Publication Report

NHS Scotland Workforce

Data as at 31st December 2011

Publication date – 28 February 2012

A National Statistics Publication for Scotland

Contents

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 NHSScotland and the Scottish Government and others, responsive to the needs of NHSScotland 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.

Introduction

The workforce has a significant role to play in the delivery of quality services that meet the needs of patients and their families and the general public within 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. A Force for Improvement recognises the importance of workforce data and intelligence in planning the workforce. It needs to be accurate and timely and fit for purpose in supporting planning and decision making at all levels to meet service redesign and delivery needs.

During January 2008 published information changed to reflect the introduction of Agenda for Change. Historically, NHSS workforce information has been published in a format based on the pay structure, namely Whitley for the majority of staff. Agenda for Change is the new, national pay system which has introduced the new pay bands and harmonised terms and conditions for NHS Workers. 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.

The presentation and format of the publish 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. It is however recognised that the presentation of the published information will evolve over time as more detailed information is captured via SWISS.

Information available in this release includes;
- All staff in post
- Vacancies (Nursing & Midwifery, Allied Health Professions and Consultants)
- Staff Turnover
- Consultant Contract
- General Dental and General Medical Services

As of the 1st November 2011, NHSS has responsibility for employing Healthcare staff within prisons. Previously, these people were employed directly by the Scottish Prison Service (SPS). This has resulted in approximately 350 staff (headcount) transferring to NHSS.

As part of the transfer process, each member of staff will be allocated to an agenda for change (AfC) job family. This will allow these staff to be appropriately counted within their relevant staff group, for example; Nursing and Midwifery or Allied Health Professions. However, NHS Boards are still in the process of allocating these staff to an appropriate job family. Therefore, where this has not occurred, they will be counted within the 'unallocated' section of this table. It is therefore important to take account of this when comparing trends across previous years

As of the 3rd August 2011, National Education for Scotland (NES) has taken responsibility for employing GP Specialty Trainees while they are in the GP component of their training. Previously, these trainees were employed by individual GP practices. As a result the medical staffing, as reported within the ISD Workforce statistics, has increased by; 477 (headcount) and 449.9 (WTE). It is therefore important to take account of these additional medical staff when comparing trends across previous years.

The IS D Workforce S tatistics ta bles th at are i mpacted as a r esult o f t he a bove c hange include;

- Medical staff in post table; Doctors in Training staff group
- HCHS by specialty; General Practice staff group
- HCHS by grade; Doctors in Training (no NTN) staff group.

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As part of on-going IT developments, during 2011 ISD workforce information was migrated in to an ISD workforce data mart. The transfer of these data provided the opportunity to review, and improve, the quality of the information previously reported. However in some instances, for historic workforce data, only the high level staff groupings could be reviewed. For this reason, the numbers presented within the 'Overall staff table' for the staff groups; Medical (HCHS) and Dental (HCHS), for the years 2002, 2005 and 2007, will vary slightly to those numbers published within the more detailed staff grouping tables, including; Medical staff in post table, HCHS by specialty and HCHS by grade.

Over the past year there has been an increasing demand from the public and key stakeholders to have more frequent workforce information reports made available for national use. In response to this, it has been agreed by the ISD Workforce Statistics Steering group and ISD Workforce Technical Reference group that workforce statistics should be published on a quarterly basis and this is supported by the Cabinet Secretary for Health, Wellbeing and Cities Strategy. This move will ensure that ISD continues to fully support NHS Boards and the Scottish Government, as part of the on-going planning cycle.

As with all data systems, accuracy of coding is crucial to the quality and credibility of the information captured. It is acknowledged that quality issues exist with regards to workforce information, particularly around the assimilation to AfC, where NHS Boards feel the published data (staff in post) does not truly reflect what is held locally. ISD continue to work with each of the 14 NHS Boards and 8 Special Health Boards, to improve the data quality of workforce information. Significant progress has been made over the past few years, with ISD now working to address very specific local board data quality issues.
The tables within this report present figures in both Headcount numbers and Whole Time Equivalents (WTE). WTEs adjust headcount staff figures to take account of part-time staff. An employee may hold more than one appointment in NHSS. Their appointments may be in more than one NHS organisation, in more than one region, in more than one specialty, or in more than one grade. This issue must be considered when using tables showing Headcount figures as the employee is counted under each organisation / region / specialty / grade they work in but only once in the total. Tables showing WTE figures are not affected.

The headcount and WTE of all medical and dental staff, HCHS medical and dental staff and medical and dental support staff, along with the headcount of General medical Practitioners (GPs) and General Dental Services (GDS) dentists, are also presented.

