

WELSH INFORMATION STANDARDS BOARD

DSC Notice:	DSCN 2013 / 01
Date of Issue:	2nd January 2013

Ministerial / Official Letter: n/a	Subject: Retirement of 'Medical & Dental Staff Census' (SBH50-59A) and 'Non-Medical Staffing' data collections.
Sponsor: n/a	
Implementation Date: n/a	

DATA SET CHANGE NOTICE

A Data Set Change Notice (DSCN) is an information mandate for a new or revised information standard.

This DSCN was approved by the Welsh Information Standards Board (WISB) at its meeting on the 20th December 2012

WISB Reference: ISRN 2013 / 01

Summary:

To confirm the retirement of the 'SBH50-59A' and 'Non-Medical Staffing' data collections and remove all references to them from the NHS Wales Data Dictionary.

Data sets / returns affected:

- SBH50-59A
- Non-Medical Staffing

Please address enquiries about this Data Set Change Notice to the Data Standards Team in NHS Wales Informatics Service

E-mail: data.standards@wales.nhs.uk / Tel: 029 2050 2539

The Welsh Information Standards Board is responsible for appraising information standards. Submission documents and WISB Outcomes relating to the approval of this standard can be found at:

<http://howis.wales.nhs.uk/sites3/page.cfm?orgid=742&pid=24632>

DATA SET CHANGE NOTICE

Introduction

In 2006, the NHS Electronic Staff Record started to be used by Local Health Boards (LHBs) across Wales as their Human Resources (HR) / payroll system. This is now the primary data source for staffing related data collections in the NHS. Prior to 2006, data was obtained from administrative data collections.

As a result of this change in the source of staffing related information in the NHS, the 'Medical & Dental Staff Census' (SBH50-59A) and 'Non-Medical Staffing' data collections were retired in approximately 2005.

However, there is no formal record of the retirement of the 'SBH50-59A' and the 'Non-Medical Staffing' data collections and definitions relating to these data collections are still included within the NHS Wales Data Dictionary.

All references to and terms / definitions associated with the 'SBH50-59A' and 'Non-Medical Staffing' data collections will be removed from the NHS Wales Data Dictionary.

Description of Change

To remove references to the 'SBH50-59A' and 'Non-Medical Staffing' data collections from the NHS Wales Data Dictionary.

Data Dictionary Version

Where applicable, this DSCN reflects changes introduced by DSCN and/or DDCN since the release of version 4.1 of the NHS Wales Data Dictionary.

The changes introduced by such DSCNs will be published in version 4.2 of the NHS Wales Data Dictionary.

Actions Required

As this data collection was retired in 2005, no further actions are required.

Appendix A: Table reflecting areas that are impacted as a result of this DSCN

The following table shows all the data sets, data items, terms and other associated areas that are linked with the changes documented within this DSCN.

Each data definition type is listed in alphabetical order and is shown in the sequence in which it appears in this DSCN.

Data Definition Type	Name	New/Retired/Changed	Page Number
Aggregate Proformas	SBH50-59A	Retired	
Aggregate Proformas	Non-Medical Staffing	Retired	
SBH50-59A	SBH50-59A – Data Items	Retired	4
SBH50-59A	SBH50-59A - Terms	Retired	5
Data Item	Advertisement Position	Retired	6
Data Item	Birth Date	Changed	6
Data Item	Class 1/2/3 Hours	Retired	7
Data Item	Contracted Hours	Retired	8
Data Item	Entry to Grade Date	Retired	9
Data Item	Ethnic Group	Changed	9
Data Item	GDC Registration Number	Changed	12
Data Item	GMC Registration Number	Changed	13
Data Item	Hours Basic	Retired	14
Data Item	Initials	Retired	15
Data Item	Length of Time Without a Permanent Holder	Retired	15
Data Item	Locum Contract Type	Retired	16
Data Item	Nature of Contract	Retired	17
Data Item	National Insurance Number	Retired	16
Data Item	Notional Half Days	Retired	17
Data Item	Occupation Code	Retired	18
Data Item	Pay Scale (Grade)	Retired	18
Data Item	Residency Status	Retired	19
Data Item	Second Specialty	Retired	20
Data Item	Sex of Dental/Medical Officer/Non - Medical Staff	Retired	20
Data Item	Specialty/Specialty of Treatment Code	Changed	20
Data Item	Surname (Medical or Dental Officer)	Retired	21
Data Item	Whole Time Equivalent	Retired	21
Terms	Class 1/2/3 Hours	Retired	22
Terms	Clinical Work	Retired	22
Terms	Contracted Hours	Retired	22
Terms	Honorary Officer	Retired	22
Terms	Hours Worked	Retired	22
Terms	Medical or Dental Officer	Retired	23
Terms	Notional Half Days	Retired	25
Terms	Part Time	Retired	26
Terms	Sessional Rate	Retired	26
Terms	Temporary Additional Sessions	Retired	26
Terms	Whole Time	Retired	26

