

WELSH INFORMATION STANDARDS BOARD

DSC Notice:	DSCN 2020 / 06
Date of Issue:	22 nd June 2020

Welsh Health Circular / Official Letter: N/A	Subject: Core Reference Data Standards
Sponsor: Michael Prasad, Technology, Digital and Transformation, Welsh Government	
Effective from: Immediate effect with phased approach to implementation	
<p>DATA STANDARD CHANGE NOTICE</p> <p>A Data Standard Change Notice (DSCN) is an information mandate for a new or revised information standard.</p> <p>This DSCN was approved by the Welsh Information Standards Board (WISB) on 18th June 2020.</p> <p>WISB Reference: ISRN 2017 / 012</p>	
<p>Summary:</p> <p>This Standard has been designed to provide national operational standards for the use of core demographics and reference data and was developed in recognition of the need to standardise the reference data associated with key demographic and reference data items.</p>	
<p>Applies to:</p> <p>This Standard applies to all bodies that commission or provide health and care services in Wales in partnership with the NHS including their relevant system suppliers.</p>	
<p>Please address enquiries about this Data Standard Change Notice to the Data Standards Team in NHS Wales Informatics Service</p> <p>E-mail: data.standards@wales.nhs.uk / Tel: 029 2050 3593</p>	
<p>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:</p> <p>http://howis.wales.nhs.uk/sites3/page.cfm?orgid=742&pid=24632</p>	

DATA STANDARD CHANGE NOTICE

Introduction

This Standard has been designed to provide national operational standards for the use of core demographics and reference data. It was developed in recognition of the need to standardise the reference data associated with data items describing:

- a patient's demographics, such as their sex, religion and ethnicity;
- the organisations and individuals involved in their healthcare, such as the provider and site details, the GP and their practice, and the consultant/nurse/AHP; and
- the specialty of the consultant and treatment.

Patient demographic information is held centrally using the Enterprise Master Patient Index (eMPI). This takes messages from a variety of electronic systems in order to maintain a current record of each patient's demographics. This is then used to feed other systems to ensure that these systems contain the most up-to-date information.

The eMPI contains mappings associated with each system to enable these messages to be understood in the context of each system's local reference data. This consumes vast volumes of resources and storage space. Increased applications of the eMPI mean that the current process is unsustainable, with considerable maintenance issues ultimately resulting in an impact on performance which will restrict its use.

Standards development work was undertaken in 2017 to produce standards to enable the consistent recording of information across services and organisations in both health and social care, culminating in DSCN 2017/11¹, which was published in December 2017. It was recognised that in developing standards for use in community care information through the Welsh Community Care Information System (WCCIS), there was an opportunity to develop national standards designed to apply to other national systems, and local systems that are linked to them.

These core reference data items and their associated value sets are defined in the Information Specification section of this DSCN. These value sets are held and maintained centrally by the NHS Wales Informatics Service and distributed via the Welsh Reference Data Service (WRDS) (<http://wrds.wales.nhs.uk/>).

Scope

The Core Reference Data Standards are fundamental to the creation and maintenance of accurate patient information. They are used in both local and national systems, and will be present in any new systems procured and developed to manage patient records.

It is recognised that this is a small set of data items in relation to the number of items of data collected within a patient record, however, this should be viewed as the beginning of the process to develop national operational standards in other aspects of patient records.

All NHS Wales systems in procurement, or for future procurement must adhere to this Standard with **immediate effect**.

¹ <http://www.nwisinformationstandards.wales.nhs.uk/opendoc/318336>

Systems that form part of the national architecture and any local systems which exchange data with these systems or with the eMPI are required to comply by **1st April 2022**. These include (but are not limited to):

- GP systems;
- Welsh Clinical Communications Gateway (WCCG);
- enterprise Master Patient Index (eMPI);
- Welsh Demographics Service (WDS);
- Welsh Admin Portal (WAP);
- Welsh Patient Administration System (WPAS);
- Welsh Laboratory Information Management System (WLIMS);
- Welsh Radiology Information System (WRIS);
- Hospital Pharmacy System;
- Welsh Clinical Portal (WCP);
- Welsh Nursing Care Record (WNCR);
- Welsh Care Records Service (WCRS);
- Welsh Results Reporting Service (WRRS);
- Test Requesting and Results Reporting (TRRR);
- Medicines Transcribing and e-Discharge (MTeD);
- Welsh Community Care Information System (WCCIS);
- Welsh Emergency Department System (WEDS);
- Welsh Reference Data Service (WRDS); and
- Cardiff & Vale Patient Management System (PMS).

