

Publication Report



NHS Scotland Workforce

Data as at 30 September 2013

Publication date – 26 November 2013



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Introduction

The workforce has a significant role to play in the delivery of quality services that meet the needs of patients, their families and the general public in a modern health service. The Scottish Government published [A Force for Improvement](#) in January 2009 as a workforce framework providing a base from which policy and financial decisions can be taken across NHS boards in partnership with other agencies. It recognises the importance of workforce data and intelligence and that it needs to be accurate, timely and fit for purpose to support planning and decision making.

During January 2008 published information changed to reflect the introduction of Agenda for Change (AfC). Historically, NHS Scotland workforce information was published in a format based on pay structure, namely Whitley for the majority of staff. AfC is now the national pay system which has introduced new pay bands and harmonised terms and conditions for NHS workers. The main source of workforce statistics is the Scottish Workforce Information Standard System (SWISS), first used in 2007 for data as at 30th September 2007. Further background information on current data sources and collections can be found on the [Workforce Statistics Frequently Asked Questions](#) page.

The presentation and format of the published workforce information has been agreed and designed in conjunction with the ISD Workforce Technical Reference Group which has ISD, NHS Board and Scottish Government representation.

Information updated in this release is:

- All staff in post (as at 30th September 2013)
- Vacancies - nursing and midwifery, allied health professions, consultants and pharmacy (as at 30th September 2013)
- Staff turnover (as at 30th September 2013)
- Nursing and midwifery student intakes, students in training and progression rates
- Consultant contract
- Clinical Nurse Specialists (as at 30th September 2013)

Nursing and midwifery vacancy information has been revised on 17th January 2014 to include information which was not available for publication on 26th November 2013.

Key points

On 30th September 2013:

- The total number of staff in post was 134,171.4 whole time equivalent (WTE), excluding General Medical Practitioners (GPs) and General Dental Services (GDS). This is an increase of 1.8% (2,326.2) since September 2012 and of 0.6% (792.5) since June 2013. The overall headcount was 157,383. This is an increase of 1.4% (2,102) since September 2012, and 0.5% (758) since June 2013.
- The largest group in the workforce was nursing and midwifery, which accounted for 42.8% of all staff (*excluding* GPs & GDS). Administrative services accounted for 18.3%, support services, 10.3%, and medical and dental, 9.1% (all WTE).
- The number of nursing and midwifery staff in post was 57,368.9 WTE. This is an increase of 2.0% (1,105.4) since September 2012 and of 0.4% (216.2) since June 2013. The corresponding headcount was 66,367, an increase of 1.5% (987) since September 2012, and 0.3% (192) since June 2013. The nursing and midwifery tables have been updated in this publication to reflect the introduction of new definitions to improve reporting on the midwifery and neonatal nursing workforce.
- The number of allied health professionals in post was 11,042.0 WTE. This is an increase of 17.2% (1,619.7) since September 2012 and of 0.6% (70.8) since June 2013. The corresponding headcount was 13,077, an increase of 14.8% (1,682) since September 2012 and of 0.7% (95) since June 2013. These annual changes are due to paramedics being reclassified as AHPs from 1st April 2013; previously they were included in the emergency services job family.
- The number of consultants in post was 4,584.6 WTE. This is an increase of 2.4% (108.4) since September 2012, and of 1.3% (58.7) since June 2013. The corresponding headcount was 4,880, an increase of 2.5% (117) since September 2012, and of 1.2% (60) since June 2013.
- Total consultant vacancies were 213.1 WTE, a rate of 4.4% of the total establishment. Total nursing and midwifery vacancies were 1,784.6 WTE, a rate of 3.0% of the total establishment.

The nursing and midwifery vacancy information has been revised to reflect two changes in the data since publication on 26th November 2013.

- Information from NHS Grampian on vacancies at September 2013 was not available for publication in November. Figures from June 2013 were used instead. This information is now available and is included in this revision.
- A number of adult nurse vacancies in NHS Borders were omitted from the November publication due to system issues. These have now been resolved and the revised figures are included in this publication.

As a result of this new information, a minor change has been made to the total number of nursing and midwifery vacancies (WTE) in the final key point, from 1784.6 to 1,771.1 WTE, a change of less than 1%. The percentage vacancy rate is unaffected.

The new version is as follows:

- Total consultant vacancies were 213.1 WTE, a rate of 4.4% of the total establishment. Total nursing and midwifery vacancies were 1,771.1 WTE, a rate of 3.0% of the total establishment.

Results and commentary

All NHS Scotland workforce statistics included within this publication can be found on the [ISD Workforce homepage](#).