Appendix B: Highlighted changes to be made to the NHS Wales Data Dictionary

Changes to the NHS Wales Data Dictionary are detailed below, with new text being highlighted in **blue** and deletions are shown with a **strikethrough**. The text shaded in **grey** shows existing text copied from the NHS Wales Data Dictionary.

Deletion of Sections 'SBH50 – 59a', 'SBH50 – 59a – Data Items', 'SBH50 – 59a – Terms'

~~SBH50 – 59A – Data Items~~

~~Advertisement Position~~

~~Birth Date~~

~~Class 1/2/3 Hours~~

~~Contracted Hours~~

~~Entry to Grade Date~~

~~GDC Registration Number~~

~~GMC Registration Number~~

~~Hours Basic~~

~~Initials~~

~~Length of Time Without a Permanent Holder~~

~~Locum Contract Type~~

~~Nature of Contract~~

~~Notional Half Days~~

~~Occupation Code~~

~~Pay Scale (Grade)~~

~~Residency Status~~

~~Second Specialty~~

~~Sex of Dental/Medical Officer~~

~~Specialty/Specialty of Treatment Code~~

~~Surname (Medical or Dental Officer)~~

~~SBH50 – 59a – Terms~~

~~Class 1/2/3 Hours~~

~~Clinical Work~~

~~Contracted Hours~~

~~Honorary Officer~~

~~Hours Worked~~

~~Medical or Dental Officer~~

~~Notional Half Days~~

~~Part Time~~

~~Sessional Rate~~

~~Temporary Additional Sessions~~

~~Whole Time~~

Deletion of Sections 'SBH50 – 59a' and 'SBH50 – 59a – Terms'

~~SBH50 – 59a – Terms~~

~~Class 1/2/3 Hours~~

~~Clinical Work~~

~~Contracted Hours~~

~~Honorary Officer~~

~~Hours Worked~~

~~Medical or Dental Officer~~

~~Notional Half Days~~

~~Part Time~~

~~Sessional Rate~~

~~Temporary Additional Sessions~~

~~Whole Time~~

Non-Medical Staffing

Deletion of Section 'Non Medical Staffing'

~~Non – Medical Staffing~~

~~Non – Medical Staffing – Data Items~~

~~Birth Date~~

~~Ethnic Group~~

[National Insurance Number](#)

[Pay Scale \(Grade\)](#)

[Sex of Non-Medical Staff](#)

[Whole Time Equivalent](#)

Changes to Data Items

Advertisement Position

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH59	-	-

Status at 30th September of post vacant at that date in the census year, with regard to advertisements placed for the post during the census year.

