

Publication Report



NHS Scotland Workforce

Data as at 30 June 2012

Publication date – 28 August 2012



Contents

Introduction	2
Key points	3
Results and Commentary	5
Overall Summary	5
Results and Commentary	8
Medical and Dental	8
Nursing and Midwifery	14
Allied Health Professions	17
Other Therapeutic Staff and Personal and Social Care	18
Healthcare Scientists	20
Emergency, Administrative and Support Services	23
Glossary	26
List of Tables	27
Contact	29
Further Information	29
Rate this publication	29
A1 – Background Information	30
A2 – Publication Metadata (including revisions details)	33
A3 – Early Access details (including Pre-Release Access)	39
A4 – ISD and Official Statistics	40

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 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. 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 as part of this release includes:

- All staff in post;
- Vacancies (Nursing & Midwifery, Consultant, and Allied Health Professions); and
- Staff turnover.

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. These staff are included in the figures for 31st December 2011 for the first time, as well as in subsequent releases. 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. At present, some of these staff have not been assigned a job family, and therefore are defined as 'unallocated' and presented within the 'overall' staff in post table only.

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 as from September 2011, 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 ISD Workforce Statistics tables that are impacted as a result of the above change include:

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

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 are also presented.

Key points

- The total number of staff in post (WTE) as at 30th June 2012 is 130,363.2 (*excluding* GPs & GDs) compared to 131,172.1 (WTE) as at 31st March 2012. This is a decrease of 0.6% (808.9 WTE).
- The total number of staff in post (Headcount) as at 30th June 2012 is 153,427 (*excluding* GPs & GDs) compared to 154,366 (Headcount) as at 31st March 2012. This is a decrease of 0.6% (939 headcount).

- NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. This new service model will involve an estimated 1,400 staff in adult community care services transferring from The Highland Council to NHS Highland. In addition, an estimated 230 NHS Highland staff in child health services will transfer to The Highland Council. Since March 2012, there has been an overall decrease of 283.7 (WTE) and 350 (headcount) in Nursing and Midwifery. A large proportion of this decrease is seen in NHS Highland. This adjustment in the provision of care indicates that the integration of Health Care Services is shifting from NHS Highland to The Highland Council. It is also worth noting that this change in the provision of care within NHS Highland will have an impact on future National Statistic Workforce publications as staff transfer from The Highland Council into NHS Highland. The impact on any workforce statistics will be highlighted ahead of any corresponding releases.
- The number of Hospital, Community and Public Health Services (HCHS) medical and dental staff in post as at 30th June 2012 is 11,719.9 (WTE), compared to 11,834.6 (WTE) as at 31st March 2012, which is a decrease of 1.0% (114.7 WTE). The corresponding headcount figure as at 30th June 2012 is 13,098, compared to 13,218 as at 31st March 2012, a decrease of 0.9% (120 Headcount).
- The number of consultants in post as at 30th June 2012 is 4,418.4 (WTE), compared to 4,427.7 (WTE) as at 31st March 2012, a reduction of 0.2% (9.3 WTE).
- The headcount of consultants in post as at 30th June 2012 decreased by 0.3% (12 Headcount) to 4,714, compared to 4,726 as at 31st March 2012.
- The number of nursing and midwifery staff in post as at 30th June 2012 is 56,183.7 (WTE), compared to 56,467.3 (WTE) as at 31st March 2012. This is a decrease of 0.5% (283.7 WTE). The corresponding headcount figure as at 30th June 2012 is 65,324 compared to 65,674 as at 31st March 2012, which is a decrease of 0.5% (350 Headcount).
- The number of Allied Health Professions staff in post as at 30th June 2012 decreased by 0.7% (69.5 WTE) to 9358.7 (WTE), compared to 9,428.2 (WTE) as at 31st March 2012.
- The headcount of Allied Health Professions staff in post as at 30th June 2012 is 11,324 compared to 11,390 as at 31st March 2012, a reduction of 0.6% (66 Headcount).
- The number of Administrative services staff in post as at 30th June 2012 is 24,089.8 (WTE), compared to 24,297.8 (WTE) as at 31st March 2012, a decrease of 0.9% (208 WTE).
- The headcount of Administrative services staff in post as at 30th June 2012 decreased by 1.0% (278 Headcount) to 28,104, compared to 28,382 as at 31st March 2012.
- The number of Support services staff in post as at 30th June 2012 is 13,713.8 (WTE), compared to 13,710.1 (WTE) as at 31st March 2012, which is an increase of 3.7 WTE. The corresponding headcount figure as at 30th June 2012 is 18,794, compared to 18,753 as at 31st March 2012, this is a decrease of 0.2% (41 Headcount).

Results and Commentary

Overall Summary

Key points:

- The total number of staff in post (WTE) as at 30th June 2012 is 130,363.2 (*excluding* GPs & GDs) compared to 131,172.1 (WTE) as at 31st March 2012. This is a decrease of 0.6% (808.9 WTE). The corresponding headcount figure as at 30th June 2012 is 153,427 (*excluding* GPs & GDs) compared to 154,366 (Headcount) as at 31st March 2012. This is a decrease of 0.6% (939 headcount).
- The largest staff group is Nursing & Midwifery at 43.1%. Administrative Services accounts for 18.5%, Support Services 10.5%, Medical (HCHS) 8.4% and Allied Health Professionals 7.2% (all WTE).

Information is available by band, band grouping, age group, contract type & gender, 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 30th June 2012.

