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# National Workforce Data Set Version 3.1: Implementation Guidance

# 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 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
Jill Clark	Business and Operational Delivery Management Officer, Workforce Data Standards and Data Quality, NHS Digital	12/04/2019	0.2
Nick Armitage	Analytical Section Head, Workforce Data Standards and Data Quality, NHS Digital	28/04/2019	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.

Date of publication: 4 July 2019

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# Contents

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<b>1</b>	<b>Introduction</b>	<b>5</b>
1.1	Purpose	6
1.2	Overview	7
1.3	Related Standards	9
1.4	Supporting Documents	9
<b>2</b>	<b>Human Behavioural Guidance Section</b>	<b>10</b>
2.1	New Items	10
2.2	Amendments	20
2.3	Guidance/Presentation Changes	26
<b>3</b>	<b>Additional Sources of Information</b>	<b>26</b>
<b>4</b>	<b>Support Arrangements</b>	<b>26</b>

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## Glossary of Terms:

A full glossary of terms can be found as part of the Requirements Specification.

# 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 online<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<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<sup>3</sup> (NWD Data Set Specification) and online NHS Occupation Code Manual<sup>4</sup>. The NWD is also accessible through the NHS Data Model and Dictionary<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 on the NHS Digital website.<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> <https://webarchive.nationalarchives.gov.uk/20150107144704/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\\_f.r.asp?shownav=1](http://www.datadictionary.nhs.uk/data_dictionary/messages/administrative_data_sets/data_sets/national_workforce_data_set_f.r.asp?shownav=1)

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

## 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<sup>10</sup> (NWD Data Set Specification) and NHS Occupation Code Manual<sup>11</sup> (NHS Occupation Code Manual). The NWD is also accessible through the NHS Data Model and Dictionary<sup>12</sup>, and anyone wishing to have more detailed guidance on the use of the specific values can access the growing suite of targeted guidance documents on the NHS Digital website.<sup>13</sup>

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

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<sup>7</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>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-wmlds>

<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)

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

## 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 3.1 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, Professional Registration Body and Registration Type);
2. the renaming of existing values within elements (affecting Job Role, Occupation Code, Area of Work and Registration Type);
3. 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 three types of change: proposing distinct new data values and altering or deleting existing values. Across these three types of changes we shall also be updating the definitions of existing data values as appropriate.

The data items affected in NWD are:

- Additions to the Job Role
- Additions to the NHS Occupation Codes
- Additions to the Area of Work
- Addition to the Professional Registration Body
- Addition to the Registration Type
  
- Changes to the Job Role
- Changes to the NHS Occupation Codes
- Changes to the Area of Work
- Changes to the Registration Type
  
- 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 Amd 23/2019 and the NWD v3.1 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 DCB section of the NHS Digital 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 July 2020.

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	NWD3.1 - 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	NWD3.1 - Change Specification	Includes the detail of the changes to the NWD being proposed in this submission.
3	NWD3.1 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 17.0	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> <https://digital.nhs.uk/isce/publication/isb0028>

<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/>

<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>

## 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<sup>19</sup> and the NHS Data Model and Dictionary<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?

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

##### Why is this information required?

New data value to capture information about Social Prescribing Link Workers working in Primary Care. Social prescribing is a way for local agencies to refer people to a link worker. Link workers give people time, focusing on 'what matters to me' and taking a holistic approach to people's health and wellbeing. They connect people to

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<sup>19</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>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)

community groups and statutory services for practical and emotional support. More information on the role is available on the NHS England website<sup>22</sup>.

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

**Why is this information required?**

New data value to capture information about Peer Support Workers who may be directly employed, typically at bands 3 or 4, in a range of different settings – primarily Acute In-Patient, but also Acute A&E, Community and Forensic settings.

Health Education England's (HEE) Stepping Forward<sup>23</sup> to 2020/2021 workforce plan that accompanied the Five Year Forward View for Mental Health committed to 8,000 additional people taking up new roles as Peer Support Workers, Personal Wellbeing Practitioners, Call Handlers or Nursing Associates. Peer support workers are people who have lived through mental health problems and are employed by mental health trusts to use their experiences to advise and support others.

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

**Why is this information required?**

New data value to capture information about Senior Peer Support Workers who may be directly employed in a range of different settings – primarily Acute In-Patient, but also Acute A&E, Community and Forensic settings.