At present Workforce information published within the ISD workforce website presents staff in post information by Headcount and Whole Time Equivalent. In order to provide additional and more accurate information during the June 2011 National Statistics release, ISD revised methodologies. These changes include the addition of an 'employments' count and revision to the headcount measure. The employment count is available for all Non medical staff, from September 2007 to present.

Definitions for each include;

- Headcount – This refers to the actual number of individuals (employees) working within the NHSS. This eliminates any double counting that may exist as a result of an employee holding more than one post (see employment below).

- Whole Time Equivalent – This is derived by dividing the number of contacted hours by the number of conditioned hours (hours worked). This adjusts headcount staff figures to take account of part time staff.

- Employment - An employee may hold more than one appointment in NHSS. Their appointments may be in more than one NHS organisation, in more than one region, in more than one specialty, or in more than one grade. The 'Employment' variable will count the employee under each organisation / region / specialty / grade they work i.e. the same employee may be counted more than once.

Key points

- The total number of staff in post (*excluding* GPs & GDs; WTE) as at 31st December 2011 is 131,274.3, compared with 131,339.6 (WTE) as at 30th September 2011. This is a decrease of 0.05% (65.3 WTE).

- The total number of staff in post (*excluding* GPs & GDs; headcount) as at 31st December 2011 is 154,424, compared with 154,541 (headcount) as at 30th September 2011. This is a decrease of 0.1% (117 headcount).

- As of the 1st November 2011, NHSS now has responsibility for employing Healthcare staff within prisons. Previously, these people were employed directly by the Scottish Prison Service (SPS). This has resulted in approximately 350 staff (headcount) transferring over to NHSS. These staff are included in the figures for 31st December 2011 for the first time. It is therefore important to take account of this when comparing trends across previous years.

  As part of the transfer process, each member of staff will be allocated to an agenda for change (AfC) job family. This will allow these staff to be appropriately counted within their relevant staff group, for example; Nursing and Midwifery or Allied Health Professions. However, NHS Boards are still in the process of allocating these staff to an appropriate job family. Therefore, where they have not been assigned a job family, they will be defined as 'unallocated' and presented within the 'overall' staff in post table only.

- The number of Hospital, Community and Public Health Services (HCHS) medical and dental staff in post as at 31st December 2011 is 11,919.8 (WTE), compared to 11,960.7 (WTE) as at 30th September 2011, a decrease of 0.3% (40.9 WTE).

- The number of Hospital, Community and Public Health Services (HCHS) medical and dental staff in post as at 31st December 2011 is 13,312 (headcount), compared to 13,336 (headcount) as at 30th September 2011, a decrease of 0.2% (24 headcount).

- The number of consultants in post as at 31st December 2011 is 4,425.7 (WTE), compared to 4,428.5 (WTE) as at 30th September 2011, a decrease of 0.1% (2.9 WTE).

- The number of consultants in post as at 31st December 2011 is 4,712 (headcount), compared to 4,719 (headcount), as at 30th September 2011, a decrease of 0.1% (7 headcount).

- The number of nursing and midwifery staff in post as at 31st December 2011 is 56,238.5 (WTE), compared to 56,309.4 (WTE) as at 30th September 2011, a decrease of 0.1% (70.9 WTE).

- The number of nursing and midwifery staff in post as at 31st December 2011 is 65,341 (headcount), compared to 65,448 (headcount) as at 30th September 2011, a decrease of 0.2% (107 headcount).

- The number of Allied Health Professions staff in post as at 31st December 2011 is 9,360.4 (WTE), compared to 9,347 (WTE) as at 30th September 2011, an increase of 0.1% (13.4 WTE).

- The number of Allied Health Professions staff in post as at 31st December 2011 is 11,320 (headcount), compared to 11,304 (headcount) as at 30th September 2011, an increase of 0.1% (16 headcount).

- The number of Administrative services staff in post as at 31st December 2011 is 24,501.8 (WTE), compared to 24,667.5 (WTE) as at 30th September 2011, a decrease of 0.7% (165.8 WTE).

- The number of Administrative services staff in post as at 31st December 2011 is 28,638 (headcount), compared to 28,859 (headcount) as at 30th September 2011, a decrease of 0.8% (221 headcount).

- The number of Support services staff in post as at 31st December 2011 is 13,735.7 (WTE), compared to 13,767.3 (WTE) as at 30th September 2011, a decrease of 0.2% (31.6 WTE).

- The number of Support services staff in post as at 31st December 2011 is 18,771 (headcount), compared to 18,767.0 (headcount) as at 30th September 2011, an increase of 0.02% (4 headcount).