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. Information available within the overall summary table includes;

- Headcount for years 2007 onwards. Please note due to revisions in the headcount measure, it is not possible to compare data prior to 2007. For this reason, data from 2002 to 2006 is not available.
- WTE for the years 2002 onwards.
- Employments for years 2007 onwards. Please note employments information for Medical and Dental staff is available at a high level staff group only, as presented above. Employments information for Medical and Dental staff at a specialty and grade level is not available.

Table OAQT1: Overall NHSS workforce summary by staff grouping as at 30th June 2012

Staff Group	Headcount	WTE	% WTE
All NHSS staff (Exc GPs & GDs)	153,427	130,363.2	100.0
Medical (HCHS)	12,220	11,009.2	8.4
General medical practitioners (GPs)	-	..	-
Dental (HCHS)	881	710.7	0.5
General dental services	-	..	-
Medical & dental support	2,191	1,853.1	1.4
Nursing & midwifery	65,324	56,183.7	43.1
Allied health professions	11,324	9,358.7	7.2
Other therapeutic services	4,096	3,514.8	2.7
Personal & social care	1,078	902.1	0.7
Healthcare science	5,901	5,307.6	4.1
Emergency services	3,728	3,611.9	2.8
Administrative services	28,104	24,089.8	18.5
Support services	18,794	13,713.8	10.5
Unallocated / not known	117	107.9	0.1

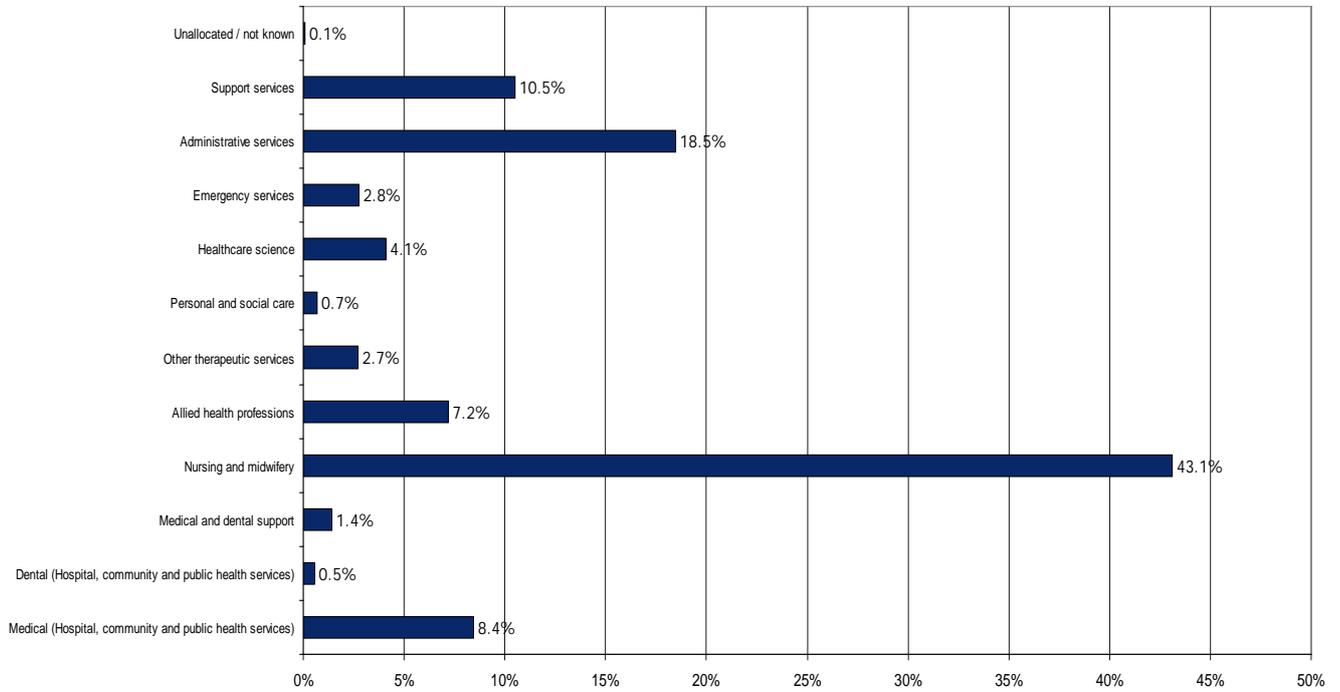
The above table reflects information as at 30th June 2012, however additional historic information, for the above table, is available within the ISD Workforce web pages. Notes surrounding this table include;

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.
4. GP workforce information is sourced from the GP Contractor Database (GPCD) - 2010 extract taken 11th November 2010.
5. 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.
6. NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. This new service model will involve an estimated 1,400 staff in adult community care services transferring from The Highland Council to NHS Highland. In addition, an estimated 230 NHS Highland staff in child health services will transfer to The Highland Council. Since March 2012, there has been an overall decrease of 283.7 (WTE) and 350 (headcount) in Nursing and Midwifery. A large proportion of this decrease is seen in NHS Highland. This adjustment in the provision of care indicates that the integration of Health Care Services is shifting from NHS Highland to The Highland Council. It is also worth noting that this change in the provision of care within NHS Highland will have an impact on future National Statistic Workforce publications as staff transfer from The Highland Council into NHS Highland. The impact on any workforce statistics will be highlighted ahead of any corresponding releases.

Source: Scottish Workforce Information Standard System (SWISS) – 30th June 2012 data extracted 17/07/2012.

Chart OAQC1 shows the distribution of the NHS Scotland workforce by staff group. The largest staff group is Nursing & Midwifery at 43.1% (WTE).