The third stage applies to all remaining systems meeting the following criteria, which must comply by **1st April 2023**:

- Information systems supporting the commissioning or provision of NHS services that hold patient / service user demographic data;
- Information systems supporting the commissioning or provision of health and care services that are used to transfer or otherwise communicate patient / service user information with other bodies that commission or provide health and care services in Wales in partnership with the NHS; and
- New information systems procured after this standard comes into force.

Description of Change

To implement core reference data standards and set out how information for the data items outlined should be recorded in systems.

Actions Required

Local Health Boards / Trust:

- Ensure that any new information system procured adheres to this Standard with immediate effect.
- Update existing systems in line with the criteria set out above.

NHS Wales Informatics Service:

- Ensure that any NHS Wales systems in procurement, or for future procurement adheres to this Standard with immediate effect.
- Define requirements associated with the implementation of this Standard by any system that currently supports the data items outlined within.
- Update existing systems in line with the criteria set out above.
- Develop WRDS to enable the maintenance and distribution of Core Reference Data centrally.

Information Specification

Core Reference Data is reference data about the persons, organisations and services for use in NHS Wales.

The data is distributed and uploaded to health IT systems. It supports user security, access control, messaging and is used as reference data for both operations and reporting.

NHS Wales reference data is issued to users via the Welsh Reference Data Service. Reference data are made available via the Welsh Reference Data Service website at:

<http://wrds.wales.nhs.uk/> **(NHS Wales Users Only)**

The following table shows where there are changes to the scope and/or definitions of applicable data sets, data items, terms and other associated areas that are linked with the changes documented within this DSCN.

Each data definition type is shown in the sequence in which it appears in this DSCN.

Data Definition Type	Name	New/Retired/Changed	Page Number
Person Details	Religion	New	5
Person Details	Marital Status	New	5
Person Details	Sex	New	5
Person Details	Gender Identity	New	6
Person Details	Ethnicity	New	6
Person Details	Language	New	7
Person Details	Postcode	New	8
Organisation	Organisation Code	New	9
Organisation	Organisation Site Code	New	10
Organisation	GP Practice Code	New	11
Organisation	Dental Practice Code	New	12
Care Professional	General Medical Practitioner Code	New	13
Care Professional	Consultant Code	New	14
Care Professional	Nurse Pin Number	New	14
Care Professional	Allied Health Professional Code	New	15
Specialty	Treatment Specialty	New	16
Specialty	Main or Consultant Specialty	New	16

Person Details

Religion

SNOMED CT Subset:

- original ID is 10791000000130 and
- name is Religious or Other Belief System Affiliation.

A full list of SNOMED-CT religion concept IDs can be downloaded at:

<https://dd4c.digital.nhs.uk/dd4c/publishedmetadatas/intid/229>

Format: 18 character alphanumeric

Marital Status

Format: 2 character alphanumeric

Code	Description
11	Single
12	Cohabiting
21	Married
22	Civil Partner
31	Divorced
32	Person whose Civil Partnership has been dissolved
41	Widowed
42	Surviving Civil Partner
51	Separated
91	Not disclosed or unknown

Sex†

Format: 1 character alphabetic

Code	Description
F	Female
U	Indeterminate*
M	Male
Z	Not disclosed or unknown, e.g. for unborn baby

*To be used only for recording the sex of a baby prior to the sex being determined as F or M.

†Note that, in any system implementation of this value set, the context in which the information is being collected must be clear to the user inputting the information, e.g. sex **at birth**. By law, a person's previous sex or gender identity must not be disclosed without their explicit consent. Information which could be used to disclose a person's sex must not be captured alongside their gender information within the demographic record, and must be stored separately, e.g. as part of their clinical record.

Gender Identity

Format: 1 character alphabetic

Code	Description
F	Female
M	Male
N	Non-binary*
Z	Not disclosed or unknown, e.g. for unborn baby

*For use in recording the gender of a person who does not identify as F or M.

Ethnicity

Format: 2 character alphanumeric – AB

where the first character (A) is a value taken from the list in the table below, and the second character (B) is a locally defined value to be used in conjunction with the nationally defined values. If no further local breakdown is required, the second character (B) should be filled with a 'Z'. Note that for the Substance Misuse and Maternity Indicators data set, only the first character (A) is submitted.