Results and Commentary

Overall Summary

Key points:

- The total number of staff in post (_excluding_ GPs & GDs; WTE) as at 31st December 2011 is 131,274.3, compared with 131,339.6 (WTE) as at 30th September 2011. This is a decrease of 0.05% (65.3 WTE).

- The total number of staff in post (_excluding_ GPs & GDs; headcount) as at 31st December 2011 is 154,424, compared with 154,541 (headcount) as at 30th September 2011. This is a decrease of 0.1% (117 headcount).

- The largest staff group is Nursing & Midwifery at 42.8%. Administrative Services accounts for 18.7%, Support Services 10.5%, Medical (HCHS) 8.5% and Allied Health Professionals 7.1% (all WTE).

Information is available by NHS Board and region.

Throughout, information is presented as headcount or whole time equivalent (WTE). WTE adjusts headcount to take account of part-time staff.

Latest data available is 31st December 2011.

Table OAQT1: Overall NHSS workforce summary by staff grouping as at 31st December 2011

Staff Group	Headcount	WTE	% WTE
All NHSS staff (Inc GPs & GDs)	..	..	..
All NHSS staff (Exc GPs & GDs)	154,424	131,274.3	100
Medical (HCHS)	12,421	11,199.7	8.5
General medical practitioners (GPs) (1)	..	..	..
Dental (HCHS)	893	720.1	0.5
General dental services (2)	..	..	..
Medical & dental support	2,188	1,851.9	1.4
Nursing & midwifery	65,341	56,238.5	42.8
Allied health professions	11,320	9,360.4	7.1
Other therapeutic services	4,043	3,459.0	2.6
Personal & social care	1,110	929.4	0.7
Healthcare science	5,985	5,376.1	4.1
Emergency services	3,755	3,628.2	2.8
Administrative services	28,638	24,501.8	18.7
Support services	18,771	13,735.7	10.5

The above table reflects information as at 31st December 2011, however additional historic information, for the above table, is available within the ISD Workforce web pages. Notes surrounding this table include;

1. WTE information for general medical practitioners is not available for 2006 onwards. Historical GP WTE figures are coded and need careful interpretation in the light of the coding system. This is explained further at http://www.isdscotland.org/isd/3842.html under "Whole Time Equivalent (WTE)".

2. Information is not collected on the working hours of dentists in the General Dental Service.

3. During 2010 ISD have been working with National Education for Scotland (NES) to address Staff in Post data quality issues. This remains an on-going process where the quality of the data is continually improving. At the time of the December 2010 publication, it is believed that staff in post figures presented for NES is slightly under reported. ISD will continue to work with NES during 2011 to ensure any remaining data quality issues are resolved.

GP workforce information is sourced from the GP Contractor Database (GPCD) - 2010 extract taken 11th November 2010.

General Dental Service's workforce information is sourced from the Management Information and Dental Accounting System (MIDAS) - 2010 extract taken 13th October 2010.

Medical and dental workforce information for hospital, community and public health services (HCHS) is sourced from the medical and dental workforce census (MEDMAN) prior to 2008.

Source: Scottish Workforce Information Standard System (SWISS) - 31st December 2011 data extracted 17/01/2012.

Chart OAQC1 below shows the distribution of the NHS Scotland workforce by staff group. The largest staff group is Nursing & Midwifery at 42.8% (WTE).

