

National Workforce Data Set Version 3.4: Change Specification

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Revision History

Version	Date	Summary of Changes
0.1	11/11/2022	Initial draft
0.2	28/11/2022	Second draft incorporating DSAS comments
0.3	09/12/2022	Third draft incorporating additional agreed changes to the NWD
0.4	16/01/2023	Fourth draft incorporating Data Dictionary codes
0.5	06/02/2023	Fifth draft updating template and editorial changes post-merger of NHS Digital
1.0	09/02/2023	Final – approved by DAPB

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title / Responsibility	Date	Version
Jill Clark	Data Set Development Lead, Data Set Development Service, NHS England	09/02/2023	01, 0.2, 0.3, 0.4, 0.5, 1.0
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Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version
Alyson Whitmarsh		Information Analysis Lead Manager, Workforce Statistics		

Data Alliance Partnership Board

This information standard (DAPB1067) 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 Alliance Partnership Board (DAPB), a sub-group of the Digital Delivery Board.

This information standard comprises the following documents:

- Change Specification
- Implementation Guidance
- Requirements Specification
- Data Set Specification

An Information Standards Notice (DAPB1067 Amd 73/2022) 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 England 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.

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Glossary of Terms

A full glossary of terms can be found as part of the [Requirements Specification](#).

1. Summary

The National Workforce Data Set (NWD) is a reference data set comprising standardised definitions to facilitate the capture of nationally consistent information relating to the NHS and wider healthcare workforce.

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

The NWD ensures that all suppliers of NHS funded care capture workforce information in an agreed and pre-determined format. The [workforce Minimum Data Set \(wMDS\)](#) is based upon a sub-set of the NWD and will provide a practical means for the consistent collection of this information from all providers of NHS funded care to enable comprehensive Healthcare Workforce planning going forwards.

More detail regarding the definition of the NWD, where it should be used and who is responsible for coordinating the implementation of the changes to the data set are provided within the [Requirements Specification and Implementation Guidance documents](#). This document describes the changes which have been made with this uplift to the standard and therefore it is recommended that readers read this in conjunction with the Requirements Specification and the Implementation Guidance.

The proposals are for the updating of the existing Data Standard, which was approved by the Data Alliance Partnership Board (DAPB) as standard DAPB1067:[DAPB1067: National Workforce Data Set](#). The NWD was first approved as an inherited operational standard in May 2008 and has undergone numerous updates since, the last being published in February 2022. The changes within this latest uplift do not significantly alter the scope or content of the NWD, but they do improve upon the content and guidance associated with the existing standard.

The detail of all the changes is provided in section 2 below, but a brief summary of the changes included within version 3.4 of the NWD could be categorised as:

- the inclusion of new values within existing elements (affecting Job Role, Area of Work, Nationality, Destination on Leaving, Source of Recruitment and Type of Contract)
- the renaming of existing values within elements (affecting Job Role, Area of Work; Destination on Leaving and Source of Recruitment)
- the retiring of existing values within elements (affecting Job Role, Occupation Code, Nationality, Destination on Leaving and Source of Recruitment)

2. Change specification – National Workforce Data Set

This section provides a detailed summary of the changes to the NWD which are covered by this proposal. Further details, including the rationale for the proposals, are included in the NWD Data Set Specification, in particular refer to the 'Summary of Changes' tab of the NWD_v3.4_Data_Set_Specification (Excel file): [National Workforce Data Set \(NWD\) and NHS Occupation Codes](#), which accompanies this submission.

In this section the following approach has been taken to identify the proposed changes:

- new/re-named values (and guidance text) are highlighted in **bold and blue**
- retired values/previous values are ~~struck through~~
- plain text indicates element of the standard which remains unchanged
- codes are provided in [square brackets] as relevant, though some elements of the standard do not have associated codes defined and are specified within the standard by name only, for example Area of Work.

Where possible an indication of any specific issues related to the proposals including the migration of data has been included here. Precise details regarding the meaning of the values and their usage are included in the accompanying Implementation Guidance document.

2.1. New items

2.1.1. Job Role

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

[05043] Additional Professional Scientific and Technical | **Pharmacist Consultant**

[09027] Estates and Ancillary | **Multi Skilled Tradesperson**

[05044] Additional Professional, Scientific and Technical | **Cognitive Behavioural Therapist**

[07059] Additional Clinical Services | **Mental Health and Wellbeing Practitioner**

[07060] Additional Clinical Services | **Clinical Associate in Psychology**

[07061] Additional Clinical Services | **Youth Intensive Psychological Practitioner**

[05045] Additional Professional, Scientific and Technical | **Trainee Family Therapist**

[05046] Additional Professional, Scientific and Technical | **Trainee Child and Adolescent Psychological Therapist or Psychotherapist**

[05047] Additional Professional, Scientific and Technical | **Trainee Counsellor**

[05048] Additional Professional, Scientific and Technical | **Trainee Cognitive Behavioural Therapist**

