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National Workforce Data Set Version 3.2: Implementation Guidance

Document Management

Revision History

Version	Date	Summary of Changes
0.1	18/11/2020	Initial draft.
0.2	18/11/2020	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.
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.

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/Responsibility	Date	Version
Nathan Langan	Information Analyst, Workforce Data Standards and Data Quality, NHS Digital	18/11/2020	0.1
Nick Armitage	Analytical Section Head, Workforce Data Standards and Data Quality, NHS Digital	19/12/2020	0.1, 03, 0.4, 0.5

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.

Date of publication: 7 January 2021 (updated 24 February 2021)

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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. More recent information on the NWD as Data Coordination Board (DCB) standard 1067 is available online¹. 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 website².

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 website³ (NWD Data Set Specification) and online NHS Occupation Code Manual⁴. The NWD is also accessible through the NHS Data Model and Dictionary⁵, 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.⁶

It is recommended that anyone intending to implement the NWD afresh contact the workforce statistics 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.

1.1 Purpose

This document comprises the implementation guidance for new and existing users of the NWD within NHS Organisations and other providers of NHS funded care in

¹ <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>

² <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

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

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

⁵ http://www.datadictionary.nhs.uk/data_dictionary/messages/administrative_data_sets/data_sets/national_workforce_data_set_fr.asp?shownav=1

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

relation to the changes to the National Workforce Data Set (NWD)⁷ information standard. This Implementation Guidance is provided in accordance with section 250 of the Health and Social Care Act 2012⁸.

This document is intended to provide NHS Organisations, providers of NHS funded care 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 \(wMDS\)](#)⁹ 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 website¹⁰ (NWD Data Set Specification) and NHS Occupation Code Manual¹¹ (NHS Occupation Code Manual). The NWD is also accessible through the NHS Data Model and Dictionary¹², 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.¹³

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

1.2 Overview

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

⁷ <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>

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

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

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

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

¹² http://www.datadictionary.nhs.uk/data_dictionary/messages/administrative_data_sets/data_sets/national_workforce_data_set_fr.asp?shownav=1

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

The National Workforce Data Set version 3.2 includes updates to the Data Set which can be summarised as:

1. the inclusion of a new element for Fixed Term / Temporary Contract Reason;
2. 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);
3. the renaming of existing values within elements (affecting Job Role, Occupation Code, Area of Work and Nationality);
4. the retiring of existing values within elements (affecting Job Role and Area of Work);
5. 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.

The proposed changes to existing data value lists in the National Workforce Data Set consist of four types of change: proposing distinct new data values, introducing a new data element, and altering or deleting existing values. Across these four types of changes we shall also be updating the definitions of existing data values as appropriate.

The data items affected in NWD are:

- The introduction of a new data element, Fixed Term / Temporary Contract Reason
- Additions to the Job Role
- Additions to the NHS Occupation Codes
- Additions to the Area of Work
- Additions to the Destination on Leaving
- Additions to the Qualification Type
- Additions to the Reason for Leaving
- Additions to the Source of Recruitment
- Additions to the Fixed Term / Temporary Contract Reason

- Changes to the Job Role
- Changes to the NHS Occupation Codes
- Changes to the Area of Work
- Changes to the Nationality

- Deletions from the Job Role
- Deletions from the Area of Work

- Updates to the guidance linked to the existing Absence Types for new 'related' reasons, to capture additional contextual detail related to periods of employee absence

- 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 69/2020 and the NWD v3.2 Requirements Specification and Data Set Specification. All are available for download on the NHS Digital [website](#)¹⁴, and as part of the data standards materials on the DCB section of the NHS Digital [website](#)¹⁵.

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 January 2022.

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.

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

¹⁵ <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
DCB0028 Treatment Function and Main Specialty Standard ¹⁶	Treatment Function and Main Specialty Standard
DCB0011 Mental Health Services Data Set ¹⁷	Mental Health Services Data Set
DCB1069 Community Services Data Set ¹⁸	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	NWD3.2 - 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	NWD3.2 - Change Specification	Includes the detail of the changes to the NWD being proposed in this submission.
3	NWD3.2 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 18.0	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.

¹⁶ <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb0028-treatment-function-and-main-specialty-standard>

¹⁷ <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/>

¹⁸ <https://digital.nhs.uk/data-and-information/information-standards/information-standards-and-data-collections-including-extractions/publications-and-notifications/standards-and-collections/dcb1069-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 Specification¹⁹ and the NHS Data Model and Dictionary²⁰. 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 directly²¹.

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?

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

Why is this information required?

