

Publication Report



NHS Scotland Workforce

Data as at 31 December 2012

Publication date – 26 February 2013



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

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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)
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- other (not Official Statistics)

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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 (AfC). Historically, NHSScotland (NHSS) workforce information has been published in a format based on the pay structure, namely Whitley for the majority of staff. AfC is now the national pay system which has introduced new pay bands and harmonised terms and conditions for NHS workers. The main source of workforce statistics is 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 in this release includes :

- all staff in post ;
- staff vacancies ; and
- NHS staff turnover.

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.

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 staff in post data do 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.

The tables within this report present figures in both headcount numbers and whole time equivalent (WTE) numbers. 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, WTE, and employments.

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 contracted 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 counts the employee under each organisation / region / specialty / grade they work i.e. the same employee may be counted more than once.

Information presenting all NHSS staff (excluding GPs and GDS) is also available.

Key Points

- The total WTE staff in post (excluding GPs & GDS) as at 31st December 2012 is 132,541.5, compared to 131,845.2 as at 30th September 2012. This is an increase of 0.5% (696.4 WTE). The corresponding headcount as at 30th December 2012 is 155,781, compared to 155,281 as at 30th September 2012, which is an increase of 0.3% (500 headcount).
- As at 31st December 2012, total Nursing and Midwifery WTE staff in post increased by 0.6% (345.0 WTE) from 56,263.5 as at 30th September 2012, to 56,608.5. The headcount for all Scotland Nursing and Midwifery staff as at 31st December 2012 is 65,610. This is an increase of 0.4% (230 headcount) compared to 65,380 as at 30th September 2012.
- Across all specialties, the number of Hospital, Community and Public Health Services (HCHS) Medical and Dental staff in post as at 31st December 2012 is 12,003.3 (WTE), compared to 11,943.9 (WTE) as at 30th September 2012. This is a WTE increase of 0.5% (59.4). HCHS headcount increased by 0.8% (103) to 13,420 in December 2012 compared to 13,317 in September 2012.
- As at 31st December 2012, the WTE of Consultants in post is 4,494.3, compared to 4,476.2 at 30th September 2012. This is an increase of 0.4% (18.2 WTE). The corresponding headcount for Consultants in post increased by 0.5% (22 headcount) from 4,763 as at 30th September 2012 to 4,785 as at 31st December 2012.
- The WTE of Allied Health Professions (AHP) staff in post increased by 1.0 % (89.6) from 9,422.3 as at 30th September 2012 to 9,511.8 as at 31st December 2012. The

headcount of AHPs as at 31st December 2012 is 11,503, which is an increase of 0.9% (108 headcount) from 11,395 as at 30th September 2012.

- The number of Administrative Services staff in post as at 31st December 2012 is 24,222.2 (WTE), compared to 24,137.1 as at 30th September 2012. This is an increase of 0.4% (85.1 WTE). Similarly, the headcount of Administrative Services staff in post increased by 0.2% (68 headcount) to 28,227 as at 31st December 2012, compared to 28,159 (headcount) as at 30th September 2012.
- Support Services staff in post as at 31st December 2012 is 13,708.1 (WTE), compared to 13,703.3 as at 30th September 2012. This is an increase of 4.8 WTE. The headcount of support services staff as at 31st December 2012 is 18,732, which is a decrease of 8 headcount from 18,740 since 30th September 2012.
- NHS Highland and The Highland Council are working towards developing an integrated model for health and social care and will result in staff transferring between both organisations. As part of the February 2013 publication, 1,433 (headcount) and 1,099.6 (WTE) Highland Council staff are included within the overall table for data at 31st December 2012.

Results and Commentary

Overall Summary

Key Points

- The total number of staff in post (*excluding* GPs & GDs; WTE) as at 31st December 2012 is 132,541.5, compared with 131,845.2 (WTE) as at 30th September 2012. This is an increase of 0.5% (696.4 WTE).
- The total number of staff in post (*excluding* GPs & GDs; headcount) as at 31st December 2012 is 155,781, compared with 155,281 (headcount) as at 30th September 2012. This is an increase of 0.3% (500 headcount).
- As at 31st December 2012, the largest staff group based on WTE continues to be Nursing & Midwifery, with 42.7% of all NHSScotland staff (excluding GPs and GDs) employed under this staff group. Administrative Services accounts for 18.3%, Support Services 10.3%, and Medical (HCHS) 8.5% (all WTE).

