Health Solutions Wales
Atebion Iechyd Cymru

WIGSB **Welsh Information Governance Standards Board**	**Subject:** Changes to NHS Occupation Code Manual for Non-Medical Workforce
	Implementation date: From 1st April 2007

DATA SET CHANGE CONTROL PROCEDURE

Summary of change:

The non medical workforce census will be affected by the changes to the occupation code manual. The ambulance matrix has been expanded, and a new line has been added to nurse matrix.

There are no implications on the NHS Wales Data Dictionary; this change affects the NHS Occupation Code Manual only.

This is a mandatory change.

> *WIGSB Reference No:*
> *2007021503*

The Welsh Information Governance Standards Board (WIGSB) 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@hsw.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 (draft) = (*year of draft*) 2-*alphacharacter sequence* (W)

Upon receiving approval for the change by WIGSB, the draft DSCN number will be reformatted to:
DSCN number format = *year of issue /sequence number*, (W)
In addition,

WIGSB Reference No. format = yearmonthday/sequence number (relates to when WIGSB approved change)

Document: DSCN (2007) 03 (W)
Status: Final
Version 1.0

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Author: Jennifer Evans
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Document Control

Version:	Created on:	Owner	Details:
0.1	13/07/06	Jen Evans	Initial draft for review
0.2	08/01/07	Jen Evans	Changes following review by DSCN Subgroup:- 1. Change to format of DSCN document 2. Remove reference to new sub-specialties 3. Further explanation in Background
0.3	07/02/07	Jen Evans	Final submission for WIGSB Approval (February)
1.0	19/02/07	Jen Evans	Final approval gained from WIGSB15/02/07. This DSCN was formally known as DSCN (2006) AN (W)

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DATA SET CHANGE NOTICE (2007) 03 (W)

Reference: WIGSB 2007021503

Subject: Changes to NHS Occupation Code Manual.

Reason for Change: To update the NHS Wales Occupation Code Manual with new reporting requirements for the 2007 workforce census.

Effective Date: September 2007

Background:

The NHS Occupation Code Manual was introduced in April 1995. It consists of a set of occupation codes for all NHS Wales employees based on what staff do, rather than how they are paid. The codes form an integral part in the annual workforce census collections, which consist of:-

- **Medical and Dental Staff Census:** an annual data collection exercise covering ALL permanent paid, honorary and locum staff engaged in clinical work at 30th September each year.

- **Non Medical Staff Census:** an annual data collection for each **non-medical** member of staff in NHS Wales as at 30th September each year, usually a download or extract from Personnel computer systems.

- **Staff Vacancies Survey:** a vacancy survey on a regular 6 monthly basis to monitor numbers of staff in post, WTE and 3 month vacancies as at 30th September and 31st March each year.

The NHS Occupation Code Manual is managed by NHS England. NHS Wales must comply with any changes made to the manual by England.

This DSCN covers the changes to codes within the Ambulance and Nurse matrices, which will be reflected in the Non Medical Staff Census.

These revised codes have been introduced to provide more accurate work force planning and to be consistent with developments in NHS Staffing structures.

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Effect on the NHS Occupation Code Manual:

The breakdown of changes is:-

Nurse Matrix – code NEH opened to record nurse qualified community matrons. Guidance changed so that community matrons should no longer be returned under NCH.

Ambulance Matrix – The Ambulance matrix has been expanded and a number of groups split apart and their codes changed where names remain the same to allow for a coherent ordering system. Very few staff within the Ambulance matrix will require their coding reviewing.

The group A1A (Ambulance Paramedics) was made up of ambulance paramedics and emergency care practitioners; these have been split into two codes. AAA which is to be used for Emergency Care Practitioners and ABA to be used for Ambulance Paramedics (those not qualified as an Emergency Care Practitioners).

The group A2A (Ambulance personnel) was made up of ambulance technicians and ambulance personnel and this has been split into two codes. AEA which is to be used for ambulance technicians and ambulance A2A which is to be used for Ambulance Personnel which should include all non acute patient transfer staff. Guidance has been changed to reflect this.

The group A3A (Trainee Ambulance Personnel) has been split. Trainee Ambulance Technicians should be returned under AGA while Trainee Ambulance Personnel should be returned as part of the A2A group – Ambulance Personnel.

Appendix A details the changes to the NHS Occupation Code Manual.