Format: 1 digit numeric

Value	Meaning
1	Appointments procedure completed but no appointment made
2	Appointment made but post not filled
3	Post advertised but subsequent procedure incomplete
4	Post not advertised

Birth Date

Change History	
DSCN (2009) 02 (W)	Emergency Department Data Set
DSCN (2008) 07 (W)	The Introduction of Valid Period Date Ranges for Data Items within the APC Data Set
DSCN (2007) 06 (W)	Amendments to Data Items 'Patient's Usual Address', 'Postcode of Usual Address' and 'Birth Date'.
DSCN (2006) 04 (W)	Revised definitions for Phase 2 of the Outpatient Data Quality Project

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
APC ds99	1 st April 1999	
EAL ds	1 st April 1999	
OP ds	1 st April 1999	
CC ds	1 st April 2007	
OPR ds	1 st July 2008	
EDDS	1 st April 2009	
SBH50-59a	-	2 nd January 2013
Non - Medical Staffing	-	2 nd January 2013

Date of birth of patient.

Format: 8 digit numeric, CCYMMDD

If the Date of Birth is unknown; use the date '11/11/1811' (that is 18111111) [Birth Date Status](#) is associated with this data item and should be used to indicate whether Birth Date is supplied or is not applicable.

See [Date Format](#)

Value	Meaning	Valid From	Valid To
00000000	Date of Birth Unknown	1 st March 2006	31 st January 2007
18111111	Date of Birth Unknown	1 st February 2007	

~~(Non - Medical Staffing)~~

~~Date of birth of non - medical staff for demographic analyses of staff. This is only required as at 30th September.~~

~~Format: 8 digit numeric, CCYMMDD~~

~~(Psychiatric Census)~~

~~Date of birth of patient.~~

~~Format: 8 digit numeric, DDMMCCYY~~

~~(SBH50-59a)~~

~~Date of birth of medical or dental officer.~~

~~Format: 6 digit numeric, DDMMYY~~

~~Class 1/2/3 Hours~~

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a	-	-

This is for officers with a new style junior doctor's contract in operation on 30th September in the census year, the weekly number of class 1/2/3 hours for which the officer was contracted at that date. It is only relevant for house officers, senior house officers, registrars and senior registrars.

Note: Where the number of class 1/2/3 hours have not been agreed at the time of completion of the return enter the number currently being paid.

Format: 2 digit numeric

Value	Meaning
NN	Hours (01-99) of relevant class:
-	Class 1: New style full shift contract.
-	Class 2: New style partial shift contract.
-	Class 3: New style "on call" contract.

See [Hours Worked](#)

Contracted Hours

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a	-	-

This is the weekly number of hours for which the medical or dental officer is paid. It applies only to community/public health staff.

All entries are to the nearest half hour given to two decimal places (e.g. 3 and half hours codes as 0350)

Format: 4 digit numeric.

Value	Meaning
NNNN	Hours (0050-9950)

See [Hours Worked](#)

Entry to Grade Date

Change History	-
DSCN 2009/09	NHS Reforms: NHS Wales Data Definition Update

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a	-	-

This is the date on which a medical or dental officer took up the first appointment in their present grade, whether permanent or honorary, with any Local Health Board/Trust. No entry is required for locum staff.

Format: 4 digit numeric, MMY

See [Date Format](#)

Ethnic Group

Change History	
DSCN (2009) 02 (W)	Emergency Department Data Set
DSCN (2008) 07 (W)	The Introduction of Valid Period Date Ranges for Data Items within the APC Data Set
DSCN 12/01 (W)	Subject: Changes to Ethnic data codes

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
APC ds99	1 st April 1999	
NCCHD		
CC ds	1 st April 2007	
OPR ds	1 st September 2008	
EDDS	1 st April 2009	
Non - Medical Staffing		2 nd January 2013

This is the ethnic group of the patient, as selected by the patient. The patient is the arbiter of the information. Classifications are based on the 14+1 new ethnic group data categories used

in the 2001 Census and the information recorded about ethnic group must be obtained by asking the patient.