Health Education England's (HEE) Stepping Forward to 2020/2021 workforce plan that accompanied the Five Year Forward View for Mental Health committed to 8,000 additional people taking up new roles as Peer Support Workers, Personal Wellbeing Practitioners, Call Handlers or Nursing Associates. Peer support workers are people who have lived through mental health problems and are employed by mental health trusts to use their experiences to advise and support others.

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

**Why is this information required?**

New data value to capture information about Children's Wellbeing Practitioners. This new Job Role will help identify staff working in Children's IAPT services only.

The Children's Wellbeing Practitioner (CWP) role is a key element in the delivery of the CYP-IAPT Programme, (Children and Young People's Improving Access to Psychological Therapies Programme).<sup>24</sup>

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<sup>22</sup> <https://www.england.nhs.uk/personalisedcare/social-prescribing/>

<sup>23</sup> <https://www.hee.nhs.uk/sites/default/files/documents/Stepping%20forward%20to%20202021%20-%20The%20mental%20health%20workforce%20plan%20for%20england.pdf>

<sup>24</sup> <https://www.england.nhs.uk/mental-health/cyp/iapt/>

The Programme aims to increase access to effective services and evidence-based therapies through system-wide service improvements. CYP IAPT is a training and service development programme, which continues to be delivered across the country, supporting staff to use evidence based, effective and outcome focused interventions.

The Children's Wellbeing Practitioner (CWP) team are mental health workers trained in helping children, young people and their families manage their mental health difficulties.

Wellbeing Practitioners<sup>25</sup> are trained to assess and support people with common mental health problems – principally anxiety disorders and depression – in the self-management of their recovery.

Both the CWP and Education Mental Health Practitioners (EMHPs, see below) roles relate directly to the delivery of the Long-Term Plan ambitions and Five Year Forward View for Mental Health<sup>26</sup>

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

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

New data value to capture information about Trainee Children's Wellbeing Practitioners. This new Job Role will help identify staff working in Children's IAPT services only.

The Children's Wellbeing Practitioner (CWP) role is a key element in the delivery of the CYP-IAPT Programme, (Children and Young People's Improving Access to Psychological Therapies Programme).

The Programme aims to increase access to effective services and evidence-based therapies through system-wide service improvements. CYP IAPT is a training and service development programme, which continues to be delivered across the country, supporting staff to use evidence based, effective and outcome focused interventions.

The Children's Wellbeing Practitioner (CWP) team are mental health workers trained in helping children, young people and their families manage their mental health difficulties.

Wellbeing Practitioners are trained to assess and support people with common mental health problems – principally anxiety disorders and depression – in the self-management of their recovery.

Both the CWP and Education Mental Health Practitioners (EMHPs, see below) roles relate directly to the delivery of the Long-Term Plan ambitions and Five Year Forward View for Mental Health.

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

<sup>26</sup> <https://www.england.nhs.uk/wp-content/uploads/2016/02/Mental-Health-Taskforce-FYFV-final.pdf>

[07054] Additional Clinical Services | [Education Mental Health Practitioner](#)

**Why is this information required?**

New data value to capture information about Education Mental Health Practitioners.

The role of Education Mental Health Practitioners (EMHPs) is integral to the delivery of the Government's Green Paper for Children and Young People's Mental Health.<sup>27</sup>

The role will help improve access to, and quality of, mental health support for children and young people, with a particular focus on access within education settings. The aim is to develop Mental Health Support Teams (MHSTs) that will deliver mental health provision to local education settings, with each participating school and college having a designated mental health lead. It is proposed that the new EMHPs will form a core part of these teams, alongside other MH practitioners and specialist supervisors, and will be employed by local participating mental health services.

Both the EMHP and CWP roles relate directly to the delivery of the Long-Term Plan ambitions and Five Year Forward View for Mental Health.<sup>28</sup>

[07055] Additional Clinical Services | [Trainee Education Mental Health Practitioner](#)

**Why is this information required?**

New data value to capture information about Trainee Education Mental Health Practitioners.

The role of Education Mental Health Practitioners (EMHPs) is integral to the delivery of the Government's Green Paper for Children and Young People's Mental Health.

The role will help improve access to, and quality of, mental health support for children and young people, with a particular focus on access within education settings. The aim is to develop Mental Health Support Teams (MHSTs) that will deliver mental health provision to local education settings, with each participating school and college having a designated mental health lead. It is proposed that the new EMHPs will form a core part of these teams, alongside other MH practitioners and specialist supervisors, and will be employed by local participating mental health services.

