



# **Workforce Statistics**

## **Glossary of terms**

**Agenda for change (AfC)** The national NHS pay system which has introduced new pay bands and harmonised terms and conditions for NHS workforce. It began the process of being rolled out in the NHS, across the UK, on 1st December 2004 and replaced the previous Whitley council system. It is one of the key reform elements of the pay modernisation agenda and is focused on the need to deliver more effective patient-centred care, better value for money, and redesign of services.

**Allied health professions (AHPs)** The Allied health professions are a distinct group of healthcare professionals who apply their expertise to diagnose, treat and rehabilitate people of all ages and all specialties. AHPs are distinct from medicine, pharmacy and nursing and include professions such as physiotherapy, dietetics, speech and language therapy, occupational therapy, podiatry.

**Assimilation** Term, in a workforce context, of the process to bring all NHSScotland staff to the new harmonised Agenda for Change NHS pay system.

**Census date** Dates at which data are collected at specified points of the year for workforce monitoring purposes. Workforce census dates are based on financial year quarters: Q1 – 30<sup>th</sup> June, Q2 – 30<sup>th</sup> September, Q3 – 31<sup>st</sup> December & Q4 – 31<sup>st</sup> March.

**Child & adolescent mental health services (CAMHS)** Delivered by multidisciplinary teams including psychiatrists, psychologists, nurses, social workers, allied health professionals and others. The main function of CAMHS is to develop and deliver services for those children and young people (and their parents/carers) who are experiencing the most serious mental health problems. They also have an important role in supporting the mental health capability of the wider network of children's services.

**Community nurse** Term used to describe staff involved in providing nursing care to patients in a community setting, for example in their own home. They aim to enable patients to remain at home where possible and to assist individuals to improve, maintain or recover from their health condition and to provide support and care to those with life limiting illnesses.

**Electronic employee support system (e:ESS)** The e:ESS project aims to introduce a single national HR system for all boards in NHSScotland. The system will hold and manage employment information for all staff employed by NHSScotland's 14 territorial and 8 special health boards, and will create a common national repository of workforce information.

**Establishment** Term used in calculating NHSScotland vacancy information to describe total filled and vacant posts by discipline and specialty type e.g. paediatric nurse. Establishment is calculated by adding the number of staff in post to the number of vacant posts.

**General practitioner contractor database (GPCD)** A centralised database of GP and general practice details, held at ISD but with data maintained by NHS Boards. Its principal purpose is to hold Performer List information for all NHS Board areas in Scotland. Data are held on General Practices in Scotland, GPs (incl. performers; GP principals) and other professionals in general medical practices, their practice population sizes, and contract details - all in relation to new General Medical Services (nGMS) contract.

**General dental service (GDS)** NHS general dental services are provided by general dental practitioners, under a national contract between themselves and the NHS Boards. General dental practitioners are independent contractors. They are free to choose whether to join a NHS Board's dental list and whether to provide NHS dental treatment to each individual patient.

**Hard to recruit** Term used in workforce vacancy collection. Posts which remain vacant after a minimum of 6 months, where reasonable effort has been made to fill these vacancies.

**Hospital, community, and public health services (HCHS)** Includes all medical and dental staff directly employed by the boards, does not include general practitioners or the general dental service.'

**Headcount** This refers to the actual number of individuals working within NHSScotland and eliminates any double counting that may exist as a result of an employee holding more than one post. The headcount variable counts the employee only once and not, for example, under each organisation / region / specialty / grade they work.

**Healthcare science staff** Staff group which play a vital role in the prevention, diagnosis and treatment of a huge number of medical conditions, as well as in rehabilitation.

**Management information and dental accounting system (MIDAS)** System in which supplies an extract of General Dental Services (GDS) data. Data are extracted annually on 30<sup>th</sup> September.

**Medical and dental staff** The medical and dental staff group includes: consultants, staff and associate specialist grades, doctors in training & other trained grades

**Non-salaried dentists** A dentist which is typically a self-employed contractor who is paid according to the work they have completed.

**Salaried dentists** A dentist which is employed within or by an NHS organisation, and mainly works in a primary care or community setting. These provide an alternative service to the contracted General Dental Practitioners, in order to meet the needs of the local population.'

**Scottish workforce information services system (SWISS)** The main source of workforce statistics is SWISS (Scottish Workforce Information Standard System). 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 which are collected by MIDAS.

**Staff governance** ISD published information on sickness absence and equality and diversity.

**Turnover** The rate at which employees leave a workforce and are replaced. Net turnover is a measure of the rate at which staff is leaving NHSScotland. Gross turnover is a measure of the rate at which staff are leaving boards within NHSScotland. ISD Workforce turnover table also includes information on staff leaving and joining NHSScotland, NHS regions and NHS Boards and staff groups. Turnover data are extracted from SWISS.

**Vacancy** A vacancy is a post which has been cleared for advert after being through the redeployment process (internal or external advert) and remains a vacancy until an individual starts in the post.

**Whitley council system** Old NHS pay system recently replaced by the Agenda for Change (AfC). Based on old civil service pay system and regarded as outdated and unfair.

**Whole time equivalent (WTE)** Sometimes called full time equivalent (FTE) in other organisations. WTE is derived by dividing the number of contracted hours by the number of hours worked (conditioned hours). WTE is sometimes a more useful measurement than headcount because it adjusts headcount figures to take account of part time working i.e. 1 person may work 20hrs a week so headcount could make the workforce appear inflated.

**Workforce data mart** The workforce datamart is used by ISD staff to produce national statistics and respond to information requests. The datamart collates historic data sources such as MIDAS, GP data, and houses monthly snap-shots taken from the SWISS. As SWISS is a dynamic data base where data on staff details can be changed on a daily basis, historic information is not preserved. The monthly SWISS snap-shots housed within this data mart preserve historic details and therefore support national, regional and local workforce planning.

**Workforce information repository (WIR)** Data, from NHSScotland boards, are collected electronically and feeds into the Workforce Information Repository (WIR), either nightly (Payroll and web front-end updates) or weekly (HR interface updates). The WIR is part of the SWISS system.

**ISD workforce technical reference group** This group was initially established in response to issues raised by NHS boards and regions regarding workforce information. The group provides an interface between ISD, the Scottish Government health department (SGHD), and NHS boards. Delegates may discuss and established best practice for workforce data collection, clarify national definitions, and agree revisions to national publications.