Format: 2 character alpha-numeric

Value	Meaning	Valid From	Valid To
	WHITE		
A	Any White Background	1 st April 2002	
	MIXED		
D	White and Black Caribbean	1 st April 2002	
E	White and Black African	1 st April 2002	
F	White and Asian	1 st April 2002	
G	Any other mixed background	1 st April 2002	
	ASIAN OR ASIAN BRITISH		
H	Indian	1 st April 2002	
J	Pakistani	1 st April 2002	
K	Bangladeshi	1 st April 2002	
L	Any other Asian background	1 st April 2002	
	BLACK OR BLACK BRITISH		
M	Caribbean	1 st April 2002	
N	African	1 st April 2002	
P	Any other Black background	1 st April 2002	
	OTHER ETHNIC GROUPS		
R	Chinese	1 st April 2002	
S	Any other ethnic group	1 st April 2002	
	NOT STATED		
Z	Not stated	1 st April 2002	

The national code must be entered as the first character in the 2 character field. The second character is an optional field only required for use locally. It must, however, be able to be grouped consistently with the 14 main categories as above. If no further local breakdown is required, the second character must be filled with a 'Z'.

(Non – Medical Staffing)

This is the ethnic group of the non medical staff, as defined by the individual concerned. This is not a National Assembly requirement but is collected centrally. It is only collected in September.

Format: 1 digit alpha

Value	Meaning	Valid From	Valid To
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-	WHITE	-	-
A	Any White Background	1 st April 2002	-
-	MIXED	-	-
D	White and Black Caribbean	1 st April 2002	-
E	White and Black African	1 st April 2002	-
F	White and Asian	1 st April 2002	-
G	Any other mixed background	1 st April 2002	-
-	ASIAN OR ASIAN BRITISH	-	-
H	Indian	1 st April 2002	-
J	Pakistani	1 st April 2002	-
K	Bangladeshi	1 st April 2002	-
L	Any other Asian background	1 st April 2002	-
-	BLACK OR BLACK BRITISH	-	-
M	Caribbean	1 st April 2002	-
N	African	1 st April 2002	-
P	Any other Black background	1 st April 2002	-
-	OTHER ETHNIC GROUPS	-	-
R	Chinese	1 st April 2002	-
S	Any other ethnic group	1 st April 2002	-
-	NOT STATED	-	-
Z	Not stated	1 st April 2002	-

Only the single alpha characters are required to be entered for workforce systems. There is no local breakdown required.

The codes below are for historical information only and were retired on the 1st April 2002.
Patient Details

Format: 2 character alpha-numeric

Value	Meaning	Valid From	Valid To
0	White	1 st July 1997	31 st March 2002
1	Black – Caribbean	1 st July 1997	31 st March 2002
2	Black – African	1 st July 1997	31 st March 2002
3	Black – Other	1 st July 1997	31 st March 2002
4	Indian	1 st July 1997	31 st March

			2002
5	Pakistani	1 st July 1997	31 st March 2002
6	Bangladeshi	1 st July 1997	31 st March 2002
7	Chinese	1 st July 1997	31 st March 2002
8	Any other ethnic group	1 st July 1997	31 st March 2002
9	Not given	1 st July 1997	31 st March 2002

(Non — Medical Staffing)
Format: 1 digit numeric

Value	Meaning	Valid From	Valid To
0	White	1 st July 1997	31 st March 2002
1	Black — Caribbean	1 st July 1997	31 st March 2002
2	Black — African	1 st July 1997	31 st March 2002
3	Black — Other	1 st July 1997	31 st March 2002
4	Indian	1 st July 1997	31 st March 2002
5	Pakistani	1 st July 1997	31 st March 2002
6	Bangladeshi	1 st July 1997	31 st March 2002
7	Chinese	1 st July 1997	31 st March 2002
8	Any other ethnic group	1 st July 1997	31 st March 2002
9	Not given	1 st July 1997	31 st March 2002

GDC Registration Number

Change History	
DSCN (2007) 02	To update the NHS Wales Dictionary with the

(W)	format change to the GMC, GDC and Practice Codes.
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This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
General		
SBH50-59a		2 nd January 2013

General Dental Council – GDC

This is the registration number as shown on the certificate of the registration for a Dentist or Dental Care Professional.

