

DSC Notice: 28/01 (W)
English DSCN Equivalent 18/2001
Date of Issue: December 2002

NOTIFICATION OF CHANGE	Subject: NHS Wales Occupation Code Manual
Change required by the Welsh Assembly Government (WAG) and approved by the Information Requirements and Standards Sub Committee (IRSS)	Implementation date: 20 th July 2001 - <i>Please note this is a retrospective DSCN and Personnel contacts were sent the Manual previously</i>

DATA SET CHANGE CONTROL PROCEDURE

Summary of change:

Changes to the NHS Occupational Code Manual

***Change Proposal
Reference No:
IRSS/OC/10/02/04***

The IRSS, established by the National Assembly for Wales is responsible for approving information standards. The HIMB is currently supported by IRSS.

Please address enquiries about this DSCN to the Data Standards and Information Quality Team, HSW, Brunel House, 2 Fitzalan Road, Cardiff CF24 0HA Tel: 029 20502463 .

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

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

DATA SET CHANGE NOTICE 28/01 (W)

Subject: Changes to the NHS Occupation Code Manual

Type of Change: NHS Occupation Code Manual

Changes from Version Released 1 April 1995: -

A matrix - new definition of A1A (Paramedics).

F matrix - covering Family Health Service Authority (FHSA) staff, has been removed. F codes are no longer valid.

M matrix - several new specialty codes have been introduced, some deleted, and changes made to the names of others; new codes are in bold capitals, and amended codes are underlined.

N matrix - Amend "Learning Difficulties" to read "Learning Disabilities" for N*F and N*G.

P matrix - Change P*D area of work title to "Diploma Nurse Training".

S matrix - a new area of work, S*U, called "Social/Youth Worker"

S matrix - S8H Student/Trainee in Art/Music/Drama therapy is now invalid

Reason for Change:

These changes will allow:

- all staff to be correctly coded and accounted for in future workforce census collections
- increased details to be available from the census collections, including data on NHS Improving Health in Wales, a plan for the NHS with its partners

Effective Date: 20th July 2001 - *This is a retrospective DSCN*

Effect on Central Returns: Changes to Central Returns

1. Introduction:

Over the last few years there have been significant changes to the structure of the NHS and where the workforce is deployed. In addition to these changes there is an increasing demand for information on areas too detailed for the current occupation code structure. The Welsh Assembly Government is obliged to collect accurate information on all NHS Wales employees, and therefore the existing Occupational Code Manual and non-medical workforce census structure has been changed to keep pace with current NHS structures and allow enough flexibility to embrace future proposals.

2. Background

The NHS Occupation Code Manual was introduced in April 1995. It created a new set of occupation codes for all NHS Wales employees based on what staff do, rather than how they are paid. The codes have been successfully used since then by the whole NHS, and form an integral part of the annual workforce census collections. The manual has not been formally revised since 1995.

The Non Medical Workforce Census is an annual electronic collection of data from all NHS Wales organisations, giving individual level information about all non-medical staff. The Census Return includes fields such as National Insurance Number, Occupation Code, Sex, Date of Birth, Ethnic Origin and Whole Time Equivalent. The Census is our primary accountability tool, and as such must be kept up to date with changes in the workforce. Guidance for the Non-medical Staffing Census can be found in Annex B.

3. Changes to the NHS Wales Occupation Code Manual

The latest version, Version 2, of the Occupation Code Manual is attached at Annex A. All changes are underlined within the Manual.

4. Clearance

You will notice that the implementation date for this DSCN is the 20th July 2001. Any changes to NHS Data Collections or Data Standards need to be approved by IRSS and then a DSCN is issued. The NHS Wales Occupation Code Manual was issued to Personnel contacts prior to IRSS approval and this DSCN is notification of final approval. No additional changes were necessary.

5. Conclusion

This DSCN sets out the approved changes to the Occupational Code Manual. These changes are necessary to ensure that all employed staff working within the NHS are accounted for in the workforce census collections. These changes also allow future developments within the NHS to be included and relevant information gathered as necessary, subject to the usual approval processes.

NHS Wales organisations must refer to the revised NHS Occupational Code Manual, Version 2, when completing their non-medical workforce census.

6. Additional Information:

If you have any queries relating to the Non-medical Workforce census please contact:

Lynda Coles or Peter Mathias
National Databases Team
Health Solutions Wales
14th Floor
Brunel House
2 Fitzalan Road
Cardiff
CF24 0HA

E-mail lynda.coles@hsw.wales.nhs.uk or peter.mathias@hsw.wales.nhs.uk

If you have any data standards queries please contact:

Data Standards and Information Quality Team
Health Solutions Wales
14th Floor
Brunel House
2 Fitzalan Road
Cardiff
CF24 0HA

E-mail Data.Standards@hsw.wales.nhs.uk