

DSC Notice: 03/2004
English DSCN Equivalent: 23/2003
Date of Issue: June 2004

IRSS Information Requirements and Standards Sub Committee	Subject: Changes to the Occupation Code Manual data collection
	Implementation Date: Changes effective from July 2003 (this is a retrospective DSCN)

DATA SET CHANGE CONTROL PROCEDURE

This paper gives notification of changes to the Occupational Code Manual data collection

Summary of change:

Changes to the Occupation Code Manual.

<i>Change Proposal Reference No:</i> <i>IRSS 20040623/01</i>

The Information Requirements and Standards Sub Committee (IRSS), is responsible for approving information standards.

Please address enquiry's about this DSCN to the Data Standards and Information Quality Team, HSW, Brunel House, 2 Fitzalan Road, Cardiff CF24 0HLA Tel: 029 20502539 or E-mail Data.Standards@hsm.wales.nhs.uk

Data Set Change Notices are available via the Intranet Service HOWIS <http://howis.wales.nhs.uk/> or by contacting the above address.

DSCN numbering format = sequence number/year of issue, (W) for Welsh DSCN's.

DATA SET CHANGE NOTICE 03/2004(W)

- Reference:** DSCN 23/2003 (English)
- Subject:** Changes to the Occupation Code Manual data collection
- Effective Date:** Effective from July 2003
- Type of Change:** Introduction of new codes for: Qualified School Nurses & other Nurses working in School Nursing, Healthcare Scientists working in; Life Sciences / Pathology, Physiological Sciences, Clinical Engineering & Physical Sciences, and Other Healthcare Science Professions. Deletion of: Scientific, Therapeutic & Technical codes rendered obsolete by the introduction of the new Healthcare Science codes above – in Medical Physics, Pathology and Physiological Measurement.

Background:

The Non-Medical Workforce Census is an annual collection of data from all NHS organisations, giving individual level information about non-medical staff (about one million individuals). The data collected on each person is laid down in a technical specification issued to each organisation annually by Stats(W)CAD and which forms the basis of their census returns. It includes fields such as occupation code, gender, NI number, birth date, individual ethnicity and whole time equivalent (Annex A). The census is our primary accountability tool and provides data to monitor progress towards the workforce targets in the Planning and Priorities Framework – as such in must be kept up to date with changes in the configuration of NHS workforce.

Reason for Change:

The proposal to change the current NHS Occupation Code Manual is intended to provide:

- necessary level of resolution to enable the Department to track targets on certain key Healthcare Scientists in the NHS & the number of staff working in school nursing;
- consistent with developments in NHS staffing structures; -and be consistent with developments around the introduction of the Electronic Staff Record (ESR) System.

Detailed Changes to NHS Occupation Code Manual:

(Please read in conjunction with Annex B.)

Greater level of detail for key Healthcare Scientists to be achieved by adding a new Healthcare Scientists 'T' matrix, and reducing the number of valid codes within the existing Scientific, Therapeutic and Technical staff 'S' matrix. The three areas of work to be removed are Medical Physics, Pathology and Physiological Measurement rendering invalid codes S*N, S*Q and S*S respectively (where * represents any valid character). They are to be replaced by 19 areas of work in the new 'T' matrix.

A revised NHS Occupation Code Manual has been updated and can be viewed via <http://howis.wales.nhs.uk/Microsite/documents/298/WalesOCCcodemanualver3.xls> on the HOWIS Web site.

For Data Standards queries please contact:

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Annex A

Technical specification for electronic returns; Non-medical workforce census

Field Description	Field Size & Type	Required Codes
Organisation code	A5	DoH/NHS Wales codes
Ethnic Category	A	A-Z
Group Code	A	A = GP Practice staff B = NHS Direct staff
National Insurance Number	A/N9	NI Number
Joining Organisation Date	N8	DDMMCCYY
Leaving Organisation Date	N8	DDMMCCYY
Employee contract nature code	A1	
Employee contracted hrs/sessions	N4	
Birth date	N8	DDMMCCYY
Sex	N	1 or 2
Occupation code	A3	NHS Occupation Code Manual
Filler/Payscale code	A4	
Filler/Incremental point	A2	
Whole Time Equivalent	N4	9.99

Annex B – Matrixes held in the Occupation Code Manual

Shaded cells within the Matrix represent invalid codes – open cells are valid Healthcare Scientists – page one

		Life Sciences / Pathology					Physiological Sciences <i>contd.</i>			
T		Clinical Biochemistry	Cyto / Histopathology	Genetics	Haematology including Transfusion Science	Microbiology	Other Life Sciences	Audiology	Cardiology	Renal Dialysis
		A	B	C	D	E	F	G	H	J
Consultant Clinical Scientist	TA									
Managers	T0									
Clinical Scientist	T1									
Advanced Practitioner Bio-medical scientist	T2									
MLSO / Bio medical Scientist	T3									
MTO / Technician	T4									
Cyto-screener	T5									
Perfusionist	T6									
MLA / ATO / Assistant	T7									
Student / Trainee	T8									

Healthcare Scientists – page two

		Physio Sciences Contd.			Clinical Engineering & Physical Sciences						Other
T		Respiratory Physiology	Neuro-physiology	Other Physiologic al Sciences	Rehabilit ation Engineering	Nuclear Medicine and Diagnosti c Radiology	Radiotherap y Physics	Equipment Management and Development	Maxilofacial Prosthetics	Physical Sciences	Other Health Care Science Professions
		K	L	M	N	P	Q	R	S	T	U
Consultant Clinical Scientist	TA										
Managers	T0										
Clinical Scientist	T1										
Advanced Practitioner Bio-medical scientist	T2										
MLSO / Bio medical Scientist	T3										
MTO / Technician	T4										
Cyto-screener	T5										
Perfusionist	T6										
MLA / ATO / Assistant	T7										
Student / Trainee	T8										

Scientific, Therapeutic and Technical Staff – Page two

S		Clinical psychology	Psychotherapy	Medical physics	Pharmacy	Pathology	Dental	Physiological measurement	Operating theatres	Social Services	Other STT staff
		L	M	N	P	Q	R	S	T	U	X
Consultant therapist	SA										
Manager (see notes 1-3)	S0										
Therapist	S1										
Scientist	S2										
Scientific Officer	S3										
Technician	S4										
Instructor/ teacher	S6										
Tutor	S7										
Student/ trainee	S8										
Helper/ assistant	S9										

Nursing, Midwifery and Health visiting Staff – Page one

N		Acute Elderly & General	Paediatric Nursing	Maternity Services (including SCBUs)	Community Psychiatry	Other Psychiatry	Community Learning Disabilities	Other Learning Disabilities	Community Services	Education Staff (see note 5)	School Nursing
		A	B	C	D	E	F	G	H	J	K
Nurse Consultant	NA										
Manager (see notes 1 to 3)	N0										
Registered sick children's nurse (see note 4)	N1										
Registered midwife	N2										
Health visitor	N3										
District nurse / CPN / CLDN -1st level	N4										
District nurse / CPN / CLDN -2nd level	N5										
Qualified School Nurse	NB										
Other 1st level	N6										
Other 2nd level	N7										
Nursery nurse	N8										
Nursing assistant / auxiliary	N9										