For Dental Practitioners:-
Format: 8 character alpha-numeric

Value	Meaning
DDNNNNNN	Code for fully registered Dentist or Dental Care Professional.
DD/NNNNN	Code for fully registered or temporarily registered dentist. (The slash character represents a space. The slash must not be used in data for central returns)

Note: For those dental surgeons who also hold medical registration, the GMC number should be entered in all central returns.

The first two characters are always filled with the prefix DD, the remainder is filled with 5 or 6 numeric digits of the GDC number, justified right. If any spaces are left these must not include the slash on the central returns.

These codes can be checked by visiting the GDC website: www.gdc-uk.org

See [GMC Registration Number](#)

GMC Registration Number

Change History	
DSCN (2007) 02 (W)	To update the NHS Wales Dictionary with the format change to the GMC, GDC and Practice Codes.

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
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General		
SBH50-59a		2 nd January 2013

General Medical Council – GMC

This is the registration number as shown on the certificate of registration, for both Doctors and Dental Surgeons. This is to be used as the numeric part of the consultant code in central return datasets.

Format: 7 character numeric

Value	Meaning
NNNNNNN	GMC Code for fully registered Dental Surgeons and fully, provisionally or limited registered Doctors.

These codes can be checked by visiting the GMC website: www.gmc-uk.org

See [Consultant Code](#)

See [GDC Registration Number](#)

Historical Structure (For information only):

- For GMC Registration Numbers generated prior to 2000:-
Previously the full 7 digit code for a fully or provisionally registered medical practitioner included a check digit as the final character.
The check digit was calculated as follows:
First character
+ 3 times second character
+ 7 times third character
+ 1 times fourth character
+ 3 times fifth character
+ 7 times sixth character
The check digit is then the unit digit (last digit) of the result of this calculation.
e.g. GMC code 3214213. Check digit is computed by
 $3 + (3 \times 2) + (7 \times 1) + 4 + (3 \times 2) + (7 \times 1) = 33$
The check digit is 3, so this is a valid code.
- For GMC Registration Numbers generated following the LR (limited registration) and FPR (full / provisional registration) code format changes (late 2000), there is no calculation of a check digit.
- The First Two characters of the GMC registration number for Limited Registered Doctors do not now represent the year registration was granted.

Hours-Basic

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To

SBH50-59a

This is the weekly number of hours for which the officer was contracted for as at 30th September in the census year. Where the number of hours has not been agreed at the time of completion of the return the number of hours currently being paid should be entered. This applies only to house officers, senior house officers, registrars and senior registrars.
Format: 2 digit numeric

Initials

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a		

The initials of the forenames of the medical or dental officer: the number and letters should correspond exactly with those of the forenames shown in the medical/dental register.

Format: up to 3 alpha characters

Length of Time Without a Permanent Holder

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a		

Length of time that post has been without a permanent holder i.e. vacant or filled by a locum as at 30th September in census year. (This applies only to consultants, senior registrars, registrars, staff grades and senior house officers.)

Format: 1 digit numeric

Value	Meaning
1	Less than 6 months
2	6 months or more but less than a year
3	1 year or more
4	Never occupied by a permanent holder

Locum Contract Type

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a		

This is the Nature of Locums contract. Only relevant if [Nature of Contract](#) = 8.

Format: 1 digit numeric

Value	Meaning
Note:	Locum acting in the temporary absence of an officer included in the census.
1	Whole time
2	Part time
Note:	Locum following a temporary or vacant post.
3	Whole time
4	Part time

See [Medical or Dental Officer](#)

National Insurance Number

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
Non-Medical Staffing		

This is used as a unique key to identify principal record (as opposed to secondary record such as Bank Nurses). This is a National Assembly requirement and is used for checking for duplicate records by Health Solutions Wales. The National Insurance Number, however, is not available for National Assembly.

Format: 9 digit alpha numeric

Nature of Contract

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a	-	-

This is the classification of the type of contract held by the medical or dental officer.

