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National Workforce Data Set Version 3.2: Change Specification

Document Management

Revision History

Version	Date	Summary of Changes
0.1	13/11/2020	Initial draft.
0.2	16/11/2020	Second draft incorporating internal review comments.
0.3	20/11/2020	Third draft incorporating DSAS review comments.
0.4	21/11/2020	Fourth and final draft incorporating Occupation code changes discovered in final review.
0.5	19/12/2020	Post DC-Sub-Board approval, minor update made following comments by Data Dictionary team to remove accidental duplication of GP Practice introduced in Source of Recruitment values linked to creation of PCN module of NWRS. Confirmed ESR and NWRS not effected so duplication removed from all documentation and not to be added to Data Dictionary.
0.6	07/01/2021	Minor updates made to include the Data Dictionary codes.
1.0	07/01/2021	Final version for publication.
1.1	19/02/2021	Changes to sections 2.1.4 and 2.4.1 to accompany Corrigendum.
1.2	08/06/2021	Minor correction made to section 2.1.1.

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/Responsibility	Date	Version
Nick Armitage	Analytical Section Head, Workforce Data Standards and Data Quality, NHS Digital	19/12/2020	0.1, 0.3, 0.4, 0.5
Nathan Langan	Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	07/01/2021	0.1, 0.6

Approved by

This document must be approved by the following people:

Name	Signature	Title	Date	Version
Alyson Whitmarsh		Information Analysis Lead Manager Workforce Statistics	21/11/2020	0.4

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 69/2020](#)) 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 July 2019. 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 3.2 of the NWD could be categorised as:

- the inclusion of a new element for Fixed Term / Temporary Contract Reason;
- the inclusion of new values within new and existing elements (affecting Job Role, Occupation Code, Area of Work, Destination on Leaving, Fixed Term / Temporary Contract Reason, Qualification Type, Reason for Leaving and Source of Recruitment);

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>

- the renaming of existing values within elements (affecting Job Role, Occupation Code, Area of Work and Nationality);
- the retiring of existing values within elements (affecting Job Role and Area of Work);
- guidance update linked to existing Absence Type for new 'related' reasons, to capture additional contextual detail and other presentational/guidance updates to the NWD specification and guidance documents which do not materially impact on the individual values described by the NWD.

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_v3.2_Data_Set_Specification](#)³ (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

[08031] Administrative and Clerical | **Library and Knowledge Services Professional**

[08032] Administrative and Clerical | **Library and Knowledge Services Paraprofessional**

[04063] Allied Health Professionals | **Operating Department Practitioner Manager**

[04064] Allied Health Professionals | **Operating Department Practitioner Specialist Practitioner**

[04065] Allied Health Professionals | **Osteopath Manager**

[04066] Allied Health Professionals | **Osteopath Specialist 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>

[05040] Additional Professional, Scientific and Technical | [Anaesthesia Associate](#)

[03022] Nursing and Midwifery Registered | [Surgical Care Practitioner](#)

[07056] Additional Clinical Services | [Maternity Support Worker](#)

[07057] Additional Clinical Services | [Health and Wellbeing Coach](#)

[07058] Additional Clinical Services | [Care Coordinator](#)

[02027] Students | [Student Operating Department Practitioner](#)

[02028] Students | [Student Osteopath](#)

2.1.2 Occupation Code

[\[S9L\] Assistant in Applied Psychology](#)

[\[S1T\] Therapist in Operating Theatres](#)

[\[S0V\] Manager in Osteopathy](#)

[\[S1V\] Therapist in Osteopathy](#)

[\[S5V\] Assistant Practitioner in Osteopathy](#)

[\[S8V\] Student / Trainee in Osteopathy](#)

[\[S9V\] Assistant in Osteopathy](#)

2.1.3 Area of Work

General Acute | Accident and Emergency | [Accident and Emergency Streaming](#)

Primary Care | Urgent Treatment Centre | [Urgent Treatment Centre](#)

2.1.4 Source of Recruitment

[\[19\] Primary Care Network](#) – **Note** – this Source of Recruitment is for Community Use only, through the national Workforce Reporting System and not for implementation in Hospital systems such as the Electronic Staff Record (ESR).