Chart OAQC1: Overall NHSS workforce summary by staff grouping as at 30th June 2012



[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 30th June 2012 decreased by 1.0% (114.7 WTE) to 11,719.9 (WTE), compared to 11,834.6 (WTE) as at 31st March 2012.
- The number of Hospital, Community and Public Health Services (HCHS) medical and dental staff in post as at 30th June 2012 is 13,098 (Headcount), compared to 13,218 (Headcount) as at 31st March 2012, this is a decrease of 0.9% (120 Headcount).
- The number of consultants in post as at 30th June 2012 is 4,418.4 (WTE), compared to 4,427.7 (WTE) as at 31st March 2012, a decrease of 0.2% (9.3 WTE). The corresponding headcount figure as at 30th June 2012 is 4,714 (Headcount), compared to 4,726 (Headcount) as at 31st March 2012, which a decrease of 0.3% (12 Headcount).
- The consultant vacancy rate as at 30th June 2012 is 3.0%, compared to 3.6% as at 31st March 2012.
- The number of medical and dental support staff in post as at 30th June 2012 decreased by 0.6% (10.6 WTE) to 1,853.1 (WTE), compared to 1,863.7 (WTE) as at 31st March 2012.
- The headcount of medical and dental support staff in post as at 30th June 2012 is 2,191 compared to 2,202 as at 31st March 2012, this is a decrease of 0.5% (11 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 includes staff in post, vacancy and turnover.

Medical and dental services have been changing over the years to meet the needs of an ever 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.

Table MDQT1 shows the headcount of medical and dental staff between September 2002 and June 2012. The number (Headcount) of all medical and dental staff has generally been rising steadily over this time period; however from December 2011 HCHS medical and dental staff has decreased slightly.

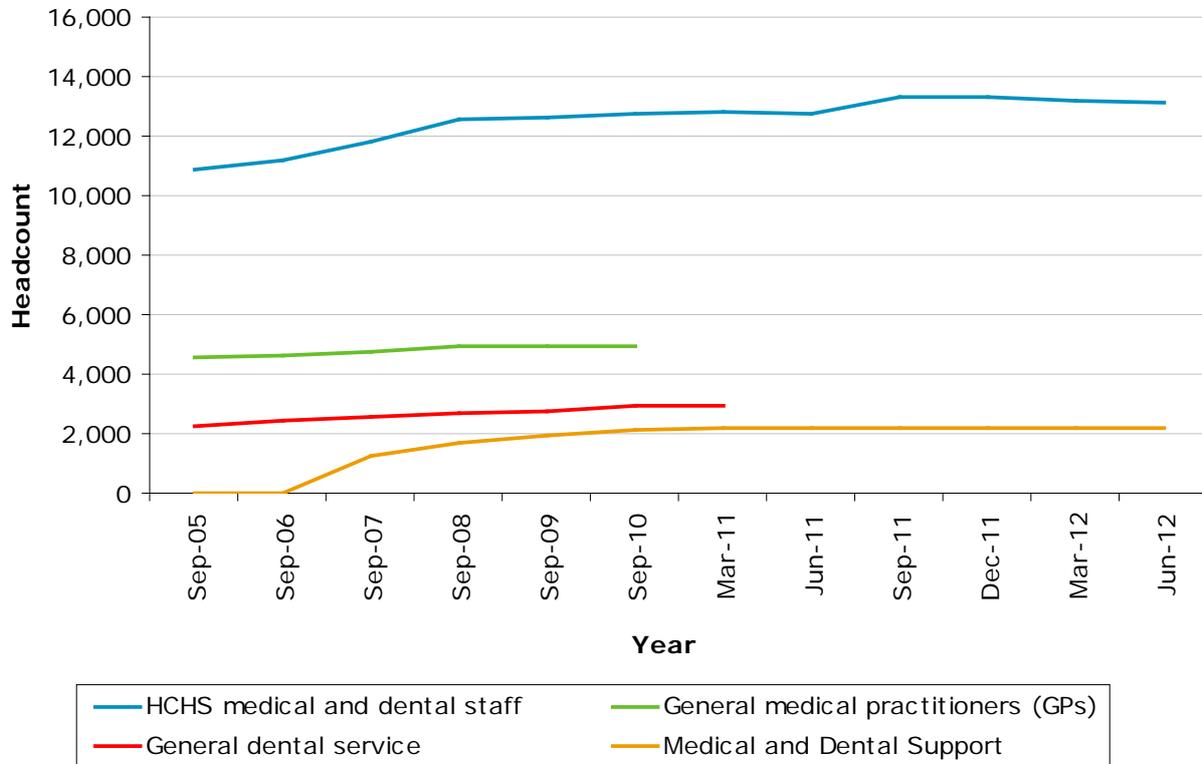
Table MDQT1: Medical and dental staff (Headcount) by year

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
Mar-2012	13,218	2,202
Jun-2012	13,098	2,191

Notes (for Table MDQT1):

1. '..' signifies data is not available.

Chart MDQC1: Medical and dental staff (Headcount) by trend



[Medical & Dental staff in post table](#)