Format: 1 digit numeric

Value	Meaning
1	Permanent Paid — Whole time
2	Permanent Paid — Part time
3	Permanent Paid — Maximum part time
9	Permanent Paid — Member of doctors/dentists retainer scheme
6	Honorary
7	Part time in the community health service (paid at session rate)
8	Locum, directly employed
0	Agency locum

See [Medical or Dental Officer](#)

Notional Half Days

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a	-	-

This is the number of weekly notional half days (NHDs) for which medical or dental officer was contracted at 30th September in the census year. It applies to associate specialists, consultants, hospital practitioners and clinical assistants, including those appointments which are of an honorary nature.

Format: 3 digit numeric. The first two digits are for complete NHDs. The third digit expresses fractions of an NHD, in half hours — enter 0 in third position for complete NHDs.

Value	Meaning
NNX	-
NN	Number of complete NHDs
X	Additional half hours (0—6)

See [NOTIONAL HALF DAYS](#)

Occupation Code

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a		

This is the occupation code for medical or dental officer. Occupation Codes are set out in the NHS Occupation Code Manual. For information and all future updates to the NHS Occupation Code Manual, please refer to the NHS Information Centre for Health & Social Care NHS Information Centre website related to workforce information:

<http://www.ic.nhs.uk/statistics-and-data-collections/workforce>

Format: 3 digit numeric

Value	Meaning
NNN	Occupation code as defined for manpower systems.

Pay Scale (Grade)

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a		

This is the standard payroll code for medical or dental officer.

Format: 4 character alpha-numeric

Value	Meaning
AANN	Pay Scale code

Notes:

1. Where local pay scales exist code the nearest equivalent from the standard list.
2. For a locum code the grade of the post being filled.
3. For non-NHS paid staff code nearest equivalent grade.
4. For members of the doctors/dentists retainer schemes code the grade of "clinical assistant".
5. For practitioners not in contract with a Local Health Board who undertake occasional work for the blood transfusion service but are not engaged sufficiently frequently to warrant a part-time appointment code as ME01.

(Non — Medical Staffing)

The Whitley or "local" (staff on local terms and conditions) pay scale.

Format: 4 digit alpha-numeric

For example, WP51 — Senior Manager, CR41 — A&C Grade 5, NP26 — Nurse Grade D, PA01 — PA86 — Chiropodists. If staff are on local pay scales the first character should reflect the Whitley staff group to which they belong if possible (e.g. N for Nursing)

Residency Status

This data item is / was included in the following data sets / collections between the dates shown:

Data-Set / Collection	Valid-From	Valid-To
SBH50-59a	-	-

This is the status of registrar or senior registrar in training position, with particular reference to the right to stay and work in the UK.

Format: 1 digit numeric

Value	Meaning
1	A UK or EU born officer or an overseas born officer with the right to stay and work in the UK permanently
3	An overseas born officer without the right to stay and work in the UK permanently e.g. a practitioner who arrived in the UK after 1 st April 1985 and who is entitled to stay in the UK "permit free" for up to 4 years postgraduate training

Second Specialty

This data item is / was included in the following data sets / collections between the dates shown:

Data-Set / Collection	Valid-From	Valid-To
SBH50-59a	-	-

See [Occupation Code](#)

See [Specialty](#), Terms (A-Z)

Sex of Dental/Medical Officer/Non-Medical Staff

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a	-	-
Non-Medical Staffing	-	-

Sex of medical or dental officer or non-medical staff

Format: 1 digit numeric

Value	Meaning
1	Male
2	Female

Specialty / Specialty of Treatment Code

This is the specialty code of the treatment or consultant or department. (The specialty of a bed or a ward is the specialty of the consultant to whom it is allocated.). For APC ds99 this is the main specialty of the treatment of the patient during the episode.