Additional Information:

Please address enquiries about this DSCN to: -

Data Standards and Information Quality Team
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14th Floor - Brunel House
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CF24 0HA

Tel: 029 20502539
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Appendix A: Changes to the NHS Occupation Code Manual

    a) The *Preface1* worksheet will be replaced with the following (additional text is highlighted in red):-

<div align="center">

NATIONAL HEALTH SERVICE
OCCUPATION CODE MANUAL
VERSION 6
EFFECTIVE FROM 1 April 2006

</div>

CHANGES FROM VERSION RELEASED 1 APRIL 2005

To print all pages select "File" from top menu bar, then click on "Print" and from the choices displayed ensure that "Entire Workbook" is chosen. When "OK" is clicked all pages of the report will now be printed.

Please note - the changes to the occupation code manual have been approved by the Review of Central Returns (ROCR) steering committee.

A Matrix - AAA opened for Emergency Care Practitioners.
A Matrix - ABA introduced for Ambulance Paramedics - Emergency Care Practitioners formally returned under this group should be recoded under AAA.
A Matrix - AEA introduced for Ambulance Technicians.
A Matric - AGA introduced for Trainee Ambulance Personnel.
A matrix - A2A to be used for Ambulance Personnel. Ambulance Personnel formally returned under this code should be recorded under AEA.

N Matrix - NEH has been opened for Community Matrons. NCH should now only be used for Modern Matrons working in the community.

N matrix - General Definition for Modern Matrons / Community Matrons amended.

Changes to the matrices and notes are underlined and highlighted in RED.

b) The *Preface2* worksheet will be replaced with the following:-

Changes from Version released 1 April 2005 - amended in light of new changes.

G matrix - improved guidance relating to the coding of Non-Executives.

M matrix - introduction of Specialty code 085 for Sports & Exercise Medicine.

N matrix - NC* opened for Modern Matrons, NEH should be used to code Community Matrons.

N matrix - General Definition added for Modern Matrons / Community Matrons.

New Mental Health Workers - Advice for coding of Carer support workers changed from S5U to S9U in view of their level of qualification.

Please ensure that all of your Modern Matrons & Community Matrons are coded appropriately before the Non-Medical Workforce Census 2006.

PLEASE NOTE - The changes introduced in the last release of the Occupation Code Manual - S5* opened for Assistant Practitioners, S4C & S6J also opened for OT Technicians and Instructor / Teachers in Speech & Language Therapy respectively, S3L closed with Assistant Psychologists to be re-coded as S5L - are now mandatory, all staff should now have been correctly coded according to their level of practice and area of work.

c) The worksheet *Preface3* has been removed.

d) The following changes are made to the worksheet *Page i.* Additional text to the manual will be identified in **bold,** with deletions marked with a ~~*strikethrough.*~~

NATIONAL HEALTH SERVICE
OCCUPATION CODE MANUAL
VERSION ~~5~~6
EFFECTIVE FROM 1 APRIL 200~~5~~6

Introduction

1. Occupation codes are the traditional way of identifying numbers of staff in particular work sectors of the NHS in a consistent way. Occupation codes cover all staff in the Hospital and Community Health Service (HECHT), both medical and non-medical.

2. In April 1995 a new, simplified set of codes were introduced which were free-standing i.e. they did not rely on payscale information to classify staff. This manual has been prepared as an aid to the coding of staff to these new occupation codes. It is subject to continuing review and users are encouraged to report any apparent anomalies to one of the contacts listed on page iii.

3. The manual covers NHS staff by their main functional groupings and is arranged in the following sections:

    A   Ambulance staff
    G   Administration and Estates staff
    H   Health care assistants and other support staff
    M   Medical and dental staff
    N   Nursing, midwifery and health visiting staff
    P   Nursing, midwifery and health visiting learners
    S   Scientific, therapeutic and technical staff
    T   Healthcare Scientists
    Z   General payments

Note: The occupation codes are based on what staff do, and make no reference to payscale information.

