NHS ELECTRONIC STAFF RECORD

ESR-NHS0223 - GUIDE TO ESRBI DATA QUALITY DASHBOARD

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DOCUMENT CONTROL

CHANGE RECORD

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DISTRIBUTION

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1	Library Master	Project Library
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Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Data Quality Dashboard

Description

This dashboard is designed to provide the user with intelligence around a number of Data Quality tests.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration
XXX HR Administration
XXX HR Administration (With RA)
XXX HR Management

Part 1 Tab

Prompts

Organisation(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Staff Group
Job Role
Pay Grade(s)
Person Type(s)
Employee Person Type(s)
Related Reason
Primary Assignments Only
Effective Date (Default: Current Date)
Actual Termination Date Between (Default: between a date 1 year ago from Current Date and a date 3 months ahead)Filter on Latest Start Date
Exclude Employee Number
Location
Hiring Status (Default: Active, Proposed)
Org Levels 1-13

Assignment Category should not be Null

Description

This analysis is designed to show the number of employees where assignment category is not populated.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Include only records where Assignment Category is Null

Example Screenshot

Assignment Category should not be Null	33

Assignments with a missing Budget value

Description

This analysis is designed to show the number of assignments with a missing FTE value where Contract Hours/Sessions has a value greater than zero.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

FTE is Null or is equal to 0
Contract Hours is greater than 0

Example Screenshot

Assignments with a missing Budget value	3

Grade Step should not be Null

Description

This analysis is designed to show the number of assignments where there are missing grade step points.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Assignment Grade Step is Null

Example Screenshot

Grade Step should not be Null	1

Grade Step should not be Null

NHS Org (Source) should not be Null if Recruitment Source is the NHS

Description

This analysis is designed to show the number of employees where NHS Org (Source) is not populated and the Recruitment Source is an NHS Organisation.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Include only records where NHS Org (Source) is Null

AND Recruitment Source is NHS Organisation

Example Screenshot

NHS Org (Source) should not be Null if Recruitment Source is the NHS	68

Recruitment Source should not be Null

Description

This analysis is designed to show the number of employees where Recruitment Source is not populated.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Include only records where Recruitment Source is Null

Example Screenshot

Recruitment Source should not be Null	219

Email Address should not be recorded against two or more Employee Numbers

Description

This analysis is designed to show the number of employees whose Email Address is recorded against two or more Employee Numbers.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Include only records where Email Address is NOT Null

Example Screenshot

Email Address should not be recorded against two or more Employee Numbers	16

A person's total combined Contracted FTE should not exceed 1.28

Description

This analysis is designed to show the number of employees with a combined FTE greater than 1.28.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number where the Sum of the Assignment FTE is greater than 1.28

Filters

None

Example Screenshot

A person's total combined Contracted FTE should not exceed 1.28	4

Job Role is no longer valid or is Null

Description

This analysis is designed to show the number of employees where Job Role is no longer valid or is not populated.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Include only records where Job Role is equal to / is in

Trust Grade Doctor - House Officer Level;Trust Grade Doctor - SHO Level;Trust Grade Doctor - Specialist Registrar Level;Apprentice;Biomedical Scientist;Clinical Assistant;Clinical Medical Officer;Hospital Practitioner;House Officer - Post Registration;House Officer - Pre Registration;Medical Laboratory Assistant;Regional Dental Officer;Registrar;Senior Clinical Medical Officer;Senior House Officer;Senior Registrar;Specialist Registrar;Technician;Therapist

OR is Null

OR is equal to / is in Technician

      AND Staff Group is not equal to / is not in Add Prof Scientific and Technic;Additional Clinical Services;Administrative and Clerical;Estates and Ancillary

Example Screenshot

Job Role is no longer valid or is Null	38

Occupation Code requires GDC or GMC Registration but the Registration is not valid

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list but with an invalid GDC and GMC registration. The analysis will only use the latest GDC or GMC Prof Reg expiry date.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in: S0R; S1R; S4R; S7R; S9R

OR OCC Code is LIKE: 0%;1%;2%;3%;4%;5%;6%;7%;8%;9%

Primary Assignment Flag = / is in Y

GMC or GDC Expiry Date is less than Todays Date

Example Screenshot

Occupation Code requires GDC or GMC Registration but the Registration is not valid	31

Occupation Code requires NMC Registration but the professional registration body field is blank, or the registration has expired

Description

This analysis is designed to show the number of employees on an OCC code requiring an NMC Registration but where one is not present or has expired.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in: NAA; NAB; NAC; NAD; NAE; NAF; NAG; NAH; NAJ; NAK; NAL; NCA; NCB; NCC; NCD; NCE; NCF; NCG; NCH; NCJ; NCK; NCL; NEH; N0A; N0B; N0C; N0D; N0E; N0F; N0G; N0H; N0J; N0K; N0L; N1A; N1B; N1C; N1H; N1J; N1L; N2C; N2J; N2L; N3H; N4D; N4F; N4H; N5D; N5F; N5H; N6A; N6B; N6C; N6D; N6E; N6F; N6G; N6H; N6J; N6K; N6L; N7A; N7B; N7C; N7D; N7E; N7F; N7G; N7H; N7K; N7L; NBK; P3A; P3B; P3C; P3D; P3E; P2A; P2B; P2C; P2D; P2E; NGA; NGB; NGC; NGD; NGE; NGF; NGG; NGH

AND NMC Registration Body is Null

  OR NMC Expiry Date is less than Todays Date

Example Screenshot

Occupation Code requires NMC Registration but the professional registration body field is blank, or the registration has expired	27

Prof Reg number is recorded against two or more Employee Numbers

Description

This analysis is designed to show the number of employees whose Professional Registration Number is recorded against two or more Employee Numbers within the Organisation.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Professional Registration Number is NOT NULL
Primary Assignments Only

Example Screenshot

Prof Reg number is recorded against two or more Employee Numbers	12

Occupation Code requires General Medical Council or General Dental Council Registration, but employee is not licenced to practice or Reg body field is blank

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires a GDC or GMC registration but the employee is not licenced to practice or Reg body field is blank.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in
000;045;046;047;048;061;062;063;066;070;145;146;147;148;161;162;163;166;170;200;244;245;246;265;266
AND Registration Membership Body is Null
    OR Registration Membership Body is not equal to / is not in GMC; GDC
        OR Registration Membership Body is equal to / is in GMC; GDC
            AND Expiry Date is less than Time.Date
AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires General Medical Council or General Dental Council Registration, but employee is not licenced to practice or Reg body field is blank	21

Occupation Code requires HCPC Registration with registration type PA (Paramedic), but employee's Registration Profession is not PA or is blank

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires HCPC Registration with registration type PA (Paramedic) but the employee's Registration Profession is not PA or is blank.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in A0A; A0A; A0B; A0D; A0E; A1A; A4A; A4B; A4C; A4D; A5A; A5B; A5C; A5D; A5E; A6A; A6B; A6C; A6D; A6E; AAA; AAA; ABA; ABA; ABB; ABC; ABD; ABE

AND Registration Membership Body is Null

      OR Registration Membership Body is not equal to / is not in HCPC

            OR Registration Membership Body is equal to / is in HCPC

                  AND Attribute 1 is not equal to PA Paramedic

                      OR Attribute 1 is Null

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires HCPC Registration with registration type PA (Paramedic), but employee's Registration Profession is not PA or is blank	21

Occupation Code requires HCPC Registration, but employee's registration is not HCPC or is blank

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires HCPC registration but the employee's registration is not HCPC or is blank.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in
S0A;S0B;S0C;S0E;S0F;S0G;S0H;S0I;S0J;S0L;S0T;S1A;S1B;S1C;S1E;S1F;S1G;S1H;S1I;S1J;S1L;S2L;SAA;SAB;SAC;SAE;SAF;SAG;SAH;SAI;SAJ;SAK;SAL
Registration Membership Body is not equal to or is not in Health and Care Prof Council
Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires HCPC Registration, but employee's registration is not HCPC or is blank	21

Occupation Code requires Health and Care Professions Council or General Optical Council Regisatration, but employee's registration is not HCPC, GOC, is invalid or is blank

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires HCPC or GOC registration but employee's registration is not HCPC, GOC, is invalid or is blank.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in S0D;S1D;S2D;SAD

AND Registration Membership Body is Null

         Or Registration Membership Body is not equal to / is not in GOC; HCPC

            OR Registration Membership Body is equal to / is in GOC; HCPC

               AND Expiry Date is less than Time.Date

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires Health and Care Professions Council or General Optical Council Registration, but employee's registration is not HCPC, GOC, is invalid or is blank	3

Occupation Code requires General Pharmaceutical Council Registration, but employee's registration is not GPhC or is blank

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires GPhC registration but employee's registration is not GPhC or is blank.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in S0P;S2P;S4P;SAP

AND Registration Membership Body is Null

    Or Registration Membership Body is not equal to / is not in GPhC

        OR Registration Membership Body is equal to / is in GPhC

           AND Expiry Date is less than Time.Date

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires General Pharmaceutical Council Registration, but employee's registration is not GPhC or is blank	27

Employees with more than one employee record

Description

This analysis is designed to show the number of employees with more than one employee record.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

Employee Number BY NI Number greater than 1

Include only records where NI Number is NOT Null

Example Screenshot

Employees with more than one employee record	4

Reason for Leaving should not be Null

Description

This analysis is designed to show the number of employees where Reason for Leaving is not populated.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

Reason for Leaving is Null
Actual Termination Date is Prompted
Primary Assignments Only

Example Screenshot

Reason for Leaving should not be Null	4

Destination on Leaving should not be Null

Description

This analysis is designed to show the number of employees where Destination on Leaving is not populated.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

Destination on Leaving is Null
Actual Termination Date is Prompted
Primary Assignments Only

Example Screenshot

Destination on Leaving should not be Null	179

Final Process Date should not be Null

Description

This analysis is designed to show the number of employees with a null Final Process Date where the Actual Termination date has been recorded.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

Final Process Date is NULL

Actual Termination Date is NOT NULL

Primary Assignments Only

Example Screenshot

Final Process Date should not be Null	269

Age at Date of Joining Organisation is less than 15 Years

Description

This analysis is designed to show the number of employees where the employee's date of birth indicates they were less than 15 years old at the time of joining the organisation.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

The difference between Todays Date and the Employee Date of Birth is between 0 and 5740 days
Primary Assignments Only

Example Screenshot

Age at Date of Joining Organisation is less than 15 Years	1

Date of Birth should not be Null

Description

This analysis is designed to show the number of employees where Date of Birth is not populated.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Employee Birth Date is Null
Primary Assignments Only

Example Screenshot

Date of Birth should not be Null	2

Date of Birth Verified should not be Null

Description

This analysis is designed to show the number of employees where Date of Birth Verified is not populated.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Primary Assignments Only
Date of Birth Verified is Null

Example Screenshot

Date of Birth Verified should not be Null	399

Employee is indicated to be 80 years old or greater

Description

This analysis is designed to show the number of employees where the employee's date of birth indicates they are greater than 80 years old.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

The difference between Todays Date and the Employee Date of Birth is greater than 29200 days
Primary Assignments Only

Example Screenshot

Employee is indicated to be 80 years old or greater	0

National Insurance Number should not contain non-random, numeric strings, or have a Null Value

Description

This analysis is designed to show the number of employees where the employee's National Insurance Number contains non-random string or is Null.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

National Insurance Number is Null

> OR National Insurance Number equals / is in: AA000000A; NX011111A; NX111111A; WL111111A; TM123456A; AB123456C
>
> OR National Insurance Number is LIKE: 111111; 222222; 333333; 444444; 555555; 666666; 777777; 888888; 999999; 000000; 123456

Exclude Individuals where Recruitment Source = Abroad - Non EU Country AND Latest Start Date IS within the previous 6 Months
Primary Assignments Only

Example Screenshot

National Insurance Number should not contain non-random, numeric strings, or have a Null Value	3

Occupation Code = N** (except N8*, N9*,NF*,NG* and NH*) with a Grade Code of AfC grade lower than AfC Band 5 (XN05 or XR05)

Description

This analysis is designed to show the number of employees on a Nursing OCC code but have an AfC Pay Grade lower than Band 5.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Occupation Code is not LIKE N9%; N8%; NF%;NG%;NH%

Occupation Code begins with N

Pay Scale equals / is in: XN01; XN02; XN03; XN04; XR01; XR02; XR03; XR04

Primary Assignments Only

Example Screenshot

Occupation Code = N** (except N8* and N9*) with a Grade Code of AfC grade lower than AfC Band 5 (XN05 or XR05)	2

Staff Group is 'Registered Nursing and Midwifery' with a Grade Code of AfC grade lower than Band 5 (XN05 or XR05)

Description

This analysis is designed to show the number of employees within the Registered Nursing and Midwifery Staff Group but with an inappropriate Pay Scale.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Staff Group = Nursing and Midwifery Registered

Pay Scale is equal to / is in: XN01; XN02; XN03; XN04; XR01; XR02; XR03; XR04

Example Screenshot

Staff Group is 'Registered Nursing and Midwifery' with a Grade Code of AfC grade lower than Band 5 (XN05 or XR05)	25

Religious Belief should not be Null

Description

This analysis is designed to show the number of employees where Religious Belief is not populated.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Religious Belief is Null

Primary Assignments Only

Latest Start Date >= '01-04-2010' (Use tick box in prompts to apply)

Example Screenshot

Religious Belief should not be Null	167

Sexual Orientation should not be Null

Description

This analysis is designed to show the number of employees where Sexual Orientation is not populated.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Sexual Orientation is Null

Primary Assignments Only

Latest Start Date >= '01-04-2010' (Use tick box in prompts to apply)

Example Screenshot

Sexual Orientation should not be Null	167

Occupation Code is no longer valid or is blank

Description

This analysis is designed to show the number of employees where the occupation code is no longer valid or is blank.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Occupation Code is null

Occupation Code is not equal to / not in (valid list of occ codes)

Example Screenshot

Occupation Code is no longer valid or is blank (see the Current Occupation Code Manual)	2

Review Date should not be in the future

Description

This analysis is designed to show the number of employees where a review date has been entered which is in the future.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Review Date is greater than report effective date

Example Screenshot

Review Date should not be in the future	53

Ethnic Origin should not be Null

Description

This analysis is designed to show the number of employees where the ethnic origin field is null.

Data Items

Title	Description
COUNT	Count of Employee Number

Prompts

Filter on Latest Start Date

Filters

Ethnic Origin is NULL

Where prompt 'Filter on latest start date' is checked – Latest Start is greater than or equal to 01/04/2012

Primary Assignment = Y

Example Screenshot

Ethnic Origin should not be Null	68

Disability should not be Null

Description

This analysis is designed to show the number of employees where the disability field is null.

Data Items

Title	Description
COUNT	Count of Employee Number

Prompts

Filter on Latest Start Date

Filters

Disability is NULL

Where prompt 'Filter on latest start date' is checked – Latest Start is greater than or equal to 01/04/2012

Primary Assignment = Y

Example Screenshot

Disability should not be Null	927

Non-Medical staff aged less than 15 years or Medical & Dental staff aged less than 21 years

Description

This analysis is designed to show the number of employees aged less than 15 Years and are Non-Medical Staff or aged less than 21 Years and are Medical & Dental Staff.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Staff Group Is Not Medical & Dental AND Date of Birth < 5475 from Effective Date

OR Staff Group Is Medical & Dental AND Date of Birth < 7665 from Effective Date

Example Screenshot

Non-Medical & Dental staff aged less than 15 years or Medical & Dental staff aged less than 21 years	100

Area of Work is no longer valid or is blank

Description

This analysis is designed to show the number of positions where Area of Work is no longer valid or is not populated.

Data Items

Title	Description
COUNT	Count of Position

Filters

Area of Work is NULL

OR Area of Work is not equal to / is not in (Valid Area of Work List)

AND Position Number is NOT NULL

Example Screenshot

The Area of Work is no longer valid or is blank	2

National Insurance Number should not be made up of the Employee's Date of Birth

Description

This analysis is designed to show the number of employees where the numbers within their National Insurance Number are their Date of Birth.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Primary Assignments Only

Numbers within NI Number (XXXXXX) = Date of Birth (DD/MMM/YY)

Example Screenshot

National Insurance Number should not be made up of the Employee's Date of Birth	45

Nationality should not be Null

Description

This analysis is designed to show the number of employees whose nationality has not been completed (i.e. is null).

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Primary Assignments Only
Nationality is NULL

Example Screenshot

Nationality should not be Null	242

Workplace Org Code is not valid

Description

This analysis is designed to show the number of positions with an invalid Workplace Org Code.

Data Items

Title	Description
COUNT	Count of Position Number

Filters

Workplace Org Code is equal to / is in
00F;00G;00H;00W;01M;01N;02V;03C;03G;04X;05P;10G;10H;10M;10N;10T;10W;10Y;11C;11D;11H;1
1T;12A;5A3;5A4;5A5;5A7;5A8;5A9;5AT;5C1;5C2;5C3;5C4;5C5;5C9;5CN;5CQ;5D7;5D8;5D9;5E1;5EF;5
EM;5ET;5F1;5F5;5F7;5FE;5FL;5GC;5H1;5H8;5HG;5HP;5HQ;5HX;5HY;5J2;5J4;5J5;5J6;5J9;5JE;5JX;5K3;5
K5;5K6;5K7;5K8;5K9;5KF;5KG;5KL;5KM;5L1;5L3;5LA;5LC;5LD;5LE;5LF;5LG;5LH;5LQ;5M1;5M2;5M3;5
M6;5M7;5M8;5MD;5MK;5MV;5MX;5N1;5N2;5N3;5N4;5N5;5N6;5N7;5N8;5N9;5NA;5NC;5ND;5NE;5
NF;5NG;5NH;5NJ;5NK;5NL;5NM;5NN;5NP;5NQ;5NR;5NT;5NV;5NW;5NX;5NY;5P1;5P2;5P5;5P6;5P7;5
P8;5P9;5PA;5PC;5PD;5PE;5PF;5PG;5PH;5PJ;5PK;5PL;5PM;5PN;5PP;5PQ;5PR;5PT;5PV;5PW;5PX;5PY;5
QA;5QC;5QD;5QE;5QF;5QG;5QH;5QJ;5QK;5QL;5QM;5QN;5QP;5QQ;5QR;5QT;5QV;5QW;NA2;NB7;NL
L;NLM;Q30;Q31;Q32;Q33;Q34;Q35;Q36;Q37;Q38;Q39;R1G;RBB;RC3;RD7;RFW;RGQ;RHX;RJF;RJX;RL
U;RM2;RQQ;RR1;RRD;RV8;RVL;RW3;RWN;RX5;RYH;RYQ;T1160;T1190;T1240;T1310;T1340;T1430;T1
440;T1490;TAC;TAE;TAK;TAL;TAN;TAP;X09;YDF01;YDF04;00A;00E;01L;01P;01Q;02C;02J;02K;02L;03P;
04A;04P;04T;04W;05E;05K;05M;06C;06E;06G;06J;06R;06X;07A;07C;07D;07E;07F;09K;09M;09Q;09R;
09T;09V;10F;10P;11F;11G;11K;11L;11P;11Q;11R;11V;11W;11Y;12C;12E;YAW;YAX;YAY

Example Screenshot

Workplace Org Code is Not Valid	300

If Occupation Code is Medical & Dental then Staff Group should be Medical and Dental

Description

This analysis is designed to show the number of employees with a medical Occupation Code but on a non-Medical and Dental staff group.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Occupation Code is LIKE 0%;1%;2%;8%;9%

Staff Group is not equal / is not in Medical and Dental

Example Screenshot

If Occupation Code is Medical & Dental then Staff Group should be Medical and Dental	1

If Occupation Code is Non-Medical then Staff Group should be Non-Medical

Description

This analysis is designed to show the number of employees with a non-Medical Occupation Code but on a Medical and Dental staff group.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Occupation Code is not LIKE 0%;1%;2%;8%;9%
Staff Group is equal / is in Medical and Dental

Example Screenshot

If Occupation Code is Non-Medical then Staff Group should be Non-Medical	14

Part 2 Tab

Prompts

Organisation(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Staff Group
Job Role
Pay Grade(s)
Person Type(s)
Employee Person Type(s)
Related Reason
Primary Assignments Only
Effective Date (Default: Current Date)
Actual Termination Date Between (Default: between a date 1 year ago from Current Date and a date 3 months ahead)
Filter on Latest Start Date
Exclude Employee Number
Location
Org Levels 1-13

Open Ended Absence Greater Than 12 Months

Description

This analysis is designed to show the number of assignments that have open ended absences against them that are greater than twelve months old.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Absence Start Date is less than -12 months from Current Date

Absence End Date is Null (31/12/4712)

Example Screenshot

/

Absence Tests

Open Ended Absence Greater Than 12 Months	11

Adjacent sickness absences for the same employee with the same reason

Description

This analysis is designed to show the number of employees with two adjacent periods of absence that should be input as a single period rather than two.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

Absence Start Date is less than -12 months from Current Date
Absence Type is equal to / is in 'Sickness'

Example Screenshot

Adjacent sickness absences for the same employee with the same absence reason	11

Multiple absences for the same assignment on the same date

Description

This analysis is designed to show the number of employees with two or more absences recorded on the same date.