A new Job Role of Library and Knowledge Services Professional within the Administrative and Clerical Staff Group. This is one of 2 new Job Roles to replace the

¹⁹ <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

²⁰ http://www.datadictionary.nhs.uk/data_dictionary/messages/administrative_data_sets/data_sets/national_workforce_data_set_fr.asp?shownav=1

²¹ enquiries@nhsdigital.nhs.uk

existing Librarian Job Role which is being retired as part of efforts to enable better recording of information about this specialist group of staff.

Library and Knowledge Services Professionals would normally have a first degree or postgraduate qualification in library or information science and / or be chartered with the Chartered Institute of Library and Information Professionals (CILIP), typically employed on Band 5 or 6 contracts.

Library Managers should be coded using the existing Manager Job Role within the Administrative and Clerical Staff Group and the renamed Library and Knowledge Management Area of Work.

[08032] Administrative and Clerical | [Library and Knowledge Services Paraprofessional](#)

Why is this information required?

A new Job Role of Library and Knowledge Services Paraprofessional within the Administrative and Clerical Staff Group. This is one of 2 new Job Roles to replace the existing Librarian Job Role which is being retired as part of efforts to enable better recording of information about this specialist group of staff.

Library and Knowledge Services Paraprofessionals are members of the library and knowledge services team undertaking administrative tasks. This includes apprentices and graduate trainees working towards specialist qualifications, they are typically employed on Band 2, 3 or 4 contracts.

[04063] Allied Health Professionals | [Operating Department Practitioner Manager](#)

Why is this information required?

Operating Department Practitioners (ODPs) became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for ODPs with the structure for the other AHP professions. The existing Operating Department Practitioner Job Role is to be moved to the Allied Health Professionals Staff Group from the Additional Professional Scientific and Technical Staff Group where it had previously sat. Additional new Job Roles and Occupation Codes for ODP staff are to be created to better align ODPs with other AHPs.

Registered ODPs require registration with the Health and Care Professions Council (HCPC) common to most AHPs.

The Operating Department Practitioner Manager Job Role is to be used for ODPs who are registered with the HCPC and hold the protected title of Operating Department Practitioner and where this Job Role is appropriate for their level of practice only.

More detail on the different AHP roles is available [here](#):

<https://www.healthcareers.nhs.uk/explore-roles/allied-health-professionals/roles-allied-health-professions>.

[04064] Allied Health Professionals | [Operating Department Practitioner Specialist Practitioner](#)

Why is this information required?

Operating Department Practitioners (ODPs) became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for ODPs with the structure for the other AHP professions. The existing Operating Department Practitioner Job Role is to be moved to the Allied Health Professionals Staff Group from the Additional Professional Scientific and Technical Staff Group where it had previously sat. Additional new Job Roles and Occupation Codes for ODP staff are to be created to better align ODPs with other AHPs.

Registered ODPs require registration with the Health and Care Professions Council (HCPC) common to most AHPs.

The Operating Department Practitioner Specialist Practitioner Job Role is to be used for ODPs who are registered with the HCPC and hold the protected title of Operating Department Practitioner and where this Job Role is appropriate for their level of practice only.

More detail on the different AHP roles is available here:

<https://www.healthcareers.nhs.uk/explore-roles/allied-health-professionals/roles-allied-health-professions>.

[04065] Allied Health Professionals | [Osteopath Manager](#)

Why is this information required?

Osteopaths became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for Osteopaths with the structure for the other AHP professions. The existing Osteopath Job Role is to be moved to the Allied Health Professionals Staff Group from the Additional Professional Scientific and Technical Staff Group where it had previously sat. Additional new Job Roles and Occupation Codes for Osteopathy staff are to be created to align with other AHPs.

Registered Osteopathy staff require registration with the General Osteopathic Council, not the HCPC common to most AHPs.

Whilst most Osteopathy staff are employed outside of the NHS, the number of Osteopathy staff within the NHS is increasing.

The Osteopath Manager Job Role is to be used for Osteopaths who are registered with the General Osteopathic Council only and where this Job Role is appropriate for their level of practice.

[04066] Allied Health Professionals | [Osteopath Specialist Practitioner](#)

Why is this information required?

Osteopaths became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for Osteopaths with the structure for the other AHP professions. The existing Osteopath Job Role is to be moved to the Allied Health Professionals Staff Group from the Additional Professional Scientific and Technical Staff Group where it had previously sat. Additional new Job Roles and Occupation Codes for Osteopathy staff are to be created to align with other AHPs.

Registered Osteopathy staff require registration with the General Osteopathic Council, not the HCPC common to most AHPs.

Whilst most Osteopathy staff are employed outside of the NHS, the number of Osteopathy staff within the NHS is increasing.