Chart OAQC1: Overall NHSS workforce summary by staff grouping as at 31st December 2011
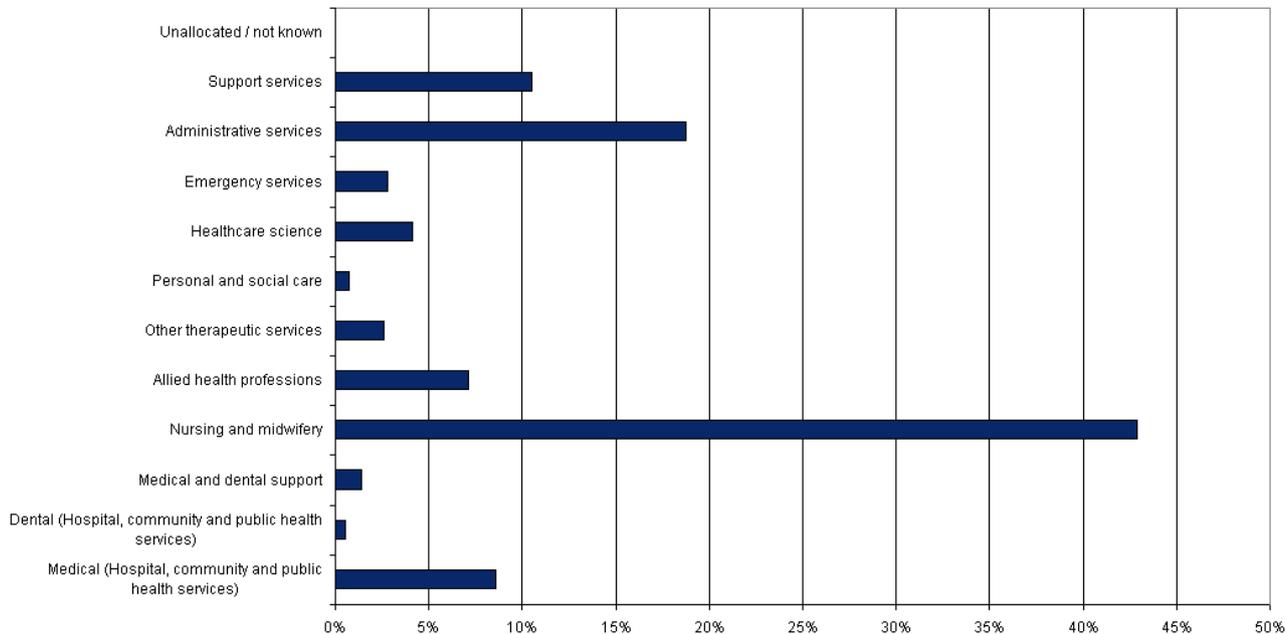
Overall NHSS workforce summary by staff grouping

Results and Commentary

Medical and Dental

Key points

- The number of Hospital, Community and Public Health Services (HCHS) medical and dental staff in post as at 31st December 2011 is 11,919.8 (WTE), compared to 11,960.7 (WTE) as at 30th September 2011, a decrease of 0.3% (40.9 WTE).

- The number of Hospital, Community and Public Health Services (HCHS) medical and dental staff in post as at 31st December 2011 is 13,312 (headcount), compared to 13,336 (headcount) as at 30th September 2011, a decrease of 0.2% (24 headcount).

- The number of consultants in post as at 31st December 2011 is 4,425.7 (WTE), compared to 4,428.5 (WTE) as at 30th September 2011, a decrease of 0.1% (2.9 WTE).

- The number of consultants in post as at 31st December 2011 is 4,712 (headcount), compared to 4,719 (headcount), as at 30th September 2011, a decrease of 0.1% (7 headcount).

The figures reported from 2008 onwards are sourced from SWISS and from 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. Information is presented by staff group, country of qualification, specialty, grade, age group, gender, contract type, NHS Board and region.

Medical and Dental: Staff in post

Information in this section relates to the medical and dental workforce in NHSS. It describes the Hospital, Community and Public Health Services (HCHS), General Dental, General Practitioner and medical and dental support workforce.

Information available within the ISD Workforce web pages includes staff in post, vacancy, sickness absence and turnover.

Medical and dental services have been changing over the years to meet the needs of an evolving health service. In recent years the medical workforce in particular, has been involved in redesigning services to meet the changing demands which is evidenced in the introduction of new roles.

Overall trends

Table MDQT1 and Chart MDQC1 show the number of medical and dental staff between September 2002 and December 2011. The number (headcount) of all medical and dental staff has been rising steadily over this time period.

Table MDQT1: Medical and dental staff (headcount) by year

Year	HCHS medical and dental staff	General medical practitioners (GPs)	General dental service	Medical and Dental Support
Sept-2002	10,250	4,360	2,078	..
Sept-2003	10,407	4,447	2,112	..
Sept-2004	10,658	4,456	2,156	..
Sept-2005	10,871	4,548	2,267	..
Sept-2006	11,201	4,622	2,434	..
Sept-2007	11,822	4,719	2,546	1,238
Sept-2008	12,534	4,916	2,703	1,666
Sept-2009	12,618	4,942	2,761	1,928
Sept-2010	12,757	4,960	2,968	2,135
Mar-2011	12,786	..	..	2,167
Jun-2011	12,736	..	..	2,204
Sept-2011	13,336	4,937	3,048	2,165
Dec-2011	13,312	..	..	2,188

Notes (for Table MDQT1):
1. '..' signifies data is not available.

Medical & Dental staff in post table

HCHS medical and dental staff by specialty and grade table

Consultants

Table MDQT2 shows that the number of HCHS medical and dental consultant staff in post has been increasing between September 2002 and December 2011.

The number of consultants (WTE) was 4,425.7 as at 31st December 2011 compared to 4,428.5 as at 30th September 2011. The number of consultants in post (headcount) was 4,712 as at 31st December compared to 4,719 as at 30th September 2011, a decrease of 0.1%.