[07062] Additional Clinical Services | **Trainee Mental Health and Wellbeing practitioner**

[07063] Additional Clinical Services | **Trainee Clinical Associate in Psychology**

[07064] Additional Clinical Services | **Trainee Youth Intensive Psychological Practitioner**

2.1.2. Area of Work

Clinical Support | Clinical Support | **Musculoskeletal**

Estates | Engineering | **Estates Mechanical Engineering**

Estates | Engineering | **Estates Electrical Engineering**

Estates | **Sustainability** | **Sustainability**

Facilities | **Waste Management** | **Waste Management**

2.1.3. Nationality

Myanmar

2.1.4. Destination on Leaving

[19] **Private Health Care**

[20] **Social Care**

2.1.5. Source of Recruitment

[22] **Private Health Care**

[23] **Social Care**

2.1.6. Type of Contract

[10] **NHS Reservist**

2.1.7. Migration of existing data to new values (2.1.1 – 2.1.6)

Where a new value has been introduced to an existing element of the data standard, users of the data standard and the systems within which it is implemented should consider the new values with regards to their current and future workforce. This should be done as part of their on-going data husbandry in case the new values provide a better fit than the existing values which may have been used previously.

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

2.2. Amendments

2.2.1. Job Role

Retire data value:

[09003] Estates and Ancillary | ~~Cook~~

Replace with new data value:

[09003] Estates and Ancillary | **Cook or Chef**

Retire data value:

[01042] Medical and Dental | ~~GP Partner/Provider~~

Replace with new data value:

[01042] Medical and Dental | **GP Partner or Provider**

Retire data value:

[03006] Nursing and Midwifery Registered | ~~Sister/Charge Nurse~~

Replace with new data value:

[03006] Nursing and Midwifery Registered | **Sister or Charge Nurse**

Retire data value:

[04005] Allied Health Professionals | ~~Chiropodist/Podiatrist~~

Replace with new data value:

[04005] Allied Health Professionals | **Chiropodist or Podiatrist**

Retire data value:

[04071] Allied Health Professionals | ~~Chiropodist/Podiatrist Advanced Practitioner~~

Replace with new data value:

[04071] Allied Health Professionals | **Chiropodist or Podiatrist Advanced Practitioner**

Retire data value:

[04006] Allied Health Professionals | ~~Chiropodist/Podiatrist Consultant~~

Replace with new data value:

[04006] Allied Health Professionals | **Chiropodist or Podiatrist Consultant**

Retire data value:

[04007] Allied Health Professionals | ~~Chiropodist/Podiatrist Manager~~

Replace with new data value:

[04007] Allied Health Professionals | **Chiropodist or Podiatrist Manager**

Retire data value:

[04008] Allied Health Professionals | ~~Chiropodist/Podiatrist Specialist Practitioner~~

Replace with new data value:

[04008] Allied Health Professionals | **Chiropodist or Podiatrist Specialist Practitioner**

Retire data value:

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

Replace with new data value:

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

Retire data value:

[07010] Additional Clinical Services | ~~Assistant/Associate Practitioner~~

Replace with new data value:

[07010] Additional Clinical Services | **Assistant or Associate Practitioner**

Retire data value:

[09007] Estates and Ancillary | ~~Gardener/Groundsperson~~

Replace with new data value:

[09007] Estates and Ancillary | **Gardener or Groundsperson**

Retire data value:

[09016] Estates and Ancillary | ~~Painter/Decorator~~

Replace with new data value:

[09016] Estates and Ancillary | **Painter or Decorator**

2.2.2. Area of Work

Retire data value:

Medicine | ~~Gastroenterology~~ | ~~Gastroenterology~~

Replace with new data value:

Medicine | **Gastro-enterology** | **Gastro-enterology**

Retire data value:

Medicine | ~~Gastroenterology~~ | Endoscopy

Replace with new data value:

Medicine | **Gastro-enterology** | Endoscopy

Retire data value:

Medicine | ~~Gastroenterology~~ | Hepatology

Replace with new data value:

Medicine | **Gastro-enterology** | Hepatology

2.2.3. Destination on Leaving

Retire data value:

[13] ~~Education /Training~~

Replace with new data value:

[13] **Education or Training**

2.2.4. Source of Recruitment

Retire data value:

[13] ~~Education /Training~~

Replace with new data value:

[13] **Education or Training**

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 relationship between the existing and new values, the change is instead handled as a deletion (see Section 2.3) and subsequent introduction(s) of values. In this case there would be no migration of data and individual system users would need to investigate the correct replacement value(s) and input or update as necessary.

In the case of all the amendments (2.2.1 Job Role, 2.2.2 Area of Work, 2.2.3 Destination on Leaving and 2.2.4 Source of Recruitment) highlighted in this request, these are straight name changes where any existing data should be migrated directly without the need for direct intervention by individual users.