The Osteopath Specialist Practitioner Job Role is to be used for Osteopaths who are registered with the General Osteopathic Council only and where this Job Role is appropriate for their level of practice.

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

Why is this information required?

Anaesthesia Associates were previously known as Physician Assistant (Anaesthesia) but formally changed their name to Anaesthesia Associates in July 2019.

Although they have very similar names, the role of the Anaesthesia Associate and the Physician Associate are very different so it would not be appropriate to use the existing Job Role of Physician Associate for these staff.

An Anaesthesia Associate must either be a registered Healthcare Professional (ODP, Nurse etc.) with degree or equivalent level study (at least three years' experience), or have a biomedical science or health science degree at 2:1 level or above (as stated by the Royal College of Anaesthetists).

Following consultation, the DHSC has announced that they will ask the General Medical Council (GMC) to regulate Physician Associates (PAs) and Anaesthesia Associates (AAs) across the UK. It is hoped that regulation will permit these professionals to work to their full potential and provide the very best care to patients as part of a multidisciplinary clinical team; and contribute to the development of a

safe and flexible workforce. Legislation is expected sometime summer 2021.

These roles are part of the medical associate professionals (MAPs) group, which also includes Surgical Care Practitioners and Advanced Critical Care Practitioners.

To facilitate accurate capture of information related to AAs to link to their registration information within systems such as ESR a new Job Role of Anaesthesia Associate is to be created within the Additional Professional, Scientific and Technical Staff Group, to be linked to the Occupation Code of S1X (Therapist Other S,T&T Staff) in common with existing PA Job Role. This Job Role is only to be used for those AAs who hold the relevant Registration with the GMC once the register has been opened for them and the other MAPs.

[05039] Nursing and Midwifery Registered | [Surgical Care Practitioner](#)

Why is this information required?

A new Job Role of Surgical Care Practitioner is to be created within the Nursing and Midwifery Registered Staff Group to capture information for Surgical Care Practitioners who have a background as a Theatre Nurse with additional training and are registered with the Nursing and Midwifery Council (NMC).

Surgical Care Practitioners are trained clinical professionals, such as Theatre Nurses or Allied Health Professionals such as Operating Department Practitioners, who have received further training.

The existing Job Role of Surgical Care Practitioner is to be moved from the Additional Professional, Scientific and Technical Staff Group to the Allied Health Professionals Staff Group to better align with the professional background and registration associated with the role, for Surgical Care Practitioners who hold registration with the Health and Care Professions Council (HCPC) and have undertaken the necessary additional training to be a Surgical Care Practitioner.

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

Why is this information required?

A new Job Role to be created within the Additional Clinical Services Staff Group for Maternity Support Workers, to be linked to the existing N9C - Nursing Assistant / Auxiliary occupation code. Senior Maternity Support Workers to be differentiated by grade and therefore do not require an additional Job Role.

Maternity Support Workers are individuals who meet the HEE MSW competency education and career development framework at education and competency level 3 or 4.

Non-clinical support worker 'house-keeper' level support worker in maternity services

care setting to be coded H2C for now, until planned H-Matrix changes can be undertaken to bring Support Worker row into the N-matrix which would then enable recoding of such staff.

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

Why is this information required?

In order to facilitate the accurate capture of data relating to the employment or contracting of the roles under the Additional Roles Reimbursement Scheme (ARRS), the full list of roles needs to be included in the NWD.

In many cases the roles already exist in other parts of the NHS, and so are included already. In some cases, however, these roles are distinct from other existing roles and so need to be added. This is the case with the Health and Wellbeing Coach and Care Coordinator roles.

The inclusion of the new Job Roles within the Additional Clinical Services Staff Group of the NWD will facilitate their incorporation in the PCN module of the National Workforce Reporting System (NWRS). As they may be employed by a range of different bodies and not just directly within PCNs, the new Job Roles should also be made available within systems such as ESR to enable the accurate coding of staff undertaking these new and developing roles.

The ability to correctly identify Health and Wellbeing Coaches, Care Coordinators and other staff roles covered by the ARRS scheme is key to tracking and identifying the progress of achievement of the manifesto commitment to recruit 26,000 additional non-GP clinical staff in Primary Care.

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

Why is this information required?

In order to facilitate the accurate capture of data relating to the employment or contracting of the roles under the Additional Roles Reimbursement Scheme (ARRS), the full list of roles needs to be included in the NWD.

In many cases the roles already exist in other parts of the NHS, and so are included already. In some cases, however, these roles are distinct from other existing roles and so need to be added. This is the case with the Health and Wellbeing Coach and Care Coordinator roles.

