

**DSC Notice: 05/05 (W)**  
**English DSCN Equivalent: 26/04 – 07/05**  
**Date of Issue: August 2005**

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| <b>IRSS</b><br><b>Information Requirements and</b><br><b>Standards Sub Committee</b> | <b>Subject:</b><br>To bring the NHS Occupation Code Manual<br>up to date |
|  | <b>Implementation date:</b><br>Immediately                               |

**DATA SET CHANGE CONTROL PROCEDURE**

**Summary of change:**

To amend the NHS Occupation Code Manual to include changes introduced for the 2004 and 2005 census.

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| <b>Change Proposal Reference No:</b><br><b>IRSS 20050729/05</b> |
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The Information Requirements and Standards Sub Committee (IRSS), is responsible for approving information standards.

*Please address enquiries about data set change proposals to the Data Standards and Information Quality Team, HSW, Brunel House, 2 Fitzalan Road, Cardiff CF24 0HA Tel: 029 20502539 or E-mail [Data.Standards@bsm.wales.nhs.uk](mailto:Data.Standards@bsm.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.

**Change Proposal Reference No. format** = year/month/sequence number (relates to when IRSS approved change)

## DATA SET CHANGE NOTICE 05/05 (W)

**Reference:** IRSS 20050729/05

**Subject:** To bring the NHS Occupation Code Manual up to date

**Reason for Change:** To amend the NHS Occupation Code Manual to include changes introduced for the 2004 and 2005 census.

**Effective Date:** Immediately

### **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.

The Welsh Assembly Government has agreed that the 2004 and the 2005 changes to the NHS Occupation Code Manual be introduced for the September 2005 census.

### **Effect on the Data Dictionary:**

There will be no effect on the NHS Wales Data Dictionary as these codes are contained in the NHS Occupation Code Manual..

## **Appendix A: Proposed Change**

Below are changes to the impacted matrices. Changes are marked in **red**

S Matrix p1

| S                                 |    | Chiroprody/<br>Podiatry                  | Dietetics                                | Occupational<br>Therapy                  | Orthoptics/<br>optics                | Physio-<br>therapy                   | Radiography<br>(diagnostic)              | Radiograp<br>hy<br>(therapeuti<br>c)     | Art/<br>Music/<br>Drama<br>therapy       | Speech<br>&<br>language<br>therapy       | Multi<br>Therapies                       |
|-----------------------------------|----|--|--|--|--------------------------------------|--------------------------------------|--|--|--|--|--|
|                                   |    | A  | B  | C  | D                                    | E                                    | F  | G  | H  | J  | K  |
| Consultant<br>Therapist/Scientist | SA | see note<br>12                           | see note<br>12                           | see note 12                              | see note 12                          | see note 12                          | see note 12                              | see note<br>12                           | see note<br>12                           | see note 12                              | see note<br>12                           |
| Manager<br>(see notes 1-3)        | S0 |  |  |  |                                      |                                      |  |  |  |  |  |
| Therapist                         | S1 |  |  |  |                                      |                                      |  |  |  |  |  |
| Scientist                         | S2 |  |  |  |                                      |                                      |  |  |  |  |  |
| Scientific<br>Officer             | S3 |  |  |  |                                      |                                      |  |  |  |  |  |
| Technician                        | S4 |  |  | New see note<br>8                        |                                      |                                      | See note 16                              |  |  |  |  |
| Assistant<br>Practitioner         | S5 | <u>New See<br/>Notes 14 &amp;<br/>15</u> | <u>New See<br/>Notes 14 &amp;<br/>15</u> | <u>New See<br/>Notes 14 &amp;<br/>15</u> | <u>New See Notes<br/>14 &amp; 15</u> | <u>New See Notes<br/>14 &amp; 15</u> | <u>New See<br/>Notes 14 &amp;<br/>15</u> | <u>New See<br/>Notes 14 &amp;<br/>15</u> | <u>New See<br/>Notes 14 &amp;<br/>15</u> | <u>New See<br/>Notes 14 &amp;<br/>15</u> | <u>New See<br/>Notes 14 &amp;<br/>15</u> |
| Instructor/ Teacher               | S6 |  |  |  |                                      | See Note 10                          |  |  |  | <u>New See<br/>Note 9</u>                |  |
| Tutor                             | S7 |  |  |  |                                      |                                      | See note 4                               |  |  |  |  |
| Student/ Trainee                  | S8 |  |  |  |                                      |                                      |  |  |  |  |  |
| Helper/ assistant                 | S9 |  |  |  |                                      |                                      |  |  |  |  |  |