For the full list of tables released with this publication, please see the full [list of tables](#) web page

An explanation of each job family included in the statistics can be found [here](#)

Staff in post

Workforce statistics as at 30th September 2013 show that:

- The total number of staff in post (*including* GPs & GDS) was 164,613 (headcount) compared with 162,234 (headcount) as at 30th September 2012. This is an increase of 1.5% (2,379).
- The total number of staff in post (*excluding* GPs & GDS) was 134,171.4 WTE. This is an increase of 1.8% (2,326.2) since September 2012 and of 0.6% (792.5) since June 2013. The corresponding headcount was 157,383, an increase of 1.4% (2,102) since September 2012 and of 0.5% (758) since June 2013.
- In September 2013, the largest group was nursing & midwifery which accounted for 42.8% of all staff (excluding GPs and GDS). Administrative services accounted for 18.3%, support services, 10.3%, and medical and dental (HCHS), 9.1% (all WTE).
- The average age of the NHS Scotland workforce was 44 years.
- The number of consultants in post was 4,584.6 WTE. This is an increase of 2.4% (108.4) since September 2012, and of 1.3% (58.7) since June 2013. The corresponding headcount was 4,880, an increase of 2.5% (117) since September 2012, and of 1.2% (60) since June 2013.
- The number of nursing and midwifery staff in post was 57,368.9 WTE. This is an increase of 2.0% (1,105.4) since September 2012 and of 0.4% (216.2) since June 2013. The corresponding headcount was 66,367, an increase of 1.5% (987) since September 2012, and 0.3% (192) since June 2013.
- The number of allied health professionals in post was 11,042.0 WTE. This is an increase of 17.2% (1,619.7) since September 2012 and of 0.6% (70.8) since June 2013. The corresponding headcount was 13,077, an increase of 14.8% (1,682) since September 2012 and of 0.7% (95) since June 2013. These annual changes are due to paramedics being reclassified as AHPs from 1st April 2013; previously they were included in the emergency services job family.
- Clinical nurse specialists account for 4.9% (2,055.6) WTE of qualified nursing and midwifery staff. This figure has increased by 0.4% since 30th September 2012. The largest increases (*excluding* the other/unknown category) in staff are found in the diabetes speciality which increased by 13% (13.2) WTE and child protection by 86% (7.6) WTE since September 2012.

Table 1: NHS Scotland workforce summary by staff group as at 30th September 2013

Staff Group	Headcount	WTE
All NHS Scotland staff (Inc GPs & GDS)	164,613	x
All NHS Scotland staff (Exc GPs & GDS)	157,383	134,171.4
Medical (HCHS)	12,705	11,485.0
General medical practitioners (GPs)	4,852	x
Dental (HCHS)	868	696.5
General dental services (GDS)	3,227	x
Medical & dental support	2,273	1,908.3
Nursing & midwifery	66,367	57,368.9
Allied health professions	13,077	11,042.0
Other therapeutic services	4,292	3,683.5
Personal & social care	1,088	909.3
Healthcare science	5,912	5,324.4
Emergency services	2,446	2,337.7
Administrative services	28,485	24,503.4
Support services	18,772	13,777.2
Not assimilated / not known ¹	1,484	1,135.3

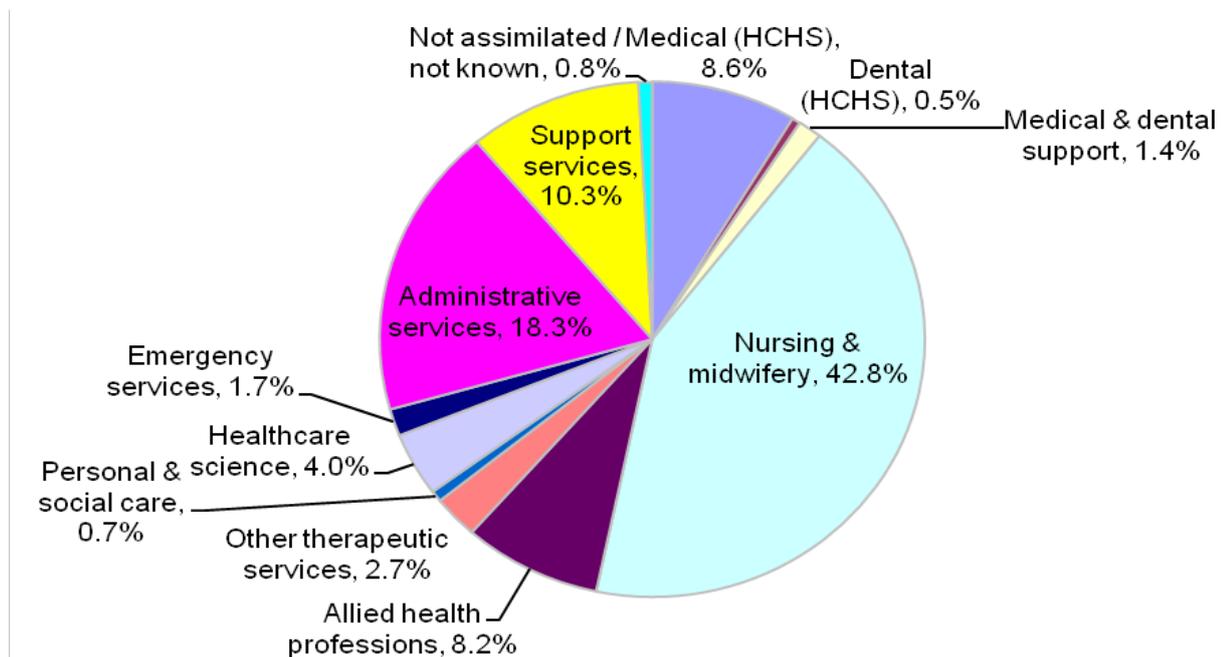
Source: Scottish Workforce Information Standard System (SWISS) – 30th September 2013

x Not applicable

1. NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. Staff involved in the delivery of these core services started to transfer between the two organisations in June 2012, those that have transferred into NHS Highland are currently shown in Unallocated / not known.