The inclusion of the new Job Roles within the Additional Clinical Services Staff Group of the NWD will facilitate their incorporation in the PCN module of the National Workforce Reporting System (NWRS). As they may be employed by a range of different bodies and not just directly within PCNs, the new Job Roles should also be made available within systems such as ESR to enable the accurate coding of staff

undertaking these new and developing roles.

The ability to correctly identify Health and Wellbeing Coaches, Care Coordinators and other staff roles covered by the ARRS scheme is key to tracking and identifying the progress of achievement of the manifesto commitment to recruit 26,000 additional non-GP clinical staff in Primary Care.

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

Why is this information required?

Operating Department Practitioners (ODPs) became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for ODPs with the structure for the other AHP professions. The existing Operating Department Practitioner Job Role is to be moved to the Allied Health Professionals Staff Group from the Additional Professional Scientific and Technical Staff Group where it had previously sat. Additional new Job Roles and Occupation Codes for ODP staff are to be created to better align ODPs with other AHPs.

Registered ODPs require registration with the Health and Care Professions Council (HCPC) common to most AHPs.

The Student Operating Department Practitioner Job Role within the Students Staff Group is to be used for Student Operating Department Practitioners only.

More detail on the different AHP roles is available here:

<https://www.healthcareers.nhs.uk/explore-roles/allied-health-professionals/roles-allied-health-professions>.

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

Why is this information required?

Osteopaths became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for Osteopaths with the structure for the other AHP professions. The existing Osteopath Job Role is to be moved to the Allied Health Professionals Staff Group from the Additional Professional Scientific and Technical Staff Group where it had previously sat. Additional new Job Roles and Occupation Codes for Osteopathy staff are to be created to align with other AHPs.

Registered Osteopathy staff require registration with the General Osteopathic Council, not the HCPC common to most AHPs.

Whilst most Osteopathy staff are employed outside of the NHS, the number of Osteopathy staff within the NHS is increasing.

The Student Osteopath Job Role within the Students Staff Group is to be used for Student Osteopaths only.

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 January 2022.

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?

[S9L] Assistant in Applied Psychology

Why is this information required?

Two new Job Roles for Peer Support Worker and Senior Peer Support Worker were introduced in the Additional Clinical Services Staff Group as part of NWD 3.1 at the request of the New Roles in MH Board and its Peer Support Worker Task and Finish Group to enable better data capture about these important new Mental Health related roles.

Peer Support Workers and Senior Peer Support Workers may be directly employed, typically at bands 3 or 4, in a range of different settings – primarily Acute Inpatient, but also Acute A&E, Community and Forensic settings, amongst others. The Occupation Codes of S9X/S5X are currently being used for these roles but a better fit was required to enable them to be captured alongside other elements of the MH workforce. The code of S9L (Assistant in Applied Psychology) has therefore been 'opened' in the S matrix as the best available fit for both Peer Support Workers and Senior Peer Support Workers.

Peer Support Worker / Psychological Professions national leads confirmed that S9L 'Assistant in Applied Psychology' was best fit of options available - as Peer Support Workers are deployed in many areas, but not IAPT services at present, so deemed sensible to keep coding away from IAPT staff.

The new S9L (Assistant in Applied Psychology) Occupation code may also be used for the capture of other support staff in that care setting, when linked to the appropriate Job Role. The existing S5L (Assistant Practitioner) code should be reserved for Assistant Psychologists / Assistant / Associate Practitioner level roles within applied Psychology. There are several such roles in development which will potentially see associated Job Roles created in due course.

[S1T] Therapist in Operating Theatres

Why is this information required?

New Occupation Code for Therapist in Operating Theatres care setting to enable the capture information about Surgical Care Practitioners and other Advanced Clinical Practitioner ODPs.

As ODPs are now AHPs, and have been since April 2017, the NHS Occupation Code

Manual will be updated to reflect their inclusion as AHPs instead of other S,T &T staff. This change will also be made to NHS Digital published Official Statistics as the staff group for AHPs will be updated to include ODPs and Osteopaths, as they are both AHPs. Paramedics will continue to be published in with the Ambulance Workforce, despite also being AHPs.

Those ODPs to be recorded using this Occupation code require HCPC registration for the protected title of Operating Department Practitioner and their record should be linked with the relevant ODP Job Role appropriate for their level of practice.

[S0V] Manager in Osteopathy

Why is this information required?

Osteopaths became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for Osteopaths with the structure for the other AHP professions.

Registered Osteopathy staff require registration with the General Osteopathic Council, not the HCPC common to most AHPs.

Occupation codes within the care setting of Osteopathy created to link to the new Job Roles for Osteopaths within the AHP Staff Group.