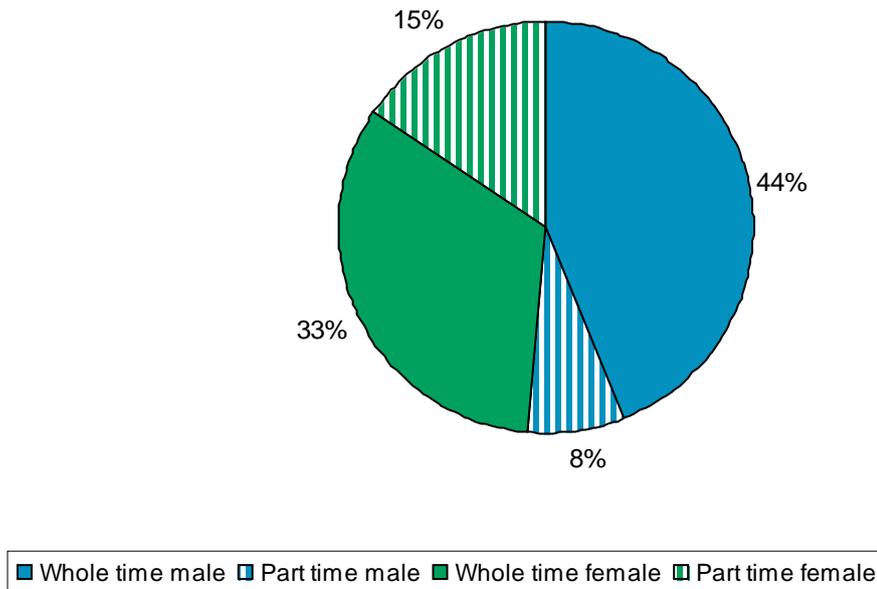
HCHS medical and dental

The HCHS medical and dental workforce data presented includes all permanent paid and honorary contracts held by medical and dental staff in post in NHSS. Staff with locum appointments are excluded. The data is sourced from SWISS.

Doctors may hold more than one appointment. 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. In this case, they are counted once under each organisation / specialty / grade but only once in the total.

Chart MDQC2 shows the HCHS medical and dental staff in NHSS by gender and contract type at 30th June 2012. This shows that 52% of HCHS medical and dental staff are male and 48% female. Female staff are more likely to have a part time contract compared to males.

Chart MDQC2: HCHS Medical and dental staff by gender and contract type.



The number of HCHS medical and dental staff (WTE) is 11,719.9 as at 30th June 2012 compared to 11,834.6 as at 31st March 2012. The corresponding headcount showed a change from 13,098 as at 30th June 2012 to 13,218 as at 31st March 2012

[Medical & Dental staff in post table](#)

[HCHS medical and dental staff by specialty](#)

[HCHS medical and dental staff by grade](#)

Consultants

Table MDQT2 shows that the number of HCHS medical and dental consultant staff in post has been generally increasing between September 2002 and June 2012.

Table MDQT2: HCHS medical and dental 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
Mar-2012	4,726	4,427.7
Jun-2012	4,714	4,418.4

[HCHS medical and dental consultant staff in post table](#)

Consultant Vacancy Information

Vacancy management processes to support the implementation of local workforce plans are in place across NHS Scotland. These processes inform vacancy advertising requirements.

Vacancies are therefore defined as 'unfilled posts' as at 30th June 2012 which are subject to appropriate recruitment arrangements.

Table MDQT3 shows the number of consultant vacancies (WTE) and total vacancy rate for the past 10 years.

Table MDQT3: HCHS medical and dental consultant vacancies (WTE) by year

Year	Total vacant posts	of which vacant for less than 6 months	of which vacant for over 6 months	Total vacancy rate
Sept-2002	191.6	124.2	67.5	5.7%
Sept-2003	235.4	113.4	122.0	6.7%
Sept-2004	280.4	167.3	113.1	7.7%
Sept-2005	297.3	137.8	159.5	7.8%
Sept-2006	272.3	107.4	165.0	7.0%
Sept-2007	282.0	118.8	163.2	6.9%
Sept-2008	186.5	117.5	69.0	4.2%
Sept-2009	166.0	88.9	77.1	3.8%
Sept-2010	139.0	77.0	62.0	3.1%
Mar-2011	135.7	95.6	40.1	3.0%
Jun-2011	127.9	87.4	40.5	2.8%
Sept-2011	112.5	72.2	40.3	2.5%
Dec-2011	123.0	91.5	31.5	2.7%
Mar-2012	167.3	131.3	36.0	3.6%
Jun-2012	138.6	92.9	45.7	3.0%

The total vacancy rate decreased from 3.6% as at 31st March 2012 to 3.0% as at 30th June 2012.

[HCHC medical and dental consultant vacancy rate table](#)

Results and Commentary

These statistics are derived from the new workforce warehouse and sourced from the [Scottish Workforce Information Standard System](#) (SWISS).

Nursing and Midwifery

Key points:

- As at 30th June 2012, 43.1% of all staff (WTE) in NHSS were employed in the nursing and midwifery staff group (Chart OAQC1).
- The number of nursing and midwifery staff in post as at 30th June 2012 is 56,183.7 (WTE), compared to 56,467.3 (WTE) as at 31st March 2012; a decrease of 0.5% (283.7 WTE). The corresponding headcount also showed a decrease of 0.5% (350 Headcount) from 65,674 as at 31st March 2012 to 65,324 as at 30th June 2012.
- NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. This new service model will involve an estimated 1,400 staff in adult community care services transferring from The Highland Council to NHS Highland. In addition, an estimated 230 NHS Highland staff in child health services will transfer to The Highland Council. Since March 2012, there has been an overall decrease of 283.7 (WTE) and 350 (headcount) in Nursing and Midwifery. A large proportion of this decrease is seen in NHS Highland. This adjustment in the provision of care indicates that the integration of Health Care Services is shifting from NHS Highland to The Highland Council. It is also worth noting that this change in the provision of care within NHS Highland will have an impact on future National Statistic Workforce publications as staff transfer from The Highland Council into NHS Highland. The impact on any workforce statistics will be highlighted ahead of any corresponding releases.
- The nursing and midwifery vacancy rate as at 30th June 2012 is 1.7% 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.

Information available includes staff in post, vacancy and turnover.