Table MDQT2: Consultant staff in post by year

Year	Headcount	WTE
Sept-2002	3,411	3,194.8
Sept-2003	3,511	3,283.8
Sept-2004	3,591	3,356.8
Sept-2005	3,719	3,490.9
Sept-2006	3,847	3,624.6
Sept-2007	4,035	3,801.7
Sept-2008	4,581	4,234.4
Sept-2009	4,613	4,252.5
Sept-2010	4,670	4,375.1
Mar-2011	4,714	4,424.9
Jun-2011	4,685	4,400.6
Sept-2011	4,719	4,428.5
Dec-2011	4,712	4,425.7

HCHS medical and dental consultant staff in post table

Results and Commentary

These statistics are derived from the new workforce warehouse and sourced from the Scottish Workforce Information Standard System.

Nursing and Midwifery

Key points:

- As at 31st December 2011, 42.8% of all staff (WTE) in NHSS were employed in the nursing and midwifery staff group.

- The number of nursing and midwifery staff in post as at 31st December 2011 is 56,238.5 (WTE), compared to 56,309.4 (WTE) as at 30th September 2011, a decrease of 0.1% (70.9 WTE).

- The number of nursing and midwifery staff in post as at 31st December 2011 is 65,341 (headcount), compared to 65,448 (headcount) as at 30th September 2011, a decrease of 0.2% (107 headcount).

- The nursing and midwifery vacancy rate as at 31st December 2011 is 1.2% with 0.3% being vacant for 3 months or more.

The information in this section presents a summary of the Nursing and Midwifery workforce in NHSS for staff assimilated to the Agenda for Change nursing and midwifery job family.

The nursing and midwifery workforce is presented by location of service delivery and by field or patient group served, based on post descriptors. There is also a fuller breakdown for nurses working in the community. Information is available by band, age group, gender, contract type, NHS Board and region.

Throughout, information is presented as headcount, employment or whole time equivalent (WTE). WTE adjusts headcount staff figures to take account of part-time staff.

Nursing and Midwifery: Staff in Post

Table NMQT1 shows that the number of nurses has increased by 5.8%, from 53,177.5 (WTE) in September 2002 to 56,238.5 (WTE) in December 2011. This is an increase of 3,060.9 (WTE).

Table NMQT1: Nursing and midwifery staff (WTE) by year; NHS Scotland

Year	Whole Time Equivalent
Sept-2002	53,177.5
Sept-2003	54,097.0
Sept-2004	54,520.9
Sept-2005	55,434.3
Sept-2006	56,783.2
Sept-2007	57,049.7
Sept-2008	57,748.9
Sept-2009	58,428.4
Sept-2010	57,878.3
Mar-2011	57,166.9
Jun-2011	56,681.2
Sept-2011	56,309.4
Dec-2011	56,238.5

The information presented in the NHSS Workforce Information pages changed during January 2008 to reflect the introduction of Agenda for Change (AfC). Historically, NHSS workforce information has been published in a format based on the pay structure, namely Whitley for the majority of staff. Agenda for Change is the new, national pay system, which has introduced the new pay bands and harmonised terms and conditions for NHS workers. For this reason it is not possible to compare Nursing and Midwifery specialty information prior to 2007. However information from 1996 to 2006 is available here.

Nursing and midwifery staff by location of service delivery, specialty, band grouping, NHS region and NHS board

Table NMQT9: Nursing and midwifery staff (headcount and WTE) per 1,000 population by NHS Board as at 31st December 2011

NHS Region / Board	Headcount	WTE	Population Estimates (2010)	Rates per 1,000 population (Headcount)	Rates per 1,000 population (WTE)
Nursing and Midwifery[1]	**65,341.0**	**56,238.5**	**5,222,100**	**12.5**	**10.8**
Regions					
East	15,337.0	13,076.3	1,314,526	11.7	9.9
North	16,400.0	13,724.6	1,332,791	12.3	10.3
West	31,699.0	27,854.5	2,574,783	12.3	10.8
National Bodies and Special Health Boards	1,988.0	1,583.0	na	na	na
NHS Boards					
NHS Ayrshire & Arran	4,555	3,968.8	366,860	12.4	10.8
NHS Borders	1,401	1,139.4	112,870	12.4	10.1
NHS Dumfries & Galloway	2,103	1,723.0	148,190	14.2	11.6
NHS Fife	3,965	3,366.3	364,945	10.9	9.2
NHS Forth Valley	2,954	2,537.3	293,386	10.1	8.6
NHS Grampian	5,912	4,881.0	550,620	10.7	8.9
NHS Greater Glasgow & Clyde	16,682	14,841.1	1,203,870	13.9	12.3
NHS Highland	3,755	3,089.4	310,830	12.1	9.9
NHS Lanarkshire	5,415	4,784.4	562,477	9.6	8.5
NHS Lothian	9,973	8,570.5	836,711	11.9	10.2
NHS Orkney	200	163.3	20,110	9.9	8.1
NHS Shetland	240	191.6	22,400	10.7	8.6
NHS Tayside	5,847	5,044.6	402,641	14.5	12.5
NHS Western Isles	447	354.8	26,190	17.1	13.5
NHS 24	554	352.3	na	na	na
NHS National Services Scotland	405	274.9	na	na	na
State Hospital	347	338.7	na	na	na
National Waiting Times Centre	683	617.2	na	na	na
NHS Education for Scotland	-	-	na	na	na