S*V coding used for the Osteopathy care setting as it is the next available code set in S Matrix available for new AHPs which has not been used previously to code for another care setting which has since closed.

Whilst most Osteopathy staff are employed outside of the NHS, the number of Osteopathy staff within the NHS is increasing.

Manager in Osteopathy occupation code to be used to code Osteopathy Managers registered with the General Osteopathic Council, linked with the Osteopath Manager Job Role.

[S1V] Therapist in Osteopathy

Why is this information required?

Osteopaths became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for Osteopaths with the structure for the other AHP professions.

Registered Osteopathy staff require registration with the General Osteopathic Council, not the HCPC common to most AHPs.

Occupation codes within the care setting of Osteopathy created to link to the new Job

Roles for Osteopaths within the AHP Staff Group.

S*V coding used for the Osteopathy care setting as it is the next available code set in S Matrix available for new AHPs which has not be used previously to code for another care setting which has since closed.

Whilst most Osteopathy staff are employed outside of the NHS, the number of Osteopathy staff within the NHS is increasing.

Therapist in Osteopathy occupation code to be used to code Osteopaths registered with the General Osteopathic Council, linked with the relevant Osteopath Job Role appropriate for their level of practice.

[S5V] Assistant Practitioner in Osteopathy

Why is this information required?

Osteopaths became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for Osteopaths with the structure for the other AHP professions.

Registered Osteopathy staff require registration with the General Osteopathic Council, not the HCPC common to most AHPs.

Occupation codes within the care setting of Osteopathy created to link to the new Job Roles for Osteopaths within the AHP Staff Group.

S*V coding used for the Osteopathy care setting as it is the next available code set in S Matrix available for new AHPs which has not been used previously to code for another care setting which has since closed.

Whilst most Osteopathy staff are employed outside of the NHS, the number of Osteopathy staff withing the NHS is increasing.

Assistant Practitioner in Osteopathy occupation code to be used to code Assistant Practitioners or equivalent clinical support staff linked to Osteopathy services.

[S8V] Student / Trainee in Osteopathy

Why is this information required?

Osteopaths became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for Osteopaths with the structure for the other AHP professions.

Registered Osteopathy staff require registration with the General Osteopathic Council, not the HCPC common to most AHPs.

Occupation codes within the care setting of Osteopathy created to link to the new Job Roles for Osteopaths within the AHP Staff Group.

S*V coding used for the Osteopathy care setting as it is the next available code set in S Matrix available for new AHPs which has not been used previously to code for another care setting which has since closed.

Whilst most Osteopathy staff are employed outside of the NHS, the number of Osteopathy staff within the NHS is increasing.

Student / Trainee in Osteopathy occupation code to be used to code student / trainee Osteopaths.

[S9V] Assistant in Osteopathy

Why is this information required?

Osteopaths became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for Osteopaths with the structure for the other AHP professions.

Registered Osteopathy staff require registration with the General Osteopathic Council, not the HCPC common to most AHPs.

Occupation codes within the care setting of Osteopathy created to link to the new Job Roles for Osteopaths within the AHP Staff Group.

S*V coding used for the Osteopathy care setting as it is the next available code set in S Matrix available for new AHPs which has not been used previously to code for another care setting which has since closed.

Whilst most Osteopathy staff are employed outside of the NHS, the number of Osteopathy staff within the NHS is increasing.

Assistant in Osteopathy occupation code to be used to code clinical support staff linked to Osteopathy services.

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 January 2022.

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 v18.0. This is available on the NHS Digital [website](#)²².

²² <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

2.1.3 Area of Work

What additional/changes to information are required?

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

Why is this information required?

One of two new Area of Work values introduced as part of efforts to capture more information about the GP workforce outside of traditional general practice settings.

More detail on A&E Streaming here: <https://www.england.nhs.uk/publication/clinical-streaming-in-the-accident-and-emergency-department/>

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

Why is this information required?

One of two new Area of Work values introduced as part of efforts to capture more information about the GP workforce outside of traditional general practice settings.

More detail on the development of Urgent Treatment Centres is available here: <https://www.england.nhs.uk/urgent-emergency-care/urgent-treatment-centres/>

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 January 2022.

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

Who is the subject of this change?

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

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

How and when should the information be captured?

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

Who should capture the information?

This information should be captured by HR/workforce staff.

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

How often should this information be updated?

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

2.1.4 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).

Why is this information required?

New Source of Recruitment value required to give better detail for those staff previously employed by a Primary Care Network (PCN) who have transferred their employment to GP Practice to enable better understanding of staff movements within the Primary Care workforce.