Data Items

Title	Description
COUNT	Count of Distinct Assignment Number

Filters

COUNT (DISTINCT Absence Category by Date,Assignment Number) greater than or equal to 2

Example Screenshot

Multiple absences for the same assignment on the same date	929

Bank Assignment Status of Inactive Not Worked > 12 Months

Description

This analysis is designed to show the number of Bank assignments with a status of 'Inactive Not Worked' for 12 months or more.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Assignment Status is equal to / is in Inactive Not Worked

Assignment Category is equal to / is in Bank

Assignment Effective Start Date is less than / equal to 12 months from Current Date

Example Screenshot

Bank Assignment Status of Inactive Not Worked > 12 Months	17

Honorary Assignment Not Updated in 18 Months

Description

This analysis is designed to show the number of Honorary assignments that have not been updated for 18 months.

This will help users where they may wish to take action e.g. end dating, updating or terminating these assignments.

Data Items

Title	Description
COUNT	Count of Distinct Assignment Number

Filters

Assignment Last Updated Date is less than or equal to 18 months from Current Date
Assignment Category is equal to / is in Honorary
       OR Employee Person Type is equal to / is in Honorary

Example Screenshot

Honorary Assignment Not Updated in 18 Months	2

Professional registration body is 'General Dental Council' but the Occupation Code is non-dental

Description

This analysis is designed to show the number of employees with a Professional Registration of General Dental Council but on an OCC code than does not require it.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Registration Membership Body = General Dental Council

OCC Code does not equal / is not in: 060; 061; 062; 063; 064; 065; 066; 067; 068; 069; 970; 971; 976; 980; 160; 161; 162; 163; 164; 165; 166; 167; 168; 169; 270; 280; S0R; S1R; S4R; S7R; S9R; 045; 046; 047; 048; 070

Example Screenshot

Professional registration body is 'General Dental Council' but the Occupation Code is non-dental	3

Employee has valid 'General Medical Council' Prof Reg but the Occupation Code appears to not require registration

Description

This analysis is designed to show the number of valid General Medical Council registered employees with either Provisional or Full Licence status but on an OCC code that does not require GMC registration.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Registration Membership Body = General Medical Council

GMC Reg Status = Prov Reg with Licence; Registered with Licence

OCC Code is not LIKE: 0%; 1%; 2%; 3%; 4%; 5%; 6%; 7%; 8%; 9%

Example Screenshot

Employee has valid 'General Medical Council' Prof Reg but the Occupation Code appears to not require registration	4

Professional registration body is 'Nursing and Midwifery Council' but the Occupation Code appears to not require registration

Description

This analysis is designed to show the number of employees with a Professional Registration of Nursing and Midwifery Council but on an OCC code than does not require it.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Registration Membership Body = Nursing and Midwifery Council AND

OCC Code is not in:

NAA;NAB;NAC;NAD;NAE;NAF;NAG;NAH;NAJ;NAK;NAL;NCA;NCB;NCC;NCD;NCE;NCF;NCG;NCH;NCJ;N CK;NCL;NEH;N0A;N0B;N0C;N0D;N0E;N0F;N0G;N0H;N0J;N0K;N0L;N1A;N1B;N1C;N1H;N1J;N1L;N2C;N 2J;N2L;N3H;N4D;N4F;N4H;N5D;N5F;N5H;N6A;N6B;N6C;N6D;N6E;N6F;N6G;N6H;N6J;N6K;N6L;N7A;N 7B;N7C;N7D;N7E;N7F;N7G;N7H;N7K;N7L;NBK;P3A;P3B;P3C;P3D;P3E;P2A;P2B;P2C;P2D;P2E;NGA;NG B;NGC;NGD;NGE;NGF;NGG;NGH

Example Screenshot

Professional registration body is 'Nursing & Midwifery Council' but the Occupation Code appears to not require registration	63

Employee has multiple Prof Reg entries from the same Registration Body

Description

This analysis is designed to show the number of employees with two or more Professional Registration records from the same Registration Body.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Professional Registration Number is NOT NULL

Primary Assignments Only

Example Screenshot

Employee has multiple Prof Reg entries from the same Registration Body	5

Occ Code of N4* or N6* should have a Nursing Registration with a Level 1 Sub-Part

Description

This analysis is designed to show the number of employees on N4* and N6* Occ Codes where no Sub-Part 1 is recorded against their professional registration.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Occupation Code begins with N4, N6

Primary Assignments Only

First – Eighth Registration Part is not equal to / is not in Sub-Part 1 RNC (Children) - SUSPENDED;Sub-Part 1 RNLD (Learning Disabilities) - REFER TO NMC;Sub-Part 1 RNLD (Learning Disabilities) - SUSPENDED;Sub-Part 1 RNMH (Mental Health) - REFER TO NMC;Sub-Part 1 RNMH (Mental Health) - SUSPENDED;Midwives (RM);Midwives (RM) - REFER TO NMC;Sub-Part 1 RNA (Adult);Sub-Part 1 RNA (Adult) - REFER TO NMC;Sub-Part 1 RNA (Adult) - SUSPENDED;Sub-Part 1 RNC (Children);Sub-Part 1 RNC (Children) - REFER TO NMC;Sub-Part 1 RNLD (Learning Disabilities);Sub-Part 1 RNMH (Mental Health);Midwives (RM) – SUSPENDED

Example Screenshot

Occ Code of N4* or N6* should have a Nursing Registration with a Level 1 Sub-Part	4

Occ Code of N5* or N7* should have a Nursing Registration with a Level 2 Sub-Part

Description

This analysis is designed to show the number of employees on N5* and N7* Occ Codes where no Sub-Part 2 is recorded against their professional registration.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Occupation Code begins with N5, N7

Primary Assignments Only

First – Eighth Part of the Register is not equal to / is not in Sub-Part 2 RN2 (Adult);Sub-Part 2 RN4 (Mental Health);Sub-Part 2 RN6 (Learning Disabilities);Sub-Part 2 RN7 (General);Sub-Part 2 RN9 (Fever)

Example Screenshot

Occ Code of N5* or N7* should have a Nursing Registration with a Level 2 Sub-Part	50

Occupation Code requires HCPC Registration with registration type Clinical Scientist, but employee's Registration Profession is not CS or is blank

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires HCPC Registration with registration type Clinical Scientist but the employee's Registration Profession is not CS or is blank.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in U1A; U1B; U1C; U1D; U1E; U1F; U1G; U1H; U1J; U1K; U1L; U1M; U2A; U2B; U2C; U2D; U2E; U2F; U2G; U2H; U2J; U2K; U2L; U2M; UAA; UAB; UAC; UAD; UAE; UAF; UAG; UAH; UAJ; UAK; UAL; UAM

AND Registration Membership Body is Null

    OR Registration Membership Body is not equal to / is not in HCPC

        OR Registration Membership Body is equal to / is in HCPC

            AND Attribute 1 is not equal to CS Clinical Scientist

                OR Attribute 1 is Null

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occ Code requires HCPC Registration with registration type Clinical Scientist, but employee's Registration Profession is not CS or is blank	2

Occupation Code requires HCPC Registration, GDC Registration or No Registration required, but the Registration Body is not HCPC or GDC

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires HCPC or GDC or No Registration but Registration Body is not HCPC or GDC.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in U0A;U0B;U0C;U0D;U0E;U0F;U0G;U0H;U0J;U0K;U0L;U0M

AND Registration Membership Body is not equal to / is not in GDC; HCPC

        OR Registration Membership Body is equal to / is in GDC; HCPC

        AND Expiry Date is less than Time.Date

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires HCPC Registration, GDC Registration or No Registration required, but the Registration Body is not HCPC or GDC	2

Occupation Code requires HCPC, GMC, NMC or No Registration required, but Registration Body is not HCPC, GMC or NMC

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires HCPC or GMC or NMC or No Registration but Registration Body is not HCPC or GMC or NMC.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code equals / is in S0X;S1X;S2X

AND Registration Membership Body is not equal to / is not in GMC; HCPC; NMC

OR Registration Membership Body is equal to / is in GMC; HCPC; NMC

AND Expiry Date is less than Time.Date

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occ Code requires HCPC, GMC, NMC or NO registration required, but Registration Body is not HCPC, GMC or NMC	6

Occupation Code requires General Optical Council Registration, but employee's registration is not GOC, is invalid or is blank

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires GOC Registration but Registration Body is not GOC, is invalid or is blank.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

Occ Code is equal to / is in SAW;S0W;S2W;S4W
AND Registration Body is null
      OR Registration Body is not equal to / is not in General Optical Council
         OR Registration Body is equal to / is in General Optical Council
           AND Expiry Date is less than Time.Date
AND Primary Assignment Flag is equal to / is in Y
AND Employee Number is not equal to any results of a sub-analysis returning employees with valid General Optical Council registration

Example Screenshot

Occupation Code requires General Optical Council Registration, but employee's registration is not GOC, is invalid or is blank	19

Occupation Code requires HCPC Registration with registration type BS (Biomedical Scientist), but employee's Registration Profession is not BS or is blank

Description

This analysis is designed to show the number of employees with an Occupation Code in the below list which requires HCPC Registration with registration type BS but Registration Profession is not BS or is blank.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

Occ Code is equal to / is in UCA;UCB;UCC;UCD;UDA;UDB;UDC;UDD;UEA;UEB;UEC;UED
AND Registration Body is null
       OR Registration Body is not equal to / is not in HCPC
          OR Registration Body is equal to / is in HCPC
             AND Attribute 1 is not equal to / is not in BS Biomedical Scientist
               OR Attribute 1 is null
AND Primary Assignment Flag is equal to / is in Y
AND Employee Number is not equal to any results of a sub-analysis returning valid HCPC registered employees with Biomedical Scientist registration type

Example Screenshot

Occupation Code requires HCPC Registration with registration type BS (Biomedical Scientist), but employee's Registration Profession is not BS or is blank	29

Registration Profession is 'CS', but the Occupation Code appears not to require employee to be a Clinical Scientist

Description

This analysis is designed to show the number of employees with a Registration Profession of Clinical Scientist but on an Occupation Code which does not require the employee to be a Clinical Scientist.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code is LIKE U3%;U4%;U5%;U6%;U7%;U8%;U9%

Register/HPC Profession is equal / is in CS Clinical Scientist

Latest HCPC Prof Reg Expiry Date

Primary Assignment Flag equals / is in Y

Example Screenshot

Registration Profession is 'CS', but the Occupation Code appears not to require employee to be a Clinical Scientist	3

Professional Registration Body is General Pharmaceutical Council (GPhC) but the Occupation code appears not to require this Registration

Description

This analysis is designed to show the number of employees with a GPhC Professional Registration but on an Occupation Code which does not require GPhC registration.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

OCC Code is not equal / is not in S0P;S2P;S4P;SAP

Registration Membership Body is equal / is in General Pharmaceutical Council

Latest GPhC Prof Reg Expiry Date

Primary Assignment Flag equals / is in Y

Example Screenshot

Professional Registration Body is General Pharmaceutical Council (GPhC) but the Occupation code appears not to require this Registration	7

NHS Org (On Leaving) should not be Null if the Destination on Leaving is NHS Organisation

Description

This analysis is designed to show the number of leavers to an NHS organisation where the NHS Org on Leaving is not populated.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

Destination on Leaving = NHS Organisation

NHS Organisation on Leaving is Null

Actual Termination Date is Prompted

Primary Assignments Only

Example Screenshot

NHS Org (On Leaving) should not be Null if the Destination on Leaving is NHS Organisation	40

Latest Start Date should not be more than 90 days in the future

Description

This analysis is designed to show the number of employees where Latest Start Date is greater than 90 Days from the current date.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Latest Start Date > 90 from Current Date

Example Screenshot

Latest Start Date should not be more than 90 days in the future	5381

Latest Start Date should not be Null

Description

This analysis is designed to show the number of employees where Latest Start Date is not populated.

Data Items

Title	Description
COUNT	Count of Distinct Employee Number

Filters

Latest Start Date is Null

Actual Termination Date is Prompted

Primary Assignments Only

Example Screenshot

Latest Start Date should not be Null	1

Contact's telephone number should not be the same

Description

This analysis is designed to show the number of employees where more than one employee contact has the same telephone number.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Contact Telephone Number is not null
Primary Assignments Only

Example Screenshot

Contact's telephone number should not be the same	100

Home Address (Line 1) is recorded incorrectly

Description

This analysis is designed to show the number of employees where an employee's home address Line 1 is recorded incorrectly.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Employee Address Line1 is Incorrect (Custom Regular Expression filter)

Primary Assignments Only

Example Screenshot

Home Address (Line 1) is recorded incorrectly	94

Address Town should not be NULL

Description

This analysis is designed to show the number of employees where an employee's home address Town is not populated.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Address City is null
Primary Assignments Only

Example Screenshot

Address Town should not be NULL	494

Postcode is Invalid or NULL

Description

This analysis is designed to show the number of employees where the Post Code field is null or invalid.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Post Code is NULL

      OR Invalid (Custom Regular Expression filter)

Employee Address Country is equal to / in United Kingdom

Primary Assignment = Y

Example Screenshot

Postcode is Invalid or NULL	39

Email Address should not be Null

Description

This analysis is designed to show the number of employees where Email Address is not populated.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Include only records where Email Address is Null

Example Screenshot

Email Address should not be Null	430

Email Address does not contain specified Domain Name(s)*

Description

This analysis is designed to show the number of employees whose Email Address domain name does not match with the email domain name(s) specified by the user.

Prompts

Email Domain Name(s)

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Include only records where Email Address is NOT Null

Example Screenshot

Email Address does not contain specified Domain Name(s)	30

NHS Org (Source) should not be Null if Recruitment Source is the NHS

Description

This analysis is designed to show the number of employees where NHS Org (Source) is not populated and the Recruitment Source is an NHS Organisation.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Include only records where NHS Org (Source) is Null

AND Recruitment Source is NHS Organisation

Example Screenshot

NHS Org (Source) should not be Null if Recruitment Source is the NHS	68

Employees Working > 20 Hours on Student Visa

Description

This analysis is designed to show the number of employees working > 20 hours on a Student Visa.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Include only records where Visa Type is equal to Tier 4 OR Student

AND SUM(Contract Hours) greater than 20

Example Screenshot

Employees Working > 20 Hours on Student Visa	11

Employees Working > 20 Hours in Secondary Employment

Description

This analysis is designed to show the number of employees working > 20 hours in secondary employment.

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Include only records where Primary Sponsor Organisation Name IS NOT NULL
AND SUM(Contract Hours) greater than 20

Example Screenshot

Employees Working > 20 Hours in Secondary Employment	4

Employee current Length of Service plus Aggregate Service should not be greater than Age minus 16 Years

Description

This analysis is designed to show the number of employees where current Length of Service plus Aggregate Service is greater than the employee Age minus 16 years (minimum required to undertake employment).

Data Items

Title	Description
COUNT	Count of Employee Number

Filters

Include only records where the employee current Length of Service plus Aggregate Service is greater than the employee Age minus 16 years

Example Screenshot

Employee current Length of Service plus Aggregate Service should not be greater than Age minus 16 Years	5

If Occ Code is Medical & Dental then payscale must start with K, L, M, Y or Z

Description

This analysis is designed to show the number of employees on a Medical and Dental Occupation Code but not on an appropriate Pay Scale.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Occupation Code is LIKE: 0%; 1%; 2%; 3%; 4%; 5%; 6%; 7%; 8%; 9%

Pay Scale is not LIKE: K%; L%; M%; Y%; Z%

Example Screenshot

If Occ Code is Medical & Dental then payscale must start with K, L, M, Y or Z	9

If Occ Code is Medical & Dental then payscale must start with K, L, M, Y or Z

If Staff Group is Medical & Dental then payscale must start with K, L, M, Y or Z

Description

This analysis is designed to show the number of employees with a Staff Group of Medical and Dental but an inappropriate Pay Scale.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Staff Group = Medical and Dental

Pay Scale is not LIKE: K%; L%; M%; Y%; Z%

Example Screenshot

If Staff Group is Medical & Dental then payscale must start with K, L, M, Y or Z	2

If Occ Code is not 'Medical and Dental' Grade Code should not start with K, L, M, Y or Z

Description

This analysis is designed to show the number of employees not on a Medical and Dental Occupation Code with an inappropriate Pay Scale.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Occupation Code is not LIKE: 0%; 1%; 2%; 3%; 4%; 5%; 6%; 7%; 8%; 9%

Pay Scale is LIKE: K%; L%; M%; Y%; Z%

Example Screenshot

If Occ Code is not 'Medical and Dental' Grade Code should not start with K, L, M, Y or Z	12

If Staff Group is not 'Medical and Dental' Grade Code should not start with K, L, M, Y or Z

Description

This analysis is designed to show the number of employees within the Medical and Dental Staff Group but with an inappropriate Pay Scale.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Staff Group does not equal / is not in Medical and Dental

Pay Scale is LIKE: K%; L%; M%; Y%; Z%

Example Screenshot

If Staff Group is not 'Medical and Dental' Grade Code should not start with K, L, M, Y or Z	12

Employee with an Occupation Code of G0* or G1* with AfC Band 7 and below

Description

This analysis is designed to show the number of employees on Occupation Codes G0* or G1* but with an inappropriate Pay Scale.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Occupation Code is LIKE G0%;G1%;

Pay Scale is equal / is in

XN01;XN02;XN03;XN04;XR01;XR02;XR03;XR04;XN05;XN06;XN07;XR05;XR06;XR07

Example Screenshot

Employee with an Occupation Code of G0* or G1* with AfC Band 7 and below	18

Frontline Healthcare Worker is Null

Description

This analysis is designed to show the number of Positions with the Frontline Healthcare Worker field not populated.