Both the EMHP and CWP roles relate directly to the delivery of the Long-Term Plan ambitions and Five Year Forward View for Mental Health

**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 July 2020.

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<sup>27</sup> <https://www.gov.uk/government/consultations/transforming-children-and-young-peoples-mental-health-provision-a-green-paper/quick-read-transforming-children-and-young-peoples-mental-health-provision>

<sup>28</sup> <https://www.england.nhs.uk/wp-content/uploads/2016/02/Mental-Health-Taskforce-FYFV-final.pdf>

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

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

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

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

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

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

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

This information should be captured by HR/workforce staff.

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

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

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

## **2.1.2 Occupation Code**

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

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

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

New data value to capture information on Emergency / Urgent Care Support Worker in the 'Call Handling' care setting of the NHS Occupation Codes. This will allow for Emergency Call Handlers and Emergency Medical Despatchers working in 999 contact centres to be recorded accurately in the A matrix of the NHS Occupation Code Manual.

### **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 July 2020.

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

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

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

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

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

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

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

This information should be captured by HR/workforce staff.

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

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

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

**Additional information relating to the changes to the NHS Occupation Codes, including supporting guidance, can be found in the NHS Occupation Code Manual v17.0. This is available on the NHS Digital website<sup>29</sup>.**

### 2.1.3 Area of Work

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

Mental Health | Mental Health | [Mental Health Early Intervention in Psychosis](#)

#### Why is this information required?

New Tertiary Area of Work value to allow the accurate coding of staff involved with providing Early Intervention in Psychosis, a multidisciplinary community mental health service that provides treatment and support to people experiencing or at high risk of developing psychosis, and part of [Stepping Forward to 2020/21: The Mental Health Workforce Plan for England](#)<sup>30</sup>.

Early Intervention in Psychosis (EIP) services aim to rapidly initiate specialist packages of care for those people newly experiencing symptoms. The intention of such rapid engagement is to mitigate the negative effects of a prolonged duration of untreated psychosis.

EIP services are multidisciplinary and can include staff in roles such as Care Coordinators, Psychiatrists, Psychological Therapists/Clinical Psychologists, and Education and Employment Specialists.

Mental Health | Mental Health | [Mental Health Crisis Care and Home Treatment Team](#)

#### Why is this information required?

New Tertiary Area of Work value to allow the accurate coding of staff working in Crisis Care and Home Treatment Teams. These teams support people who might otherwise need to go to hospital, for example due to psychosis, severe self-harm or suicide attempts. They usually include a number of mental health professionals, such

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<sup>29</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

<sup>30</sup> <https://www.hee.nhs.uk/sites/default/files/documents/Stepping%20forward%20to%20202021%20-%20The%20mental%20health%20workforce%20plan%20for%20england.pdf>

as a psychiatrist, mental health nurses, social workers and support workers, and are part of Stepping Forward to 2020/21: The Mental Health Workforce Plan for England.

Crisis Care and Home Treatment Teams help avoid admission to a mental health inpatient ward by providing safe effective care and supporting people in acute mental crisis in their homes. They also help people who have been discharged from hospital as they make the transition back into the community. The teams are available to support patients, carers and their families.

### **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 July 2020.

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

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

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

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

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

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

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

This information should be captured by HR/workforce staff.

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

## How often should this information be updated?

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

### 2.1.4 Professional Registration Body

#### [18] Social Work England

##### Why is this information required?

New value. Social Work England<sup>31</sup> is a non-departmental, independent public body, setting professional, education and training standards for social workers. It is set to take over the regulation of Social Workers in England from the Health & Care Professions Council (HCPC) in late 2019 / mid 2020.

### 2.1.5 Registration Type

#### [47] Social Work England | Social Worker in England

##### Why is this information required?

New value. Social Work England is a non-departmental, independent public body, setting professional, education and training standards for social workers. It is set to take over the regulation of Social Workers in England from the Health & Care Professions Council (HCPC) in late 2019 / mid 2020. 'Social Worker in England' will be the Registration Type for Social Workers regulated by Social Work England.

##### 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 July 2020.

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

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

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<sup>31</sup> <https://socialworkengland.org.uk/>

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.

## **2.1.6 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)**

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

This grade has been closed since 16 September 2002. Current assignments to this Job Role should be reclassified. Whilst individual records should be checked for data quality purposes, this Job Role has effectively been replaced by 'Specialty Doctor'.

