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

## Electronic Staff Record (ESR)

For enquiries relating to the Electronic Staff Record system staff should consult the ESR User Manual on [Kbase](#)<sup>61</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>62</sup>.

## NHS Occupation Code Manual

For further details please see the NHS Digital [website](#)<sup>63</sup>.

## Workforce Minimum Data Set

Further details of the workforce Minimum Data Set is available from the NHS Digital [website](#)<sup>64</sup>.

## NWD3.0 Implementation Guidance

The current version of this document is available for download from [here](#)<sup>65</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>61</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>62</sup> <http://www.electronicstaffrecord.nhs.uk/>

<sup>63</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

<sup>64</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/workforce-minimum-data-set-wmds>

<sup>65</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>