Data Items

Title	Description
COUNT	Count of Position Number

Filters

Date Between Position Effective Start and End Date
Frontline Healthcare Worker is NULL

Example Screenshot

Frontline Healthcare Worker is Null	105

Occupation Code is Nurse Manager with a Grade Code lower than AfC Band 8a

Description

This analysis is designed to show the number of Nurse Manager employees on Occupation Codes with a Grade Code lower than AfC Band 8a.

Data Items

Title	Description
COUNT	Count of Assignment Number

Filters

Occupation Code is equal to / is in N0A;N0B;N0C;N0D;N0E;N0F;N0G;N0H;N0J;N0K;N0L

Pay Scale is equal / is in
XN01;XN02;XN03;XN04;XR01;XR02;XR03;XR04;XN05;XN06;XN07;XR05;XR06;XR07

Example Screenshot

Occupation Code is Nurse Manager with a Grade Code lower than AfC Band 8a	12

Absence Tab

Description

This tab is designed to provide the user with a list of each member of staff who falls under one or more of the Absence tests described below.

Prompts

Organisation(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Staff Group
Job Role
Pay Grade(s)
Person Type(s)
Employee Person Type(s)
Related Reason
Primary Assignments Only
Effective Date (Default: Current Date)
Exclude Employee Number
Org Levels 1-13

Analyses

A table is provided for each absence related test described below. (*Employee Details have been removed for screen shots used within this guide*).

Open Ended Absence Greater Than 12 Months

Description

This analysis is designed to show details of assignments that have open ended absences against them that are greater than twelve months old.

Data Items

Assignment Number
Employee Name
Absence Start Date
Absence End Date
Organisation Name
Absence Type
FTE
Absence Days (FTE)

Filters

Absence Start Date is less than -12 months from Current Date

Absence End Date is Null (31/12/4712)

Example Screenshot

NHS Open-Ended Absence Greater than 12 Months

Assignment Number	Employee Name	Organisation Name	Absence Start Date	Absence End Date	Absence Type	FTE	Absence (FTE Days)
20055165	Choi04, Miss Jenny	504 Team Midwifery	29/09/2014	30/9/2014	Sickness	1.00	2.00
Assignment Total							**2.00**
20055173	Dalziel02, Dr Maureen	504 Trust Board	17/09/2014	19/9/2014	Sickness	0.23	0.69
Assignment Total							**0.69**
20055177	Cranford09, Miss Katherine	504 Ward 7	01/11/2014	10/11/2014	Sickness	1.00	10.00
Assignment Total							**10.00**
20055183	Cranford08, Miss Katherine	504 Ward 7	19/02/2014	31/12/2014	Sickness	1.00	136.00
Assignment Total							**136.00**
20055186	Wright02, Ms. Dierdre	504 Ward 7	02/10/2014	6/10/2014	Unpaid Authorised Special Hrs	1.00	5.00
Assignment Total							**5.00**
20055187	Fletcher09, Mr. Sandy	504 Ward 12	13/10/2014	17/10/2014	Annual Leave Hours 1	1.00	5.00
Assignment Total							**5.00**
20055193	Cranford06, Miss Katherine	504 Psychology	13/12/2014	29/12/2014	Sickness	1.00	17.00
Assignment Total							**17.00**
20055195	Baker01, Mrs. Yve	504 Ward 9	08/09/2014	12/9/2014	Sickness	1.00	5.00
Assignment Total							**5.00**

Adjacent Absences for the Same Employee with the Same Reason

Description

This analysis is designed to show details of employees with two adjacent periods of absence that should be input as a single period rather than two.

Data Items

Employee Number
Employee Name
Previous End Date
Absence Start Date
Absence End Date

Filters

Absence Start Date is less than -12 months from Current Date

Absence Type is equal to / is in 'Sickness'

Example Screenshot

Adjacent Absences for the Same Employee with the Same Reason

Employee Number	Employee Name	Prev End Date	Absence Start Date	Absence End Date
12345678	Blogs, Mr. Joe	20/01/2018	21/01/2018	04/02/2018
12345678	Blogs, Mr. Joe	26/01/2018	27/01/2018	02/02/2018
12345678	Blogs, Mr. Joe	04/02/2018	05/02/2018	11/02/2018
12345678	Blogs, Mr. Joe	28/02/2018	01/03/2018	01/03/2018
12345678	Blogs, Mr. Joe	19/04/2018	20/04/2018	20/04/2018
12345678	Blogs, Mr. Joe	29/04/2018	30/04/2018	08/05/2018
12345678	Blogs, Mr. Joe	25/06/2018	26/06/2018	09/07/2018
12345678	Blogs, Mr. Joe	27/06/2018	28/06/2018	29/06/2018
12345678	Blogs, Mr. Joe	18/07/2018	19/07/2018	20/07/2018
12345678	Blogs, Mr. Joe	26/07/2018	27/07/2018	02/08/2018
12345678	Blogs, Mr. Joe	13/08/2018	14/08/2018	03/09/2018

Actions

Click Employee Number->Absence Detail Tab

Multiple absences for the same assignment on the same date

Description

This analysis is designed to show details of employees with two or more absences recorded on the same date.

Data Items

Employee Name
Assignment Number
Absence Date
Absence Category
Absence Type
Absence Reason

Filters

COUNT (DISTINCT Absence Category by Date,Assignment Number) greater than or equal to 2

Example Screenshot

Multiple Absences on the Same Day

Employee Name	Assignment Number	Date	Absence Category	Absence Type	Absence Reason
Blogs, Mr. Joe	12345678	10/12/2020	Sickness	Sickness	S15 Chest & respiratory problems
			Special Leave	Special Increasing Bal	Infection Precaution
	12345678	11/12/2020	Sickness	Sickness	S15 Chest & respiratory problems
			Special Leave	Special Increasing Bal	Infection Precaution
	12345678	12/12/2020	Sickness	Sickness	S15 Chest & respiratory problems
			Special Leave	Special Increasing Bal	Infection Precaution
	12345678	13/12/2020	Sickness	Sickness	S15 Chest & respiratory problems
			Special Leave	Special Increasing Bal	Infection Precaution

Refresh - Print - Export - Add to Briefing Book

Applicant Tab

Description

This tab is designed to provide the user with a list of applicants who falls under one or more of the Applicant tests described below.

Prompts

Organisation
Staff Group
Job Role
Pay Grade(s)
Person Type
Applicant Person Type
Exclude Applicant Number(s)
Effective Date (Default: Current Date)
Org Levels 1-13

Analyses

A table is provided for each applicant related test described below. (*Applicant Details have been removed for screen shots used within this guide*).

Applicants with multiple applicant numbers

Description

This analysis is designed to show the number and details of those applicants with more than one applicant record.

Filters

Applicant Number BY NI Number greater than 1
Include only records where NI Number is NOT Null

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Applicants with more than one applicant record	8

Detail
Data Items

NI Number
Applicant Numbers (Count Distinct)

Example Screenshot

Applicants with mutliple applicant numbers

NI Number	Applicant Numbers
AB101010C	2
AB101010C	2
AB101010C	2
AB101010C	2
AB101010C	2
AB101010C	2
AB101010C	2
AB101010C	2

Refresh - Print - Export - Add to Briefing Book

Applicant is indicated to be 80 years old or greater

Description

This analysis is designed to show the number and details of those applicants where the applicant's date of birth indicates they are greater than 80 years old.

Filters

The difference between Todays Date and the Applicant Date of Birth is greater than 29200 days

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Applicant is indicated to be 80 years old or greater	0

Detail
Data Items

Applicant Number
Date of Birth

Example Screenshot

Applicant is indicated to be 80 years old or greater

Applicant Number	Date of Birth
00001000	01-AUG-58
00002000	02-JUL-57
00003000	05-FEB-56
00004000	09-JUN-57
00005000	10-MAR-59
00006000	11-MAY-57
00007000	15-MAY-59
00008000	16-OCT-54
00009000	16-OCT-59
00011000	17-DEC-57

⬆⬆⬇⬍ Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Applicants without an update to their record in the last 12 months

Description

This analysis is designed to show the number and details of those applicant records that have not been updated for 12 months.

Filters

Applicant Last Updated Date is less than or equal to 12 months from Current Date

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Applicants without an update to their record in the last 12 months	66

Detail
Data Items

Applicant Number
Last Updated Date

Example Screenshot

Applicants without an update to their record in the last 12 months

Applicant Number	Last Updated Date
00001000	18/02/2016
00001000	21/01/2019
00001000	22/01/2019
00001000	24/01/2019
00001000	24/01/2019
00001000	28/01/2019
00001000	28/01/2019
00001000	28/01/2019
00001000	28/01/2019
00001000	29/01/2019

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

National Insurance Number should not be made up of the Applicant's Date of Birth

Description

This analysis is designed to show the number and details of those applicants where the numbers within their National Insurance Number are their Date of Birth.

Filters

Numbers within NI Number (XXXXXX) = Date of Birth (DD/MMM/YY)

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

National Insurance Number should not be made up of the Applicant's Date of Birth	0

Detail
Data Items

Applicant Number
NI Number
Applicant Date of Birth

Example Screenshot

National Insurance Number should not be made up of the Applicant's Date of Birth

Applicant Number	NI Number	Applicant Birth Date
00001000	SX310782A	31-JUL-82
00002000	SX020189B	02-JAN-89
00003000	SX280292C	28-FEB-92
00004000	SX310782D	07-JUN-94

Rows 1 - 4

Refresh - Print - Export - Add to Briefing Book

National Insurance Number should not contain non-random, numeric strings, or have a Null Value

Description

This analysis is designed to show the number and details of those applicants where the applicant's National Insurance Number contains non-random string or is Null.

Filters

National Insurance Number equals / is in: AA000000A; NX011111A; NX111111A; WL111111A; TM123456A; AB123456C

      OR National Insurance Number is LIKE: 111111; 222222; 333333; 444444; 555555; 666666; 777777; 888888; 999999; 000000; 123456

  OR National Insurance Number is Null

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

National Insurance Number should not contain non-random, numeric string or have a Null Value	35

Detail
Data Items

Applicant Number
NI Number

Example Screenshot

National Insurance Number should not contain non-random, numeric string or have a Null Value

Applicant Number	NI Number
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	

⬆ ⬆ ⬇ ⬇ Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Recruitment Source should not be Null

Description

This analysis is designed to show the number and details of those applicants where recruitment source is not populated.

Filters

Applicant Recruitment Source is NULL

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Recruitment Source should not be Null	244

Detail
Data Items

Applicant Number
Recruitment Source

Example Screenshot

Recruitment Source should not be Null

Applicant Number	Recruitment Source
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Date of Birth should not be Null

Description

This analysis is designed to show the number and details of those applicants where date of birth is not populated.

Filters

Applicant Birth Date is Null

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Date of Birth should not be Null	14

Detail
Data Items

Applicant Number
Date of Birth

Example Screenshot

Date of Birth should not be Null

Applicant Number	Date of Birth
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Disability should not be Null

Description

This analysis is designed to show the number and details of those applicants where the disability field is null.

Filters

Applicant Disability is NULL

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Disability should not be Null	203

Detail
Data Items

Applicant Number
Disability

Example Screenshot

Disability should not be Null

Applicant Number	Disability
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	

⬆ ⬆ ⬇ ⬇ Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Ethnic Origin should not be Null

Description

This analysis is designed to show the number and details of those applicants where the ethnic origin field is null.

Filters

Applicant Ethnic Origin is NULL

Summary

Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Ethnic Origin should not be Null	207

Detail

Data Items

Applicant Number
Ethnic Group

Example Screenshot

Ethnic Origin should not be Null

Applicant Number	Ethnic Group
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	

⇧ ⇧ ⬇ ⬇ Rows 1 - 10

Refresh - Print -Export - Add to Briefing Book

Nationality should not be Null

Description

This analysis is designed to show the number and details of those applicants whose nationality has not been completed (i.e. is null).

Filters

Applicant Nationality is NULL

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Nationality should not be Null	235

Detail
Data Items

Applicant Number
Nationality

Example Screenshot

Nationality should not be Null

Applicant Number	Nationality
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	

Rows 1 - 10

Refresh - Print -Export - Add to Briefing Book

NHS Org (Source) should not be Null if Recruitment Source is the NHS

Description

This analysis is designed to show the number and details of those applicants where NHS Org (Source) is not populated and the recruitment source is an NHS organisation.

Filters

Include only records where Applicant Recruitment Source is NHS Organisation
AND Applicant NHS Org (Source) is Null

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

NHS Org (Source) should not be Null if Recruitment Source is the NHS	19

Detail
Data Items

Applicant Number
NHS Org Recruitment Source

Example Screenshot

NHS Org (Source) should not be Null if Recruitment Source is the NHS

Applicant Number	NHS Org Recruitment Source
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Sexual Orientation should not be Null

Description

This analysis is designed to show the number and details of those of applicants where sexual orientation is not populated.

Filters

Applicant Sexual Orientation is Null

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Sexual Orientation should not be Null	218

Detail
Data Items

Applicant Number
Sexual Orientation

Example Screenshot

Sexual Orientation should not be Null

Applicant Number	Sexual Orientation
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Religious Belief should not be Null

Description

This analysis is designed to show the number and details of those applicants where religious belief is not populated.

Filters

Applicant Religious Belief is Null

Summary
Data Items

Title	Description
COUNT	Count of Distinct Applicant Number

Example Screenshot

Religious Belief should not be Null	225

Detail
Data Items

Applicant Number
Religious Belief

Example Screenshot

Religious Belief should not be Null

Applicant Number	Religious Belief
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	
00001000	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Assignment Tab

Description

This tab is designed to provide the user with a list of each member of staff who falls under one or more of the Assignment tests described below.

Prompts

Organisation(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Staff Group
Job Role
Pay Grade(s)
Person Type(s)
Employee Person Type(s)
Primary Assignments Only
Effective Date (Default: Current Date)
Exclude Employee Number
Org Levels 1-13

Analyses

A table is provided for each assignment related test described below. (*Employee Details have been removed for screen shots used within this guide).*

Assignment Category should not be Null

Description

This analysis is designed to show details of those employees where Assignment Category is not populated.

Data Items

Assignment Number
Employee Name
Organisation Name
Assignment Category

Filters

Assignment Category is Null

Example Screenshot

Assignment Category should not be Null

Assignment Number	Employee Name	Organisation Name	Assignment Category
20055524	Arkwright25, Mrs. Debra	504 ESR Hospitals NHS Trust	
20055657	Ayres01, Mrs. Pamela	504 Ward 7	
20055419	Ayres02, Mrs. Pamela	504 Ward 7	
20055263	Ayres03, Mrs. Pamela	504 Ward 7	
20055378	Ayres04, Mrs. Pamela	504 Ward 7	
20055673	Ayres05, Mrs. Pamela	504 Ward 7	
20055301	Ayres06, Mrs. Pamela	504 Ward 7	
20055224	Ayres07, Mrs. Pamela	504 Ward 7	
20055227	Ayres08, Mrs. Pamela	504 Ward 7	
20055296	Ayres09, Mrs. Pamela	504 Ward 7	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

A person's total combined Contracted FTE should not exceed 1.28

Description

This analysis is designed to show details of those employees with a combined FTE greater than 1.28.

Data Items

Title	Description
Employee Number	
Employee Name	
Combined Total FTE	Sum of Assignment FTE where Assignment FTE is not Null

Filters

Sum of Assignment FTE is greater than 1.28

Example Screenshot

A person's total combined Contracted FTE should not exceed 1.28

Employee Number	Employee Name	Combined Total FTE
20055484	Tranter10, Mrs. Louise	2.00

Refresh - Print - Export - Add to Briefing Book

Review Date should not be in the future

Description

This analysis is designed to show details of those employees where a review date has been entered that is greater than the report effective date.

Data Items

Assignment Number
Employee Name
Organisation Name
Appraisal Date
Reviewer

Filters

Appraisal Date is greater than report effective date

Example Screenshot

Review Date should not be in the future

Assignment Number	Employee Name	Organisation Name	Appraisal Date	Reviewer
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	02/02/2021	Blogs, Mrs. Jo
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	02/02/2021	Blogs, Mrs. Jo
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	03/02/2021	Blogs, Mrs. Jo
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	03/02/2021	Blogs, Mrs. Jo
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	03/02/2021	Blogs, Mrs. Jo
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	03/02/2021	Blogs, Mrs. Jo
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	03/02/2021	Blogs, Mrs. Jo
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	04/02/2021	Blogs, Mrs. Jo
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	05/02/2021	Blogs, Mrs. Jo
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	15/02/2021	Blogs, Mrs. Jo

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Bank Assignment Status of Inactive Not Worked > 12 Months

Description

This analysis is designed to show details of those employees whose Bank assignments have a status of 'Inactive Not Worked' for 12 months or more.

Data Items

Assignment Number
Employee Name
Assignment Status

Filters

Assignment Status is equal to / is in Inactive Not Worked

Assignment Category is equal to / is in Bank

Assignment Effective Start Date is less than / equal to 12 months from Current Date

Example Screenshot

Bank Assignment Status of Inactive Not Worked > 12 Months

Assignment Number	Employee Name	Assignment Status
20055197	Johnson02, Mr. Andrew	Inactive Not Worked
20055412-2	Lewis01, Miss Sarah	Inactive Not Worked
20055343-2	Lewis02, Miss Sarah	Inactive Not Worked
20055158-2	Lewis03, Miss Sarah	Inactive Not Worked
20055335-2	Lewis04, Miss Sarah	Inactive Not Worked
20055411-2	Lewis05, Miss Sarah	Inactive Not Worked
20055259-2	Lewis06, Miss Sarah	Inactive Not Worked
20055622-2	Lewis07, Miss Sarah	Inactive Not Worked
20055504-2	Lewis08, Miss Sarah	Inactive Not Worked
20055428-2	Lewis09, Miss Sarah	Inactive Not Worked

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Assignments with a missing Budget value

Description

This analysis is designed to show details of those assignments with a missing FTE value where Contract Hours/Sessions has a value greater than zero.

Data Items

Assignment Number
Employee Name
Organisation Name
Employee Category
FTE
Contract Hours
Frequency

Filters

FTE is Null or is equal to 0
Contract Hours is greater than 0

Example Screenshot

Assignments with a missing Budget value

Assignment Number	Employee Name	Organisation Name	Employee Category	FTE	Contract Hours	Frequency
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Part Time		30.0	Week
1111222	Blogs, Mrs. Jo	000 NHS ESR Organisation	Part Time		5.0	Week

Refresh - Print - Export - Add to Briefing Book

Honorary Assignment Not Updated in 18 Months

Description

This analysis is designed to show details of Honorary assignments that have not been updated for 18 months.

This will help users where they may wish to take action e.g. end dating, updating or terminating these assignments.

