

UN3313 1 of 3 26 <sup>th</sup> June 2023	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	National Workforce Dataset (NWD) 3.4 Changes	
<b>Purpose</b>	To update all ESR Organisations of a change to values following the implementation of NWD 3.4	
<b>Intended Audience</b>	All ESR Organisations	

## SUBJECT

Release 57.4 scheduled for the weekend of 30th June – 2<sup>nd</sup> July 2023 will implement a number of changes to values in accordance with the latest National Workforce Data Set requirements. This User Notice is to ensure that all Organisations are fully aware of the changes being introduced and the action required.

## DETAIL

The National Workforce Data set which is maintained by NHS England (former NHS Digital) has been updated and version 3.4 was approved and published by the Data Alliance Partnership Board. Therefore a number of changes to Occupation Codes, Job Roles and Area of Work Values are required in ESR.

Changes include new values that have been introduced to assist with the coding of new and emerging roles in the NHS; it is important therefore that they are used correctly so that numbers of staff in these groups can be monitored accurately.

## ACTION REQUIRED

Users should familiarise themselves with the revised lists of values and use as appropriate.

Where existing values have been amended, a 'data fix' will be applied in ESR to update all positions where possible. For positions where the data fix has been applied successfully, no action is required from users to update the values.

As part of the testing process we have identified a small number of positions that have existing errors preventing the data fix from being successful. These positions will therefore retain the old value until they are manually resolved by users.

The positions that fail to be updated will be flagged to organisations via the 'Area of Work is no longer valid or is blank' validation within the ESR BI Data Quality Dashboard.

Further Information on how users can resolve these issues can be found by clicking the following link [Position Error Guidance](#).

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Users should also consider whether the amended values impact on local procedures such as predefined filters on reports.

Sources of further information, including guidance regarding the use of the new/amended values is provided at the base of this User Notice to help you capture accurate information about your workforce.

### Mass Update

As it is not possible for end users to amend Staff Group/Job Role values held against Positions, two facilities are available to assist users where updates are required.

- Mass update of Staff Group and Job Role
- Position Definition Update

Please use the following paths to raise an SR through the Service Desk:

#### **1. Mass Update of Staff Group and Job Role**

Request a New Service > AC > Mass Updates > Workstructures > Mass Update Job Role

#### **2. Position Definition Update**

Request a New Service > AC > Mass Updates > Workstructures/URP > Mass Update Position / Work Structures / URP

The position definition template enables attributes of a position such as Occupation Code, Area of Work, Hiring Status etc. to be updated on mass.

NB: The position definitions template must have a minimum of 100 records in order for the template to be processed.

It is not possible to create new Positions via the update process.

### Local changes

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Note: It is only the Staff Group/Job Role values held against Positions that cannot be amended locally; users are able to amend all the other data items on the position. Organisations must decide for which Position Definition fields they wish to use the mass update facility, or alternatively ensure that any necessary changes are manually entered.

Any Position amendments carried out locally should use the 'Update' rather than the 'Correction' method having 'date tracked' to the appropriate date.

## FURTHER INFORMATION

Further information and guidance related to the NWD 3.4 changes can be found on NHS England (former NHS Digital) website at the following link: [NHS England \(former NHS Digital\) website](#) .

The documents include a full list of changes included in NWD 3.4 (summary of changes tab of the specification document) as well as implementation guidance, links to the NHS Occupation Code Manual and further guidance documents related to the use of the NWD.

- Queries relating to the guidance, definition and usage of the classifications should be referred to NHS England (former NHS Digital) at the following email address: [enquiries@nhsdigital.nhs.uk](mailto:enquiries@nhsdigital.nhs.uk)
- Queries relating to ESR functionality including the mass update process should be raised via an SR.

## NEXT UPDATE

None planned

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