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)**

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

This grade has been closed since 16 September 2002. Current assignments to this Job Role should be reclassified. Whilst individual records should be checked for data quality purposes, this Job Role has effectively been replaced by 'Specialty Doctor'.

Retire data value:

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

Replace with new data value:

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

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

This grade has been closed to new entrants since 2008. Current assignments to this Job Role should be reclassified. Whilst individual records should be checked for data quality purposes, this Job Role has effectively been replaced by 'Specialty Doctor'.

Retire data value:

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

Replace with new data value:

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

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

This grade has been closed to new entrants since 2008. Current assignments to this Job Role should be reclassified. Whilst individual records should be checked for data quality purposes, this Job Role has effectively been replaced by 'Specialty Doctor'

### **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 July 2020.

**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?**

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

## **2.2.2 Occupation Code**

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

Retire data value:

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

Replace with new data value:

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

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

To align better with the column heading descriptors used in the Nursing matrix of the Occupation Code Manual

Retire data value:

[H1B] HCA in ~~Paediatrics~~

Replace with new data value:

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

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

To align better with the column heading descriptors used in the Nursing matrix of the Occupation Code Manual

Retire data value:

[H1D] HCA in ~~Psychiatry~~

Replace with new data value:

[H1D] HCA in **Mental Health**

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

To align better with the column heading descriptors used in the Nursing matrix of the Occupation Code Manual

Retire data value:

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

Replace with new data value:

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

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

To align better with the column heading descriptors used in the Nursing matrix of the Occupation Code Manual

Retire data value:

[H2B] Support Worker in ~~Paediatrics~~

Replace with new data value:

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

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

To align better with the column heading descriptors used in the Nursing matrix of the Occupation Code Manual

Retire data value:

[H2D] Support Worker in ~~Psychiatry~~

Replace with new data value:

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

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

To align better with the column heading descriptors used in the Nursing matrix of the Occupation Code Manual

## **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

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

Proposed by the Psychologists and Psychological Therapies Workforce sub-group to improve information for the IAPT and other psychological therapy services. Renaming this value will group it with similar areas within the list presented to users of ESR who only see the Tertiary values as a list.

### **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 July 2020.

**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?

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

## 2.2.4 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

### Why is this information required?

Registration Type code for Social Care Staff in Wales to be updated to reflect updated Professional Registration Body. See Social Care Wales website for more details [here](#)<sup>32</sup> and [here](#)<sup>33</sup>.

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

### Why is this information required?

Registration Type code for Social Care Staff in Wales to be updated to reflect updated Professional Registration Body. See Social Care Wales website for more details [here](#)<sup>34</sup> and [here](#)<sup>35</sup>.

## 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)

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<sup>32</sup> <https://socialcare.wales/registration/what-is-registration#section-1565-anchor>

<sup>33</sup> <https://www.scwonline.wales/en/search-the-register/>

<sup>34</sup> <https://socialcare.wales/registration/what-is-registration#section-1565-anchor>

<sup>35</sup> <https://www.scwonline.wales/en/search-the-register/>

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 (Job Role, Occupation Code, Area of Work and 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.

## 2.3 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>36</sup>, and in the data set specification available on the NHS Digital website<sup>37</sup>.

Full details of the NHS Occupation Code Manual<sup>38</sup> and additional and growing library of NWD Guidance Documents<sup>39</sup> are available in the Workforce section of the NHS Digital website<sup>40</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>41</sup>

## 4 Support Arrangements

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

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<sup>36</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>37</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>38</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

<sup>39</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/national-workforce-data-set-nwd-guidance-documents>

<sup>40</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce>

<sup>41</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>

## 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) please state 'National Workforce Data Set' or 'Workforce Data Standards' in the subject line

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>42</sup> in the first instance.

If a satisfactory answer cannot be found a Service Request (SR) should be raised through the organisation's nominated 'Super user'. Further details can be found on the ESR [website](#)<sup>43</sup>.

## NHS Occupation Code Manual

For further details please see the NHS Digital [website](#)<sup>44</sup>.

## Workforce Minimum Data Set

Further details of the workforce Minimum Data Set is available from the NHS Digital [website](#)<sup>45</sup>.

## NWD3.1 Implementation Guidance

The current version of this document is available for download from [here](#)<sup>46</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>42</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>43</sup> <http://www.electronicstaffrecord.nhs.uk/>

<sup>44</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

<sup>45</sup> <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/workforce-minimum-data-set-wmds>

<sup>46</sup> <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>