Data Items

Organisation Name
Assignment Number
Employee Name
Position Name
Supervisor Name
Supervisor Email Address
Last Updated Date
Last Updated By

Filters

Assignment Last Updated Date is less than or equal to 18 months from Current Date
Assignment Category is equal to / is in Honorary
OR Employee Person Type is equal to / is in Honorary

Example Screenshot

Honorary Assignments Not Updated in 18 Months

Organisation Name	Assignment Number	Employee Name	Position Name	Supervisor Name	Supervisor Email Address	Last Updated Date	Last Updated By
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	06/02/2007	000JBLOGS01|Blogs, Mrs. Jo
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	15/05/2009	000JBLOGS01|Blogs, Mrs. Jo
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	15/05/2009	000JBLOGS01|Blogs, Mrs. Jo
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	23/09/2009	000JBLOGS01|Blogs, Mrs. Jo
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	05/05/2010	000JBLOGS01|Blogs, Mrs. Jo
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	10/01/2011	000JBLOGS01|Blogs, Mrs. Jo
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	25/07/2011	000JBLOGS01|Blogs, Mrs. Jo
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	25/07/2011	000JBLOGS01|Blogs, Mrs. Jo
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	25/07/2011	000JBLOGS01|Blogs, Mrs. Jo
000 NHS ESR Organisation	12345678	Blogs, Mr. Joe	000000|Business Analyst|A2B|Information Technology	Blogs, Mrs. Jo	jo.blogs@nhs.net	07/12/2011	000JBLOGS01|Blogs, Mrs. Jo

Rows 1 - 10

Refresh - Print -Export - Add to Briefing Book

Grade Step should not be Null

Description

This analysis is designed to show details of assignments where there are missing grade step points.

Data Items

Organisation Name
Assignment Number
Employee Name
Grade Name
Grade Step

Filters

Assignment Grade Step is Null

Example Screenshot

Grade Step should not be Null

Organisation	Assignment Number	Employee Name	Grade Name	Grade Step
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	
000 NHS Organisation	12345678	Blogs, Mr. Joe	NHS|ZM81|Consultant	

Rows 1 - 10

Employee Tab

Description

This tab is designed to provide the user with a list of each member of staff who falls under one or more of the Employee tests described below.

Prompts

Organisation(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Staff Group
Job Role
Pay Grade(s)Person Type(s)
Employee Person Type(s)
Primary Assignments Only
Effective Date (Default: Current Date)
Exclude Employee Number
Org Levels 1-13

Analyses

A table is provided for each employee related test described below. (*Employee Details have been removed for screen shots used within this guide).*

NHS Org (Source) should not be Null if Recruitment Source is the NHS

Description

This analysis is designed to show details of those employees where NHS Org (Source) is not populated and Recruitment Source is NHS Organisation.

Data Items

Employee Number
Employee Name
Organisation Name
Recruitment Source
NHS Org Recruitment Source

Filters

Primary Assignments Only

Latest Start Date >= 01/04/2010

NHS Org Recruitment Source is Null

AND Recruitment Source is NHS Organisation

Example Screenshot

NHS Org (Source) should not be Null if Recruitment Source is the NHS

Employee Number	Employee Name	Organisation Name	Recruitment Source	NHS Org Recruitment Source
20101411	Moorley, Mr. Christophe	504 Ward 9	NHS Organisation	407 Walsall Healthcare NHS Trust

Refresh - Print - Export - Add to Briefing Book

Recruitment Source should not be Null

Description

This analysis is designed to show details of those employees where Recruitment Source is not populated.

Data Items

Employee Number
Employee Name
Organisation Name
Recruitment Source

Filters

Primary Assignments Only

Latest Start Date >= 01/04/2010

Recruitment Source is Null

Example Screenshot

Recruitment Source should not be Null

Employee Number	Employee Name	Organisation Name	Recruitment Source
20055417	007Lane, Mrs. Sarah	504 Ward 9	
20055651	007Lawrence, Mrs. Mary	504 Ward 9	
20055462	007Lewis, Miss Sarah	504 Ward 9	
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	
20055459	007Smith, Mr. Ben	504 Ward 9	
20055550	008Holloway, Mr. Simon	504 Ward 9	
20055247	008Lawrence, Mrs. Mary	504 Ward 9	
20055561	008Lewis, Miss Sarah	504 Ward 9	
20055577	008Smith, Mr. Ben	504 Ward 9	
20055529	008Steele, Mrs. Kerry	504 Ward 9	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Email Address should not be Null

Description

This analysis is designed to show details of those employees where Email Address is not populated.

Data Items

Employee Number
Employee Name
Organisation Name
Email Address

Filters

Primary Assignments Only
Email Address is Null

Example Screenshot

Email Address should not be Null

Employee Number	Employee Name	Organisation Name	Email Address
20101323	Bradley01, Mr. Derek	504 Anaesthetics	
20101324	Bradley02, Mr. Derek	504 Anaesthetics	
20101325	Bradley03, Mr. Derek	504 Anaesthetics	
20101326	Bradley04, Mr. Derek	504 Anaesthetics	
20101327	Bradley05, Mr. Derek	504 Anaesthetics	
20101328	Bradley06, Mr. Derek	504 Anaesthetics	
20101329	Bradley07, Mr. Derek	504 Anaesthetics	
20101330	Bradley08, Mr. Derek	504 Anaesthetics	
20101331	Bradley09, Mr. Derek	504 Anaesthetics	
20101332	Bradley10, Mr. Derek	504 Anaesthetics	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Date of Birth Verified should not be Null

Description

This analysis is designed to show details of those employees where Date of Birth Verified not populated.

Data Items

Employee Number
Employee Name
Organisation Name
Date of Birth Verified

Filters

Primary Assignments Only
Date of Birth Verified is Null

Example Screenshot

Date of Birth Verified should not be Null

Employee Number	Employee Name	Organisation Name	Date of Birth Verified
12345678	Blogs, Mr. Joe	000 NHS Organisation	
12345678	Blogs, Mr. Joe	000 NHS Organisation	
12345678	Blogs, Mr. Joe	000 NHS Organisation	
12345678	Blogs, Mr. Joe	000 NHS Organisation	
12345678	Blogs, Mr. Joe	000 NHS Organisation	
12345678	Blogs, Mr. Joe	000 NHS Organisation	
12345678	Blogs, Mr. Joe	000 NHS Organisation	
12345678	Blogs, Mr. Joe	000 NHS Organisation	
12345678	Blogs, Mr. Joe	000 NHS Organisation	
12345678	Blogs, Mr. Joe	000 NHS Organisation	

Rows 1 - 10

Refresh – Print – Export – Add to Briefing Book

Employee is indicated to be 80 years old or greater

Description

This analysis is designed to show details of those employees where their date of birth indicates they are greater than 80 years old.

Data Items

Employee Number
Employee Name
Organisation Name
Date of Birth

Filters

Primary Assignments Only

The difference between Todays Date and the Employee Date of Birth is greater than 29200 days

Example Screenshot

Employee is indicated to be 80 years old or greater

Employee Number	Employee Name	Organisation Name	Date of Birth
20055417	007Lane, Mrs. Sarah	504 Ward 9	01/01/1960
20055651	007Lawrence, Mrs. Mary	504 Ward 9	01/01/1960
20055462	007Lewis, Miss Sarah	504 Ward 9	01/01/1960
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	01/01/1960
20055459	007Smith, Mr. Ben	504 Ward 9	01/01/1960
20055550	008Holloway, Mr. Simon	504 Ward 9	01/01/1960
20055247	008Lawrence, Mrs. Mary	504 Ward 9	01/01/1960
20055561	008Lewis, Miss Sarah	504 Ward 9	01/01/1960
20055577	008Smith, Mr. Ben	504 Ward 9	01/01/1960
20055529	008Steele, Mrs. Kerry	504 Ward 9	01/01/1960

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Age at Date of Joining organisation is less than 15 years

Description

This analysis is designed to show details of those employees whose date of birth indicates they were less than 15 years old when joining the organisation.

Data Items

Employee Number
Employee Name
Organisation Name
Date of Birth
Employee Original Hire Date

Filters

The difference between Todays Date and the Employee Date of Birth is between 0 and 5740 days
Primary Assignments Only

Example Screenshot

Age at Date of Joining organisation is less than 15 years

Employee Number	Employee Name	Organisation Name	Date of Birth	Employee Original Hire Date
20055417	007Lane, Mrs. Sarah	504 Ward 9	01/01/1960	01/01/2001
20055651	007Lawrence, Mrs. Mary	504 Ward 9	01/01/1960	01/01/2001
20055462	007Lewis, Miss Sarah	504 Ward 9	01/01/1960	01/01/2001
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	01/01/1960	01/01/2001
20055459	007Smith, Mr. Ben	504 Ward 9	01/01/1960	15/07/2003
20055550	008Holloway, Mr. Simon	504 Ward 9	01/01/1960	01/01/2001
20055247	008Lawrence, Mrs. Mary	504 Ward 9	01/01/1960	01/01/2001
20055561	008Lewis, Miss Sarah	504 Ward 9	01/01/1960	01/01/2001
20055577	008Smith, Mr. Ben	504 Ward 9	01/01/1960	15/07/2003
20055529	008Steele, Mrs. Kerry	504 Ward 9	01/01/1960	01/01/2001

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

National Insurance Number should not contain non-random, numeric strings, or have a Null Value

Description

This analysis is designed to show details of those employees whose National Insurance Number is either Null or contains non-random, numeric strings.

Data Items

Employee Number
Employee Name
Organisation Name
National Insurance Number

Filters

National Insurance Number is Null

> OR National Insurance Number equals / is in: AA000000A; NX011111A; NX111111A; WL111111A; TM123456A; AB123456C
>
> OR National Insurance Number is LIKE: 111111; 222222; 333333; 444444; 555555; 666666; 777777; 888888; 999999; 000000; 123456

Exclude Individuals where Recruitment Source = Abroad - Non EU Country AND Latest Start Date IS within the previous 6 Months

Primary Assignments Only

Example Screenshot

National Insurance Number should not contain non-random, numeric strings, or have a Null Value

Employee Number	Employee Name	Organisation Name	National Insurance Number
20055144	Jackson05, Mr. Sam Simon	504 Psychology	AB111111A
20055145	Edwards05, Mr. Samuel (Sam)	504 Human Resources	AB111111A
20055146	Singh05, Mrs. Sinita	504 ESR Hospitals NHS Trust	AB111111A
20055147	Khan14, Mrs. Sinita	504 Psychology	AB111111A
20055148	Dixon03, Mr. Simon	504 ESR Hospitals NHS Trust	AB111111A
		504 Ward 10	AB111111A
20055149	Dalziel15, Dr Maureen	504 Trust Board	AB111111A
20055150	Leese12, Mrs. Vivian	504 Trust Board	AB111111A
20055151	Tuller04, Mrs. Lily Tara	504 Ward 2	AB111111A
20055152	Ayres14, Mrs. Pamela	504 Ward 7	AB111111A

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Non-Medical staff aged less than 15 years or Medical & Dental staff aged less than 21 years

Description

This analysis is designed to show details of those employees aged less than 15 Years and are Non-Medical Staff or aged less than 21 Years and are Medical & Dental Staff.

Data Items

Employee Number
Employee Name
Organisation Name
Date of Birth
Staff Group

Filters

Staff Group Is Not Medical & Dental AND Date of Birth < 5475 from Effective Date

OR Staff Group Is Medical & Dental AND Date of Birth < 7665 from Effective Date

Example Screenshot

Non-Medical & Dental staff aged less than 15 years or Medical & Dental staff aged less than 21 years

Employee Number	Employee Name	Organisation Name	Date of Birth	Staff Group
20055417	007Lane, Mrs. Sarah	504 Ward 9	01/01/1960	Nursing and Midwifery Registered
20055651	007Lawrence, Mrs. Mary	504 Ward 9	01/01/1960	Nursing and Midwifery Registered
20055462	007Lewis, Miss Sarah	504 Ward 9	01/01/1960	Nursing and Midwifery Registered
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	01/01/1960	Nursing and Midwifery Registered
20055459	007Smith, Mr. Ben	504 Ward 9	01/01/1960	Nursing and Midwifery Registered
20055550	008Holloway, Mr. Simon	504 Ward 9	01/01/1960	Nursing and Midwifery Registered
20055247	008Lawrence, Mrs. Mary	504 Ward 9	01/01/1960	Nursing and Midwifery Registered
20055561	008Lewis, Miss Sarah	504 Ward 9	01/01/1960	Nursing and Midwifery Registered
20055577	008Smith, Mr. Ben	504 Ward 9	01/01/1960	Nursing and Midwifery Registered
20055529	008Steele, Mrs. Kerry	504 Ward 9	01/01/1960	Nursing and Midwifery Registered

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Home Address (Line 1) is recorded incorrectly

Description

This analysis is designed to show details of those employees where an employee's home address Line 1 is recorded incorrectly.

Data Items

Employee Number
Employee Name
Organisation Name
Employee Address Line1

Filters

Employee Address Line1 is Incorrect (Custom Regular Expression filter)
Primary Assignments Only

Example Screenshot

Home Address (Line 1) is recorded incorrectly

Employee Number	Employee Name	Organisation Name	Employee Address Line1
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	10
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	106
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	11
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	114
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	12
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	127
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	13
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Address Town should not be NULL

Description

This analysis is designed to show details of those employees where an employee's home address Town is not populated.

Data Items

Employee Number
Employee Name
Organisation Name
Town

Filters

Address City is null

Primary Assignments Only

Example Screenshot

Address Town should not be NULL

Employee Number	Employee Name	Organisation Name	Town
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Postcode is Invalid or NULL

Description

This analysis is designed to show details of those employees where an employee's Post Code is not populated or invalid.

Data Items

Employee Number
Employee Name
Organisation Name
Post Code

Filters

Post Code is Null

       OR Invalid (Custom Regular Expression filter)

Employee Address Country is equal to / in United Kingdom

Primary Assignments Only

Example Screenshot

NHS Postcode is Invalid or NULL

Employee Number	Employee Name	Organisation Name	Post Code
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	AL10 OSH
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	AL6 ODG
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	CB2 59EG
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	HA4 ORQ
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	HP7 9BC
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	LU4 0 HA
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	LU4 88E
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	LU4 ODA
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	LUG 8AG
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	MK4 19BL

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Contact's telephone number should not be the same

Description

This analysis is designed to show details of those employees where more than one employee contact has the same telephone number.

Data Items

Contact Telephone Number
Employee Number
Employee Name

Filters

Contact Telephone Number is not null

Primary Assignments Only

Example Screenshot

Contact's Telephone Number Should Not Be The Same

Contact Telephone Number ▲ ▼	Employee Number	Employee Name
07000 100200	12345678	Blogs, Mr. Joe
	23456789	Blogs, Mrs. Jo

Refresh - Print - Export - Add to Briefing Book

National Insurance Number should not be made up of the Employee's Date of Birth

Description

This analysis is designed to show details of employees where the numbers within their National Insurance Number are their Date of Birth.

Data Items

Employee Number
Employee Name
Organisation Name
National Insurance Number
Date of Birth

Filters

Primary Assignments Only

Numbers within NI Number (XXXXXX) = Date of Birth (DD/MMM/YY)

Example Screenshot

National Insurance Number should not be made up of the Employee's Date of Birth

Employee Number	Employee Name	Organisation Name	National Insurance Number	Date of Birth
20055144	Jackson05, Mr. Sam Simon	504 Psychology	AA010101A	01/01/2001
20055145	Edwards05, Mr. Samuel (Sam)	504 Human Resources	AA010101A	01/01/2001
20055146	Singh05, Mrs. Sinita	504 ESR Hospitals NHS Trust	AA010101A	01/01/2001
20055147	Khan14, Mrs. Sinita	504 Psychology	AA010101A	01/01/2001
20055148	Dixon03, Mr. Simon	504 ESR Hospitals NHS Trust	AA010101A	01/01/2001
		504 Ward 10	AA010101A	01/01/2001
20055149	Dalziel15, Dr Maureen	504 Trust Board	AA010101A	01/01/2001
20055150	Leese12, Mrs. Vivian	504 Trust Board	AA010101A	01/01/2001
20055151	Tuller04, Mrs. Lily Tara	504 Ward 2	AA010101A	01/01/2001
20055152	Ayres14, Mrs. Pamela	504 Ward 7	AA010101A	01/01/2001

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Employees with multiple employee numbers

Description

This analysis is designed to show details of those employees with multiple employee numbers.

Data Items

NI Number
Employee Numbers (Count Distinct)

Filters

Employee Number greater than 1

Include only records where Employee Number and NI Number is NOT Null

Example Screenshot

Employees with multiple employee numbers

NI Number	Employee Numbers
AB101010C	2
AB101010C	2
AB101010C	2
AB101010C	2

Refresh - Print - Export - Add to Briefing Book

Email Address should not be recorded against two or more Employee Numbers

Description

This analysis is designed to show details of employees whose Email Address is recorded against one or more Employee Numbers.

Data Items

Employee Number
Employee Name
Organisation Name
Email Address
Supervisor Name
Supervisor Email Address

Filters

Include only records where Email Address is NOT Null

Example Screenshot

Email Address should not be recorded against two or more Employee Numbers

Email Address	Employee Number	Employee Name	Organisation	Supervisor Name	Supervisor Email Address
joe.blogs@nhs.net	20055144	Jackson05, Mr. Sam Simon	504 Psychology	Leese03, Mrs. Vivian	
	20055145	Edwards05, Mr. Samuel (Sam)	504 Human Resources	Atkins25, Mrs. Kerry May	
	20055147	Khan14, Mrs. Sinita	504 Psychology	Leese02, Mrs. Vivian	
	20055148	Dixon03, Mr. Simon	504 Ward 10	Atkins25, Mrs. Kerry May	
	20055149	Dalziel15, Dr Maureen	504 Trust Board		
	20055150	Leese12, Mrs. Vivian	504 Trust Board	Leese50, Mrs. Vivian	
	20055151	Tuller04, Mrs. Lily Tara	504 Ward 2	Atkins25, Mrs. Kerry May	
	20055152	Ayres14, Mrs. Pamela	504 Ward 7		
	20055153	Steele07, Mrs. Kerry	504 Ward 9		
	20055154	Steele03, Mrs. Kerry	504 Ward 9		

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Email Address does not contain specified Domain Name(s)*

Description

This analysis is designed to show details of employees whose Email Address domain name does not match with the email domain name(s) specified by the user.

Prompts

Email Domain Name(s)

Data Items

Email Domain Name(s)
Employee Number
Employee Name
Organisation Name
Email Address
Supervisor Name
Supervisor Email Address

Filters

Include only records where Email Address is NOT Null

Example Screenshot

Employee Email Address does not contain specified Domain Name(s)

Email Domain Name(s)	Employee Number	Employee Name	Organisation	Email Address	Supervisor Name	Supervisor Email Address
@nhs.net	20101293	Walker01, Mr. Adam	504 Anaesthetics	joanne.milton7@nhs.net	Leese01, Mrs. Vivian	
@sky.com	20055470	Smith01, Mr. Ben	504 Ward 9	joanne.milton7@sky.com		

Refresh - Print - Export - Add to Briefing Book

Employees Working > 20 Hours on Student Visa

Description

This analysis is designed to show details of employees working > 20 hours on a Student Visa.