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

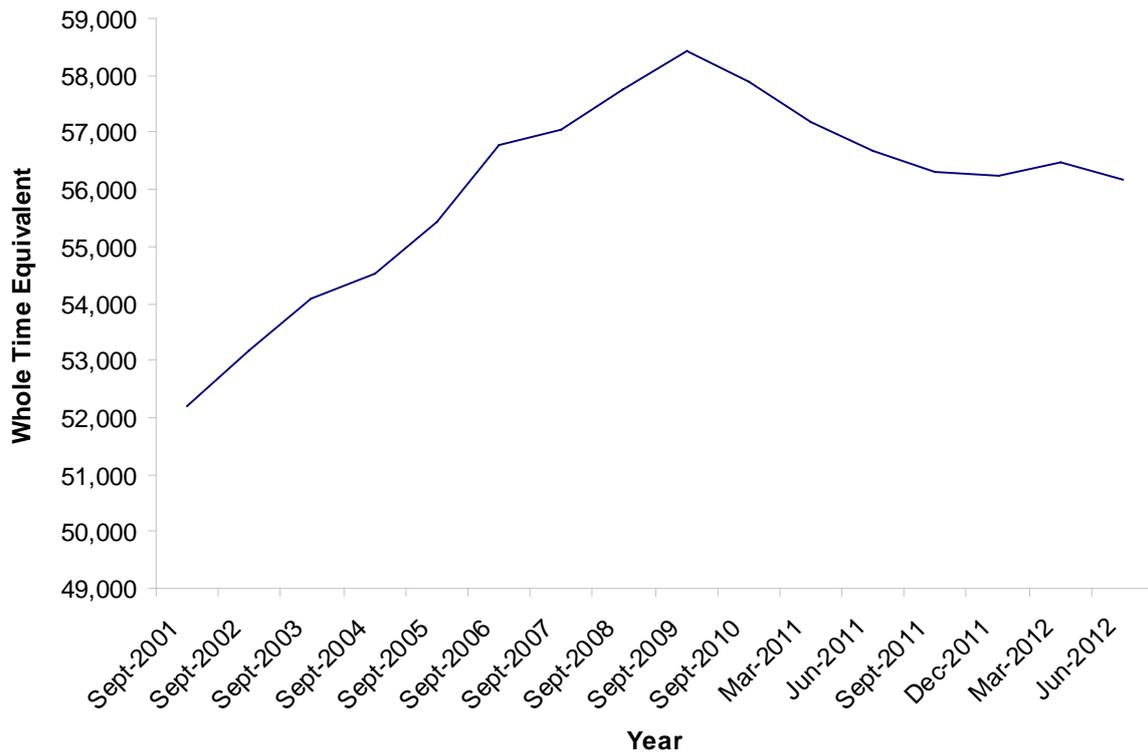
Table NMQT1 and Chart NMQC1 show that the number of nurses over the past decade has increased by 3,969.3 WTE; from 52,214.4 WTE in September 2001 to 56,183.7 in June 2012.

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

Year	Whole Time Equivalent
Sept-2001	52,214.4
Sept-2002	53,177.5
Sept-2003	54,097.0
Sept-2004	54,520.9
Sept-2005	55,434.3
Sept-2006	56,783.9
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
Mar-2012	56,467.3
Jun-2012	56,183.7

1. NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. This new service model will involve an estimated 1,400 staff in adult community care services transferring from The Highland Council to NHS Highland. In addition, an estimated 230 NHS Highland staff in child health services will transfer to The Highland Council. Since March 2012, there has been an overall decrease of 283.7 (WTE) and 350 (headcount) in Nursing and Midwifery. A large proportion of this decrease is seen in NHS Highland. This adjustment in the provision of care indicates that the integration of Health Care Services is shifting from NHS Highland to The Highland Council. It is also worth noting that this change in the provision of care within NHS Highland will have an impact on future National Statistic Workforce publications as staff transfer from The Highland Council into NHS Highland. The impact on any workforce statistics will be highlighted ahead of any corresponding releases.

Chart NMQC1: Nursing and midwifery staff (WTE) by trend; NHSS



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](#)

Results and Commentary

Allied Health Professions

Key points:

- As at 30th June 2012, 7.2% of all staff (WTE) in NHSS were employed in the Allied Health Professions (AHP) staff group (Chart OAQC1).
- The number of Allied Health Professions staff in post as at 30th June 2012 is 9,358.7 (WTE), compared to 9,428.2 (WTE) as at 31st March 2012, a decrease of 0.7% (69.5 WTE). The corresponding headcount showed a decrease of 0.6% (66 Headcount) from 11,390 as at 31st March 2012 to 11,324 as at 30th June 2012.
- The Allied Health Professions vacancy rate as at 30th June 2012 is 3.2% with 0.8% being vacant for 3 month or more.

Information in this section relates to the AHP workforce in NHSS. The AHP information is sourced from Scottish Workforce Information Standard System (SWISS) and describes the numbers of staff assimilated and not assimilated to the Agenda for Change AHP job family.

Information available includes staff in post, vacancy, and turnover. The AHP workforce is presented by specialty. Information is available by band, band grouping, age group, contract type & gender, NHS Board and region.

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

Latest data available is 30th June 2012.

Allied Health Professions: Staff in post

Allied Health Professions are the 5th largest staff group (WTE) in NHSS accounting for 7.2% (Chart OAQC1).

The number of Allied Health Professions staff in post as at 30th June 2012 is 9,358.7 (WTE), compared to 9,428.2 (WTE) as at 31st March 2012, a decrease of 0.7% (69.5 WTE). The corresponding headcount showed a decrease of 0.6% (66 Headcount) from 11,390 as at 31st March 2012 to 11,324 as at 30th June 2012.