Format: 3 digit numeric

Value	Meaning
NNN	See Appendix A

See [Local Sub Specialty](#)

See [Treatment Function Code](#)

See [Main Specialty \(consultant\)](#)

(SBH50-59a)

See [Occupation Code](#)

Surname (Medical or Dental Officer)

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
SBH50-59a	-	-

The full surname of the medical or dental officer as given in the medical/dental register or as on the certificate of registration, even if the officer's name has since changed. Please ensure that care is taken to spell correctly all surnames particularly of those officers born overseas. Format: up to 14 alpha characters. If more space is needed the remaining characters may be inserted above the line. Hyphens should be allocated a separate box. Format: 35 alpha-numeric

Whole Time Equivalent (WTE)

This data item is / was included in the following data sets / collections between the dates shown:

Data Set / Collection	Valid From	Valid To
Non-Medical Staffing	-	-

This is the whole time equivalent of member of staff. This is calculated by assessing the hours the employee is contracted to work and the standard hours for the grade. Format: 4 digit numeric (e.g. hours worked 18.5, standard hours for grade 37. The WTE = 0.50)

Changes to Terms (A-Z)

Class 1/2/3 Hours

See [Hours Worked](#)

Clinical Work

The direct care of individual patients or work specifically related to the diagnosis and treatment of individual patients.

Time spent on clinical work should therefore include time spent in the out-patients department, wards and operating theatre or in undertaking any examination including radiological examinations and pathological examinations intended to assist the diagnosis and promote the treatment of a particular patient.

This includes any form of clinical research which can be specifically related to the diagnosis or treatment of individual patients at the hospital.

This excludes teaching duties and any research not covered by the paragraph above.

Contracted Hours

See [Hours Worked](#)

Honorary Officer

See [Medical or Dental Officer](#)

Hours Worked

For SBH50-59a:

Contracted hours: the weekly number of hours for which the officer is paid.

Notes:

1. For occasional sessional staff contracted as "part time in the community health service (paid at sessional rate)" add the result of the following calculation to the weekly hours for which the officer is contracted. Total hours paid at sessional rate in pay period ending 30th September in census year divided by the number of weeks (4 or 5) in pay period
2. For other occasional sessional staff enter the weekly number of hours for which the officer is contracted. In addition, a separate entry must be made for the occasional sessional hours – calculated as above. For this entry [NATURE OF CONTRACT](#) = 7.
3. For honorary staff: the average weekly number of hours of work for which payment would have been made if the post was a paid one.

Class 1/2/3 hours: for officers with a new style junior doctor's contract, time is measured in hours, classed as follows:

a)	Class 1: new style full shift contract. A full shift working arrangement is one under which practitioners, contracted in terms of basic hours, work a shift on a regular basis rotating around the shift pattern.
b)	Class 2: new style partial shift contract. A partial shift working arrangement involves practitioners, contracted in terms of basic hours, principally working normal weekdays, which might at intervals work a different duty e.g. a week on nights every fourth week.
e)	Class 3: new style "on call" contract. An on call rota working arrangement is where practitioners, contracted in terms of basic working hours or UMTs, work a normal day Monday to Friday and are on call in rotation for the remainder of the 24 hour period and

at weekends.

See [Notional Half Days](#)

See [Medical or Dental Officer](#)

Medical or Dental Officer

For the purposes of the medical and dental staff census, these officers comprise each doctor or dentist engaged in clinical work who at 30th September in the census year held a whole-time, part-time or honorary appointment whether in a permanent or locum capacity.

Includes:

a)	Officers whose appointment terminated on 30th September.
b)	Officers temporarily absent on that date.
c)	Senior house officers undergoing vocational training for general practice who are on hospital attachment at 30th September, who should be returned in the specialty in which they are working.
d)	Locums, in a temporary post or a vacant post i.e. a post without a permanent holder at the date. Including agency locums.
e)	Officers holding honorary appointments who carry out regular defined clinical duties, irrespective of whether the appointment is held under a formal contract, letter of authority or some other arrangement.

Excludes:

a)	Officers holding honorary appointments who are on GP attachment at 30th September.
b)	Medical students and "GP bed fund" practitioners.
c)	Time spent on purely teaching duties or on research not specifically connected with the diagnosis or treatment of individual patients.