Data Items

Employee Number
Employee Name
Visa Type
Contract Hours

Filters

Include only records where Visa Type is equal to Tier 4 OR Student

AND SUM(Contract Hours) greater than 20

Example Screenshot

Employees Working > 20 Hours on Student Visa

Employee Number	Employee Name	Visa Type	Contract Hours
123456789	Blogs, Mr. Joe	Student	40.0
123456789	Blogs, Mr. Joe	Student	37.5
123456789	Blogs, Mr. Joe	Student	37.5
123456789	Blogs, Mr. Joe	Student	37.5
123456789	Blogs, Mr. Joe	Student	37.5
123456789	Blogs, Mr. Joe	Student	30.0
123456789	Blogs, Mr. Joe	Student	37.5
123456789	Blogs, Mr. Joe	Student	37.5
123456789	Blogs, Mr. Joe	Student	37.5
123456789	Blogs, Mr. Joe	Student	37.5

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Employees Working > 20 Hours in Secondary Employment

Description

This analysis is designed to show details of employees working > 20 hours in secondary employment.

Data Items

Employee Number
Employee Name
Work Permit/Sship Required
Visa Type
Primary Sponsor Organisation Name
Contract Hours

Filters

Include only records where Primary Sponsor Organisation Name IS NOT NULL

AND SUM(Contract Hours) greater than 20

Example Screenshot

Employees Working > 20 Hours in Secondary Employment

Employee Number	Employee Name	Work Permit/Sship Required	Visa Type	Primary Sponsor Organisation Name	Contract Hours
123456789	Blogs, Mr. Joe	Yes	Tier 4	NHS Trust	35
123456789	Blogs, Mr. Joe	Yes	Tier 4	NHS Trust	35
123456789	Blogs, Mr. Joe	Yes	Tier 4	NHS Trust	35
123456789	Blogs, Mr. Joe	Yes	Tier 5	NHS Trust	35

Refresh - Print - Export - Add to Briefing Book

Employee current Length of Service plus Aggregate Service should not be greater than Age minus 16 Years

Description

This analysis is designed to show details of employees where current Length of Service plus Aggregate Service is greater than the employee Age minus 16 years (minimum required to undertake employment).

Data Items

Employee Number
Employee Name
Age
Length of Service (Years)
Length of Service (Months)
Aggregate Service (Years)
Aggregate Service (Months)

Filters

Include only records where the employee current Length of Service plus Aggregate Service is greater than the employee Age minus 16 years

Example Screenshot

Employee current Length of Service plus Aggregate Service should not be greater than Age minus 16 Years

Employee Number	Employee Name	Age	Length of Service (Years)	Length of Service (Months)	Aggregate Service (Years)	Aggregate Service (Days)
12345678	Blogs, Mr. Joe	24 y 8 m	4	8	4	105
12345678	Blogs, Mr. Joe	34 y 6 m	11	0	11	351
12345678	Blogs, Mr. Joe	39 y 3 m	16	1	10	0
12345678	Blogs, Mr. Joe	49 y 11 m	23	8	20	0
12345678	Blogs, Mr. Joe	52 y 9 m	9	2	29	105

Refresh - Print - Export - Add to Briefing Book

Equality and Diversity Tab

Description

This tab is designed to provide the user with a list of each member of staff who falls under one or more of the Equality and Diversity tests described below.

Prompts

Organisation(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Staff Group
Job Role
Pay Grade(s)Person Type(s)
Employee Person Type(s)
Primary Assignments Only
Effective Date (Default: Current Date)
Exclude Employee Number
Org Levels 1-13

Analyses

A table is provided for each equality and diversity related test described below. (*Employee Details have been removed for screen shots used within this guide).*

Religious Belief should not be Null

Description

This analysis is designed to show details of those employees where Religious Belief is not populated.

Data Items

Employee Number
Employee Name
Organisation Name
Religious Belief

Filters

Religious Belief is Null

Primary Assignments Only

Latest Start Date >= '01-04-2010' (Use tick box in prompts to apply)

Example Screenshot

Religious Belief should not be Null

Employee Number	Employee Name	Organisation Name	Religious Belief
20101413	Beardsmore, Mr. Nigel	504 Ward 2	
20101323	Bradley01, Mr. Derek	504 Anaesthetics	
20101324	Bradley02, Mr. Derek	504 Anaesthetics	
20101325	Bradley03, Mr. Derek	504 Anaesthetics	
20101326	Bradley04, Mr. Derek	504 Anaesthetics	
20101327	Bradley05, Mr. Derek	504 Anaesthetics	
20101328	Bradley06, Mr. Derek	504 Anaesthetics	
20101329	Bradley07, Mr. Derek	504 Anaesthetics	
20101330	Bradley08, Mr. Derek	504 Anaesthetics	
20101331	Bradley09, Mr. Derek	504 Anaesthetics	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Sexual Orientation should not be Null

Description

This analysis is designed to show details of those employees where Sexual Orientation is not populated.

Data Items

Employee Number
Employee Name
Organisation Name
Sexual Orientation

Filters

Sexual Orientation is Null

Primary Assignments Only

Latest Start Date >= '01-04-2010' (Use tick box in prompts to apply)

Example Screenshot

Sexual Orientation should not be Null

Employee Number	Employee Name	Organisation Name	Sexual Orientation
20101413	Beardsmore, Mr. Nigel	504 Ward 2	
20101323	Bradley01, Mr. Derek	504 Anaesthetics	
20101324	Bradley02, Mr. Derek	504 Anaesthetics	
20101325	Bradley03, Mr. Derek	504 Anaesthetics	
20101326	Bradley04, Mr. Derek	504 Anaesthetics	
20101327	Bradley05, Mr. Derek	504 Anaesthetics	
20101328	Bradley06, Mr. Derek	504 Anaesthetics	
20101329	Bradley07, Mr. Derek	504 Anaesthetics	
20101330	Bradley08, Mr. Derek	504 Anaesthetics	
20101331	Bradley09, Mr. Derek	504 Anaesthetics	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Ethnic Origin should not be NULL

Description

This analysis is designed to show details of those employees where no Ethnic Origin has been entered.

Data Items

Employee Number
Employee Name
Organisation Name
Ethnic Group

Prompts

Filter on Latest Start Date

Filters

Ethnic Origin is NULL

Where prompt 'Filter on latest start date' is checked – Latest Start is greater than or equal to 01/04/2012

Primary Assignment = Y

Example Screenshot

Ethnic Origin should not be Null

Employee Number	Employee Name	Organisation Name	Ethnic Group
20101413	Beardsmore, Mr. Nigel	504 Ward 2	
20101412	Love, Mr. Tim	504 Ward 2	
20101411	Moorley, Mr. Christophe	504 Ward 9	
20101409	Richards, Mrs. Jane	504 Ward 9	
20101410	Saunders, Mr. Roger	504 Ward 9	

Refresh - Print - Export - Add to Briefing Book

Disability should not be NULL

Description

This analysis is designed to show details of those employees where the disability field is null.

Data Items

Employee Number
Employee Name
Organisation Name
Disability

Prompts

Filter on Latest Start Date

Filters

Disability is NULL

Where prompt 'Filter on latest start date' is checked – Latest Start is greater than or equal to 01/04/2012

Primary Assignment = Y

Example Screenshot

Disability should not be Null

Employee Number	Employee Name	Organisation Name	Disability
20055417	007Lane, Mrs. Sarah	504 Ward 9	
20055651	007Lawrence, Mrs. Mary	504 Ward 9	
20055462	007Lewis, Miss Sarah	504 Ward 9	
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	
20055459	007Smith, Mr. Ben	504 Ward 9	
20055550	008Holloway, Mr. Simon	504 Ward 9	
20055247	008Lawrence, Mrs. Mary	504 Ward 9	
20055561	008Lewis, Miss Sarah	504 Ward 9	
20055577	008Smith, Mr. Ben	504 Ward 9	
20055529	008Steele, Mrs. Kerry	504 Ward 9	

⬆ ⬆ ⬇ 🔀 Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Nationality should not be Null

Description

This analysis is designed to show details of those employees whose nationality has not been completed (i.e. is null).

Data Items Data Items

Employee Number
Employee Name
Organisation Name
Nationality

Filters

Primary Assignments Only

Nationality is NULL

Example Screenshot

Nationality should not be Null

Employee Number	Employee Name	Organisation Name	Nationality
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	
1234568	Blogs, Mr. Joe	000 NHS ESR Organisation	

Professional Registration Tab

Description

This tab is designed to provide the user with a list of each member of staff who falls under one or more of the Professional Registration tests described below.

Prompts

Organisation(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Staff Group
Job Role
Pay Grade(s)Person Type(s)
Employee Person Type(s)
Primary Assignments Only
Effective Date (Default: Current Date)
Exclude Employee Number
Org Levels 1-13

Analyses

A table is provided for each professional registration related test described below. (*Employee Details have been removed for screen shots used within this guide*).

Occupation Code requires GDC or GMC Registration but the Registration is not valid

Description

This analysis is designed to show employees with an Occupation Code in the below list but with an invalid GDC and GMC registration. The analysis will only use the latest GDC or GMC Prof Reg expiry date.

Data Items

Employee Number
Employee Name
Organisation Name
Occupation Code
Registration Membership Body (GMC)
Expiry Date (GMC)
Registration Membership Body (GDC)
Expiry Date (GDC)
Position
Reg & Membership Position Requirement

Filters

OCC Code equals / is in: S0R; S1R; S4R; S7R; S9R

OR OCC Code is LIKE: 0%;1%;2%;3%;4%;5%;6%;7%;8%;9%

Primary Assignment Flag = / is in Y

GMC or GDC Expiry Date is less than Todays Date

Example Screenshot

Occ Code requires GDC or GMC Registration but the Registration is not valid

Employee Number	Employee Name	Organisation Name	Occupation Code	Registration Membership Body (GMC)	Expiry Date (GMC)	Registration Membership Body (GDC)	Expiry Date (GDC)	Position	Reg & Memship Position Requirement
20101323	Bradley01, Mr. Derek	504 Anaesthetics	091	General Medical Council	30/9/2015			236112|Speciality Registrar Core Training|091|Anaesthetics|	General Medical Council
20101324	Bradley02, Mr. Derek	504 Anaesthetics	091	General Medical Council	31/10/2015			236112|Speciality Registrar Core Training|091|Anaesthetics|	General Medical Council
20101325	Bradley03, Mr. Derek	504 Anaesthetics	091	General Medical Council	30/11/2015			236111|Speciality Registrar|091|Anaesthetics|	General Medical Council
20101326	Bradley04, Mr. Derek	504 Anaesthetics	091	General Medical Council	31/12/2015			236111|Speciality Registrar|091|Anaesthetics|	General Medical Council
20101327	Bradley05, Mr. Derek	504 Anaesthetics	091	General Medical Council	1/1/2015			236111|Speciality Registrar|091|Anaesthetics|	General Medical Council
20101328	Bradley06, Mr. Derek	504 Anaesthetics	091	General Medical Council	30/9/2015			236111|Speciality Registrar|091|Anaesthetics|	General Medical Council

Occ Code requires NMC Registration but the Prof Reg body field is blank, or the Reg has expired

Description

This analysis is designed to show details of those employees requiring an NMC registration but where the registration body is Null or has expired.

Data Items

Employee Number
Employee Name
Organisation Name
Occupation Code
Registration Membership Body
Registration Expiry Date
Position
Position Reg & Membership Requirement

Filters

OCC Code equals / is in: NAA; NAB; NAC; NAD; NAE; NAF; NAG; NAH; NAJ; NAK; NAL; NCA; NCB; NCC; NCD; NCE; NCF; NCG; NCH; NCJ; NCK; NCL; NEH; N0A; N0B; N0C; N0D; N0E; N0F; N0G; N0H; N0J; N0K; N0L; N1A; N1B; N1C; N1H; N1J; N1L; N2C; N2J; N2L; N3H; N4D; N4F; N4H; N5D; N5F; N5H; N6A; N6B; N6C; N6D; N6E; N6F; N6G; N6H; N6J; N6K; N6L; N7A; N7B; N7C; N7D; N7E; N7F; N7G; N7H; N7K; N7L; NBK; P3A; P3B; P3C; P3D; P3E; P2A; P2B; P2C; P2D; P2E; NGA; NGB; NGC; NGD; NGE; NGF; NGG; NGH

AND NMC Registration Body is Null

      OR NMC Expiry Date is less than Todays Date

Primary Assignments Only

Example Screenshot

Occ Code requires NMC Registration but the Prof Reg body field is blank, or the Reg has expired

Employee Number	Employee Name	Organisation Name	Occupation Code	Registration Membership Body	Expiry Date	Position Name	Reg & Memship Position Requirement
20055417	007/Lane, Mrs. Sarah	504 Ward 9	N6A			84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Council
20055651	007/Lawrence, Mrs. Mary	504 Ward 9	N6A			84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Council
20055462	007/Lewis, Miss Sarah	504 Ward 9	N7A			84566|Health Care Asst Band 3|N7A|Surgery|	Nursing and Midwifery Council
20055290	007/Neville, Mrs. Chrsitine	504 Ward 9	N6A			84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Council
20055459	007/Smith, Mr. Ben	504 Ward 9	N6A			84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Council
20055550	008/Holloway, Mr. Simon	504 Ward 9	N6A			84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Council
20055247	008/Lawrence, Mrs. Mary	504 Ward 9	N6A			84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Council
20055561	008/Lewis, Miss Sarah	504 Ward 9	N7A			84566|Health Care Asst Band 3|N7A|Surgery|	Nursing and Midwifery Council
20055577	008/Smith, Mr. Ben	504 Ward 9	N6A			84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Council
20055529	008/Steele, Mrs. Kerry	504 Ward 9	N6A			84278|Staff Nurse Band 5|N6A|Surgery|	Nursing and Midwifery Council

Rows 1 - 10

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Prof Reg body is 'General Dental Council' but the Occupation Code is Non-Dental

Description

This analysis is designed to show details of those employees that have a GDC registration but that are assigned to an OCC code that does not require one.

Data Items

Employee Number
Employee Name
Organisation Name
Registration Membership Body
Occupation Code
Position
Position Reg & Membership Requirement

Filters

Registration Membership Body = General Dental Council

OCC Code does not equal / is not in: 060; 061; 062; 063; 064; 065; 066; 067; 068; 069; 070; 970; 971; 976; 980; 160; 161; 162; 163; 164; 165; 166; 167; 168; 169; 270; 280; S0R; S1R; S4R; S7R; S9R; 045; 046; 047; 048; 070

Primary Assignments Only

Example Screenshot

Prof Reg body is 'General Dental Council' but the Occupation Code is Non-Dental

Employee Number	Employee Name	Organisation Name	Registration Membership Body	Occupation Code	Position	Reg & Memship Position Requirement
20055417	007Lane, Mrs. Sarah	504 Ward 9	General Dental Council	001	84278|Staff Nurse Band 5|N6A|Surgery|	
20055651	007Lawrence, Mrs. Mary	504 Ward 9	General Dental Council	001	84278|Staff Nurse Band 5|N6A|Surgery|	
20055462	007Lewis, Miss Sarah	504 Ward 9	General Dental Council	001	84566|Health Care Asst Band 3|N7A|Surgery|	
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	General Dental Council	001	84278|Staff Nurse Band 5|N6A|Surgery|	
20055459	007Smith, Mr. Ben	504 Ward 9	General Dental Council	001	84278|Staff Nurse Band 5|N6A|Surgery|	
20055550	008Holloway, Mr. Simon	504 Ward 9	General Dental Council	001	84278|Staff Nurse Band 5|N6A|Surgery|	
20055247	008Lawrence, Mrs. Mary	504 Ward 9	General Dental Council	001	84278|Staff Nurse Band 5|N6A|Surgery|	
20055561	008Lewis, Miss Sarah	504 Ward 9	General Dental Council	001	84566|Health Care Asst Band 3|N7A|Surgery|	
20055577	008Smith, Mr. Ben	504 Ward 9	General Dental Council	001	84278|Staff Nurse Band 5|N6A|Surgery|	
20055529	008Steele, Mrs. Kerry	504 Ward 9	General Dental Council	001	84278|Staff Nurse Band 5|N6A|Surgery|	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Employee has valid 'General Medical Council' Prof Reg but the Occupation Code appears to not require registration

Description

This analysis is designed to show details of valid General Medical Council registered employees with either Provisional or Full Licence status but on an OCC code that does not require GMC registration.

Data Items

Employee Number
Employee Name
Organisation Name
Registration Membership Body
Occupation Code
Position
Position Reg & Membership Requirement

Filters

Registration Membership Body = General Medical Council

GMC Reg Status = Prov Reg with Licence; Registered with Licence

OCC Code is not LIKE: 0%; 1%; 2%; 3%; 4%; 5%; 6%; 7%; 8%; 9%

Primary Assignments Only

Example Screenshot

Employee has valid 'General Medical Council' Prof Reg but the Occupation Code appears to not require registration

Employee Number	Employee Name	Organisation Name	Registration Membership Body	Occupation Code	Position	Reg & Memship Position Requirement
20055417	007Lane, Mrs. Sarah	504 Ward 9	General Medical Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055651	007Lawrence, Mrs. Mary	504 Ward 9	General Medical Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055462	007Lewis, Miss Sarah	504 Ward 9	General Medical Council	999	84566|Health Care Asst Band 3|N7A|Surgery|	
20055290	007Nieville, Mrs. Chrsitine	504 Ward 9	General Medical Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055459	007Smith, Mr. Ben	504 Ward 9	General Medical Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055550	008Holloway, Mr. Simon	504 Ward 9	General Medical Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055247	008Lawrence, Mrs. Mary	504 Ward 9	General Medical Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055561	008Lewis, Miss Sarah	504 Ward 9	General Medical Council	999	84566|Health Care Asst Band 3|N7A|Surgery|	
20055577	008Smith, Mr. Ben	504 Ward 9	General Medical Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055529	008Steele, Mrs. Kerry	504 Ward 9	General Medical Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Prof Reg body is 'Nursing & Midwifery Council' but the Occupation Code Appears to not Require Registration

Description

This analysis is designed to show details of those employees that have an NMC registration but that are assigned to an OCC code that does not require one.