This Destination on Leaving is for Community use only, through the National Workforce Reporting System (NWRS) for capture of information related to Primary Care staff and not for implementation in Hospital systems such as the Electronic Staff Record (ESR).

[20] Return to NHS – COVID-19

Why is this information required?

Following discussions with national bodies it was agreed that temporary additional values should be added to ESR to enable the monitoring of recruitment in response to Coronavirus (COVID-19).

Implemented in ESR 06/04/2020 due to urgent need to tackle COVID pandemic.

[21] Students – COVID-19

Why is this information required?

Following discussions with national bodies it was agreed that temporary additional values should be added to ESR to enable the monitoring of recruitment in response to Coronavirus (COVID-19).

Implemented in ESR 06/04/2020 due to urgent need to tackle COVID pandemic.

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 January 2022.

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 for which these source of recruitment values are relevant.

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

How and when should the information be captured?

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

Who should capture the information?

This information should be captured by HR/workforce staff.

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

How often should this information be updated?

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

2.1.5 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).

Why is this information required?

New Reason for Leaving value required to give better detail for those staff previously employed by a GP Practice who have transferred their employment to a Primary Care Network (PCN) to enable better understanding of staff movements within the Primary Care workforce.

This Destination on Leaving is for Community use only, through the National Workforce Reporting System (NWRS) for capture of information related to Primary Care staff 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).

Why is this information required?

New Reason for Leaving value required to give better detail for those staff previously employed by a Primary Care Network (PCN) who have transferred their employment to GP Practice to enable better understanding of staff movements within the Primary Care workforce.

This Destination on Leaving is for Community use only, through the National Workforce Reporting System (NWRS) for capture of information related to Primary Care staff and not for implementation in Hospital systems such as the Electronic Staff Record (ESR).

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 January 2022.

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 for which these reason for leaving values are relevant.

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 leavers process as staff records are complete the leavers process 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 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).

Why is this information required?

New Destination on Leaving value required to give better detail for those staff previously employed by GP Practices who have transferred their employment to a Primary Care Network (PCN) to enable better understanding of staff movements within the Primary Care workforce.

This Destination on Leaving is for Community use only, through the National Workforce Reporting System (NWRS) for capture of information related to Primary Care staff and not for implementation in Hospital systems such as the Electronic Staff Record (ESR).

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 January 2022.

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 for which this destination on leaving value is relevant.

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 leavers process as staff records are complete the leavers process 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.

2.1.7 Qualification Type

[31] T Level

Why is this information required?

T Levels are new courses introduced in September 2020, which will follow GCSEs and will be equivalent to 3 A levels. These 2-year courses have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for work.

T Levels will offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours (approximately 45 days). They will provide the knowledge and experience needed to open the door into skilled employment, further study or a higher apprenticeship.

The first 3 T Levels will be available at selected colleges, schools and other providers across England in September 2020.

A further 7 T Levels will be available in September 2021 with the remaining courses starting in either 2022 or 2023.

Implemented in ESR late August 2020 – NWD catching up with this necessary change to the data standard to accommodate a new qualification type.

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 January 2022.

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 for whom this qualification type is relevant.

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.

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

- [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

Why is this information required?

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. No additional burden on existing ESR Users.

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 January 2022.

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 on fixed term / temporary contracts.

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

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.

2.1.9 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.

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**

Why is this information required?

Surgical Care Practitioners are trained clinical professionals, such as Theatre Nurses or Allied Health Professionals such as Operating Department Practitioners, who have received further training. The existing Job Role of Surgical Care Practitioner is to be moved from the Additional Professional, Scientific and Technical Staff Group to Allied Health Professionals Staff Group to better align with the professional background and registration associated with the role.

Only Surgical Care Practitioners who hold registration with Health and Care Professions Council (HCPC) and have undertaken the necessary additional training to be a Surgical Care Practitioner.

Additionally a new Job Role of Surgical Care Practitioner is to be created within the Nursing and Midwifery Registered Staff Group to capture information for Surgical Care Practitioners who have a background as a Theatre Nurse with additional training and are registered with the Nursing and Midwifery Council (NMC).

Retire data value:

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

Replace with new data value:

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

Why is this information required?

Operating Department Practitioners (ODPs) became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for ODPs with the structure for the other AHP professions. The existing Operating Department Practitioner Job Role is to be moved to the Allied Health Professionals Staff Group from the Additional Professional Scientific and Technical Staff Group where it had previously sat. Additional new Job Roles and Occupation Codes for ODP staff are to be created to better align ODPs with other AHPs.

Registered ODPs require registration with the Health and Care Professions Council (HCPC) common to most AHPs.