Information is available by NHS board and region.

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

Latest data available is 31st December 2012.

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 are not available ;
- whole time equivalent (WTE) for the years 2002 onwards; and
- employments for years 2007 onwards. Please note employments information for Medical and Dental staff is available at a high level staff group only. 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 31st December 2012

Staff Group	Headcount	WTE	% WTE
All NHSS staff (Inc GPs & GDs)	-
All NHSS staff (Exc GPs & GDs)	155,781	132,541.5	100%
Medical (HCHS)	12,540	11,297.0	8.5%
General medical practitioners (GPs)	-	..	-
Dental (HCHS)	883	706.3	0.5%
General dental services	-	..	-
Medical & dental support	2,244	1,889.8	1.4%
Nursing & midwifery	65,610	56,608.5	42.7%
Allied health professions	11,503	9,511.8	7.2%
Other therapeutic services	4,223	3,623.5	2.7%
Personal & social care	1,065	893.2	0.7%
Healthcare science	5,860	5,271.4	4.0%
Emergency services	3,772	3,661.8	2.8%
Administrative services	28,227	24,222.2	18.3%
Support services	18,732	13,708.1	10.3%
Unallocated / not known	1,477	1,147.9	0.9%

The above table reflects information as at 31st December 2012, however additional historic information, for the above table, is available within the [ISD Workforce web pages](#). Notes surrounding this table include;

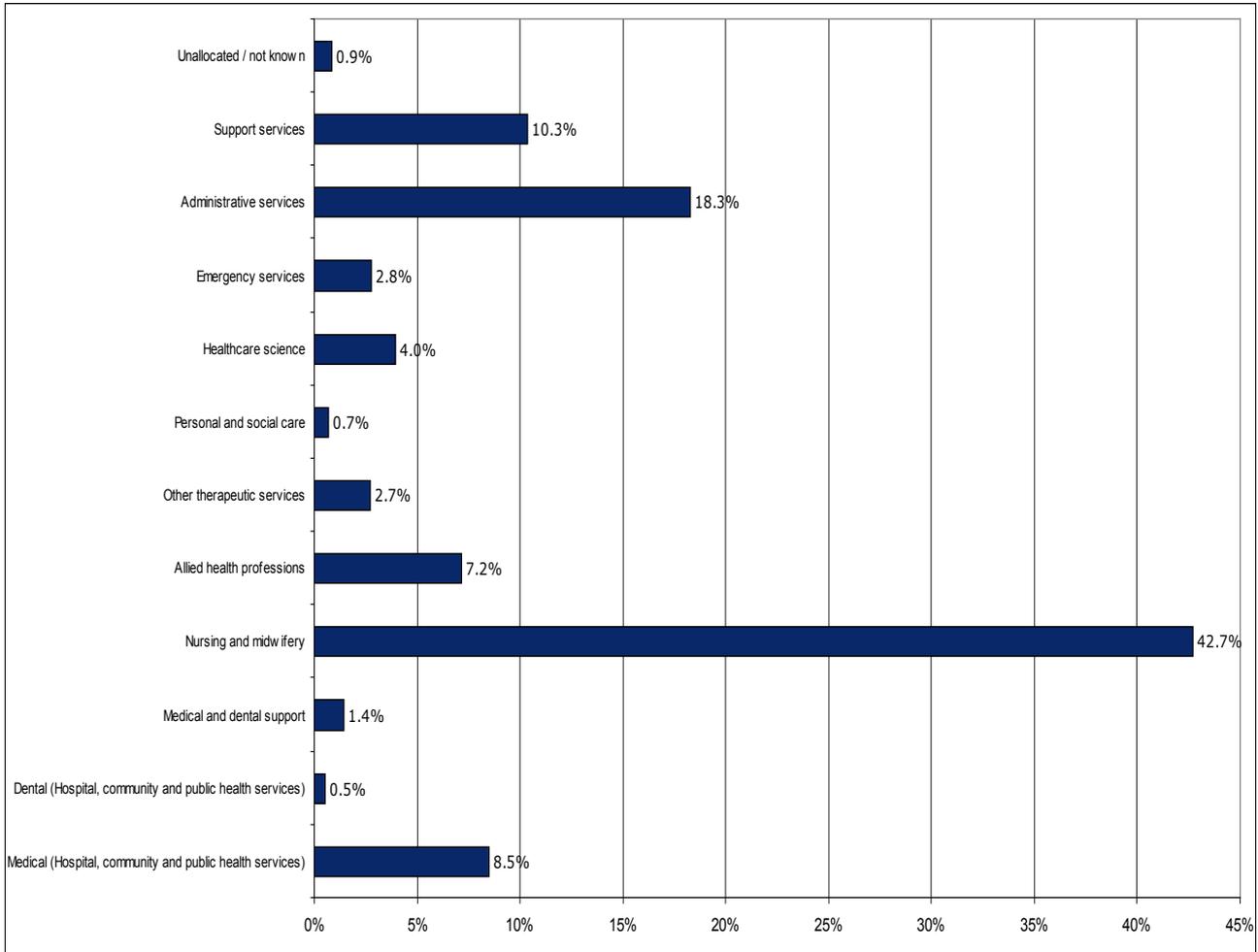
1. WTE information for general medical practitioners is not available for 2006 onwards. Historical GP WTE figures are coded and need careful interpretation in the light of the coding system. This is explained further at <http://www.isdscotland.org/Health-Topics/General-Practice/GPs-and-Other-Practice-Workforce/Glossary.asp> under Whole Time Equivalent (WTE).
2. Information is not collected on the working hours of dentists in the general dental service.
3. NHS Highland and The Highland Council are working towards developing an integrated model for health and social care and will result in staff transferring between both organisations. As part of the November 2012 publication, 1,491 (headcount) and 1,062.1 (WTE) Highland Council staff are included within the overall table for data at 30th June 2012 and 30th September 2012. It is not possible to count these staff within the employment figure as this information is not currently available. In addition, there is a proportion of these staff where no WTE has been recorded and for this reason will not be included within the WTE figure. It is envisaged that details on both employment and missing WTE will be available for future publications.
4. Due to coding issues within the national system, one NHS employee has been wrongly allocated to a healthcare scientist job family instead of a medical and dental support job family in December 2012. Likewise, this one employee has not been allocated to the medical and dental support job family. It is for this reason that the two totals shown on this table will differ from those presented within the job family specific tables.