Data Items

Employee Number
Employee Name
Organisation Name
Registration Membership Body
Occupation Code
Position
Position Reg & Membership Requirement

Filters

Registration Membership Body = Nursing and Midwifery Council AND

OCC Code is not in:

NAA;NAB;NAC;NAD;NAE;NAF;NAG;NAH;NAJ;NAK;NAL;NCA;NCB;NCC;NCD;NCE;NCF;NCG;NCH;NCJ;N CK;NCL;NEH;N0A;N0B;N0C;N0D;N0E;N0F;N0G;N0H;N0J;N0K;N0L;N1A;N1B;N1C;N1H;N1J;N1L;N2C;N 2J;N2L;N3H;N4D;N4F;N4H;N5D;N5F;N5H;N6A;N6B;N6C;N6D;N6E;N6F;N6G;N6H;N6J;N6K;N6L;N7A;N 7B;N7C;N7D;N7E;N7F;N7G;N7H;N7K;N7L;NBK;P3A;P3B;P3C;P3D;P3E;P2A;P2B;P2C;P2D;P2E;NGA; NGB;NGC;NGD;NGE;NGF;NGG;NGH

Primary Assignments Only

Example Screenshot

Prof Reg body is 'Nursing & Midwifery Council' but the Occupation Code Appears to not Require Registration

Employee Number	Employee Name	Organisation Name	Registration Membership Body	Occupation Code	Position Name	Reg & Memship Position Requirement
20055417	007Lane, Mrs. Sarah	504 Ward 9	Nursing and Midwifery Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055651	007Lawrence, Mrs. Mary	504 Ward 9	Nursing and Midwifery Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055462	007Lewis, Miss Sarah	504 Ward 9	Nursing and Midwifery Council	999	84566|Health Care Asst Band 3|N7A|Surgery|	
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	Nursing and Midwifery Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055459	007Smith, Mr. Ben	504 Ward 9	Nursing and Midwifery Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055550	008Holloway, Mr. Simon	504 Ward 9	Nursing and Midwifery Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055247	008Lawrence, Mrs. Mary	504 Ward 9	Nursing and Midwifery Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055561	008Lewis, Miss Sarah	504 Ward 9	Nursing and Midwifery Council	999	84566|Health Care Asst Band 3|N7A|Surgery|	
20055577	008Smith, Mr. Ben	504 Ward 9	Nursing and Midwifery Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	
20055529	008Steele, Mrs. Kerry	504 Ward 9	Nursing and Midwifery Council	999	84278|Staff Nurse Band 5|N6A|Surgery|	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Prof Reg number is recorded against two or more Employee Numbers

Description

This analysis is designed to show details of those employees whose Prof Reg number is recorded against two or more Employee Numbers within the Organisation.

Data Items

Professional Registration Number
Employee Number
Employee Name
Organisation Name
Staff Group
Role
Occupation Code
Registration Membership Body
Professional Registration Expiry Date

Filters

Professional Registration Number is NOT NULL

Primary Assignments Only

Example Screenshot

Prof Reg number is recorded against two or more individual employee records

Professional Registration Number	Employee Number	Employee Name	Organisation	Staff Group	Role	Occupation Code	Registration Membership Body	Expiry Date
000000	00000000	Blogs, Mr. Joe	000 NHS Organisation	Allied Health Professionals	Physiotherapist	S1E	Health and Care Prof Council	01/05/2018
	00000000	Blogs, Mr. Joe	000 NHS Organisation	Allied Health Professionals	Physiotherapist Specialist Practitioner	S1E	Health and Care Prof Council	01/05/2018
	00000000	Blogs, Mr. Joe	000 NHS Organisation	Medical and Dental	Consultant	026	General Medical Council	01/08/2018
	00000000	Blogs, Mr. Joe	000 NHS Organisation	Medical and Dental	Consultant	026	General Medical Council	02/08/2018
	00000000	Blogs, Mr. Joe	000 NHS Organisation	Medical and Dental	Medical Director	099	General Medical Council	01/08/2018

Employee has multiple Prof Reg entries from the same Registration Body

Description

This analysis is designed to show details of those employees with two or more Professional Registration records from the same Registration Body.

Data Items

Employee Number
Professional Registration Number
Employee Name
Organisation Name
Staff Group
Role
Occupation Code
Registration Membership Body
Professional Registration Expiry Date
Count of Professional Registration Entries

Filters

Professional Registration Number is NOT NULL

Primary Assignments Only

Example Screenshot

Employee has multiple Prof Reg entries from the same Registration Body

Employee Number	Professional Registration Number	Employee Name	Organisation	Staff Group	Role	Occupation Code	Registration Membership Body	Expiry Date	Count of Prof Reg Entries
00000000	000000	Blogs, Mr. Joe	000 NHS Organisation	Allied Health Professionals	Physiotherapist	S1E	General Medical Council	01/05/2018	5
	000000	Blogs, Mr. Joe	000 NHS Organisation	Allied Health Professionals	Physiotherapist Specialist Practitioner	S1E	General Medical Council	01/05/2018	5
	000000	Blogs, Mr. Joe	000 NHS Organisation	Medical and Dental	Consultant	026	General Medical Council	01/08/2018	5
	000000	Blogs, Mr. Joe	000 NHS Organisation	Medical and Dental	Consultant	026	General Medical Council	02/08/2018	5
	000000	Blogs, Mr. Joe	000 NHS Organisation	Medical and Dental	Medical Director	099	General Medical Council	01/08/2018	5

Occ Code of N5* or N7* should have a Nursing Registration with a Level 2 Sub-Part

Description

This analysis is designed to show details of those employees on N5* and N7* Occ Codes where no Sub-Part 2 is recorded against their professional registration.

Data Items

Employee Number
Employee Name
Occupation Code
Registration Membership Body
Professional Registration Expiry Date

Filters

Occupation Code begins with N5, N7

Primary Assignments Only

First – Eighth Registration Part is not equal to / is not in Sub-Part 2 RN2 (Adult);Sub-Part 2 RN4 (Mental Health);Sub-Part 2 RN6 (Learning Disabilities);Sub-Part 2 RN7 (General);Sub-Part 2 RN9 (Fever)

Example Screenshot

Occ Code of N5* or N7* should have a Nursing Registration with a Level 2 Sub-Part

Employee Number	Employee Name	Occupation Code	Registration Membership Body	Expiry Date
20095269	320, Miss Monica		Nursing and Midwifery Council	01/01/2007
20095048	320, Mrs. Neela		Nursing and Midwifery Council	01/01/2007
20055584	Anton25, Ms. Gloria Rachel		Nursing and Midwifery Council	30/11/2015
20055524	Arkwright25, Mrs. Debra		Nursing and Midwifery Council	31/03/2015
20055657	Ayres01, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055419	Ayres02, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055263	Ayres03, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055378	Ayres04, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055673	Ayres05, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055301	Ayres06, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Occ Code of N4* or N6* should have a Nursing Registration with a Level 1 Sub-Part

Description

This analysis is designed to show details of those employees on N4* and N6* Occ Codes where no Sub-Part 1 is recorded against their professional registration.

Data Items

Employee Number
Employee Name
Occupation Code
Registration Membership Body
Professional Registration Expiry Date

Filters

Occupation Code begins with N4, N6

Primary Assignments Only

First – Eighth Registration Part is not equal to / is not in Sub-Part 1 RNC (Children) - SUSPENDED;Sub-Part 1 RNLD (Learning Disabilities) - REFER TO NMC;Sub-Part 1 RNLD (Learning Disabilities) - SUSPENDED;Sub-Part 1 RNMH (Mental Health) - REFER TO NMC;Sub-Part 1 RNMH (Mental Health) - SUSPENDED;Midwives (RM);Midwives (RM) - REFER TO NMC;Sub-Part 1 RNA (Adult);Sub-Part 1 RNA (Adult) - REFER TO NMC;Sub-Part 1 RNA (Adult) - SUSPENDED;Sub-Part 1 RNC (Children);Sub-Part 1 RNC (Children) - REFER TO NMC;Sub-Part 1 RNLD (Learning Disabilities);Sub-Part 1 RNMH (Mental Health);Midwives (RM) – SUSPENDED

Example Screenshot

Occ Code of N4* or N6* should have a Nursing Registration with a Level 1 Sub-Part

Employee Number	Employee Name	Occupation Code	Registration Membership Body	Expiry Date
20055584	Anton25, Ms. Gloria Rachel		Nursing and Midwifery Council	30/11/2015
20055524	Arkwright25, Mrs. Debra		Nursing and Midwifery Council	31/03/2015
20055657	Ayres01, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055419	Ayres02, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055263	Ayres03, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055378	Ayres04, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055673	Ayres05, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055301	Ayres06, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055224	Ayres07, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005
20055227	Ayres08, Mrs. Pamela		Nursing and Midwifery Council	31/08/2005

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Occupation Code requires General Medical Council or General Dental Council Registration, but employee is not licenced to practice or Reg body field is blank

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires a GDC or GMC registration but the employee is not licenced to practice or Reg body field is blank.

Data Items

Employee Number
Employee Name
Organisation Name
Occupation Code
Position Name

Filters

OCC Code equals / is in
000;045;046;047;048;061;062;063;066;070;145;146;147;148;161;162;163;166;170;200;244;245;246;265;266
AND Registration Membership Body is Null
     OR Registration Membership Body is not equal to / is not in GMC; GDC
          OR Registration Membership Body is equal to / is in GMC; GDC
               AND Expiry Date is less than Time.Date
AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires General Medical Council or General Dental Council Registration, but employee is not licenced to practice or Reg body field is blank

Employee Number	Employee Name	Organisation Name	Occupation Code	Position
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	061	000000|Business Analyst|A2B|Information Technology

Rows 1 - 10

Refresh – Print – Export – Add to Briefing Book

Occupation Code requires HCPC Registration with registration type PA (Paramedic), but employee's Registration Profession is not PA or is blank

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires HCPC Registration with registration type PA (Paramedic) but the employee's Registration Profession is not PA or is blank.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Register / HCPC Profession

Filters

OCC Code equals / is in A0A; A0A; A0B; A0D; A0E; A1A; A4A; A4B; A4C; A4D; A5A; A5B; A5C; A5D; A5E; A6A; A6B; A6C; A6D; A6E; AAA; AAA; ABA; ABA; ABB; ABC; ABD; ABE
AND Registration Membership Body is Null
     OR Registration Membership Body is not equal to / is not in HCPC
          OR Registration Membership Body is equal to / is in HCPC
               AND Attribute 1 is not equal to PA Paramedic
                    OR Attribute 1 is Null
AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires HCPC Registration with registration type PA (Paramedic), but employee's Registration Profession is not PA or is blank

Employee Number	Employee Name	Organisation Name	Position	Occupation Code	Registration Membership Body	Register/HPC Profession
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	AS Art Therapist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	AS Art Therapist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	AS Art Therapist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	A0B	Health and Care Prof Council	BS Biomedical Scientist

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Occupation Code requires HCPC Regisatration, but employee's registration is not HCPC or is blank

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires HCPC registration but the employee's registration is not HCPC or is blank.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Position Registration & Membership Requirement

Filters

OCC Code equals / is in
S0A;S0B;S0C;S0E;S0F;S0G;S0H;S0I;S0J;S0L;S0T;S1A;S1B;S1C;S1E;S1F;S1G;S1H;S1I;S1J;S1L;S2L;SAA;SAB;SAC;SAE;SAF;SAG;SAH;SAI;SAJ;SAK;SAL
Registration Membership Body is not equal to or is not in Health and Care Prof Council
Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires HCPC Regisatration, but employee's registration is not HCPC or is blank

Employee Number	Employee Name	Organisation Name	Position	Occupation Code	Registration Membership Body	Position Reg & Memship Requirement
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0B	General Medical Council	Health and Care Prof Council

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Occupation Code requires Health and Care Professions Council or General Optical Council Registration, but employee's registration is not HCPC, GOC, is invalid or is blank

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires HCPC or GOC registration but employee's registration is not HCPC, GOC, is invalid or is blank.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Expiry Date
Position Registration & Membership Requirement

Filters

OCC Code equals / is in S0D;S1D;S2D;SAD

AND Registration Membership Body is Null

     Or Registration Membership Body is not equal to / is not in GOC; HCPC

         OR Registration Membership Body is equal to / is in GOC; HCPC

            AND Expiry Date is less than Time.Date

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires Health and Care Professions Council or General Optical Council Regisatration, but employee's registration is not HCPC, GOC, is invalid or is blank

Employee Number	Employee Name	Organisation Name	Position	Occupation Code	Registration Membership Body	Expiry Date	Position Reg & Memship Requirement
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0D	General Medical Council	30/06/2020	Health and Care Prof Council

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Occupation Code requires General Pharmaceutical Council Regisatration, but employee's registration is not GPhC or is blank

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires GPhC registration but employee's registration is not GPhC or is blank.

Data Items

Employee Number
Employee Name
Organisation Name
Occupation Code
Position Name

Filters

OCC Code equals / is in S0P;S2P;S4P;SAP

AND Registration Membership Body is Null

Or Registration Membership Body is not equal to / is not in GPhC

OR Registration Membership Body is equal to / is in GPhC

AND Expiry Date is less than Time.Date

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires General Pharmaceutical Council Registration, but employee's registration is not GPhC or is blank

Employee Number	Employee Name	Organisation Name	Occupation Code	Position
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	S4P	000000|Business Analyst|A2B|Information Technology

Rows 1 - 10

Refresh - Print -Export - Add to Briefing Book

Occupation Code requires HCPC Registration with registration type Clinical Scientist, but employee's Registration Profession is not CS or is blank

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires HCPC Registration with registration type Clinical Scientist but the employee's Registration Profession is not CS or is blank.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Register / HCPC Profession

Filters

OCC Code equals / is in U1A; U1B; U1C; U1D; U1E; U1F; U1G; U1H; U1J; U1K; U1L; U1M; U2A; U2B; U2C; U2D; U2E; U2F; U2G; U2H; U2J; U2K; U2L; U2M; UAA; UAB; UAC; UAD; UAE; UAF; UAG; UAH; UAJ; UAK; UAL; UAM

AND Registration Membership Body is Null

    OR Registration Membership Body is not equal to / is not in HCPC

        OR Registration Membership Body is equal to / is in HCPC

           AND Attribute 1 is not equal to CS Clinical Scientist

           OR Attribute 1 is Null

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires HCPC Registration with registration type Clinical Scientist, but employee's Registration Profession is not CS or is blank

Employee Number	Employee Name	Organisation Name	Position	Occupation Code	Registration Membership Body	Register / HCPC Profession
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U1B	Health and Care Prof Council	BS Biomedical Scientist

Rows 1 - 10

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Occupation Code requires HCPC Registration, GDC Registration or No Registration required, but the Registration Body is not HCPC or GDC

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires HCPC or GDC or No Registration but Registration Body is not HCPC or GDC.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Position Registration & Membership Requirement

Filters

OCC Code equals / is in U0A;U0B;U0C;U0D;U0E;U0F;U0G;U0H;U0J;U0K;U0L;U0M

AND Registration Membership Body is not equal to / is not in GDC; HCPC

       OR Registration Membership Body is equal to / is in GDC; HCPC

          AND Expiry Date is less than Time.Date

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires HCPC Registration, GDC Registration or No Registration required, but the Registration Body is not HCPC or GDC

Employee Number	Employee Name	Organisation Name	Position	Occupation Code	Registration Membership Body	Position Reg & Memship Requirement
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U0B	General Medical Council	Health and Care Prof Council

Rows 1 - 10

Occupation Code requires HCPC, GMC, NMC or No Registration required, but Registration Body is not HCPC, GMC or NMC

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires HCPC or GMC or NMC or No Registration but Registration Body is not HCPC or GMC or NMC.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Position Registration & Membership Requirement

Filters

OCC Code equals / is in S0X;S1X;S2X

AND Registration Membership Body is not equal to / is not in GMC; HCPC; NMC

OR Registration Membership Body is equal to / is in GMC; HCPC; NMC

AND Expiry Date is less than Time.Date

AND Primary Assignment Flag equals / is in Y

Example Screenshot

Occupation Code requires HCPC, GMC, NMC or No Registration required, but Registration Body is not HCPC, GMC or NMC

Employee Number	Employee Name	Organisation Name	Position	Occupation Code	Registration Membership Body	Position Reg & Memship Requirement
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	S0X	General Dental Council	Health and Care Prof Council

Rows 1 - 10

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Occupation Code requires General Optical Council Registration, but employee's registration is not GOC, is invalid or is blank

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires GOC Registration but Registration Body is not GOC, is invalid or is blank.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Expiry Date
Position Registration & Membership Requirement

Filters

Occ Code is equal to / is in SAW;S0W;S2W;S4W

AND Registration Body is null

   OR Registration Body is not equal to / is not in General Optical Council

     OR Registration Body is equal to / is in General Optical Council

       AND Expiry Date is less than Time.Date

AND Primary Assignment Flag is equal to / is in Y

AND Employee Number is not equal to any results of a sub-analysis returning employees with valid General Optical Council registration

Example Screenshot

Occupation Code requires General Optical Council Registration, but employee's registration is not GOC, is invalid or is blank

Employee Number	Employee Name	Organisation Name	Position Name	Occupation Code	Registration Membership Body	Expiry Date	Position Reg & Memship Requirement
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	S2W	General Optical Council	31/03/2020	
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	S2W	General Optical Council	31/03/2021	
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	S2W	General Optical Council	20/08/2021	
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	S2W	General Optical Council	31/03/2022	
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	S2W	General Optical Council	31/03/2024	
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	S2W	General Optical Council	31/08/2024	

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Occupation Code requires HCPC Registration with registration type BS (Biomedical Scientist), but employee's Registration Profession is not BS or is blank

Description

This analysis is designed to show details of those employees with an Occupation Code in the below list which requires HCPC Registration with registration type BS but Registration Profession is not BS or is blank.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Register or Profession

Filters

Occ Code is equal to / is in UCA;UCB;UCC;UCD;UDA;UDB;UDC;UDD;UEA;UEB;UEC;UED
AND Registration Body is null
      OR Registration Body is not equal to / is not in HCPC
          OR Registration Body is equal to / is in HCPC
               AND Attribute 1 is not equal to / is not in BS Biomedical Scientist
                  OR Attribute 1 is null
AND Primary Assignment Flag is equal to / is in Y
AND Employee Number is not equal to any results of a sub-analysis returning valid HCPC registered employees with Biomedical Scientist registration type

Example Screenshot

Occupation Code requires HCPC Registration with registration type BS (Biomedical Scientist), but employee's Registration Profession is not BS or is blank

Employee Number	Employee Name	Organisation Name	Position	Occupation Code	Registration Membership Body	Register/Profession
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	UDA	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	UDA		
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	UDC		
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	UEA		
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	UEB		
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	UEC		
12345678	Blogs, Mr. Joe	000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	UED		

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Registration Profession is 'CS', but the Occupation Code appears not to require employee to be a Clinical Scientist

Description

This analysis is designed to show details of those employees with a Registration Profession of Clinical Scientist but on an Occupation Code which does not require the employee to be a Clinical Scientist.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Register / HCPC Profession

Filters

OCC Code is LIKE U3%;U4%;U5%;U6%;U7%;U8%;U9%

Register/HPC Profession is equal / is in CS Clinical Scientist

Latest HCPC Prof Reg Expiry Date

Primary Assignment Flag equals / is in Y

Example Screenshot

Registration Profession is 'CS', but the Occupation Code appears not to require employee to be a Clinical Scientist

Employee Number	Employee Name	Organisation Name	Position	Occupation Code	Registration Membership Body	Register / HCPC Profession
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U5H	Health and Care Prof Council	CS Clinical Scientist

Rows 1 - 10

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Professional Registration Body is General Pharmaceutical Council (GPhC) but the Occupation code appears not to require this Registration

Description

This analysis is designed to show details of those employees with a GPhC Professional Registration but on an Occupation Code which does not require GPhC registration.

Data Items

Employee Number
Employee Name
Organisation Name
Position Name
Occupation Code
Registration Membership Body
Register / HCPC Profession

Filters

OCC Code is not equal / is not in S0P;S2P;S4P;SAP

Registration Membership Body is equal / is in General Pharmaceutical Council

Latest GPhC Prof Reg Expiry Date

Primary Assignment Flag equals / is in Y

Example Screenshot

Professional Registration Body is General Pharmaceutical Council (GPhC) but the Occupation code appears not to require this Registration

Employee Number	Employee Name	Organisation Name	Position	Occupation Code	Registration Membership Body
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	000000|Business Analyst|A2B|Information Technology	U4H	General Pharmaceutical Council

Rows 1 - 10

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Position Tab

Description

This tab is designed to provide the user with a list of each member of staff who falls under one or more of the Position tests described below.