Allied Health Professions Vacancy information

Vacancy management processes to support the implementation of local workforce plans are in place across NHS Scotland. These processes inform vacancy advertising requirements.

Vacancies are therefore defined as 'unfilled posts' as at 30th June 2012 which are subject to appropriate recruitment arrangements.

The total AHP vacancy rate increased from 2.8% as at 31st March 2012 to 3.2% as at 30th June 2012.

Results and Commentary

Other Therapeutic Staff and Personal and Social Care

Key points:

- The number of Other Therapeutic staff in post as at 30th June 2012 is 3,514.8 (WTE), compared to 3,489.8 (WTE) as at 31st March 2012, this is an increase of 0.7% (25 WTE).
- The headcount for Other Therapeutic staff in post as at 30th June 2012 is 4,096, compared to 4,078 as at 31st March 2012, which is an increase of 0.4% (18 Headcount).
- The number of Personal and Social Care staff in post as at 30th June 2012 is 902 (WTE), compared to 923.2 (WTE) as at 31st March 2012, a decrease of 2.3% (21.1 WTE). The corresponding headcount figure as at 30th June 2012 is 1,078, compared to 1,102 as at 31st March 2012, this is a decrease of 2.2% (24 Headcount).

Information in this section relates to the Other Therapeutic and Personal and Social Care workforce in NHSS.

Information is available by trend, band and NHS Board and region.

Throughout, information is presented as headcount, employment and whole time equivalent (WTE).

Latest data available is 30th June 2012.

[Other therapeutic staff and personal and social care](#)

Table OTPCQT1 presents trend information for Other Therapeutic Staff and Personal and Social Care.

Table OTPCQT1: Other Therapeutic Staff and Personal and Social Care (WTE) by specialty and year; NHSS

	Mar-12	Jun-12	Change Mar-12 to Jun-12
Other therapeutic staff	3,489.8	3,514.8	0.7%
Clinical psychology and counselling	1,232.7	1,249.2	1.3%
Genetic counselling	30.3	13.9	-54.1%
Optometry	40.8	42.4	4.1%
Pharmacy	2,115.6	2,139.1	1.1%
Play specialists	69.3	69.1	-0.3%
Not assimilated	1.1	1.1	0.0%
Personal and social care	923.2	902.0	-2.3%
Chaplaincy	65	67.8	4.3%
Health promotion	850.1	826.2	-2.8%
Sexual health	-	-	x
Social work	6.7	6.6	-0.9%
Not assimilated	1.4	1.4	0.0%

Table OPTCQT2 shows that band 8a is the largest band group (WTE) within Other Therapeutic staff and band 6 is the largest band group (WTE) within Personal and Social Care.

Table OPTCQT2: Other Therapeutic Staff and Personal and Social Care (WTE) by band as at 30th June 2012

Band	Other Therapeutic	Personal and Social Care
Total	3,514.8	902.0
Band 9	21.7	0.0
Band 8d	78.7	7.0
Band 8c	197.4	5.0
Band 8b	278.4	27.0
Band 8a	716.4	58.8
Band 7	558.4	221.1
Band 6	498.4	330.1
Band 5	507.7	166.3
Band 4	328.8	55.1
Band 3	58.9	23.7
Band 2	269.0	7.1
Band 1	0.0	0.0
Not assimilated	1.1	0.8

Results and Commentary

Healthcare Scientists

Key points:

- As at 30th June 2012, 4.1% of all staff (WTE) in NHSS was employed in the Healthcare Scientist staff group (Chart OAQC1).
- The number of Healthcare Scientist Staff in post as at the 30th June 2012 is 5,307.6 (WTE), compared to 5,356.9 (WTE) as at the 31st March 2012, this is a decrease of 0.9% (49.3 WTE). The headcount of Healthcare Scientist Staff in post also decreased by 1% (60 Headcount) as at the 30th June 2012 to 5,901 (Headcount), compared to 5,961 (Headcount) as at the 31st March 2012.

Information in this section relates to the Healthcare Scientists workforce in NHS Scotland. Healthcare Scientists workforce information is sourced from the Scottish Workforce Information Standard System (SWISS) and describes the numbers of staff assimilated and not assimilated to the Agenda for Change Healthcare Scientist job family.

The Healthcare Scientist workforce is presented by specialty. Information is available by band, band grouping, age group, contract type & gender, NHS Board and region.

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

Latest data available is 30th June 2012.

[Healthcare Science staff by specialty, band, NHS Region and NHS Board](#)

Healthcare Scientists: Staff in post

Table HCSQT1 presents trend information for Healthcare Scientists and shows the number of healthcare scientists has increased by 154.7 WTE from September 2007 to June 2012.

Table HCSQT1: Healthcare Scientists (WTE) by year; NHSS

Year	Whole Time Equivalent
Sept-2007	5,152.9
Sept-2008	5,158.4
Sept-2009	5,593.8
Sept-2010	5,628.0
Mar-2011	5,570.7
Jun-2011	5,474.4
Sept-2011	5,426.1
Dec-2011	5,376.1
Mar-2012	5,356.9
Jun-2012	5,307.6

Table HCSQT2 shows that the largest staff group (WTE) within the Healthcare science job family work within a Life sciences setting (4,569.9 WTE). The second largest staff group is Physiology Sciences (502.7 WTE).