Notes:
1. Please note the overall total includes those staff that have not assimilated. For this reason, the summation of bands 1 to 9 will not equal this overall total.
2. Population estimates from the National Records of Scotland (NRS).
Source: Scottish Workforce Information Standard System (SWISS), 31st December 2011 data extracted 17/01/2012..

Glossary

AfC	Agenda for Change
AHP	Allied Health Professional
GDS	General Dental Service
HCHS	Hospital, Community and Public Health Services
ISD	Information Services Division
NHSS	National Health Service Scotland
SWISS	Scottish Workforce Information Standard System

List of Tables

Overall Summary

Report table no.	Name	Time period	File & size
	Overall NHSS workforce summary by staff grouping	December 2011	Excel [4,440kb]

Turnover Summary

Report table no.	Name	Time period	File & size
	Staff Turnover Rates by trend, NHS Region, NHS Board, Staff group, Contract Type, Band and Age Group	December 2011	Excel [2, 697kb]

Medical and Dental

Report table no.	Name	Time period	File & size
	Medical & Dental staff in post table	December 2011	Excel [5,573kb]
	HCHS medical and dental staff by specialty table	December 2011	Excel [15,297kb]
	HCHS medical and dental staff by grade table	December 2011	Excel [5,829kb]
	HCHS medical and dental consultant staff in post table	December 2011	Excel [1,399kb]
	HCHS medical and dental consultant vacancy rate table	December 2011	Excel [16,140kb]
	HCHS medical and dental consultant contract table	September 2011	Excel [940kb]

Nursing and Midwifery

Report table no.	Name	Time period	File & size
	Nursing and midwifery staff by location of service delivery, specialty, band grouping, NHS region and NHS board	December 2011	Excel [22,021kb]

Nursing and Midwifery cont.

Report table no.	Name	Time period	File & size
	Nursing & midwifery vacancies by location of service delivery, specialty, band, NHS region and NHS Board	December 2011	Excel [9,696kb]
	Clinical Nurse Specialists	September 2011	Excel [6,875kb]
	Nursing and Midwifery attrition rates	September 2011	Excel [332kb]
	Nursing and Midwifery - student intakes and students in training	September 2011	Excel [37kb]
	Agency nursing & midwifery staff by registration status and NHS board for the financial period 1st April to 31st March	March 2011	Excel [4,992kb]
	Bank Nursing and Midwifery staff by NHS Board and NHS Region	March 2011	Excel [3,766kb]
	Staff Turnover Rates by trend, NHS Region, NHS Board, Staff group, Contract Type, Band and Age Group	December 2011	Excel [2,697kb]
	Agency and Bank Nursing and Midwifery comparison (Capacity)	March 2011	Excel [410kb]

Allied Health Professions

Table No.	Name	Time period	File & size
	Allied Health Professions - Staff in post	December 2011	Excel [3,502kb]
	Allied Health Professions - Vacancies	December 2011	Excel [3,871kb]

Other Therapeutic and Personal Social Care

Table No.	Name	Time period	File & size
	Other therapeutic staff and personal social care	December 2011	Excel [3,010kb]

Healthcare Scientists

Report table no.	Name	Time period	File & size
	Healthcare Science staff by specialty, band, NHS Region and NHS Board	December 2011	Excel [3,876kb]

Emergency, Administrative and Support services: Staff in post

Table No.	Name	Time period	File & size
	All other staff in post including trend	December 2011	Excel [4,718kb]

Staff Governance

Table No.	Name	Time period	File & size
	Sickness Absence	March 2011	Excel [132kb]
	Equality and Diversity	March 2011	Excel [397kb]

Dental Workforce

Table No.	Name	Time period	File & size
	GDS Dentists only	September 2011	Excel [753kb]

Pharmacy Workforce

Table No.	Name	Time period	File & size
	Pharmacy Vacancies	September 2011	Excel [3,661kb]

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.