Whole time: all officers holding contracts for paid whole-time service with your authority or whose aggregated NHDs, between different authorities, equates to whole-time contract: i.e. 11 NHDs. Where "basic hours" (previously UMTs) apply, the aggregated hours between authorities must equal 40.

Part time: Officers classified as part-time must be one of the following:

a)	Officers holding a whole time contract shared between two NHS authorities where the officer serves either in both the hospital service and the community health service or as a locum and a permanent paid or honorary practitioner.
b)	Officers engaged part time under the terms of HM(69)6 or PM(79)3.
c)	Consultants who have elected under the provisions of circular PM(79)22 to continue to do only 9 sessions (NHDs).
d)	Consultants (formerly maximum part time) who have elected under the provisions of circular PM(79)11 to continue to do only 9 sessions (NHDs).
e)	Staff returned under pay scale ME01.
f)	In the community/public health service, officers other than those enrolled under the doctors' retainer scheme HM(72)42) who are engaged for regular and defined sessional appointments and are on the whole time scale on a pro rata basis.

Honorary officers: holding an honorary appointment and carrying out regular defined clinical work, irrespective of whether the appointment is held under a formal contract, letter of authority or some other arrangement). For such officers "reason for honorary contract" should be completed.

Part time in the community health service (paid at sessional rate): community/public health service staff other than those enrolled under the doctors retainer scheme, who are engaged for regular and defined sessional appointments and are paid at a rate per session, not on a pro rata basis from a whole time scale.

Notional Half Days

This is a standard work period of 3.5 hours. Fractions of notional half days are expressed in terms of sevenths i.e. the number of half hours up to a maximum of six. When returning weekly NHDs the first two columns should contain the number of complete NHDs while the third column contains the remaining half hours.

For occasional sessional staff employed for non community health service sessions, NHDs are calculated as follows:

Total hours paid in 4 or 5 week pay period ending 30th September in census year divided by 3.5 x the number of weeks in pay period

For time worked in the community health service on an occasional basis time worked is recorded as weekly hours.

See [Hours Worked](#)

Notes:

1. Where the whole of the contracted services is given to the returning authority and the officer hold either a whole time or maximum part time contract the NHDs should be entered as "110".
2. Where officers are whole time but do not give the whole of their contracted service to the returning authority enter the NHDs for which they are under contract with the authority e.g. for 7 NHDs enter "070"
3. For officers holding a part time contract other than maximum part time contract enter the NHDs for which they are under contract with the authority. A part time officer contracted for 3 and a half NHDs should be entered as "035"
4. For honorary staff enter the average weekly number of NHDs devoted to clinical work. The time spent on purely teaching duties or on research not specifically connected with the diagnosis or treatment of individual patients should be excluded.
5. For an officer enrolled under the doctors/dentists retainer schemes the number of paid sessions (excluding education sessions) per year should be converted for the purpose of this return as follows:

Yearly Sessions	Weekly NHDs	Yearly Sessions	Weekly NHDs
01-11	001	56-63	011
12-18	002	64-70	012
19-25	003	71-78	013
26-33	004	79-85	014
34-40	005	86-92	015
41-48	006	93-100	016
49-55	010	101-104	020
-	-	(maximum)	-

Temporary additional sessions: officers may in exceptional circumstances and at the discretion of the authority be contracted for a temporary additional session (or NHD) to undertake work which is not part of their normal contractual duties. This applies only to staff grades, consultants, hospital practitioners, clinical assistants and associate specialists.

Notes:

1. Maximum part time consultants are not eligible for the temporary additional session.
2. Practitioners in the staff grade can contract for up to 3 additional sessions if they have a whole time contract and for 1 if they have a part time contract.

Part Time

See Medical or Dental Officer

Sessional Rate

See [Notional Half Days](#)

Temporary Additional Sessions

See [Notional Half Days](#)

Whole Time

See [Medical or Dental Officer](#)