Table HCSQT2: Healthcare Scientists (WTE) by staff group and year; NHSS

Healthcare Scientist Staff	Mar-12	Jun-12	Change Mar-12 to Jun-12
Healthcare science staff	5,356.9	5,307.6	-0.9%
Physiology sciences	505.2	502.7	-0.5%
Clinical physiology	464.2	463.5	-0.2%
Clinical sciences physiology	16.7	15.7	-6.0%
Clinical perfusion physiology	24.3	23.4	-3.6%
Life sciences	4,619.7	4,569.9	-1.1%
Biomedical sciences life	3,163.9	3,133.4	-1.0%
Clinical sciences life	1,036.4	1,030.9	-0.5%
Clinical technology life	419.5	405.6	-3.3%
Physical sciences	211.4	213.5	1.0%
Clinical sciences physical	53.9	55.7	3.3%
Clinical technology physical	92.3	92.6	0.3%
Clinical photographer / illustrator physical	60.2	59.2	-1.7%
Maxillofacial prosthetics physical	5.0	6.0	20.0%
Not assimilated	20.5	21.5	4.9%

Table HCSQT3 shows the number of Healthcare Scientist staff in NHSS by Agenda for Change bands (WTE) as at 30th June 2012. The majority of Healthcare Scientists can be found within band 6 (34.3%), followed by band 7 (21%) and band 3 (14.4 %). This pattern is also representative across the majority of NHS Boards.

Table HCSQT3: Healthcare Scientists (WTE) by band as at 30th June 2012

Band	WTE	Percentage (%)
Total	5,307.6	100.0
Band 9	15.7	0.3
Band 8d	56.1	1.1
Band 8c	81.7	1.5
Band 8b	178.4	3.4
Band 8a	324.7	6.1
Band 7	1,114.0	21.0
Band 6	1,818.8	34.3
Band 5	385.0	7.3
Band 4	223.3	4.2
Band 3	763.7	14.4
Band 2	323.9	6.1
Band 1	0.8	0.0
Not assimilated	21.5	0.4

[Healthcare Science staff by specialty, band, NHS Region and NHS Board](#)

Results and Commentary

Emergency, Administrative and Support Services

Key points:

- The number of Emergency services staff in post as at 30th June 2012 is 3,611.9 (WTE), compared to 3,608.9 (WTE) as at 31st March 2012, which is an increase of 0.1% (3 WTE).
- The headcount of Emergency services staff in post as at 30th June 2012 is 3,728 compared to 3,726 as at 31st March 2012, this is an increase of 0.1% (2 Headcount).
- The number of Administrative services staff in post as at 30th June 2012 is 24,089.8 (WTE), compared to 24,297.8 (WTE) as at 31st March 2012, which is a decrease of 0.9% (208 WTE). The corresponding headcount as at 30th June 2012 is 28,104 compared to 28,382 as at 31st March 2012, which is a decrease of 1.0% (278 Headcount).
- The number of Support services staff in post as at 30th June 2012 increased by 3.7 WTE to 13,713.8 (WTE), compared to 13,710.1 (WTE) as at 31st March 2012.
- The number of Support services staff in post as at 30th June 2012 is 18,794 (Headcount), compared to 18,753 (Headcount) as at 31st March 2012, this is an increase of 0.2% (41 Headcount).

Information in this section relates to the Emergency, Administrative and Support Services workforce in NHS Scotland.

Information is available by trend, band, NHS Board and region.

Throughout, information is presented as headcount, employment and whole time equivalent (WTE).

Latest data available is 30th June 2012.

[All other staff in post including trend](#)

Emergency, Administrative and Support Services: Staff in post

Table AOSQT1 presents trend information for Emergency, Administrative and Support services.

Table AOSQT1: Emergency, Administrative and Support Services (WTE) by staff group and year; NHSS

	Mar-12	Jun-12	Change Mar-12 to Jun-12
Administrative services	24,297.8	24,089.8	-0.9%
Central functions	12,273.3	11,933.9	-2.8%
Support to clinical staff	10,673.5	10,843.8	1.6%
NHS24 Call Handlers	287.0	280.0	-2.4%
Management grades (non AfC)	1,027.4	986.5	-4.0%
Not assimilated	36.6	45.6	24.5%
Support services	13,710.1	13,713.8	0.0%
General services	3,384.4	3,374.2	-0.3%
Hotel services	7,828.6	7,838.8	0.1%
Maintenance and estates	1,792.4	1,783.8	-0.5%
Sterile services	697.7	710.8	1.9%
Not assimilated	7.0	6.3	-9.7%
Emergency services	3,608.9	3,611.9	0.1%
Ambulance care assistant	840.6	829.5	-1.3%
Auxiliary	-	0.0	x
Driver	49.0	48.0	-2.0%
EMDC / control	300.3	297.3	-1.0%
Paramedic	1,384.1	1,372.9	-0.8%
Technician	947	973.4	2.8%
Other	88.0	91.0	3.4%
Not assimilated	-	0.0	x

Table AOSQT2 shows as at 30th June 2012 that band 5 is the largest band group (WTE) within Emergency services, band 4 is the largest band group (WTE) within Administrative services and band 2 is the largest band group (WTE) within Support services.

Table AOSQT2: Emergency, Administrative and Support Services (WTE) by band as at 30th June 2012

Band	Emergency services	Administrative services	Support services
Total	3,611.9	24,089.8	13,713.8
Band 9	0.0	2.0	0.0
Band 8d	0.0	27.4	2.0
Band 8c	0.0	179.2	12.8
Band 8b	0.0	339.2	39.0
Band 8a	0.0	588.1	71.0
Band 7	105.0	1,430.7	203.0
Band 6	235.8	2,176.1	286.1
Band 5	1,202.5	2,540.7	530.2
Band 4	1,087.4	6,774.9	957.5
Band 3	933.1	4,093.6	1,936.3
Band 2	48.0	4,876.2	4,992.1
Band 1	0.0	29.7	4,679.5
Not assimilated	0.0	1,032.1	4.3

[All other staff in post including trend](#)

Glossary

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.