Prompts

Organisation(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Staff Group
Job Role
Pay Grade(s)Person Type(s)
Employee Person Type(s)
Primary Assignments Only
Effective Date (Default: Current Date)
Exclude Employee Number
Hiring Status (Default: Active, Proposed)
Org Levels 1-13

Analyses

A table is provided for each position related test described below. (*Employee Details have been removed for screen shots used within this guide).*

Staff Group 'Nursing and Midwifery Registered ' with a Grade Code of AfC grade lower than Band 5

Description

This analysis is designed to show details of those employees under the Nursing and Midwifery Staff Group but on an inappropriate Pay Grade.

Data Items

Assignment Number
Employee Name
Organisation Name
Staff Group
Pay Grade
Position Name

Filters

Staff Group = Nursing and Midwifery Registered

Pay Scale is equal to / is in: XN01; XN02; XN03; XN04; XR01; XR02; XR03; XR04

Example Screenshot

Staff Group 'Nursing and Midwifery Registered ' with a Grade Code of AfC grade lower than Band 5

Assignment Number	Employee Name	Organisation Name	Staff Group	Pay Grade
20055462	007Lewis, Miss Sarah	504 Ward 9	Nursing and Midwifery Registered	XR03
20055561	008Lewis, Miss Sarah	504 Ward 9	Nursing and Midwifery Registered	XR03
20055294	Chandler00 - Kerry, Mrs. Trudy	504 Ward 9	Nursing and Midwifery Registered	XR03
20055278	Darling01, Mrs. Veronica	504 Ward 7	Nursing and Midwifery Registered	XR03
20055312	Darling02, Mrs. Veronica	504 Ward 7	Nursing and Midwifery Registered	XR03
20055318	Darling03, Mrs. Veronica	504 Ward 7	Nursing and Midwifery Registered	XR03
20055475	Darling04, Mrs. Veronica	504 Ward 7	Nursing and Midwifery Registered	XR03
20055330	Darling05, Mrs. Veronica	504 Ward 7	Nursing and Midwifery Registered	XR03
20055546	Darling06, Mrs. Veronica	504 Ward 7	Nursing and Midwifery Registered	XR03
20055600	Darling07, Mrs. Veronica	504 Ward 7	Nursing and Midwifery Registered	XR03

Rows 1 - 10

Staff Group is not 'Medical and Dental', Pay Grade should not start with K, L, M, Y or Z

Description

This analysis is designed to show details of those employees not under the Medical and Dental Staff Group with an inappropriate Pay Grade.

Data Items

Assignment Number
Employee Name
Organisation Name
Staff Group
Pay Grade
Position Name

Filters

Staff Group does not equal / is not in Medical and Dental

Pay Scale is LIKE: K%; L%; M%; Y%; Z%

Example Screenshot

Staff Group is not 'Medical and Dental', Pay Grade should not start with K, L, M, Y or Z

Assignment Number	Employee Name	Organisation Name	Staff Group	Pay Grade
20055417	007Lane, Mrs. Sarah	504 Ward 9	Admin and Clerical	M08
20055651	007Lawrence, Mrs. Mary	504 Ward 9	Admin and Clerical	M08
20055462	007Lewis, Miss Sarah	504 Ward 9	Admin and Clerical	M08
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	Admin and Clerical	M08
20055459	007Smith, Mr. Ben	504 Ward 9	Admin and Clerical	M08
20055550	008Holloway, Mr. Simon	504 Ward 9	Admin and Clerical	M08
20055247	008Lawrence, Mrs. Mary	504 Ward 9	Admin and Clerical	M08
20055561	008Lewis, Miss Sarah	504 Ward 9	Admin and Clerical	M08
20055577	008Smith, Mr. Ben	504 Ward 9	Admin and Clerical	M08
20055529	008Steele, Mrs. Kerry	504 Ward 9	Admin and Clerical	M08

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

If Occ Code is Medical & Dental then payscale must start with K, L, M, Y or Z

Description

This analysis is designed to show details of those employees on a Medical and Dental Occupation Code but with an inappropriate Pay Grade.

Data Items

Assignment Number
Employee Name
Organisation Name
Occupation Code
Pay Grade
Position Name

Filters

Occupation Code is LIKE: 0%; 1%; 2%; 3%; 4%; 5%; 6%; 7%; 8%; 9%

Pay Scale is not LIKE: K%; L%; M%; Y%; Z%

Example Screenshot

If Occ Code is Medical & Dental then payscale must start with K, L, M, Y or Z

Assignment Number	Employee Name	Organisation Name	Occupation Code	Pay Grade
20055417	007Lane, Mrs. Sarah	504 Ward 9	110	XN01
20055651	007Lawrence, Mrs. Mary	504 Ward 9	110	XN01
20055462	007Lewis, Miss Sarah	504 Ward 9	110	XN01
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	110	XN01
20055459	007Smith, Mr. Ben	504 Ward 9	110	XN01
20055550	008Holloway, Mr. Simon	504 Ward 9	110	XN01
20055247	008Lawrence, Mrs. Mary	504 Ward 9	110	XN01
20055561	008Lewis, Miss Sarah	504 Ward 9	110	XN01
20055577	008Smith, Mr. Ben	504 Ward 9	110	XN01
20055529	008Steele, Mrs. Kerry	504 Ward 9	110	XN01

⬆⬆⬇⬆ Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

If Staff Group is Medical & Dental then payscale must start with K, L, M, Y or Z

Description

This analysis is designed to show details of those employees under the Medical and Dental Staff Group but with an inappropriate Pay Grade.

Data Items

Assignment Number
Employee Name
Organisation Name
Staff Group
Pay Grade
Position Name

Filters

Staff Group = Medical and Dental

Pay Scale is not LIKE: K%; L%; M%; Y%; Z%

Example Screenshot

If Staff Group is Medical & Dental then payscale must start with K, L, M, Y or Z

Assignment Number	Employee Name	Organisation Name	Staff Group	Pay Grade
20055417	007Lane, Mrs. Sarah	504 Ward 9	Medical & Dental	XR05
20055651	007Lawrence, Mrs. Mary	504 Ward 9	Medical & Dental	XR05
20055462	007Lewis, Miss Sarah	504 Ward 9	Medical & Dental	XR05
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	Medical & Dental	XR05
20055459	007Smith, Mr. Ben	504 Ward 9	Medical & Dental	XR05
20055550	008Holloway, Mr. Simon	504 Ward 9	Medical & Dental	XR05
20055247	008Lawrence, Mrs. Mary	504 Ward 9	Medical & Dental	XR05
20055561	008Lewis, Miss Sarah	504 Ward 9	Medical & Dental	XR05
20055577	008Smith, Mr. Ben	504 Ward 9	Medical & Dental	XR05
20055529	008Steele, Mrs. Kerry	504 Ward 9	Medical & Dental	XR05

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Occ Code is not 'Medical and Dental', Pay Grade should not start with K, L, M, Y or Z

Description

This analysis is designed to show details of those employees not on a Medical and Dental Occupation Code but with an inappropriate Pay Grade.

Data Items

Assignment Number
Employee Name
Organisation Name
Occupation Code
Pay Grade
Position Name

Filters

Staff Group does not equal / is not in Medical and Dental

Pay Scale is LIKE: K%; L%; M%; Y%; Z%

Example Screenshot

Occ Code is not 'Medical and Dental', Pay Grade should not start with K, L, M, Y or Z

Assignment Number	Employee Name	Organisation Name	Occupation Code	Pay Grade
20055417	007Lane, Mrs. Sarah	504 Ward 9	001	K982
20055651	007Lawrence, Mrs. Mary	504 Ward 9	001	K982
20055462	007Lewis, Miss Sarah	504 Ward 9	001	K982
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	001	K982
20055459	007Smith, Mr. Ben	504 Ward 9	001	K982
20055550	008Holloway, Mr. Simon	504 Ward 9	001	K982
20055247	008Lawrence, Mrs. Mary	504 Ward 9	001	K982
20055561	008Lewis, Miss Sarah	504 Ward 9	001	K982
20055577	008Smith, Mr. Ben	504 Ward 9	001	K982
20055529	008Steele, Mrs. Kerry	504 Ward 9	001	K982

Rows 1 - 10

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Occupation Code = N (except N8*, N9*,NF*,NG* and NH*) with a Grade Code of AfC grade lower than AfC Band 5**

Description

This analysis is designed to show details of those employees on a Nursing Occupation Code (excluding N8*, N9*,NF*,NG* and NH*) but on an AfC Band lower than Band 5.

Data Items

Assignment Number
Employee Name
Organisation Name
Occupation Code
Pay Grade
Position Name

Filters

Occupation Code is not LIKE N9%; N8%; NF%;NG%;NH%

Occupation Code begins with N

Pay Scale equals / is in: XN01; XN02; XN03; XN04; XR01; XR02; XR03; XR04

Example Screenshot

Occupation Code = N** (except N8*, N9*, NF*, NG* and NH*) with a Grade Code of AfC grade lower than AfC Band 5

Assignment Number	Employee Name	Organisation Name	Occupation Code	Pay Grade
20055462	007Lewis, Miss Sarah	504 Ward 9	N7A	XR03
20055561	008Lewis, Miss Sarah	504 Ward 9	N7A	XR03
20055294	Chandler00 - Kerry, Mrs. Trudy	504 Ward 9	N7A	XR03
20055278	Darling01, Mrs. Veronica	504 Ward 7	N7A	XR03
20055312	Darling02, Mrs. Veronica	504 Ward 7	N7A	XR03
20055318	Darling03, Mrs. Veronica	504 Ward 7	N7A	XR03
20055475	Darling04, Mrs. Veronica	504 Ward 7	N7A	XR03
20055330	Darling05, Mrs. Veronica	504 Ward 7	N7A	XR03
20055546	Darling06, Mrs. Veronica	504 Ward 7	N7A	XR03
20055600	Darling07, Mrs. Veronica	504 Ward 7	N7A	XR03

Rows 1 - 10

Refresh -Print -Export - Add to Briefing Book

Employee with an Occupation Code of G0* or G1* with AfC Band 7 and below

Description

This analysis is designed to show details of those employees on Occupation Codes G0* or G1* but with an inappropriate Pay Scale.

Data Items

Employee Name
Organisation Name
Occupation Code
Pay Grade
Position Name

Filters

Occupation Code is LIKE G0%;G1%;
Pay Scale is equal / is in
XN01;XN02;XN03;XN04;XR01;XR02;XR03;XR04;XN05;XN06;XN07;XR05;XR06;XR07

Example Screenshot

Employee with an Occupation Code of G0* or G1* with AfC Band 7 and below

Employee Name	Organisation Name	Occupation Code	Pay Grade
Blogs, Mr. Joe	000 NHS ESR Organisation	G0A	XN07
Blogs, Mr. Joe	000 NHS ESR Organisation	G1A	XN04
Blogs, Mr. Joe	000 NHS ESR Organisation	G1A	XN05
Blogs, Mr. Joe	000 NHS ESR Organisation	G1A	XN05
Blogs, Mr. Joe	000 NHS ESR Organisation	G1A	XN06
Blogs, Mr. Joe	000 NHS ESR Organisation	G1A	XN06
Blogs, Mr. Joe	000 NHS ESR Organisation	G1A	XN06
Blogs, Mr. Joe	000 NHS ESR Organisation	G1A	XN06
Blogs, Mr. Joe	000 NHS ESR Organisation	G1A	XN06
Blogs, Mr. Joe	000 NHS ESR Organisation	G1A	XN06

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Area of Work is no longer valid or is blank

Description

This analysis is designed to show details of those positions where Area of Work is no longer valid or is not populated.

Data Items

Position Number
Position Name
Organisation Name
Area of Work

Filters

Area of Work is Null

OR Area of Work is not equal to / is not in (Valid Area of Work List)

AND Position Number is NOT NULL

Example Screenshot

The Area of Work is no longer valid or is blank

Position Number	Position Name	Organisation Name	Area Of Work
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency
000000	000000|Business Analyst|A2B|Information Technology	000 NHS ESR Organisation	Accident and Emergency

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Occupation Code is no longer valid or is blank

Description

This analysis is designed to show details of those employees where the Occupation Code is no longer valid or is blank.

Data Items

Assignment Number
Employee Name
Organisation Name
Occupation Code
Position Name

Filters

Occupation Code is Null

Occupation Code is not equal to / not in (valid OCC Code List)

Example Screenshot

Occupation Code is no longer valid or is blank (see the Current Occupation Code Manual)

Assignment Number	Employee Name	Organisation Name	Occupation Code
20055417	007Lane, Mrs. Sarah	504 Ward 9	999
20055651	007Lawrence, Mrs. Mary	504 Ward 9	999
20055462	007Lewis, Miss Sarah	504 Ward 9	999
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	999
20055459	007Smith, Mr. Ben	504 Ward 9	999
20055550	008Holloway, Mr. Simon	504 Ward 9	999
20055247	008Lawrence, Mrs. Mary	504 Ward 9	999
20055561	008Lewis, Miss Sarah	504 Ward 9	999
20055577	008Smith, Mr. Ben	504 Ward 9	999
20055529	008Steele, Mrs. Kerry	504 Ward 9	999

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Job Role is no longer valid or is Null

Description

This analysis is designed to show details of those employees where Job Role is no longer valid or is not populated.

Data Items

Assignment Number
Employee Name
Organisation Name
Job Role
Staff Group
Position Number
Occupation Code

Filters

Include only records where Job Role is equal to / is in

Trust Grade Doctor - House Officer Level;Trust Grade Doctor - SHO Level;Trust Grade Doctor - Specialist Registrar Level;Apprentice;Biomedical Scientist; House Officer - Post Registration;House Officer - Pre Registration;Medical Laboratory Assistant;Regional Dental Officer;Registrar; Senior House Officer;Senior Registrar;Specialist Registrar;Technician;Therapist

OR is Null

OR is equal to / is in Technician

AND Staff Group is not equal to / is not in Add Prof Scientific and Technic;Additional Clinical Services;Administrative and Clerical;Estates and Ancillary

Example Screenshot

Job Role is no longer valid or is Null

Assignment Number	Employee Name	Organisation Name	Role	Staff Group	Position Number	Occupation Code
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S0P
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S0P
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S0X
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S0X
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S0X
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S2L
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S2P
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S2P
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S2P
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	Apprentice	Add Prof Scientific and Technic	10002000	S2P

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Workplace Org Code is not valid

Description

This analysis is designed to show details of those positions where the Workplace Org Code is invalid.

Data Items

Position Number
Position Name
Workplace Org Code
Workplace Org Name
Organisation Name

Filters

Workplace Org Code is equal to / is in
00F;00G;00H;00W;01M;01N;02V;03C;03G;04X;05P;10G;10H;10M;10N;10T;10W;10Y;11C;11D;11H;11T;12A;5A3;5A4;5A5;5A7;5A8;5A9;5AT;5C1;5C2;5C3;5C4;5C5;5C9;5CN;5CQ;5D7;5D8;5D9;5E1;5EF;5EM;5ET;5F1;5F5;5F7;5FE;5FL;5GC;5H1;5H8;5HG;5HP;5HQ;5HX;5HY;5J2;5J4;5J5;5J6;5J9;5JE;5JX;5K3;5K5;5K6;5K7;5K8;5K9;5KF;5KG;5KL;5KM;5L1;5L3;5LA;5LC;5LD;5LE;5LF;5LG;5LH;5LQ;5M1;5M2;5M3;5M6;5M7;5M8;5MD;5MK;5MV;5MX;5N1;5N2;5N3;5N4;5N5;5N6;5N7;5N8;5N9;5NA;5NC;5ND;5NE;5NF;5NG;5NH;5NJ;5NK;5NL;5NM;5NN;5NP;5NQ;5NR;5NT;5NV;5NW;5NX;5NY;5P1;5P2;5P5;5P6;5P7;5P8;5P9;5PA;5PC;5PD;5PE;5PF;5PG;5PH;5PJ;5PK;5PL;5PM;5PN;5PP;5PQ;5PR;5PT;5PV;5PW;5PX;5PY;5QA;5QC;5QD;5QE;5QF;5QG;5QH;5QJ;5QK;5QL;5QM;5QN;5QP;5QQ;5QR;5QT;5QV;5QW;NA2;NB7;NLL;NLM;Q30;Q31;Q32;Q33;Q34;Q35;Q36;Q37;Q38;Q39;R1G;RBB;RC3;RD7;RFW;RGQ;RHX;RJF;RJX;RLU;RM2;RQQ;RR1;RRD;RV8;RVL;RW3;RWN;RX5;RYH;RYQ;T1160;T1190;T1240;T1310;T1340;T1430;T1440;T1490;TAC;TAE;TAK;TAL;TAN;TAP;X09;YDF01;YDF04;00A;00E;01L;01P;01Q;02C;02J;02K;02L;03P;04A;04P;04T;04W;05E;05K;05M;06C;06E;06G;06J;06R;06X;07A;07C;07D;07E;07F;09K;09M;09Q;09R;09T;09V;10F;10P;11F;11G;11K;11L;11P;11Q;11R;11V;11W;11Y;12C;12E;YAW;YAX;YAY

Example Screenshot

NHS Workplace Org Code is Not Valid

Position Number	Position Name	Workplace Org Code	Workplace Org Name	Organisation Name
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation
10002000	000000|Business Analyst|A2B|Information Technology	NHS01	Central Deanery	000 NHS ESR Organisation

Rows 1 - 10

If Occupation Code is Medical & Dental then Staff Group should be Medical and Dental

Description

This analysis is designed to show details of those employees with a medical Occupation Code but on a non-Medical and Dental staff group.

Data Items

Assignment Number
Employee Name
Organisation Name
Occupation Code
Staff Group
Position Name

Filters

Occupation Code is LIKE 0%;1%;2%;8%;9%

Staff Group is not equal / is not in Medical and Dental

Example Screenshot

If Occupation Code is Medical & Dental then Staff Group should be Medical and Dental

Assignment Number	Employee Name	Organisation Name	Occupation Code	Staff Group
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	026	Administrative and Clerical
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	094	Administrative and Clerical
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	026	Administrative and Clerical
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	026	Administrative and Clerical
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	026	Administrative and Clerical
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	026	Administrative and Clerical
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	026	Administrative and Clerical
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	026	Administrative and Clerical
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	026	Administrative and Clerical
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	026	Administrative and Clerical

⇧ ⇧ ⬇ ⥮ Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

If Occupation Code is Non-Medical then Staff Group should be Non-Medical

Description

This analysis is designed to show details of those employees with a non-Medical Ocupation Code but on a Medical and Dental staff group.