More detail regarding the changes are highlighted in the notes provided in the comments section of the 'Summary of Changes' tab of the excel document titled [NWD_v3.4_Data_Set_Specification: National Workforce Data Set \(NWD\) and NHS Occupation Codes](#), including an explanation of which values are already implemented within the ESR, which accompanies this submission.

2.3. Deletions

2.3.1. Job Role

Value to be deleted

~~{09017} Estates and Ancillary | Work Analyst~~

(It was proposed to retire the 'Work Analyst' Job Role in the Estates and Ancillary Staff Group as the role of an Analyst sits within the Administrative and Clerical Staff Group. Only 23 staff are recorded against 'Work Analyst' (as at 30/04/2022) and will be moved to the Administrative and Clerical 'Analyst' Job Role. Occupation Code and Area of Work will identify Estates and Facilities staff. This proposal was approved by WIRG)

2.3.2. Occupation Code

Value to be deleted

~~{996} Medical Research Council~~

(This Occupation Code is an inherited value which pre-dates the development of the current Occupation Code structure in the mid-1990s. The current guidance indicates that the code is not of national interest so is excluded from published data and valid for local use only. As at March 2022 there were 21 staff recorded against this code, these staff will be recoded to an appropriate nationally used Occupation Code.)

2.3.3. Nationality

Value to be deleted

~~Burmese~~

(Burmese was the nationality of Burma which was renamed Myanmar in 1989. The nationality of Myanmar is Myanmar; Burmese is currently a Nationality value in the NWD which needs to be retired as WIRG has agreed to add the new proposed value of Myanmar.)

~~Kosrae~~

(Kosrae is an island in the Federated States of Micronesia but is listed as a Nationality value in the NWD. Micronesian exists in the Nationality values in the NWD and is the one which should be used.)

2.3.4. Destination on Leaving

Value to be deleted

~~[03] Private Health/Social Care~~

(NHSE contacted ESR to update existing Destination on Leaving values. The development of the Source of Recruitment / Destination on Leaving guidance raised the question of splitting the existing Private Health/Social Care value into two new separate values which was agreed by WIRG.)

~~[14] Return to Practice~~

(NHSE contacted ESR to update existing Destination on Leaving values. The development of the Source of Recruitment / Destination on Leaving guidance raised the question whether the Return to Practice value is required – WIRG agreed that it was no longer required.)

2.3.5. Source of Recruitment

Value to be deleted

~~[03] Private Health/Social Care~~

(NHSE contacted ESR to update existing Destination on Leaving values. The development of the Source of Recruitment / Destination on Leaving guidance raised the question of splitting the existing Private Health/Social Care value into two new separate values which was agreed by WIRG.)

~~[14] Return to Practice~~

(NHSE contacted ESR to update existing Destination on Leaving values. The development of the Source of Recruitment / Destination on Leaving guidance raised the question whether the Return to Practice value is required – WIRG agreed that it was no longer required.)

~~[20] Return to NHS – COVID-19~~

(NHSE contacted ESR to update existing Destination on Leaving values. The development of the Source of Recruitment / Destination on Leaving guidance raised the question whether the two COVID-19 values were still required as a Source of Recruitment. It was always expected that these values were to be implemented on a temporary basis only – WIRG agreed the two values should be retired.)

~~[21] Students – COVID-19~~

(NHSE contacted ESR to update existing Destination on Leaving values. The development of the Source of Recruitment / Destination on Leaving guidance raised the question whether the two COVID-19 values were still required as a Source of Recruitment. It was always expected that these values were to be implemented on a temporary basis only – WIRG agreed the two values should be retired.)

2.3.6. Migration of existing data related to deleted values (2.3.1 – 2.3.5)

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, it will not be possible to migrate the data systematically. The retired value should be marked as retired in systems such as ESR and made unavailable for future use. Instead, individual users should review their existing records and select the correct value from those remaining to update any effected records as part of their on-going data husbandry in response to this update.

More detail regarding the changes are highlighted in the notes provided in the comments section of the 'Summary of Changes' tab of the excel document titled [NWD_v3.4_Data_Set_Specification: National Workforce Data Set \(NWD\) and NHS Occupation Codes](#), including an explanation of which values are already implemented within the ESR, which accompanies this submission. These notes also include an explanation of which values should be automatically migrated within systems such as the ESR.

2.4. Guidance/presentation changes

2.4.1. Other guidance/presentation changes

Other minor guidance and presentational updates are to be made to the guidance documents which support the NWD Data Set Specification which do not materially alter the approved standard, but which will increase its usability and utility.

2.5. Points of contact

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

NHS England

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

Telephone: 0300 303 5678

3. Useful resources

DAPB1067

<https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dapb1067-national-workforce-data-set>

Short URL: <http://www.digital.nhs.uk/isce/publication/dapb1067>

Health and Social Care Act 2012 – Section 250

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

NWD v(3.4) Data Set Specification (Excel file)

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

workforce Minimum Data Set (wMDS)

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