The following chart shows the NHS Scotland workforce as at 30th September 2013 by staff group. The largest group in the workforce was nursing & midwifery, which accounted for 42.8% of all staff (excluding General Medical Practitioners and General Dental Services). Administrative services accounted for 18.3%, support services, 10.3%, and medical and dental, 9.1% (all WTE).

Chart 1: NHS Scotland workforce staff group proportions (WTE) as at 30th September 2013



The following table shows that the NHS Scotland workforce saw an annual increase, in the total number of staff (*excluding* GPs & GDS), of 1.8% (WTE) in comparison with September 2012 and of 0.6% (WTE) since June 2013.

Table 2: NHS Scotland workforce quarterly trend (WTE) by staff group

Staff Group	Sept-12	June-13	Sept-13	Quarterly change (%)	Annual Change (%)
All NHS Scotland staff (Exc GPs & GDS)	131,845.2	133,378.9	134,171.4	0.6%	1.8%
Medical (HCHS)	11,230.6	11,105.2	11,485.0	3.4%	2.3%
Dental (HCHS)	713.3	699.6	696.5	-0.5%	-2.4%
Medical & dental support	1,903.4	1,887.2	1,908.3	1.1%	0.3%
Nursing & midwifery	56,263.5	57,152.7	57,368.9	0.4%	2.0%
Allied health professions ¹	9,422.3	10,971.2	11,042.0	0.6%	17.2%
Other therapeutic services	3,528.8	3,668.2	3,683.5	0.4%	4.4%
Personal & social care	896.2	897.8	909.3	1.3%	1.5%
Healthcare science	5,274.0	5,288.3	5,324.4	0.7%	1.0%
Emergency services ¹	3,639.7	2,324.6	2,337.7	0.6%	-35.8%
Administrative services	24,137.1	24,443.7	24,503.4	0.2%	1.5%
Support services	13,703.3	13,786.9	13,777.2	-0.1%	0.5%
Not assimilated / not known	1,133.2	1,153.6	1,135.3	-1.6%	0.2%

1. From the 1st April 2013 paramedics have been classified from emergency services to allied health profession

2. NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. Staff involved in the delivery of these core services started to transfer between the two organisations in June 2012, those that have transferred into NHS Highland are currently shown in Unallocated / not known.

There has been little change in staff group proportions over the last year, apart from in the allied health professions and emergency services staff groups. This is as a result of the reclassification of paramedic staff from emergency services to the AHP job family from 1st April 2013.

More detailed information on staff group, age, gender, contract type, NHS board and region can be found on the ISD website in the following tables:

[Overall NHS Scotland workforce summary by staff grouping](#)

[Overall trend](#)

[Medical trend](#)

[Non-medical trend](#)

[Total level trend summary](#)

Vacancies

Vacancies are unfilled posts as at 30th September 2013, which are subject to appropriate recruitment arrangements. The vacancy rate is the number of unfilled posts shown as a percentage of the total establishment funded posts.