Code	Description
	WHITE
A	Any White Background, including Welsh, English, Scottish, Northern Irish, British, Irish
B	Gypsy or Irish Traveller
	MIXED/MULTIPLE ETHNIC GROUP
D	White and Black Caribbean
E	White and Black African
F	White and Asian
G	Any other mixed background / multiple ethnic background
	ASIAN OR ASIAN BRITISH
H	Indian
J	Pakistani
K	Bangladeshi
R	Chinese
L	Any other Asian background
	BLACK OR BLACK BRITISH
M	Caribbean
N	African
P	Any other Black background
	OTHER ETHNIC GROUPS
T	Arab
S	Any other ethnic group
	NOT STATED
Z	Not stated

Language

The relevant list of languages is defined by ISO 639. Note that the recording of language information should support one of or both lists defined by ISO 639-1 and 639-3 standards. This is dependent on the requirement to record languages associated with macrolanguages, e.g. Mandarin (defined in 639-3) and Chinese (639-1), as well as sign languages (639-3).

A full list is available to be downloaded at:

https://iso639-3.sil.org/code_tables/download_tables

Format: 3 character alphanumeric

Note that this Standard should be used in conjunction with the associated Sensory Loss Communication Need Standard defined in DSCN 2018 / 01² in order to capture the method of communication, e.g. for non-spoken languages such as Braille and Makaton. Where a language is not known or if the patient has no spoken/written language, the following values can be used:

Code	Description
998	Not known
999	None

² www.nwisinformationstandards.wales.nhs.uk/sitesplus/documents/299/20180110-DSCN%202018%2001-Sensory%20Loss%20Communication%20Needs-v1-0.pdf

Postcode

Format: 8 character alphanumeric

The specific code format as specified by the Office of National statistics (ONS) is:

Data description	Range of codes/ Entity code	Comments
Unit postcode – 8 character version	AB1 Δ Δ 1AA - ZE99 Δ 9ZZ (maximum range)	2, 3 or 4-character outward code - left aligned; 3-character inward code - right aligned; 5th character always blank and 3rd and 4th characters may be blank (Δ)

This allows a space to be inserted to differentiate between the inward and outward segments of the code, enabling full use to be made of the Royal Mail postcode functionality.

There are occasions when the use of a 'pseudo code' is necessary, particularly when dealing with an overseas address. Full details of pseudo country codes and other codes may be obtained from the Office of National Statistics website. Some of the more common pseudo codes are:

Code	Description
ZZ99 3VZ	No fixed abode
ZZ99 3CZ	England/UK not otherwise specified
ZZ99 3GZ	Wales not otherwise specified
ZZ99 1WZ	Scotland not otherwise specified
ZZ99 2WZ	Northern Ireland not otherwise specified

UK Postcodes are available via the Welsh Reference Data Service (WRDS):
<http://wrds.wales.nhs.uk/> (**NHS Wales Users Only**)

Organisation

Organisation Code

Organisation and site codes are configured with consensus across the UK NHS home countries and published for use by NHS Digital via the Organisation Data Service (ODS).

Codes as listed by the Organisation Data Service are configured to a set of specified coding frames³, according to organisation type. Welsh health board and trust organisation codes are defined by ODS coding frame B, as illustrated in the table below.

Format: 5 character alphanumeric

Character Position	1	2	3	4	5
Format	a/n	a/n	a/n		
Local Health Board (Wales)	7	A-9	A-9		
NHS Trust	R	A-9	A-9		
B FRAME	Organisation Type Identifier				

Default codes:

Code	Description
89997	Non-UK provider where no organisation code has been issued
89999	Non-NHS UK provider where no organisation code has been requested and issued

Codes for Welsh organisations are available via the Welsh Reference Data Service (WRDS): <http://wrds.wales.nhs.uk/> (**NHS Wales Users Only**)

³ https://www.datadictionary.nhs.uk/data_dictionary/attributes/o/org/organisation_code_de.asp?shownav=1

Organisation Site Code

Organisation and site codes are configured with consensus across the UK NHS home countries and published for use by NHS Digital via the Organisation Data Service (ODS).

Codes as listed by the Organisation Data Service are configured to a set of specified coding frames, according to organisation type. Welsh health board and trust organisation site codes are defined by ODS coding frame B, as illustrated in the table below.