S Matrix p2

| S                                     |    | Clinical Psychology                 | Psychotherapy                    | Medical Physic | Pharmacy                         | Pathology   | Dental                           | Physiological measurement | Operating theatres               | Social Services                      | Other Stt staff                          |
|---------------------------------------|----|-------------------------------------|----------------------------------|----------------|----------------------------------|-------------|----------------------------------|---------------------------|----------------------------------|--------------------------------------|--|
|                                       |    | L                                   | M                                | N              | P                                | Q           | R                                | S                         | T                                | U                                    | X  |
| <u>Consultant Therapist/Scientist</u> | SA | see note 12                         | see note 12                      | see note 17    | see note 12                      | see note 17 | see note 12                      | see note 17               | see note 12                      | see note 12 &13                      | see note 12,18 &22                       |
| Manager (see notes 1-3)               | S0 |                                     |                                  | see note 17    |                                  | see note 17 |                                  | see note 17               |                                  | see note 13                          | see note 18 &22                          |
| Therapist                             | S1 |                                     |                                  | see note 17    |                                  | see note 17 |                                  | See note 17               |                                  | see note 13                          | see note 18 &22                          |
| Scientist                             | S2 |                                     |                                  | see note 17    |                                  | See note 17 |                                  | see note 17               |                                  |                                      | see note 18 &22                          |
| Scientific Officer                    | S3 | See note 6                          |                                  | see note 17    | See note 7                       | see note 17 |                                  | see note 17               |                                  |                                      | See note 18 &22                          |
| Technician                            | S4 |                                     |                                  | see note 17    |                                  | see note 17 |                                  | see note 17               |                                  |                                      | See note 18 &22                          |
| <u>Assistant Practitioner</u>         | S5 | <u>New See Notes 6, 14 &amp; 15</u> | <u>New See Notes 14 &amp; 15</u> | see note 17    | <u>New See Notes 14 &amp; 15</u> | see note 17 | <u>New See Notes 14 &amp; 15</u> | see note 17               | <u>New See Notes 14 &amp; 15</u> | <u>New See Notes 13, 14 &amp; 15</u> | <u>New See Notes 14, 15, 18 &amp; 22</u> |
| Instructor/ Teacher                   | S6 |                                     |                                  | see note 17    |                                  | see note 17 |                                  | see note 17               |                                  | see note 13                          | See note 18 &22                          |
| Tutor                                 | S7 |                                     |                                  | see note 17    |                                  | see note 17 |                                  | see note 17               |                                  | see note 13                          | See note 18 &22                          |
| Student/ Trainee                      | S8 |                                     |                                  | see note 17    |                                  | see note 17 |                                  | see note 17               |                                  | see note 13                          | See note 18 &22                          |
| Helper/ assistant                     | S9 |                                     |                                  | see note 17    |                                  | see note 17 |                                  | see note 17               |                                  | see note 13                          | See note 18 &22                          |