The Operating Department Practitioner Job Role is to be used for ODPs who are registered with the HCPC and hold the protected title of Operating Department Practitioner only.

More detail on the different AHP roles is available here:
<https://www.healthcareers.nhs.uk/explore-roles/allied-health-professionals/roles-allied-health-professions>.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

Osteopaths became one of the 14 Allied Health Professions (AHPs) on 1st April 2017 and it is therefore appropriate that the NWD aligns values for Osteopaths with the structure for the other AHP professions. The existing Osteopath Job Role is to be moved to the Allied Health Professionals Staff Group from the Additional Professional Scientific and Technical Staff Group where it had previously sat. Additional new Job Roles and Occupation Codes for Osteopathy staff are to be created to align with other AHPs.

Registered Osteopathy staff require registration with the General Osteopathic Council, not the HCPC common to most AHPs.

Whilst most Osteopathy staff are employed outside of the NHS, the number of Osteopathy staff within the NHS is increasing.

The Osteopath Job Role is to be used for Osteopaths who are registered with the General Osteopathic Council only.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Job Role is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Job Role is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Job Role is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Job Role is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

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 January 2022.

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.

2.2.2 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**

Why is this information required?

This Occupation Code is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Occupation Code is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Occupation Code is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Occupation Code is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Occupation Code is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Occupation Code is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

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

Why is this information required?

This Occupation Code is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

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 January 2022.

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.

2.2.3 Area of Work

What additional/changes to information are required?

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**

Why is this information required?

Renaming existing Community Mental Health Area of Work value so that it is grouped with other similar mental health related AoW values within the list presented to users of ESR to improve coding of mental health staff as operational users of the ESR are presented with the full alphabetical list of Tertiary values.

Straight renaming - no additional burden on ESR users, by improving the logic of the list it should slightly reduce the burden for those undertaking coding of records in future.

Retire data value:

Corporate | Informatics | ~~Knowledge Management~~

Replace with new data value:

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

Why is this information required?

Renaming the existing Knowledge Management Area of Work value put forward by HEE as part of process of uplifting the current values for Library and Knowledge Management Staff to enable improved data capture and reporting for this specialist group of informatics staff.

Users of ESR should review their existing and future records to ensure that the AoW is used to capture staff working within the area of Libraries and Knowledge Management functions.

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**

Why is this information required?

This Area of Work is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

Clinical Support | [Art/Music/Dramatherapy](#) | Art Therapy

Why is this information required?

This Area of Work is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

Clinical Support | [Art/Music/Dramatherapy](#) | [Dramatherapy](#)

Why is this information required?

This Area of Work is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

Retire data value:

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

Replace with new data value:

Clinical Support | [Art/Music/Dramatherapy](#) | Music Therapy

Why is this information required?

This Area of Work is to be renamed to comply with the Statutory Instrument related to the Protected Title of Dramatherapist.

The HCPC and NHS Careers websites both use Dramatherapy and Dramatherapist and The British Association of Dramatherapists (BADth) is the professional organisation for Dramatherapists in the United Kingdom.

No burden on users of ESR, straight renaming of existing value and no action required to update individual records.

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 January 2022.

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

Who is the subject of this change?

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

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

How and when should the information be captured?

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

Who should capture the information?

This information should be captured by HR/workforce staff.

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

How often should this information be updated?

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

2.2.4 Nationality

Retire data value:

~~Swazi~~

Replace with new data value:

Liswati

Why is this information required?

Swaziland was officially renamed Eswatini in 2018. Confirmed by the Eswatini Consulate that Liswati is the nationality for people from Eswatini.

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 January 2022.

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 for who declare this as their nationality.

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.

2.2.5 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.

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

Why is this information required?

Closure of the existing Librarian Job Role linked to the creation of 2 new Job Roles of Library and Knowledge Services Professional and Library and Knowledge Services Paraprofessional within the Administrative and Clerical Staff Group. Undertaken as part of process of uplifting the current values for Library and Knowledge Management Staff to enable improved data capture and reporting for this specialist group of informatics staff.

Users of ESR should review their existing and future records to ensure that the correct Job Roles and AoW are used to capture staff at the appropriate level and with relevant professional registration working within Library and Knowledge Management functions.

When should this information be collected from?

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

These codes *must* be retired, where relevant, by 1 January 2022.

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 role 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.

2.3.2 Area of Work

Value to be deleted

~~Medicine | General Medicine | Acute Medicine~~

Why is this information required?

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.

When should this information be collected from?

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

These codes *must* be retired, where relevant, by 1 January 2022.

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.

2.3.3 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 the 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_Specification](#)²³, 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.

²³ <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

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.