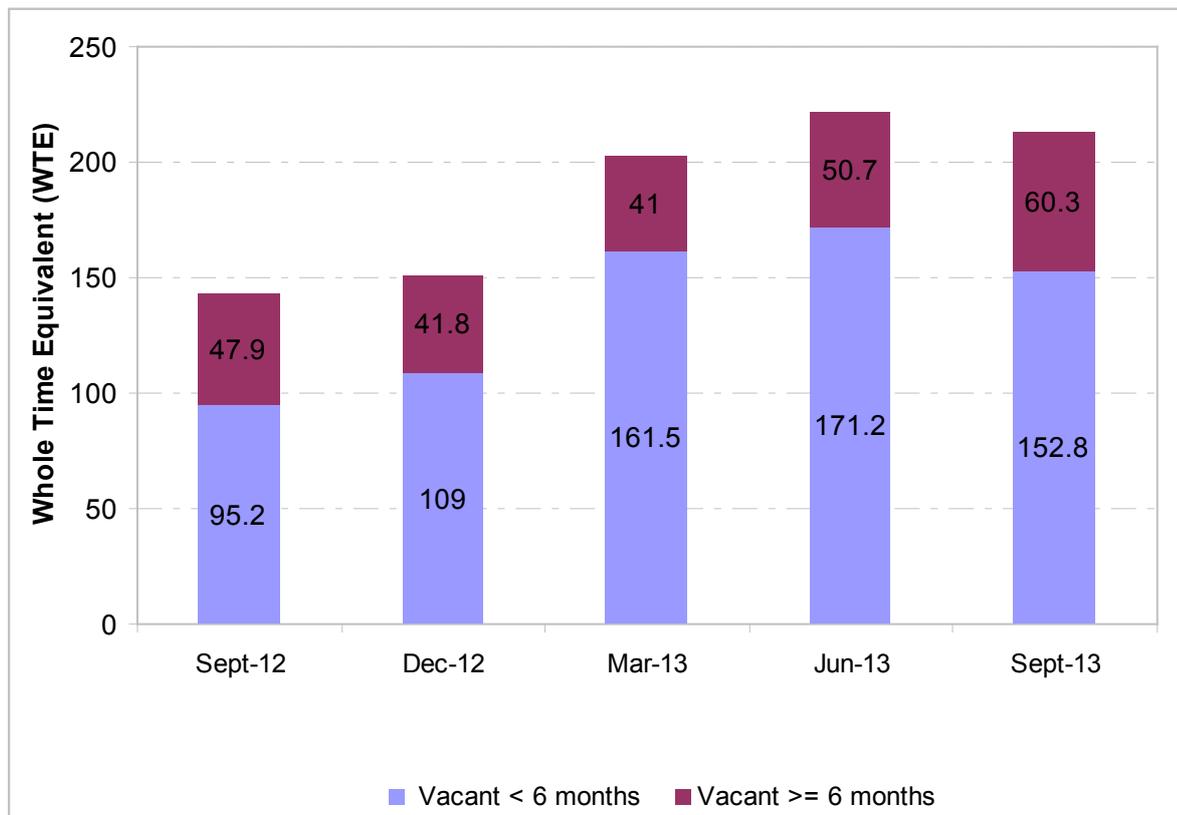
Consultant vacancies

The consultant vacancy rate, as at September 2013, is 4.4%, an increase from 3.1% in September 2012 and a decrease from 4.7% in June 2013. Table 3 shows the number of vacancies (WTE) and the total vacancy rate over the last five quarters and chart 2 shows how long the posts were vacant for.

Table 3: Trend in HCHS medical and dental consultant vacancies (WTE)

Date	Total vacant posts	Total vacancy rate
Sept-2012	143.1	3.1%
Dec-2012	150.8	3.2%
Mar-2013	202.5	4.3%
Jun-2013	221.9	4.7%
Sept-2013	213.1	4.4%

Chart 2: Trend in HCHS medical and dental consultant vacancies by length of vacancy



A further breakdown of this data by NHS board and specialty can be found on the ISD website in the following table:

[Consultant vacancies](#)

Nursing and midwifery vacancies

The nursing and midwifery vacancy rate, as at September 2013, is 3.0%, an increase from 2.4% in September 2012 and from 2.9% in June 2013. Table 4 shows the number of vacancies (WTE) and the total vacancy rate over the last five quarters and Chart 3 shows how long the posts were vacant for.

The nursing and midwifery vacancy information has been revised to reflect two changes in the data since publication on 26th November 2013.

- Information from NHS Grampian on vacancies at September 2013 was not available for publication in November. Figures from June 2013 were used instead. This information is now available and is included in this revision.
- A number of adult nurse vacancies in NHS Borders were omitted from the November publication due to system issues. These have now been resolved and the revised figures are included in this publication.

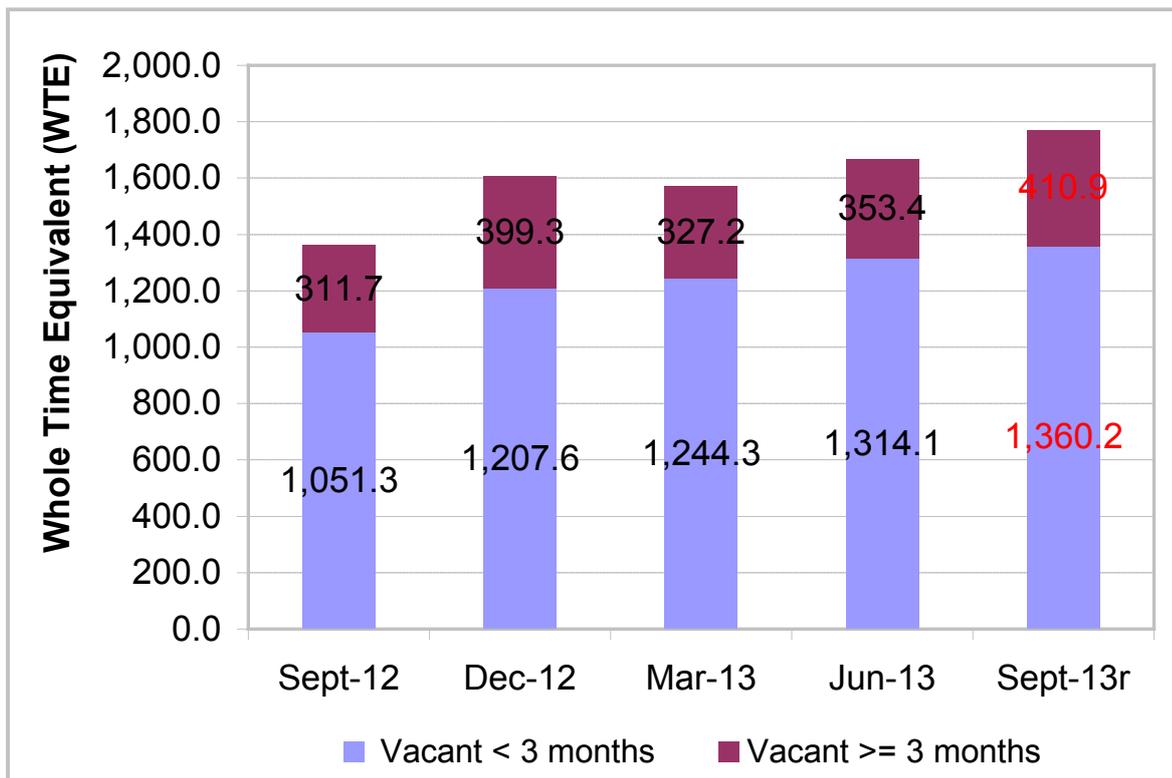
As a result of this new information, a minor change has been made to the total number of nursing and midwifery vacancies (WTE) in the final key point, from 1784.6 to 1,771.1 WTE, a change of less than 1%. The percentage vacancy rate is unaffected.