Data Items

Assignment Number
Employee Name
Organisation Name
Occupation Code
Staff Group
Position Name

Filters

Occupation Code is not LIKE 0%;1%;2%;8%;9%

Staff Group is equal / is in Medical and Dental

Example Screenshot

If Occupation Code is Non-Medical then the Staff Group should be Non-Medical

Assignment Number	Employee Name	Organisation Name	Occupation Code	Staff Group
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	G2A	Medical and Dental
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	G0A	Medical and Dental
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	G2A	Medical and Dental
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	H2A	Medical and Dental
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	G2A	Medical and Dental
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	H2R	Medical and Dental
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	H2R	Medical and Dental
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	G2B	Medical and Dental
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	G2D	Medical and Dental
12345678	Blogs, Mr. Joe	000 NHS ESR Organisation	T3A	Medical and Dental

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Frontline Healthcare Worker is Null

Description

This analysis is designed to show details of those Positions with the Frontline Healthcare Worker field not populated.

Data Items

Organisation Name
Position Name
Frontline Healthcare Worker

Filters

Date Between Position Effective Start and End Date

Frontline Healthcare Worker is NULL

Example Screenshot

Frontline Healthcare Worker is Null

Organisation Name	Position Name	Frontline Healthcare Worker
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	
000 NHS Organisation	000000|Business Analyst|A2B|Information Technology	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Occupation Code is Nurse Manager with a Grade Code lower than AfC Band 8a

Description

This analysis is designed to show details of Nurse Manager employees on Occupation Codes with a Grade Code lower than AfC Band 8a.

Data Items

Assignment Number
Employee Name
Organisation Name
Occupation Code
Pay Grade
Position Name

Filters

Occupation Code is equal to / is in N0A;N0B;N0C;N0D;N0E;N0F;N0G;N0H;N0J;N0K;N0L

Pay Scale is equal / is in
XN01;XN02;XN03;XN04;XR01;XR02;XR03;XR04;XN05;XN06;XN07;XR05;XR06;XR07

Example Screenshot

Occupation Code is Nurse Manager with a Grade Code lower than AfC Band 8a

Assignment Number	Employee Name	Organisation Name	Occupation Code	Pay Grade	Position Name
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology
12345678	Blogs, Mr. Joe	000 NHS Organisation	N0A	XR07	000000|Business Analyst|A2B|Information Technology

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Staff Movements Tab

Description

This tab is designed to provide the user with a list of each member of staff who falls under one or more of the Staff Movements tests described below.

Prompts

Organisation(s)
Assignment Category (Default: Exclude Bank, Locum, Honorary)
Staff Group
Job Role
Pay Grade(s)Person Type(s)
Employee Person Type(s)
Primary Assignments Only
Effective Date (Default: Current Date)
Actual Termination Date Between (Default: between a date 1 year ago from Current Date and a date 3 months ahead)
Exclude Employee Number
Org Levels 1-13

Analyses

A table is provided for each staff movements related test described below. (*Employee Details have been removed for screen shots used within this guide*).

NHS Org (On Leaving) should not be Null if the Dest on Leaving is NHS Organisation

Description

This analysis is designed to show details of those employees where NHS Organisation (on leaving) is not populated where Destination on Leaving is NHS Organisation.

Data Items

Assignment Number
Employee Name
Organisation Name
Destination on Leaving
NHS Org Leaving For

Filters

Destination on Leaving = NHS Organisation

NHS Organisation on Leaving is Null

Actual Termination Date is Prompted

Primary Assignments Only

Example Screenshot

NHS Org (On Leaving) should not be Null if the Dest on Leaving is NHS Organisation

Employee Number	Employee Name	Organisation Name	Destination On Leaving	NHS Org Leaving For
20055417	007Lane, Mrs. Sarah	504 Ward 9	NHS Organisation	
20055651	007Lawrence, Mrs. Mary	504 Ward 9	NHS Organisation	
20055462	007Lewis, Miss Sarah	504 Ward 9	NHS Organisation	
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	NHS Organisation	
20055459	007Smith, Mr. Ben	504 Ward 9	NHS Organisation	
20055550	008Holloway, Mr. Simon	504 Ward 9	NHS Organisation	
20055247	008Lawrence, Mrs. Mary	504 Ward 9	NHS Organisation	
20055561	008Lewis, Miss Sarah	504 Ward 9	NHS Organisation	
20055577	008Smith, Mr. Ben	504 Ward 9	NHS Organisation	
20055529	008Steele, Mrs. Kerry	504 Ward 9	NHS Organisation	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Reason for Leaving should not be Null

Description

This analysis is designed to show details of those employees where Reason for Leaving is not populated.

Data Items

Assignment Number
Employee Name
Organisation Name
Leaving Reason

Filters

Reason for Leaving is Null

Actual Termination Date is Prompted

Primary Assignments Only

Example Screenshot

Reason for Leaving should not be Null

Employee Number	Employee Name	Organisation Name	Leaving Reason
20055417	007Lane, Mrs. Sarah	504 Ward 9	
20055651	007Lawrence, Mrs. Mary	504 Ward 9	
20055462	007Lewis, Miss Sarah	504 Ward 9	
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	
20055459	007Smith, Mr. Ben	504 Ward 9	
20055550	008Holloway, Mr. Simon	504 Ward 9	
20055247	008Lawrence, Mrs. Mary	504 Ward 9	
20055561	008Lewis, Miss Sarah	504 Ward 9	
20055577	008Smith, Mr. Ben	504 Ward 9	
20055529	008Steele, Mrs. Kerry	504 Ward 9	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

Latest Start Date should not be Null

Description

This analysis is designed to show details of those employees where Latest Start Date is not populated.

Data Items

Assignment Number
Employee Name
Organisation Name
Latest Start Date

Filters

Latest Start Date is Null

Actual Termination Date is Prompted

Primary Assignments Only

Example Screenshot

Latest Start Date is Null

Employee Number	Employee Name	Organisation Name	Latest Start Date
20055417	007Lane, Mrs. Sarah	504 Ward 9	
20055651	007Lawrence, Mrs. Mary	504 Ward 9	
20055462	007Lewis, Miss Sarah	504 Ward 9	
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	
20055459	007Smith, Mr. Ben	504 Ward 9	
20055550	008Holloway, Mr. Simon	504 Ward 9	
20055247	008Lawrence, Mrs. Mary	504 Ward 9	
20055561	008Lewis, Miss Sarah	504 Ward 9	
20055577	008Smith, Mr. Ben	504 Ward 9	
20055529	008Steele, Mrs. Kerry	504 Ward 9	
20095269	320, Miss Monica	504 Ward 10	
20095048	320, Mrs. Neela	504 Ward 10	
20055584	Anton25, Ms. Gloria Rachel	504 Acute Nurse Management	
20055524	Arkwright25, Mrs. Debra	504 ESR Hospitals NHS Trust	

Destination on Leaving should not be Null

Description

This analysis is designed to show details of those employees where Destination on Leaving is not populated.

Data Items

Assignment Number
Employee Name
Organisation Name
Destination on Leaving

Filters

Destination on Leaving is Null

Actual Termination Date is Prompted

Primary Assignments Only

Example Screenshot

Destination on Leaving should not be Null

Employee Number	Employee Name	Organisation Name	Destination On Leaving
20096450	Hawkins02, Mr. Will	104 Midwifery Team	
20096520	Hawkins09, Mr. Will	104 Midwifery Team	
20055486	Lane01, Mr. Chris	504 Ward 9	
20055376	Lane09, Mr. Chris	504 Ward 9	
20055400	Tomkins01, Mrs. Frances	504 Ward 7	
20055447	Tomkins09, Mrs. Frances	504 Ward 7	

Refresh - Print - Export - Add to Briefing Book

Latest Start Date should not be more than 90 days in the future

Description

This analysis is designed to show details of those employees where Latest Start Date is greater than 90 Days from the current date.

Data Items

Employee Number
Employee Name
Organisation Name
Latest Start Date

Filters

Latest Start Date > 90 from Current Date

Example Screenshot

Latest Start Date should not be more than 90 days in the future

Employee Number	Employee Name	Organisation Name	Latest Start Date
20055417	007Lane, Mrs. Sarah	504 Ward 9	01/01/2015
20055651	007Lawrence, Mrs. Mary	504 Ward 9	01/01/2015
20055462	007Lewis, Miss Sarah	504 Ward 9	01/01/2015
20055290	007Neville, Mrs. Chrsitine	504 Ward 9	01/01/2015
20055459	007Smith, Mr. Ben	504 Ward 9	01/01/2015
20055550	008Holloway, Mr. Simon	504 Ward 9	01/01/2015
20055247	008Lawrence, Mrs. Mary	504 Ward 9	01/01/2015
20055561	008Lewis, Miss Sarah	504 Ward 9	01/01/2015
20055577	008Smith, Mr. Ben	504 Ward 9	01/01/2015
20055529	008Steele, Mrs. Kerry	504 Ward 9	01/01/2015
20095269	320, Miss Monica	504 Ward 10	01/01/2015
20095048	320, Mrs. Neela	504 Ward 10	01/01/2015
20055584	Anton25, Ms. Gloria Rachel	504 Acute Nurse Management	01/01/2015

Final Process Date should not be Null

Description

This analysis is designed to show details of those employees with a null Final Process Date where the Actual Termination date has been recorded.

Data Items

Assignment Number
Employee Name
Organisation Name
Actual Termination Date
Final Process Date

Filters

Final Process Date is NULL

Actual Termination Date is NOT NULL

Primary Assignments Only

Example Screenshot

Final Process Date should not be Null

Employee Number	Employee Name	Organisation Name	Actual Termination Date	Final Process Date
12345678	Blogs, Mr. Joe	000 NHS Organisation	27/03/2017	
12345678	Blogs, Mr. Joe	000 NHS Organisation	02/04/2017	
12345678	Blogs, Mr. Joe	000 NHS Organisation	28/04/2017	
12345678	Blogs, Mr. Joe	000 NHS Organisation	30/04/2017	
12345678	Blogs, Mr. Joe	000 NHS Organisation	23/05/2017	
12345678	Blogs, Mr. Joe	000 NHS Organisation	03/08/2017	
12345678	Blogs, Mr. Joe	000 NHS Organisation	06/08/2017	
12345678	Blogs, Mr. Joe	000 NHS Organisation	16/11/2017	
12345678	Blogs, Mr. Joe	000 NHS Organisation	02/01/2018	
12345678	Blogs, Mr. Joe	000 NHS Organisation	12/01/2018	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

System Data Quality Tab

Description

This analysis returns records in ESR that may have a corruption. These include records where a person has multiple primary assignments, or date-tracked values that overlap with each other. These errors can cause issues with Discoverer and with ESR BI, therefore they should be corrected where possible. If unsure how to correct any of the records, users are advised to raise a priority 4 SR ensuring as much information as possible about the records is included.

Prompts

Employee Number
Applicant Number
Error Type

Data Items

Employee Number
Applicant Number
Assignment Number
Full Name
Object Name
Error Type
Effective Start Date
Effective End Date

Example Screenshot

Employee Number [＿＿＿＿]　　Applicant Number [＿＿＿＿]　　Error Type --Select Value-- ▼

Apply　Reset ▼

This report returns records in ESR that may have a corruption. These include records where a person has multiple primary assignments, or date-tracked values that overlap with each other.

These errors can cause issues with Discoverer and with ESR BI, therefore they should be corrected where possible. Issues with FTE budget value overlaps can be resolved by date-tracking to the period returned in this report (i.e. between the 'Effective Start Date' and 'Effective End Date'), and viewing the budget values on the assignment (from the 'Others' button). Here, delete whichever record is incorrect.

If you are unsure how to correct any of the records, please raise a **priority 4** SR ensuring you include as much information as possible about the records.

Employee Number	Applicant Number	Assignment Number	Full Name	Object Name	Error Type	Effective Start Date	Effective End Date
12345678	1234567	12345678	Blogs, Mr. Joe	Person	Date Overlap	01/01/2012	17/09/2014
12345678	1234567	12345678	Blogs, Mr. Joe	Person	Date Overlap	20/05/2013	23/05/2016
12345678	1234567	12345678	Blogs, Mr. Joe	Person	Date Overlap	15/09/2014	23/05/2016
12345678	1234567	12345678	Blogs, Mr. Joe	Person	Date Overlap	17/09/2014	27/05/2016
12345678	1234567	12345678	Blogs, Mr. Joe	Person	Date Overlap	18/09/2014	27/05/2016
12345678	1234567	12345678	Blogs, Mr. Joe	Person	Date Overlap	05/05/2015	27/05/2016
12345678	1234567	12345678	Blogs, Mr. Joe	Person	Date Overlap	09/05/2015	27/05/2016

Data Quality Trending Tab

Description

This analysis shows data quality trending on a monthly basis over a time period. It returns data as at the last day of each month and is refreshed on a monthly basis.

Prompts

Organisation
Assignment Category
Staff Group
Job Role
Pay Grade(s)Person Type
Employee Person Type
Primary Assignment Flag
Date Between
Exclude Employee Number(s)
Org Levels 1-13

Data Items

Test
Test Category
Number of Errors
Month

Example Screenshot

Data Quality Trending

Test Category: Employee Tests

Test	2018 / 03 Number of Errors	2018 / 04 Number of Errors	2018 / 05 Number of Errors	2018 / 06 Number of Errors	2018 / 07 Number of Errors	2018 / 08 Number of Errors	Change Number of Errors
Email Address should not be Null	48	38	35	31	38	55	7
Employee is indicated to be 80 years old or greater			1	1	1	1	1
NHS Org (Source) should not be Null if Recruitment Source is the NHS	69	71	70	70	73	89	20
Recruitment Source should not be Null	65	66	67	66	64	59	-6
Grand Total	**182**	**175**	**173**	**168**	**176**	**204**	**22**

Supervisor Tab

Description

This analysis detects whether any assignments are in a 'loop' in the supervisor hierarchy. This is where an assignment becomes a supervisor for themselves somewhere along the hierarchy.

Prompts

* Include Additional Supervisors (Yes/No Default: Yes)

Data Items

Assignment Number
Supervisor Assignment Number
Additional Supervisor Assignment Number

Example Screenshot

This analysis detects whether any assignments are in a 'loop' in the supervisor hierarchy. This is where an assignment becomes a supervisor for themselves somewhere along the hierarchy. For example:

Assignment	Supervisor Assignment
100001	100002
100002	100003
100003	100001

Note: This analysis works with both primary supervisor and additional supervisors

* Include Additional Supervisors ● Yes ○ No

Apply   Reset ▾

Analysis of Your Supervisor Hierarchy

Analysis complete: Found 4 loop(s).

Loop 1: 00004132 -> 00003360 -> 00005841 -> 00006520 -> 00003294 -> 00004132

Loop 2: 00004132 -> 00003360 -> 00005841 -> 00006520 -> 00003294 -> 00008626 -> 00004132

Loop 3: 00004132 -> 00003360 -> 00005841 -> 00006520 -> 00003294 -> 00004132

Loop 4: 00008782 -> 00004541 -> 00008782

Supervisors without Self Service URPs

Description

This analysis is designed to show details of supervisor employees without Self Service URPs effective as at the current date.

Prompts

Employee Number

Data Items

Employee Name
Employee Number

Example Screenshot

Supervisors without Self Service URPs

Employee Name	Employee Number
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678

Rows 1 - 10

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Non Supervisors with Self Service URPs

Description

This analysis is designed to show details of non-supervisor employees with Self Service URPs effective as at the current date.

Prompts

Employee Number

Data Items

Employee Name
Employee Number

Example Screenshot

Non Supervisors with Self Service URPs

Employee Name	Employee Number
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678
Blogs, Mr. Joe	12345678

Rows 1 - 10

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Historic Tab

Description

The page contains a range of data quality analyses based on leavers information to help organisations address issues with historic data quality.

Prompts

Organisation

Assignment Category

Staff Group(s)

Job Role

Pay Grade(s)

Employee Person Type

Primary Assignments Only

Employee Location

Exclude Employee Number(s)

Include extra years of Leavers (2 or 5 years from current date or any date entered in the Date prompt - default: 2 years)

Date (default: current date - can be changed as required)

National Insurance Number should not contain non-random, numeric strings, or have a Null Value

Data Items

Employee Number
Employee Name
Organisation Name
National Insurance Number
Actual Termination Date

Filters

Actual Termination Date is between a Date (2 or 5 years ago) and Current Date

National Insurance Number is Null

> OR National Insurance Number equals / is in: AA000000A; NX011111A; NX111111A; WL111111A; TM123456A; AB123456C

> OR National Insurance Number is LIKE: 111111; 222222; 333333; 444444; 555555; 666666; 777777; 888888; 999999; 000000; 123456

Exclude Individuals where Recruitment Source = Abroad - Non EU Country AND Latest Start Date IS within the previous 6 Months

Primary Assignments Only

Recruitment Source should not be Null

Data Items

Employee Number
Employee Name
Organisation Name
Recruitment Source

Actual Termination Date

Filters

Actual Termination Date is between a Date (2 or 5 years ago) and Current Date

Include only records where Recruitment Source is Null

Primary Assignments Only

If Occupation Code is Medical & Dental then Staff Group should be Medical and Dental

Data Items

Assignment Number
Employee Name
Organisation Name
Occupation Code
Staff Group
Actual Termination Date

Filters

Actual Termination Date is between a Date (2 or 5 years ago) and Current Date

Occupation Code is LIKE 0%;1%;2%;8%;9%

Staff Group is not equal to / is not in Medical and Dental

Primary Assignments Only

If Occupation Code is Non-Medical then the Staff Group should be Non-Medical

Data Items

Assignment Number
Employee Name
Organisation Name
Occupation Code
Staff Group
Actual Termination Date

Filters

Actual Termination Date is between a Date (2 or 5 years ago) and Current Date

Occupation Code is not LIKE 0%;1%;2%;8%;9%

Staff Group is equal to / is in Medical and Dental

Primary Assignments Only

Example Screenshot

National Insurance Number should not contain non-random, numeric strings, or have a Null Value

Employee Number	Employee Name	Organisation Name	National Insurance Number	Actual Termination Date
12345678	Blogs, Mr. Joe	000 NHS Organisation		21/03/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		31/05/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		07/03/2008
12345678	Blogs, Mr. Joe	000 NHS Organisation		23/03/2009
12345678	Blogs, Mr. Joe	000 NHS Organisation		29/04/2009

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Recruitment Source should not be Null

Employee Number	Employee Name	Organisation Name	Recruitment Source	Actual Termination Date
12345678	Blogs, Mr. Joe	000 NHS Organisation		10/12/2005
12345678	Blogs, Mr. Joe	000 NHS Organisation		28/02/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		02/03/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		03/03/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		05/03/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		06/03/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		07/03/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		10/03/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		17/03/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation		19/03/2006

Rows 1 - 10

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If Occupation Code is Medical & Dental then Staff Group should be Medical and Dental

Assignment Number	Employee Name	Organisation Name	Occupation Code	Staff Group	Actual Termination Date
12345678	Blogs, Mr. Joe	000 NHS Organisation	001	Administrative and Clerical	21/07/2006
12345678	Blogs, Mr. Joe	000 NHS Organisation	001	Administrative and Clerical	11/08/2006

Rows 1 - 2

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If Occupation Code is Non-Medical then the Staff Group should be Non-Medical

Assignment Number	Employee Name	Organisation Name	Occupation Code	Staff Group	Actual Termination Date
12345678	Blogs, Mr. Joe	000 NHS Organisation	G0D	Medical and Dental	15/08/2008
12345678	Blogs, Mr. Joe	000 NHS Organisation	TAA	Medical and Dental	31/08/2006

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