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

Why is this information required?

Additional value added to the 'Related Reason' field linked to Absence Type within ESR to enable the recording of information where Menopause is an underlying reason for a period of absence.

Added to NWD Specification as a guidance note - 'Related Reason' is not part of the NWD in the NHS Data Dictionary.

The NHS Data Dictionary has implemented a new data element of 'Employee Absence Type Reason' to display related reasons as they are not Absence Types in their own right so could not be included in this element.

Implemented in ESR in early 2020.

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.

In ESR these values can be selected from the 'Related Reason' field on the 'Additional Absence Details' form and within Manager Self Service.

[2] Coronavirus (COVID-19)

Why is this information required?

Additional value added to the 'Related Reason' field linked to Absence Type within ESR in response to the ongoing COVID-19 Pandemic and the need to understand different types of absence related to the pandemic.

Added to NWD Specification as a guidance note - 'Related Reason' is not part of the NWD in the NHS Data Dictionary.

The NHS Data Dictionary has implemented a new data element of 'Employee Absence Type Reason' to display related reasons as they are not Absence Types in their own right so could not be included in this element.

Implemented in ESR in early 2020.

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.

In ESR these values can be selected from the 'Related Reason' field on the 'Additional Absence Details' form and within Manager Self Service.

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

Why is this information required?

Additional value added to the 'Related Reason' field linked to Absence Type within ESR in response to the ongoing COVID-19 Pandemic and the need to understand different types of absence related to the pandemic.

Added to NWD Specification as a guidance note - 'Related Reason' is not part of the NWD in the NHS Data Dictionary.

The NHS Data Dictionary has implemented a new data element of 'Employee Absence Type Reason' to display related reasons as they are not Absence Types in their own right so could not be included in this element.

Implemented in ESR 3rd/5th July 2020.

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.

In ESR these values can be selected from the 'Related Reason' field on the 'Additional Absence Details' form and within Manager Self Service.

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

Why is this information required?

Additional value added to the 'Related Reason' field linked to Absence Type within ESR in response to the ongoing COVID-19 Pandemic and the need to understand different types of absence related to the pandemic.

Added to NWD Specification as a guidance note - 'Related Reason' is not part of the NWD in the NHS Data Dictionary.

The NHS Data Dictionary has implemented a new data element of 'Employee Absence Type Reason' to display related reasons as they are not Absence Types in their own right so could not be included in this element.

Implemented in ESR 3rd/5th July 2020.

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.

In ESR these values can be selected from the 'Related Reason' field on the 'Additional Absence Details' form and within Manager Self Service.

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

Why is this information required?

Additional value added to the 'Related Reason' field linked to Absence Type within ESR in response to the ongoing COVID-19 Pandemic and the need to understand different types of absence related to the pandemic.

Added to NWD Specification as a guidance note - 'Related Reason' is not part of the NWD in the NHS Data Dictionary.

The NHS Data Dictionary has implemented a new data element of 'Employee Absence Type Reason' to display related reasons as they are not Absence Types in their own right so could not be included in this element.

Implemented in ESR 3rd/5th July 2020.

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.

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.

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 website²⁴, and in the data set specification available on the NHS Digital website²⁵.

Full details of the NHS Occupation Code Manual²⁶ and additional and growing library of NWD Guidance Documents²⁷ are available in the Workforce section of the NHS Digital website²⁸.

Full details of the NWD Change Submission to the Data Coordination Board (DCB) are available on the DCB section of the NHS Digital website.²⁹

4 Support Arrangements

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

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 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 Kbase³⁰ 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 website³¹.

²⁴

http://www.datadictionary.nhs.uk/data_dictionary/messages/administrative_data_sets/data_sets/national_workforce_data_set_fr.asp?shownav=1

²⁵ <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>

²⁶ <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

²⁷ <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/national-workforce-data-set-nwd-guidance-documents>

²⁸ <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce>

²⁹ <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>

³⁰ https://www.electronicstaffrecord.nhs.uk/kbase/login/index_enter/ restricted to registered users with NHS e-mail addresses

³¹ <http://www.electronicstaffrecord.nhs.uk/>

NHS Occupation Code Manual

For further details please see the NHS Digital website³².

workforce Minimum Data Set

Further details of the workforce Minimum Data Set is available from the NHS Digital website³³.

NWD3.2 Implementation Guidance

The current version of this document is available for download from [here](#)³⁴ 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.

³² <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes>

³³ <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/workforce-minimum-data-set-wmds>

³⁴ <https://digital.nhs.uk/data-and-information/data-collections-and-data-sets/data-sets/national-workforce-data-set-nwd-and-nhs-occupation-codes>