Table 4: Trend in nursing and midwifery vacancies (WTE)^R

Date	Total vacant posts	Total vacancy rate
Sept-2012	1,390.8	2.4%
Dec-2012	1,623.2	2.8%
Mar-2013	1,609.1	2.7%
Jun-2013	1,688.7	2.9%
Sept-2013	1,771.1	3.0%

^R Figures for September 2013 have been revised since publication date

Chart 3: Trend in nursing and midwifery vacancies by length of vacancy



A further breakdown of this data can be found on the ISD website in the following table:

[Nursing and midwifery vacancies](#)

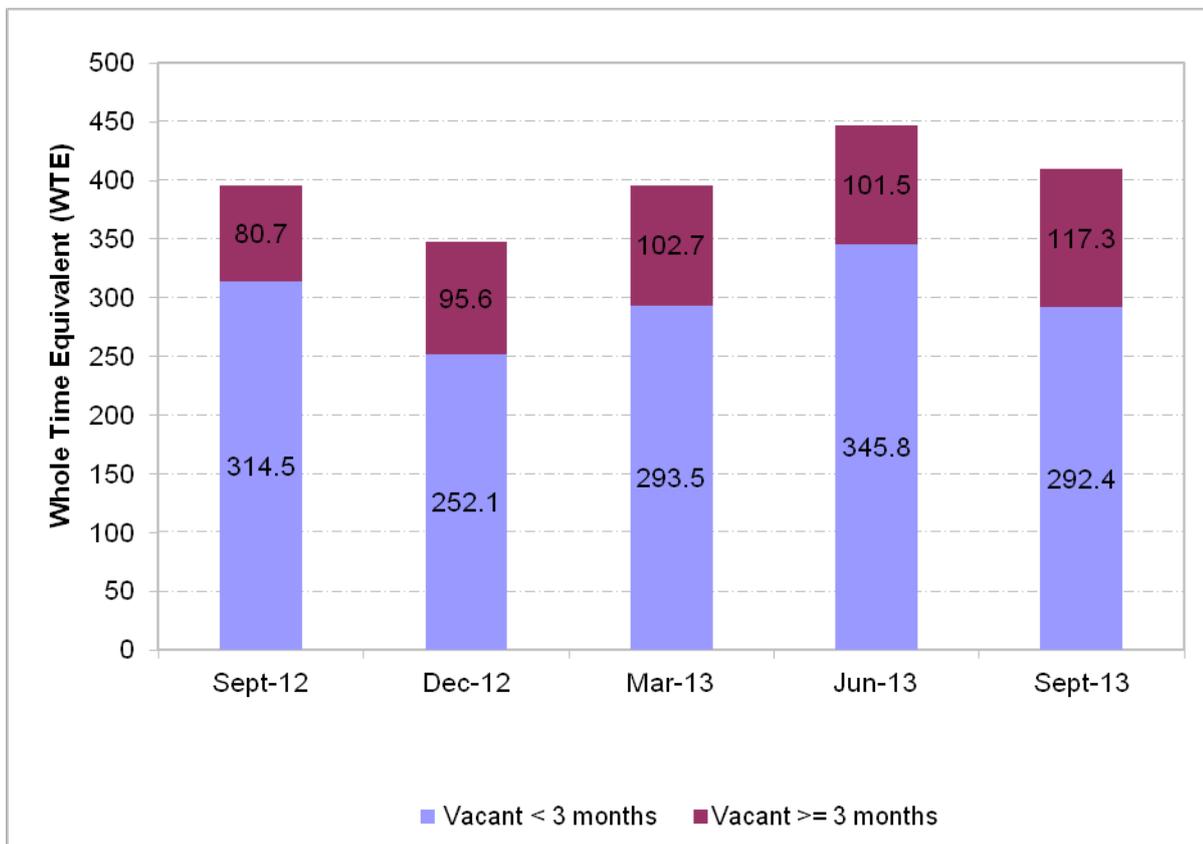
Allied health professions vacancies

The allied health professions vacancy rate, as at September 2013, is 3.7%, a decrease from 4.1% in September 2012 and from 4.0% in June 2013. Table 5 shows the number of vacancies (WTE) and the total vacancy rate over the last five quarters and chart 4 shows how long the posts were vacant for.