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 the Scottish Workforce Information Standard System (SWISS). This alignment provided the opportunity to capture all NHSS staff in post information in the 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 background information on data sources and collections can be found within the ISD Workforce Statistics web pages.

Trend Information

As SWISS is a dynamic system, the workforce information captured is subject to change and the quality of the data is continually improving. As a result the trend information presented within the ISD Workforce web pages should be interpreted with caution. To aid with interpretation, please refer to the following documents:

Non-medical staff movement [134kb]

Medical & Dental staff movement [154kb]

Trend data for the medical and dental workforce (excluding medical and dental support) has continued. 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 the Scottish Workforce Information Standard System (SWISS).

The figures reported from 2008 onwards are sourced from SWISS and from 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.

For all other staff, trend information has been provided where possible. Please note that the 2007 figures for the total level trend include staff who were previously excluded e.g. chaplains. As a result trend information should be treated with caution.

Staff Turnover

Turnover analysis contains information on staff leaving and joining NHSS, NHS Regions, NHS Boards and staff groups. The data is extracted from Scottish Workforce Information Standard System (SWISS).

Changes to the methodology of Turnover statistics can be found within the ISD Workforce web pages. The reporting of these statistics will be subject to further revisions in 2011.

Changes to Workforce Publications

To further enhance the recording and reporting of current and future Workforce Statistics, as well as ensuring the information within the ISD Workforce Statistics web pages continues to support local, regional and national workforce planning, several changes have been made.

Details of current and planned changes to Workforce Information are available within the ISD Workforce Statistics web pages.

Workforce 'Counts'

The tables present figures in both Headcount numbers and Whole Time Equivalents (WTE). WTE adjust headcount staff figures to take account of part-time staff. Information on WTE for GPs and GDS is not available, so figures that include GPs and GDS are reported for headcount only. For all other staff groups, WTE information is available.

An employee may hold more than one appointment in NHSS. Their appointments may be in more than one NHS organisation, in more than one region, in more than one specialty, or in more than one grade and will therefore be double counted in some tables.

Workforce 'Counts' Revisions

There have been changes made to workforce counts that will ensure the on-going enhancement of the recording and reporting of workforce information.

At present Workforce information published within the ISD workforce website presents staff in post information by Headcount and Whole Time Equivalent. In order to provide additional and more accurate information, ISD have revised current methodologies. These changes include the addition of an 'employments' count and revision to the headcount measure. The employment count is available for all Non medical staff, from September 2007 to present.

Data Quality

The published Workforce Statistics presents 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.

However it is acknowledged that quality issues remain, particularly around the assimilation to AfC, where NHS Boards believe that the published data (staff in post) does not truly reflect what they hold on their local systems. In an attempt to address these on-going data quality issues, during 2009 ISD, in conjunction with the ISD Workforce Reference Group, and ISD Workforce Statistics Steering Group, developed a Workforce Statistics Data Quality six steps project plan.

The aim of the Data Quality six steps plan is to not only address data quality issues, but also explore historical practices and cultural issues. To date this plan has ensured that more robust and accurate information on the NHSS Workforce is captured and reported.

Key Priorities

The Workforce Information Programme is responsible for all aspects of workforce statistics within ISD. The programmes Key Priorities can be found within the ISD Workforce Statistics web pages.

A2 – Publication Metadata (including revisions details)