Format: 5 character alphanumeric

Character Position	1	2	3	4	5
Format	a/n	a/n	a/n	a/n	a/n
Local Health Board (Wales)	7	A-9	A-9	A-9	A-9
NHS Trust	R	A-9	A-9	A-9	A-9
B FRAME	Organisation Type Identifier			Organisation Identifier	

Default codes:

Code	Description
89997	Non-UK provider where no organisation code has been issued
89999	Non-NHS UK provider where no organisation code has been requested and issued

Codes for Welsh organisations are available via the Welsh Reference Data Service (WRDS): <http://wrds.wales.nhs.uk/> (**NHS Wales Users Only**)

GP Practice Code

GP practice codes are configured with consensus across the UK NHS home countries and published for use by NHS Digital via the Organisation Data Service (ODS).

Codes as listed by the Organisation Data Service are configured to a set of specified coding frames, according to organisation type. GP practice codes are defined by ODS coding frame G, as illustrated in the table below.

Format: 7 character alphanumeric

Character Position	1	2	3	4	5	6	7
Format	A-H, J-N, P, W & Y	0-9	0-9	0-9	0-9	0-9	0-9
G FRAME	Organisation Type Identifier	Practice Identifier					

Default Codes:

Code	Description
V81997	No registered GP Practice*
V81998	Practice not applicable. i.e. MOD or Prison GP**
V81999	Practice code is unknown***

*V81997 should only be used where a patient presents who is not currently registered at a GP Practice.

**V81998 should be used where a patient would not have a registered practice, for instance an overseas patient.

***V81999 should only be used where it is not possible to determine a patient's registered practice code, for instance the patient cannot communicate and is unidentifiable.

Codes for Welsh GP practices are available via the Welsh Reference Data Service (WRDS): <http://wrds.wales.nhs.uk/> (**NHS Wales Users Only**)

Dental Practice Code

Dental practice codes are configured with consensus across the UK NHS home countries and published for use by NHS Digital via the Organisation Data Service (ODS).

Codes as listed by the Organisation Data Service are configured to a set of specified coding frames, according to organisation type. Dental practice codes are defined by ODS coding frame G, as illustrated in the table below.

Format: 7 character alphanumeric

Character Position	1	2	3	4	5	6	7
Format	V	0-9	0-9	0-9	0-9	0-9	
G FRAME	Organisation Type Identifier*	Practice Identifier**					

*The first character is set as a V for dental practice codes

**Characters 2 to 6 are the last 5 digits of the Location ID taken from a Provider Dentist Contract number

Codes for Welsh GP practices are available via the Welsh Reference Data Service (WRDS): <http://wrds.wales.nhs.uk/> (**NHS Wales Users Only**)

Care Professional

General Medical Practitioner Code

The General Medical Practitioner Code is the GP Code used as the GP Prescribing reference by the prescribing authority.

In England and Wales, General Medical Practitioner codes begin with the prefix letter G with the following format.

Format: 8 character alphanumeric:

Practitioner Code Type	Character Position							
	1	2	3	4	5	6	7	8
General Medical Practitioner PPD code	G	0-9	0-9	0-9	0-9	0-9	0-9	0-9

The 2nd to 7th characters are the Doctor Index Number (DIN) assigned by NHS Digital upon qualification. DINs and addresses are issued quarterly by the Prescription Pricing Authority (PPA). The eighth character is a check digit calculated as follows:

- 1 x First numeric character
- + 3 x second numeric character
- + 7 x third numeric character
- + 1 x fourth numeric character
- + 3 x fifth numeric character
- + 7 x sixth numeric character

The check digit is then the unit digit (last digit) of the result of this calculation.

For example, for PPA code 334512, the check digit would be:

$$(1 \times 3) + (3 \times 3) + (7 \times 4) + 5 + (3 \times 1) + (7 \times 2) = 62$$

The check digit is 2 and the full code G3345122.

NHS UK General Practitioners Reference Data are available via the Welsh Reference Data Service (WRDS): <http://wrds.wales.nhs.uk/> (**NHS Wales Users Only**)

Consultant Code

A care professional contracted by a Health Care Provider who has been appointed by a consultant's appointment committee.

He or she must be a member of a Royal College or Faculty. This includes general medical practitioners in cases where a general medical practitioner is responsible for patient care and has an arrangement with the Health Care Provider.

The Consultant Code is derived from either the General Medical Council reference number for general medical practitioners, or the General Dental Council registration number for general dental practitioners.