Table 5: Trend in allied health professions vacancies (WTE)

Date	Total vacant posts	Total vacancy rate
Sept-12	400.2	4.1%
Dec-12	357.1	3.6%
Mar-13	425.3	4.2%
Jun-13	456.9	4.0%
Sept-13	424.0	3.7%

Chart 4: Trend in allied health professions vacancies by length of vacancy



A further breakdown of this data can be found on the ISD website in the following table:

[Allied health professions vacancies](#)

Pharmacy vacancies

The total pharmacy workforce vacancy rate, as at September 2013, is 4.4%, an increase from 4.1% in September 2012. Table 6 shows the number of vacancies (WTE) and the total vacancy rate for each of the staff groups.

Table 6: Pharmacy vacancies (WTE) as 30th September 2013

Staff Group	Total vacant posts	Total vacancy rate
All Pharmacy staff	112.6	4.4%
Pharmacists	48.2	4.3%
Trainee Pharmacists	0.0	0.0%
Pharmacy Technicians	32.9	4.2%
Trainee Pharmacy Technicians	0.0	0.0%
Pharmacy Assistants	26.4	6.9%
Administrative and clerical	5.1	2.8%
Others	0.0	0.0%

A further breakdown of this data can be found on the ISD website in the following table:

[Pharmacy vacancies](#)

Nursing and midwifery student intakes and progression

Previous November publications have included information on intake numbers to nursing and midwifery training programmes and attrition rates from these programmes. This information is collated by NHS Education for Scotland and published by ISD on their behalf.

NES have changed the methodology for determining attrition rates (now progression rates) and this is included for the first time in this publication. Further information on the change can be found in the background notes section of this report.

Table 7 shows the number of initial entrants and total number of students in training on those courses as at 29 May 2013.

Table 7: Student intakes and numbers in training (initial entrant)

Specialty	Initial entrant (2012)	In training
All Specialties	2,713	10,189
Adult	1,907	7,487
Mental Health	411	1,388
Learning Disability	91	220
Children	197	635
Midwifery	107	459

A further breakdown of this data can be found on the ISD website in the following tables:

[Nursing and midwifery - student intakes and students in training](#)

[Nursing and midwifery progression rates](#)

Background notes

- NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. Staff involved in the delivery of these core services started to transfer between the two organisations in June 2012. Those that have transferred into NHS Highland are currently shown in unallocated / not known. As at September 2013, of those unallocated staff transferring into NHS Highland, 117.3 WTE (136 headcount) are working in administrative services, 21.3 WTE (25 headcount) are in allied health professions and 892.2 (1,123 headcount) are working in personal and social care and 51.0 WTE (59 headcount) are working in support services.
- Previous November publications have included information on intake numbers to nursing and midwifery training programmes and attrition rates from these programmes. This information is collated by NHS Education for Scotland and published by ISD on their behalf. NES have changed the methodology for determining attrition rates (now progression rates) and this is reflected in this publication for the first time. At any point in time, a student can be allocated to one of three mutually exclusive and exhaustive states: active if they were in training; inactive if they were not in training and had not completed; and complete if they had completed. The previous measure of attrition was not a useful measure of progression because it included inactive students who subsequently became active and excluded active students who subsequently became inactive. The revised table reports the percentage of students in each state by year of commencement on 29th May 2013. These data relate to all students who first commenced a 36-month course in Scotland after 1998 excluding students who transferred or had grounds for reduction.

Glossary

Workforce statistic terms relating to the data within this publication can be found within the [Glossary](#) document on the ISD Workforce homepage.

List of tables

Trend tables

Name	Time period	File & size
Overall trend	September 2013	Excel [358kb]
Medical trend	September 2013	Excel [9,722kb]
Non-medical trend	September 2013	Excel [12,750kb]

Overall summary

Name	Time period	File & size
Overall NHS Scotland workforce summary by staff grouping	September 2013	Excel [8.552kb]
Total level trend summary	September 2013	Excel [3,609kb]

Turnover summary

Name	Time period	File & size
Staff turnover	March- September 2013	Excel [2,991kb]

Medical and dental

Name	Time period	File & size
Medical & dental staff in post	September 2013	Excel [8,292kb]
HCHS medical and dental staff by specialty	September 2013	Excel [13,862kb]
HCHS medical and dental staff by grade	September 2013	Excel [6,115kb]
Consultant staff in post	September 2013	Excel [969kb]
Consultant vacancies	September 2013	Excel [4,227kb]
Consultant contract	September 2013	Excel [2,699kb]

Nursing and midwifery

Name	Time period	File & size
Nursing and midwifery staff in post	September 2013	Excel [33,385kb]
Nursing and midwifery vacancies	September 2013	Excel [14,553kb]
Clinical nurse specialists	September 2013	Excel [6,660kb]

Nursing and midwifery student intakes and progression rates

Name	Time period	File & size
Nursing and midwifery - student intakes and students in training	September 2013	Excel [70kb]
Nursing and midwifery progression rates	September 2013	Excel [336kb]

Allied health professions

Name	Time period	File & size
Allied health professions staff in post	September 2013	Excel [5,373kb]
Allied health professions vacancies	September 2013	Excel [4,301kb]

