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National Workforce Data Set Version 3.1: Change Specification

Document Management

Revision History

Version	Date	Summary of Changes
0.1	10/04/2019	Initial draft.
0.2	12/04/2019	Second draft incorporating internal review comments.
0.3	26/04/2019	Third draft incorporating additional internal review comments.
0.4	10/05/2019	Fourth draft incorporating initial DSAS review comments.
0.5	28/05/2019	Fifth draft incorporating further DSAS review comments and alterations to Job Role and Occupation Code proposals.
1.0	04/07/2019	Final version for publication.

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/Responsibility	Date	Version
Stuart Lam	Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	10/04/2019	0.1
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Nick Armitage	Analytical Section Head, Workforce Data Standards and Data Quality, NHS Digital	26/04/2019	0.3/0.4/0.5

Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version
Alyson Whitmarsh		Workforce & Facilities Programme Manager	28/05/2019	0.5

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 23/2019) 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.

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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 \(wMDS\)](#)¹ which will be subject to a separate standard, is based upon a sub-set of the NWD and will provide a practical means for the consistent collection of this information from all providers of NHS funded care to enable comprehensive Healthcare Workforce planning going forwards.

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

The proposals are for the updating of the existing Data Standard, which was previously approved by the Data Coordination Board (DCB) as standard [DCB1067](#)². The NWD was first approved as an inherited operational standard in May 2008 and has undergone numerous updates since, the last being published in October 2018. 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 3.1 of the NWD could be categorised as:

- the inclusion of new values within existing elements (affecting Job Role, Occupation Code, Area of Work, Professional Registration Body and Registration Type);
- the renaming of existing values within elements (affecting Job Role, Occupation Code, Area of Work and Registration Type);

¹ <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/workforce-minimum-data-set-wmds>

² <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>

- presentational/guidance updates to the NWD specification and guidance documents which do not materially impact on the individual values described by the NWD.

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

As a consequence of this apparent mismatch the NHS Digital workforce team will consider the need for a root and branch review of the NWD as part of a future submission to the DCB. Possibly aligned with creating the wMDS as a standard, specified as subset of the items in the NWD, replacing the previous approvals for the wMDS (R00433 and R01010), this would then describe a specific flow which would sit better in the DM&D.

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_v3.1_Data_Set_Specification³](#) (Excel file) which accompanies this submission.

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

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

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

2.1 New Items

2.1.1 Job Role

[07049] Additional Clinical Services | **Social Prescribing Link Worker**

[07050] Additional Clinical Services | **Peer Support Worker**

[07051] Additional Clinical Services | **Senior Peer Support Worker**

[07052] Additional Clinical Services | **Children's Wellbeing Practitioner**

[07053] Additional Clinical Services | **Trainee Children's Wellbeing Practitioner**

[07054] Additional Clinical Services | **Education Mental Health Practitioner**

[07055] Additional Clinical Services | **Trainee Education Mental Health Practitioner**

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

2.1.2 Occupation Code

[A8E] Emergency / Urgent Care Support Worker in Call Handling

2.1.3 Area of Work

Mental Health | Mental Health | **Mental Health Early Intervention in Psychosis**

Mental Health | Mental Health | **Mental Health Crisis Care and Home Treatment Team**

2.1.4 Professional Registration Body

[18] Social Work England

2.1.5 Registration Type

[47] Social Work England | Social Worker in England

2.1.6 Migration of existing data to new values (2.1.1 – 2.1.5)

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:

[01021] Medical and Dental | ~~Clinical Medical Officer~~

Replace with new data value:

[01021] Medical and Dental | Clinical Medical Officer (**Closed to new entrants**)

Retire data value:

[01022] Medical and Dental | ~~Senior Clinical Medical Officer~~

Replace with new data value:

[01022] Medical and Dental | Senior Clinical Medical Officer (**Closed to new entrants**)

Retire data value:

[01010] Medical and Dental | ~~Hospital Practitioner~~

Replace with new data value:

[01010] Medical and Dental | Hospital Practitioner (**Closed to new entrants**)

Retire data value:

[01011] Medical and Dental | ~~Clinical Assistant~~

Replace with new data value:

[01011] Medical and Dental | Clinical Assistant (**Closed to new entrants**)

2.2.2 Occupation Code

Retire data value:

[H1A] HCA in ~~Acute, Elderly & General~~

Replace with new data value:

[H1A] HCA in **Adult and General**

Retire data value:

[H1B] HCA in ~~Paediatrics~~

Replace with new data value:

[H1B] HCA in **Children and Young People**

Retire data value:

[H1D] HCA in ~~Psychiatry~~

Replace with new data value:

[H1D] HCA in **Mental Health**

Retire data value:

[H2A] Support Worker in ~~Acute, Elderly & General~~

Replace with new data value:

[H2A] Support Worker in **Adult and General**

Retire data value:

[H2B] Support Worker in ~~Paediatrics~~

Replace with new data value:

[H2B] Support Worker in **Children and Young People**

Retire data value:

[H2D] Support Worker in ~~Psychiatry~~

Replace with new data value:

[H2D] Support Worker in **Mental Health**

2.2.3 Area of Work

Retire data value:

~~Primary Care | Community Health Services |~~ Community Mental Health

Replace with new data value:

Mental Health | Mental Health Primary Care | Community Mental Health

2.2.4 Registration Type

Retire data value:

[42] ~~Care Council for Wales (CCW) - Part 1 - Social Workers~~

Replace with new data value:

[42] **Social Care Wales (SCW) - Part 1 - Social Workers**

Retire data value:

[43] ~~Care Council for Wales (CCW) - Part 2 - Social Care Workers~~

Replace with new data value:

[43] **Social Care Wales (SCW) - Part 2 - Social Care Workers**

2.2.4 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 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 Occupation Code, 2.2.3 Area of Work and 2.2.4 Registration Type) 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_v3.1_Data_Set_Specification⁴](#), including an explanation of which values are already implemented within the ESR, which accompanies this submission.

2.3 Guidance/Presentation Changes

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 and are described below.

Detailed guidance on the recording of Operating Department Practitioners along with an updated definition will be provided to help people who are inputting data relating to these staff.

2.4 Points of Contact

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

NHS Digital

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

Telephone: 0300 303 5678

⁴ <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>