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Staff in Post
Description	Annual update of headcount, employments and whole time equivalent of staff employed by NHSS.
Theme	Health and Social Care
Topic	Workforce Staff in Post Information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	17th January 2012
Release date	28th February 2012
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 31st December 2011
Continuity of data	Non-Medical staff has a break in 2006 due to the introduction of Agenda for Change. Medical Staff continuous from 1990. However during July 2008 Medical and Dental information was migrated from the MEDMAN web based system to the Scottish Workforce Information Standard System (SWISS). This alignment provided the opportunity to capture all NHSS staff in post information in the one system, which has resulted in more robust information being captured and reported"
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 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 NHSS 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. 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 measure	Headcount, Employment and 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.
Help email	nss.isdwfdinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Vacancies
Description	Annual census of vacancies in Nursing & Midwifery, Allied Health Professions and Consultants and Pharmacy.
Theme	Health and Social Care
Topic	Workforce Vacancy Information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	20th January 2012
Release date	28th February 2012
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 31st December 2011
Continuity of data	Non-Medical staff has a break in 2006 due to the introduction of Agenda for Change. Medical Staff continuous from 1990. However during July 2008 Medical and Dental information was migrated from the MEDMAN web based system to the Scottish Workforce Information Standard System (SWISS). This alignment provided the opportunity to capture all NHSS staff in post information in the one system, which has resulted in more robust information being captured and reported"
Revisions statement	During 2010, ISD, in conjunction with the ISD Workforce Technical Reference Group, will be discussing future requirements of this data collection. This will ensure these data are still fit for purpose and fulfil workforce planning requirements.
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.
Help email	nss.isdwfdinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Sickness Absence
Description	Annual update of latest sickness absence information
Theme	Health and Social Care
Topic	Workforce Sickness Absence Information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	19th July 2011
Release date	30th August 2011
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30th June 2011
Continuity of data	Information for NHSS is available 2001-2009. Information by NHS Board began in 2005.
Revisions statement	
Concepts and definitions	Each excel workbook contains detailed definitions.
Relevance and key uses of 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 NHSS 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 measure	hours lost = 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.
Help email	nss.isdwfdinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Staff Turnover
Description	Annual update of latest Turnover information
Theme	Health and Social Care
Topic	Workforce Turnover Information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	17th January 2012
Release date	28th February 2012
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 31st December 2011
Continuity of data	Information is only available for 2006/07 2007/08 due assimilation process giving inflated figures.
Revisions statement	With the implementation of Agenda for Change (AfC) staff groups during 2006 changed, resulting in Turnover for staff groups no longer being published, while employee's under went the assimilation process. Thus resulting in no trend data prior to 30th September 2006 in some staff groups. In conjunction with the ISD Workforce Technical Reference Group, there will be discussion future methodology of Turnover. This will ensure these data are still fit for purpose and fulfil workforce planning requirements.
Concepts and definitions	Each excel workbook contains detailed definitions.
Relevance and key uses of 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 NHSS 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. This should minimise the number of spreadsheets a user has to access.
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Value type and unit of measure	Headcount, Number compliant = Number, rate, percentage. See here for further information.
Official Statistics designation	National Statistics.

UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Help email	nss.isdwfdinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Bank & Agency Nursing
Description	Annual update of latest Nurse Bank and Agency information
Theme	Health and Social Care
Topic	Bank and Agency Usage Information
Format	Excel workbooks
Data source(s)	Bank is extracted 19th April; Agency collections return deadline date from each NHS Board is 30th May 2011.
Date that data is acquired	19th July 2011
Release date	30th August 2011
Frequency	Annually
Timeframe of data and timeliness	Data as at 30th June 2011
Continuity of data	Information is available from 2004/05 onwards.
Revisions statement	From 2008 onwards data on Grade was not collected due to the transition to Agenda for Change band structure.
Concepts and definitions	Each excel workbook contains detailed definitions.
Relevance and key uses of statistics	Information published is used to support local, regional and national workforce planning.
Accuracy	Agency Nurse data is captured through an electronic/paper based data collection. Bank Nurse staff is captured through the Scottish Workforce Information Standard System (SWISS) - Workforce Information Repository.
Completeness	The Nurse bank is owned by NHSS and therefore all employees are captured (100%) within SWISS. However it is acknowledge 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. Nurses employed through agencies are not necessarily employed by NHSS and therefore this data collection is required, ISD work closely with National Procurement to ensure accurate data is submitted.
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. This should minimise the number of spreadsheets a user has to access.
Disclosure	The ISD protocol on Statistical Disclosure Protocol is followed.
Value type and unit of measure	Cost, Usage (hours) and Average Whole Time Equivalent.
Official Statistics designation	National Statistics.
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Help email	nss.isdwfdinfo@nhs.net

Metadata Indicator	Description
Website	http://www.isdscotland.org/Health-Topics/Workforce/
Publication Title	NHSS Workforce - Equality & Diversity
Description	Annual update of latest Equality and Diversity information
Theme	Health and Social Care
Topic	Equality and Diversity information
Format	Excel workbooks
Data source(s)	SWISS
Date that data is acquired	19th July 2011
Release date	30th August 2011
Frequency	Annually
Timeframe of data and timeliness	Data as at 30th June 2011
Continuity of data	Information is available from 31st March 2006 onwards.
Revisions statement	NA
Concepts and definitions	Each excel workbook contains detailed definitions.
Relevance and key uses of 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 NHSS 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. This should minimise the number of spreadsheets a user has to access.
Value type and unit of measure	Headcount and 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.
Help email	nss.isdwfdinfo@nhs.net

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 receiving 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).

     Scottish Government Health Department (Analytical Services Division)