[\[20\] Return to NHS – COVID-19](#)

[\[21\] Students – COVID-19](#)

2.1.5 Reason for Leaving

[33] Transferred to PCN from a GP Practice – Note – this Reason for Leaving is for Community use only, through the national Workforce Reporting System and not for implementation in Hospital systems such as the Electronic Staff Record (ESR).

[34] Transferred to GP Practice from a PCN – Note – this Reason for Leaving is for Community use only, through the national Workforce Reporting System and not for implementation in Hospital systems such as the Electronic Staff Record (ESR).

2.1.6 Destination on Leaving

[18] Primary Care Network – Note – this Destination on Leaving is for Community use only, through the national Workforce Reporting System (NWRS) and not for implementation in Hospital systems such as the Electronic Staff Record (ESR).

2.1.7 Qualification Type

[31] T Level

2.1.8 Fixed Term / Temporary Contract Reason (New data element)

The Fixed Term/Temporary Contract Expiry Date currently exists in the NWD; however, the Fixed Term/Temporary Contract Reason does not as it was omitted originally when the standard was first adopted in error. Therefore, as data and updates to the standard are now being requested, it is proposed to add it to both the NWD and the NHS Data Dictionary based on the values already implemented in ESR as should have originally been the case.

New data element – **Fixed Term / Temporary Contract Reason**

Proposed new values:

- [01] Business Development**
- [02] Covering Maternity Leave**
- [03] Covering Other Absence**
- [04] Covering Sickness**
- [05] Covering Vacancy**
- [06] Limited Registration**
- [07] Limited Term Project**
- [08] Organisational Change**
- [09] Retirement Age**

[10] Short Term Funding

[11] Train Cont – Dean App Trainee

[12] Train Cont – Trst Trainee Prog

[13] Training Contract

[14] Training Contract – LAS

[15] Training Contract – LAT

[16] Visa

[17] Work Permit

2.1.9 Migration of existing data to new values (2.1.1 – 2.1.8)

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.

In the case of the new Fixed Term / Temporary Contract Reason data element, no migration of data is required in ESR as this is not a change to the system. This is merely an administrative process to ensure the standard reflects the implementation in ESR to ensure analytical users of the data are aware of this field and its contents and to enable future updates to the available list of values in ESR to be made through the NWD process.

2.2 Amendments

2.2.1 Job Role

Retire data value:

~~[05039] Additional Professional, Scientific and Technical | Surgical Care Practitioner~~

Replace with new data value:

[04069] Allied Health Professionals | **Surgical Care Practitioner**

Retire data value:

~~[05019] Additional Professional, Scientific and Technical | Operating Department Practitioner~~

Replace with new data value:

[04067] Allied Health Professionals | **Operating Department Practitioner**

Retire data value:

~~[05013] Additional Professional, Scientific and Technical | Osteopath~~

Replace with new data value:

[04068] Allied Health Professionals | **Osteopath**

Retire data value:

~~[04013] Allied Health Professionals | Drama Therapist~~

Replace with new data value:

[04013] Allied Health Professionals | **Dramatherapist**

Retire data value:

~~[04014] Allied Health Professionals | Drama Therapist Consultant~~

Replace with new data value:

[04014] Allied Health Professionals | **Dramatherapist Consultant**

Retire data value:

~~[04015] Allied Health Professionals | Drama Therapist Manager~~

Replace with new data value:

[04015] Allied Health Professionals | **Dramatherapist Manager**

Retire data value:

~~[04016] Allied Health Professionals | Drama Therapist Specialist Practitioner~~

Replace with new data value:

[04016] Allied Health Professionals | **Dramatherapist Specialist Practitioner**

2.2.2 Occupation Code

Retire data value:

[SAH] Consultant Therapist / Scientist in Art / Music / ~~Drama Therapy~~

Replace with new data value:

[SAH] Consultant Therapist / Scientist in Art / Music / **Dramatherapy**

Retire data value:

[S0H] Manager in Art / Music / ~~Drama Therapy~~

Replace with new data value:

[S0H] Manager in Art / Music / **Dramatherapy**

Retire data value:

[S1H] Therapist in Art / Music / ~~Drama Therapy~~

Replace with new data value:

[S1H] Therapist in Art / Music / **Dramatherapy**

Retire data value:

[S6H] Instructor / Teacher in Art / Music / ~~Drama Therapy~~

Replace with new data value:

[S6H] Instructor / Teacher in Art / Music / **Dramatherapy**

Retire data value:

[S5H] Assistant Practitioner in Art / Music / ~~Drama Therapy~~

Replace with new data value:

[S5H] Assistant Practitioner in Art / Music / **Dramatherapy**

Retire data value:

[S8H] Student / Trainee in Art / Music / ~~Drama Therapy~~

Replace with new data value:

[S8H] Student / Trainee in Art / Music / **Dramatherapy**

Retire data value:

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

Replace with new data value:

[S9H] Assistant in Art / Music / **Dramatherapy**

2.2.3 Area of Work

Retire data value:

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

Replace with new data value:

Mental Health | Mental Health Primary Care | **Mental Health – Community**

Retire data value:

Corporate | Informatics | ~~Knowledge Management~~

Replace with new data value:

Corporate | Informatics | **Library and Knowledge Management**

Retire data value:

Clinical Support | ~~Art/Music/Drama Therapy~~ | ~~Art/Music/Drama Therapy~~

Replace with new data value:

Clinical Support | **Art/Music/Dramatherapy** | **Art/Music/Dramatherapy**

Retire data value:

Clinical Support | ~~Art/Music/Drama Therapy~~ | Art Therapy

Replace with new data value:

Clinical Support | **Art/Music/Dramatherapy** | Art Therapy

Retire data value:

Clinical Support | ~~Art/Music/Drama Therapy~~ | ~~Drama Therapy~~

Replace with new data value:

Clinical Support | **Art/Music/Dramatherapy** | **Dramatherapy**

Retire data value:

Clinical Support | ~~Art/Music/Drama Therapy~~ | Music Therapy

Replace with new data value:

Clinical Support | **Art/Music/Dramatherapy** | Music Therapy

2.2.4 Nationality

Retire data value:

Swazi

Replace with new data value:

Liswati

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 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 Nationality) 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_v3.2_Data_Set_Specification⁴](#), 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

~~[08012] Administrative and Clerical | Librarian~~

(This value is being retired and two new Job Roles of Library and Knowledge Services Professional; Library and Knowledge Services Paraprofessional introduced. As there is no direct 1-2-1 mapping available, individual users will need to recode

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

their existing workforce by selecting the most appropriate new Job Role for each effected staff record.)

2.3.2 Area of Work

Value to be deleted

~~Medicine | General Medicine | Acute Medicine~~

(No new value, Acute Medicine was retired on 31/03/2016 and replaced by Acute Internal Medicine – the change was made in the NHS Occupation Code Subspecialty Annex but not carried through to the NWD Specification or the Data Dictionary. To ensure data integrity is maintained, individual users will need to recode their existing workforce by selecting the most appropriate valid Area of Work for each effected staff record.)

2.3.2 Migration of existing data related to amended values (2.3.1 – 2.3.2)

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_v3.2_Data_Set_Specification⁵](#), 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.

⁵ <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

2.4 Guidance/Presentation Changes

2.4.1 Absence Type – related reason

Additional information can be recorded within systems such as ESR in relation to episodes of absence which have an underlying cause which itself is not a valid Absence Type. This information is a related reason, and the NWD is to be updated to include guidance to help analysts of the data to understand the related reasons which are available.

[1] Menopause

[2] Coronavirus (COVID-19)

[3] Coronavirus (COVID-19) – Test and Trace Contact

[4] Coronavirus (COVID-19) – Household Member Symptoms

[5] Coronavirus (COVID-19) – Post Travel Quarantine

[To Note – in ESR these values can be selected from the 'Related Reason' field on the 'Additional Absence Details' form and within Manager Self Service]

2.4.2 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 Digital

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

Telephone: 0300 303 5678