4. The alphabetical list of areas of work/types of staff together with their occupation codes, issued with earlier occupational manuals, has been slightly updated in light of these changes. Copies of this list have been appended to the end of the occupation code manual, as has been the case in the past. This will be a useful aid to coding if it is not clear from the matrices which code is appropriate. The alphabetical list was originally derived from the staff descriptions used in the old set of occupation codes (effective from 1 April 1992 to 31 March 1995), with amendments made utilising later releases of Occupation Code matrices.

e) The worksheet *A Matrix* will be replaced with the following:-

A		Ambulance service
		A
Manager	**A0**	*see notes 1 to 3*
Emergency Care Practitioner	**AA**	*NEW see note 4*
Ambulance Paramedic	**AB**	*NEW see note 5*
Ambulance Technician	**AE**	*NEW see note 6*
Trainee Ambulance Technician	**AG**	*NEW see note 7*
Ambulance Personnel	**A2**	*NEW see note 8*

Notes for the ambulance staff matrix

1. Managers are those who have overall responsibility for budgets, manpower or assets or who are held accountable for a significant area of work and who have little or no patient contact.
2. All managers who need to be trained ambulance personnel should be included in the ambulance staff matrix.(A0A)
3. All managers who do not need to be trained ambulance personnel should be included in the administration and estates staff matrix (G).
4. Only staff who need to have full paramedic skills, are registered with the Health Professions Council and have completed a post registration Emergency Care Practitioners course should be coded as a AAA. Please note that those Emergency Care Practitioners who have been trained as a nurse should be returned in the nurse matrix.
5. Only staff who need to have full paramedic skills, are registered with the Health Professions Council and have not completed a Emergency Care Practitioners course should be coded as a ABA.
6. Only staff who need to have completed IHCD Ambulance Technician award (or equivalent) training (and no higher clinical ambulance qualification) should be coded as AEA .
7. Only staff who are training towards completion of an IHCD (or equivalent) award who are employed by the organisation should be returned here. Ambulance personnel (see note 8) training to become an Ambulance Technician (see note 6) should be returned in this grouping. (AGA)
8. Ambulance personnel should include all non acute patient transfer staff who are not trained to IHCD (or equivalent) standard should be returned here. Staff training to be Ambulance Personnel who are employed by the NHS trust should be returned as A2A.
9. Ambulance control assistants should be coded to G2E in the administration and estates staff matrix (G).
10. Health Care Assistants should be coded in the HCAs and other support staff matrix (H).
11. Please note that a number of staff in support of Ambulance workers should be coded within the administration and estates staff matrix (G), those working in central functions (such as administrative & clerical staff or administrative managers) should be coded as G*A according to their level of work. Those working within hotel, property & estates (maintenance of the buildings and the vehicles) should be coded as G*B. Only those staff in direct support of patient care staff (such as control assistants) should be coded G*E.

f) The worksheet N *Matrix p1* will be replaced with the following:-

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
Modern Matron	**NC**	see note 17	see note 17	see note 17	see note 17	see note 17	see note 17	see note 17	*NEW see note 17*	see note 17	see note 16 & 17
Community Matron	**NE**	---	---	---	---	---	---	---	*NEW see note 20*	---	---
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 - 1st level	**N4**	---	---	---	see note 6	---	see note 7	---	see note 8	---	---
District nurse / CPN / CLDN - 2nd level	**N5**	---	---	---	see note 6	---	see note 7	---	see note 8	---	---

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Qualified School Nurse	**NB**	---	---	---	---	---	---	---	---	---	*see note 16*
Other 1st level	**N6**										*see note 16*
Other 2nd level	**N7**										*see note 16*
Nursery nurse	**N8**				---		---			---	*see note 16*
Nursing assistant / auxiliary	**N9**										*see note 16*

See notes and definitions on following pages.

g) In worksheet N *Matrix p2:-*

- Note 17 will be replaced with: -

17. NC* opened for Modern Matrons, NCH should be used to code Modern Matrons Working in the Community setting. Include only those nurses who are working specifically as Modern Matrons in their specific area of work - it should not be used to record 'Community Matrons' - please see note 20. Please see 'General Definitions' overleaf.

- The following new note 20 will be added: -

20. NEH opened for Community Matrons. 'Community Matrons' should be returned as this code. Modern Matrons in the Community should be returned as NCH - see note 17. Please see 'General Definitions' overleaf.

h) In worksheet *N Matrix p3,* the following new text will be added to the Definition of a **Community Matron:-**

The difference between a modern matron in the community and a community matron. Despite very similar names these have two very different roles which can be broadly defined as - Modern Matrons manage staff who work within the community while Community Matrons deal with patients within a community setting