Other therapeutic and personal social care

Name	Time period	File & size
Other therapeutic staff and personal social care staff in post	September 2013	Excel [2,948kb]
Pharmacy vacancies	September 2013	Excel [1,650kb]

Healthcare scientists

Name	Time period	File & size
Healthcare science staff in post	September 2013	Excel [5,756kb]

Emergency, administrative and support services

Name	Time period	File & size
All other staff in post	September 2013	Excel [8,488kb]

Dental workforce

Name	Time period	File & size
GDS, community and hospital Dentists	September 2013	Excel [1,096kb]

For the full list of tables released with this publication, please see the full [list of tables](#) web page

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Further information

Further information can be found on the [ISD website](#)

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Appendix

A1 – Background information

The main source of workforce statistics is the Scottish Workforce Information Standard System (SWISS). Workforce information was first captured through SWISS in 2007 for the data as at 30th September 2007. It included all workforce data with the exception of the medical and dental data.

During July 2008, medical and dental information was migrated from the MEDMAN web based system to SWISS. This alignment provided the opportunity to capture all NHS Scotland staff in post information in one system which has resulted in more robust information being captured and reported. Due to this improved recording, trend information is not directly comparable for 2007 and 2008.

Further information on current data sources and collections can be found on the ISD Workforce Statistics [Frequently Asked Questions](#) page. Information on historic data sources can be found [here](#).

Trend information

Non medical and dental

Changes in the collection and presentation of workforce information due to Agenda for Change means that historical trend analysis is limited. It is however still available for some high level staff groupings.

Further information on workforce data trends can be found within the [ISD workforce statistics web pages](#)

Medical and dental

Trend data for the medical and dental workforce (excluding medical and dental support) is available. During 2008, information from the medical and dental (MEDMAN) system, which includes information on all medical and dental staff working in hospitals, the community, and public sector was migrated to SWISS.

The figures reported from 2008 onwards are sourced from SWISS, the Practitioner Contractor Database (PCD) and Management Information and Dental Accounting System (MIDAS). Figures reported prior to 2008 are sourced from MEDMAN, PCD and MIDAS.

Changes to workforce publications

The following changes have been made in this publication.

- The count of employments has been removed from all tables.
- Nursing and midwifery and allied health professions vacancies have been added to the non medical trend table.
- New sub job families have been introduced to improve reporting on the midwifery and neonatal nursing workforce for the first time in this publication (for data as at September 2013).
- The methodology to determine attrition rates has been reviewed by NHS Education for Scotland and data is now presented as progression rates.

Data quality

The published workforce statistics present information by AfC job families and sub job families. It is however recognised that the published information does not always reflect the data used at board and regional level when planning and presenting the workforce. As with all data systems, accuracy of coding is crucial to the quality and credibility of the data and NHS boards have been encouraged to ensure that there are measures in place to confirm and sustain data quality.

The ISD workforce team is currently working with stakeholders on a number of data quality improvement projects and the published information will change over time to reflect these changes. The first of these improvements to be implemented is the publication of the sub job families introduced to improve reporting on the midwifery and neonatal nursing workforce for data from September 2013.

A2 – Publication Metadata (including revisions details)

Metadata Indicator	Description
Publication title	NHS Scotland Workforce - Staff in Post
Description	Quarterly update of NHS Scotland staff in headcount and whole time equivalent.
Theme	Health and Social Care
Topic	Workforce Staff in Post Information
Format	Excel workbooks
Data source(s)	Scottish Workforce Information Standard System (SWISS)
Date that data are acquired	15 th October 2013
Release date	26 th November 2013
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30th September 2013
Continuity of data	Non medical and dental staff data has a break in 2006 due to the introduction of Agenda for Change (AfC). Medical and dental staff data are continuous from 1990.
Revisions statement	High level summary historical trend information was revised in light of the introduction of AfC. This provided the user with comparable trends. It is however, worth noting that pre-AfC historical trends remain available.
Concepts and definitions	Each excel workbook contains detailed definitions pertinent to the particular staff group of interest.
Relevance and key uses of the statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Workforce information is captured through the Scottish Workforce Information Standard System (SWISS) - Workforce Information Repository. Further information on this system, data capture and accuracy can be found within the ISD Workforce Web pages.
Completeness	Information on all NHS Scotland employees is captured (100%) within SWISS. However it is acknowledged that certain fields within the system are better captured than others. ISD continues to work with the SWISS project team and NHS Boards to improve data quality.
Comparability	Workforce data are comparable and regularly used in both UK and international comparison reports (e.g. EUROSTAT)
Accessibility	It is the policy of ISD Scotland to make its web sites and products accessible according to published guidelines .
Coherence and clarity	All Workforce tables are accessible via the ISD website. Workforce statistics are presented within Excel spreadsheets of staff groupings, where appropriate. Staff groups are split by band, age, gender and contract type. This should minimise the number of spreadsheets a user has to go through to find data, as well as ensure that they are selecting the correct data. Geographical hierarchies are also presented using drop down menus. Spreadsheet formats have been altered for increased clarity by introducing drop-down menus.
Value type and unit of	Headcount and WTE = number, rate, percentage.