M Matrix p1

| M                                       |    | Third character of occupation code  |                                   |                    |                               |                              |                                       |                       |                                   |                  |  |
|---|----|-------------------------------------|-----------------------------------|--------------------|-------------------------------|------------------------------|---------------------------------------|-----------------------|-----------------------------------|------------------|--|
|   |    | 0                                   | 1                                 | 2                  | 3                             | 4                            | 5                                     | 6                     | 7                                 | 8                | 9  |
| First two characters of occupation code | 00 | -                                   | General (Internal) Medicine       | Paediatrics        | Infectious Diseases           | Respiratory Medicine         | Dermatology                           | Neurology             | Cardiology                        | Rheumatology     | Genito-urinary medicine                    |
|   | 01 | General Pharmacology & Therapeutics | Geriatric Medicine                | Medical Oncology   | Clinical Psychology           | Clinical Neurophysiology     | Renal Medicine                        | Nuclear Medicine      | Endocrinology & Diabetes Mellitus | Gastroenterology | Audiological Medicine                      |
|   | 02 | Clinical Genetics                   | General Surgery                   | Paediatric Surgery | Otolaryngology                | Trauma & Orthopaedic Surgery | Ophthalmology                         | Clinical Oncology     | Urology                           | Plastic Surgery  | Cardio-thoracic Surgery                    |
|   | 03 | Accident & Emergency                | Neurosurgery                      | Tropical Medicine  | Allergy                       | Intensive Care Medicine      | -                                     | -                     | -                                 | -                | -  |
|   | 04 | Obstetrics & Gynaecology            | -                                 | -                  | -                             | -                            | -                                     | -                     | -                                 | -                | Paediatric Neurology                       |
|   | 05 | -                                   | Psychiatry of Learning Disability | General Psychiatry | Child & Adolescent Psychiatry | Forensic Psychiatry          | Psychotherapy                         | Old Age Psychiatry    | -                                 | -                | -  |
|   | 06 | Surgical Dentistry                  | Oral & Maxillo-Facial Surgery     | Orthodontics       | Restorative Dentistry         | Paediatric Dentistry         | Dental Medical Specialties            | Oral Surgery          | Endodontics                       | Periodontics     | Prosthodontics                             |
|   | 07 | -                                   | General Pathology                 | Chemical Pathology | Haematology                   | Histopathology               | Medical Microbiology & Virology       | -                     | Immunology                        | -                | Clinical Cytogenetics & Molecular Genetics |
|   | 08 | Clinical Radiology                  | -                                 | -                  | -                             | Rehabilitation Medicine      | <b>Sports &amp; Exercise Medicine</b> | -                     | -                                 | -                | -  |
|   | 09 | Public Health Medicine              | Anaesthetics                      | Blood Transfusion  | Occupational Medicine         | Palliative Medicine          | See note 9                            | Medical Ophthalmology | Paediatric Cardiology             | -                | Other Specialties                          |

N Matrix p1

| 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        |                         |                        |                                      |                        |                        |                                 |                             |                        |                              | See note 16                     |
| <u>Modern Matron</u>                                | <u>NC</u> | <u>New see note 17</u>  | <u>New see note 17</u> | <u>New see note 17</u>               | <u>New see note 17</u> | <u>New see note 17</u> | <u>New see note 17</u>          | <u>New see note 17</u>      | <u>New see note 17</u> | <u>New see note 17</u>       | <u>New see note 16 &amp; 17</u> |
| Manager (see notes 1 to 3)                          | N0        |                         |                        |                                      |                        |                        |                                 |                             |                        |                              | See note 16                     |
| Registered sick children's nurse (see note 4)       | N1        |                         |                        |                                      | ---                    | ---                    | ---                             | ---                         |                        |                              | ---                             |
| Registered midwife                                  | N2        | ---                     | ---                    |                                      | ---                    | ---                    | ---                             | ---                         | ---                    | see note 9                   | ---                             |
| Health visitor                                      | N3        | ---                     | ---                    | ---                                  | ---                    | ---                    | ---                             | ---                         |                        | ---                          | ---                             |
| District nurse / CPN / CLDN - 1 <sup>st</sup> level | N4        | ---                     | ---                    | ---                                  | see note 6             | ---                    | see note 7                      | ---                         | see note 8             | ---                          | ---                             |
| District nurse / CPN / CLDN - 2 <sup>nd</sup> level | N5        | ---                     | ---                    | ---                                  | see note 6             | ---                    | see note 7                      | ---                         | see note 8             | ---                          | ---                             |
| <u>Qualified School Nurse</u>                       | NB        | ---                     | ---                    | ---                                  | ---                    | ---                    | ---                             | ---                         | ---                    | ---                          | See note 16                     |
| Other 1 <sup>st</sup> level                         | N6        |                         |                        |                                      |                        |                        |                                 |                             |                        |                              | See note 16                     |
| Other 2 <sup>nd</sup> level                         | N7        |                         |                        |                                      |                        |                        |                                 |                             |                        |                              | See note 16                     |
| Nursery nurse                                       | N8        |                         |                        |                                      | ---                    |                        | ---                             |                             |                        | ---                          | See note 16                     |
| Nursing assistant / auxiliary                       | N9        |                         |                        |                                      |                        |                        |                                 |                             |                        |                              | See note 16                     |

## **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.

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## **Additional Information:**

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