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	June 2012	Excel [9,042kb]

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	June 2012	Excel [2,855kb]

Medical and Dental

Report table no.	Name	Time period	File & size
	Medical & Dental staff in post table	June 2012	Excel [6,283kb]
	HCHS medical and dental staff by specialty	June 2012	Excel [17,675kb]
	HCHS medical and dental staff by grade	June 2012	Excel [6,544kb]
	HCHS medical and dental consultant staff in post table	June 2012	Excel [1,517kb]
	HCHC medical and dental consultant vacancy rate table	June 2012	Excel [18,072kb]

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	June 2012	Excel [26,974kb]
	Nursing & midwifery vacancies by location of service delivery, specialty, band, NHS region and NHS board	June 2012	Excel [12,092kb]

Allied Health Professions

Table No.	Name	Time period	File & size
	Allied Health Professions - Staff in post	June 2012	Excel [4,289kb]
	Allied Health Professions - vacancies	June 2012	Excel [4,231kb]

Other Therapeutic and Personal Social Care

Table No.	Name	Time period	File & size
	Other therapeutic staff and personal social care	June 2012	Excel [5,930kb]

Healthcare Scientists

Report table no.	Name	Time period	File & size
	Healthcare Science staff by specialty, band, NHS Region and NHS Board	June 2012	Excel [6,146 kb]

Emergency, Administrative and Support services: Staff in post

Table No.	Name	Time period	File & size
	All other staff in post including trend	June 2012	Excel [7,118kb]

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

Contact

NSS.isdwfdinfo@nhs.net

David Baird

Principal Information Analyst

dbaird@nhs.net

0131 275 6040

Joanne Collins

Senior Information Analyst

joanecollins@nhs.net

0131 275 6034

Further Information

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

Rate this publication

[Click here](#) to provide feedback and rate this publication.

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 2012.

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.

- To ensure that the quarterly release of workforce information continues to be successful, it is important that nationally published data reflects that of NHS Board local systems. An area where data quality continues to remain a concern is the recording and capture of the medical workforce. Whilst ISD has continued to work with each of the 14 NHS Boards and 8 Special Health Boards to improve the quality of medical workforce information, feedback from NHS Boards has indicated that quality issues still exist.

To continually ensure that ISD publish accurate information, a one off audit of the medical consultant workforce has been undertaken for data as at 31st March 2012. Improvements in data quality as a result of this exercise will be highlighted in future ISD publications.

- NHS Highland and The Highland Council are working towards developing an integrated model for health and social care. This new service model will involve an estimated 1,400 staff in adult community care services transferring from The Highland Council to NHS Highland. In addition, an estimated 230 NHS Highland staff in child health services will transfer to The Highland Council. Since March 2012, there has been an overall decrease of 283.7 (WTE) and 350 (headcount) in Nursing and Midwifery. A large proportion of this decrease is seen in NHS Highland. This adjustment in the provision of care indicates that the integration of Health Care Services is shifting from NHS Highland to The Highland Council. It is also worth noting that this change in the provision of care within NHS Highland will have an impact on future National Statistic Workforce publications as staff transfer from The Highland Council into NHS Highland. The impact on any workforce statistics will be highlighted ahead of any corresponding releases.
- The increase in Practice Nurses in NHS Greater Glasgow and Clyde as at June 2012 is mainly due to HMP staff transferring over to the health board.
- The increase of bank staff in NHS Lothian as at March 2012 and June 2012 is a false inflation due to incorrect coding. These staff will be allocated to the correct staff grouping in future publications.
- The increase in staff allocated to 'Unallocated / not known' as at March 2012 in NHS Shetland staff is a false inflation. This was due to staff being included in the SWISS system before their contracts had actually begun.

Key Priorities

The Workforce team within ISD is responsible for all aspects of workforce statistics within ISD. Our [Key Priorities](#) can be found within the ISD Workforce Statistics web pages.

A2 – Publication Metadata (including revisions details)

Metadata Indicator	Description
Publication title	NHS Scotland 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)	Scottish Workforce Information Standard System (SWISS)
Date that data are acquired	17 th July 2012
Release date	28 th August 2012
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30 th June 2012
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 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 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 (eg 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 measurement	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.
Last published	29 th May 2012
Next published	29 th November 2012
Date of first publication	Paper publications since 1970s, web publications since 1996
Help email	nss.isdwfdinfo@nhs.net
Date form completed	28 August 2012

Metadata Indicator	Description
Publication Title	NHSS Workforce - Vacancies
Description	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)	Scottish Workforce Information Standard System (SWISS)
Date that data is acquired	17 th July 2012
Release date	28 th August 2012
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30 th June 2012
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 (eg 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 (eg 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	National Statistics.

designation	
UK Statistics Authority Assessment	Completed assessment by UK Statistics Authority. Report published May 2010.
Last published	29th May 2012
Next published	29th November 2012
Help email	nss.isdwfdinfo@nhs.net
Date form completed	28 August 2012

Metadata Indicator	Description
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)	Scottish Workforce Information Standard System (SWISS)
Date that data is acquired	26 th July 2012
Release date	28 th August 2012
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 30 th June 2012
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 underwent 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 (eg 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.

Last published	29th May 2012
Next published	29th November 2012
Help email	nss.isdwfinfo@nhs.net
Date form completed	28 August 2012

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)

Early Access for Quality Assurance

These statistics will also have been made available to those who needed access to help quality assure the publication:

NHS Board Workforce Planners and HR Directors.

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 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 (ie assessed by the UK Statistics Authority as complying with the Code of Practice)
- National Statistics (ie legacy, still to be assessed by the UK Statistics Authority)
- Official Statistics (ie 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.