Format: 8 character alphanumeric:

Practitioner Code Type	Character Position							
	1	2	3	4	5	6	7	8
Hospital Consultant*	C	0-9	0-9	0-9	0-9	0-9	0-9	0-9
Dental Consultant**	D	D	0-9	0-9	0-9	0-9	0-9	0-9

* Derived from General Medical Council Reference Number, prefixed with a C.

** Derived from General Dental Council Registration Number, prefixed with DD.

Note that General Dental Council registration numbers vary in length from 5 to 6 characters. Filling zeros are used between the prefix and General Dental Council registration number, where required, to maintain total length of 8 characters.

For further information, please refer to the Dental Consultants in England (PDF) guidance document issued by the Organisation Data Service.

NHS Wales Consultants and Private Consultants Reference Data are available via the Welsh Reference Data Service (WRDS): <http://wrds.wales.nhs.uk/> (**NHS Wales Users Only**)

Nurse Pin Number

A nurse is a care professional whose name is registered by the Nursing and Midwifery Council.

A nurse pin number is a code that uniquely identifies a nurse on the Nursing and Midwifery Council Register.

Format: 8 character alphanumeric:

NNANNNA

NHS Wales Nurses' Reference Data are available via the Welsh Reference Data Service (WRDS): <http://wrds.wales.nhs.uk/> (**NHS Wales Users Only**)

Allied Health Professional Code

An allied health professional is a care professional whose name is registered with the Health and Care Professions Council (HCPC). An Allied Health Practitioner (AHP) Code is alpha numeric, with the first two to three alpha characters indicating the profession, followed by 5 to 6 numeric characters.

The list of health professionals listed on the HCPC with the type prefix are:

AS	Arts Therapist
BS	Biomedical Specialist
CH	Chiropodist / Podiatrist
CS	Clinical Scientist
DT	Dietician
HA	Hearing Aid Dispenser
OT	Occupational Therapist
ODP	Operating Department Practitioner
OR	Orthoptist
PA	Paramedic
PH	Physiotherapist
PYL	Practitioner Psychologist
PO	Prosthetist/Orthotist
RA	Radiographer
SL	Speech and Language Therapist

Format: 8 character alphanumeric:

AHP codes are in the format AANNNNN(N) or AAANNNNN

NHS Wales Allied Health Professionals' reference data are available via the Welsh Reference Data Service (WRDS): <http://wrds.wales.nhs.uk/> (**NHS Wales Users Only**)

Specialty

Treatment Specialty

This is the specialty under which the patient will be or is treated and is based on the list of specialties defined by the Royal Colleges. This may or may not match the specialty recorded as a consultant's main specialty, and should be assigned irrespective of the type of care professional responsible.

A full list of these codes can be found at:

<http://www.datadictionary.wales.nhs.uk/#!/WordDocuments/treatmentfunctioncode.htm>

Format: 3 digit numeric

Main or Consultant Specialty

A unique code identifying each Main Specialty designated by Royal Colleges.

Specialties are divisions of clinical work which may be defined by body systems (dermatology), age (paediatrics), clinical technology (nuclear medicine), clinical function (rheumatology), group of diseases (oncology) or combinations of these factors. Only Specialty titles recognised by the Royal Colleges and Faculties should be used. This list is maintained by the General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003 and European Primary and Specialist Dental Qualifications Regulations 1998.

Each consultant should be assigned a Main Specialty by the organisation to which the consultant is contracted. For physicians and surgeons with a generalist component to their work, the Main Specialty should be General Medicine or General Surgery. The Main Specialty is specific to a Health Care Provider. If, for example, a consultant physician working in two Health Care Providers has a generalist component to the work in one and not the other, General Medicine is only assigned as the Main Specialty in the former case. Consultants in general medicine or general surgery may also have specialist interests and these should be recorded as well as the Main Specialty.

The source of this information should be the designation on the consultant's contract. This should be checked periodically against the work a consultant is actually doing so that the statistics can relate to a consultant's current type of work.

The Main Specialty should only be used for the purpose of generating Health Resource Groups (HRGs) for financial costing and for workforce statistics. Other specialist interests of consultants may be recorded for workforce planning purposes.

The Main Specialty code for general practitioners is General Medical Practice or General Dental Practice.

Joint Consultant Clinic activity should be recorded against the Main Specialty code of the consultant managing the clinic.

A full list of these codes can be found at:

<http://www.datadictionary.wales.nhs.uk/#!/WordDocuments/mainspecialtyconsultant.htm>

Format: 3 digit numeric