measurement	
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Last published	27 th August 2013
Next published	24 th February 2014
Date of first publication	Paper publications since 1970s, web publications since 1996
Help email	nss.isdwfdinfo@nhs.net
Date form completed	November 2013

Metadata Indicator	Description
Publication Title	NHS Scotland Workforce – Vacancies
Description	Quarterly (previously annual) census of vacancies in Nursing & midwifery, Allied Health Professions and Consultants.
Theme	Health and Social Care
Topic	Workforce Vacancy Information
Format	Excel workbooks
Data source(s)	NHS Board vacancy returns (ISD(M)36) and Scottish Workforce Information Standard System (SWISS)
Date that data is acquired	15 th October 2013
Release date	26 th November 2013
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30 th September 2013
Continuity of data	Non medical and dental staff data has a break in 2006 due to the introduction of Agenda for Change. Medical and dental staff data is continuous from 1990.
Revisions statement	Nursing and midwifery – revised as at 17 January 2014
Concepts and definitions	Each Excel workbook contains detailed definitions pertinent to the particular staff group of interest.
Relevance and key uses of statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Information is signed off by the relevant Director (e.g. Medical Director, Nurse Director etc.)
Completeness	All NHS Boards in Scotland return information.
Comparability	Workforce data are comparable and regularly used in both UK and international comparison reports (e.g. EUROSTAT)
Accessibility	It is the policy of ISD Scotland to make its web sites and products accessible according to published guidelines .
Coherence and clarity	All Workforce tables are accessible via the ISD website. Workforce statistics are presented within Excel spreadsheets of staff groupings, where appropriate. Staff groups are split by band, age, gender and contract type. This should minimise the number of spreadsheets a user has to go through to find data, as well as ensure that they are selecting the correct data. Geographical hierarchies are also presented using drop down menus. Spreadsheet formats have been altered for increased clarity by introducing drop-down menus.
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Value type and unit of measure	WTE = Number, rate, percentage
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Last published	27 th August 2013
Next published	24 th February 2014
Help email	nss.isdwfdinfo@nhs.net
Date form completed	November 2013

A3 – Early Access details (including Pre-Release Access)

Pre-Release Access

Under terms of the Pre-Release Access to Official Statistics (Scotland) Order 2008, ISD are obliged to publish information on those authorised to receive pre-release access (pre-release access refers to statistics in their final form prior to publication). The standard maximum pre-release access is five working days. Shown below are details of those receiving standard pre-release access and, separately, those receiving extended pre-release access.

Standard Pre-Release Access:

Scottish Government Health Department
NHS Board Chief Executives
NHS Board Communication leads

Extended Pre-Release Access

Extended pre-release access of 8 working days is given to a small number of named individuals in the Scottish Government Health Department (Analytical Services Division). This pre-release access is for the sole purpose of enabling that department to gain an understanding of the statistics prior to briefing others in Scottish Government during the period of standard pre-release access.

Early Access for Quality Assurance

These statistics have also been made available to NHS Board workforce planners and HR directors to help quality assure the publication.

A4 – ISD and Official Statistics

About ISD

Scotland has some of the best health service data in the world combining high quality, consistency, national coverage and the ability to link data to allow patient based analysis and follow up.

Information Services Division (ISD) is a business operating unit of NHS National Services Scotland and has been in existence for over 40 years. We are an essential support service to NHS Scotland and the Scottish Government and others, responsive to the needs of NHS Scotland as the delivery of health and social care evolves.

Purpose: To deliver effective national and specialist intelligence services to improve the health and wellbeing of people in Scotland.

Mission: Better Information, Better Decisions, Better Health

Vision: To be a valued partner in improving health and wellbeing in Scotland by providing a world class intelligence service.

Official Statistics

Information Services Division (ISD) is the principal and authoritative source of statistics on health and care services in Scotland. ISD is designated by legislation as a producer of 'Official Statistics'. Our official statistics publications are produced to a high professional standard and comply with the Code of Practice for Official Statistics. The Code of Practice is produced and monitored by the UK Statistics Authority which is independent of Government. Under the Code of Practice, the format, content and timing of statistics publications are the responsibility of professional staff working within ISD.

ISD's statistical publications are currently classified as one of the following:

- National Statistics (i.e. assessed by the UK Statistics Authority as complying with the Code of Practice)
- National Statistics (i.e. legacy, still to be assessed by the UK Statistics Authority)
- Official Statistics (i.e. still to be assessed by the UK Statistics Authority)
- other (not Official Statistics)

Further information on ISD's statistics, including compliance with the Code of Practice for Official Statistics, and on the UK Statistics Authority, is available on the [ISD website](#).

The United Kingdom Statistics Authority has designated these statistics as National Statistics, in accordance with the Statistics and Registration Service Act 2007 and signifying compliance with the Code of Practice for Official Statistics. Designation can be broadly interpreted to mean that the statistics:

- meet identified user needs;
- are well explained and readily accessible;
- are produced according to sound methods, and
- are managed impartially and objectively in the public interest.

Once statistics have been designated as National Statistics it is a statutory requirement that the Code of Practice shall continue to be observed.