Source(s):

Scottish Workforce Information Standard System (SWISS) – 31st December 2012 data extracted 15/02/2013
 GP Contractor Database (GPCD) – 30th September 2012 extract taken 7th November 2012
 Management Information and Dental Accounting System (MIDAS) - latest extract taken 15th October 2012.

Chart OAQC1 below shows the distribution of the NHS Scotland workforce by staff group. The largest staff group is Nursing & Midwifery at 42.7%.

Chart OAQC1: Overall NHSS workforce summary by staff grouping as at 31st December 2012



The above table reflects information as at 31st December 2012 however, due to coding issues within the national system, one NHS employee has been wrongly allocated to a healthcare science job family instead of a medical and dental support job family.

[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 2012 increased by 0.5% (59.4 WTE) to 12,003.3 (WTE), compared to 11,943.9 (WTE) as at 30th September 2012.
- The headcount number of Hospital, Community and Public Health Services (HCHS) medical and dental staff in post as at 31st December 2012 is 13,420, compared to 13,317 as at 30th September 2012, this is an increase of 0.8% (103 headcount).
- The number of consultants in post as at 31st December 2012 is 4,494.3 (WTE), compared to 4,476.2 as at 30th September 2012, an increase of 0.4% (18.2 WTE). The corresponding headcount figure as at 31st December 2012 is 4,785, compared to 4,763 (headcount) as at 30th September 2012, which is an increase of 0.5% (22 headcount).
- The WTE consultant vacancy rate as at 31st December 2012 is 3.2%, compared to 3.1% as at 30th September 2012.
- The number of medical and dental support staff in post as at 31st December 2012 decreased by 0.8% (14.6 WTE) to 1,888.8, compared to 1,903.4 (WTE) as at 30th September 2012.
- The headcount of medical and dental support staff in post as at 31st December 2012 is 2,243 compared to 2,251 as at 30th September 2012, this is a decrease of 0.4% (8 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 total staff in post by staff group and grade, staff contract type and gender, and NHS board and region.

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 December 2012. The headcount of all medical and dental staff has generally been rising steadily over this time period.

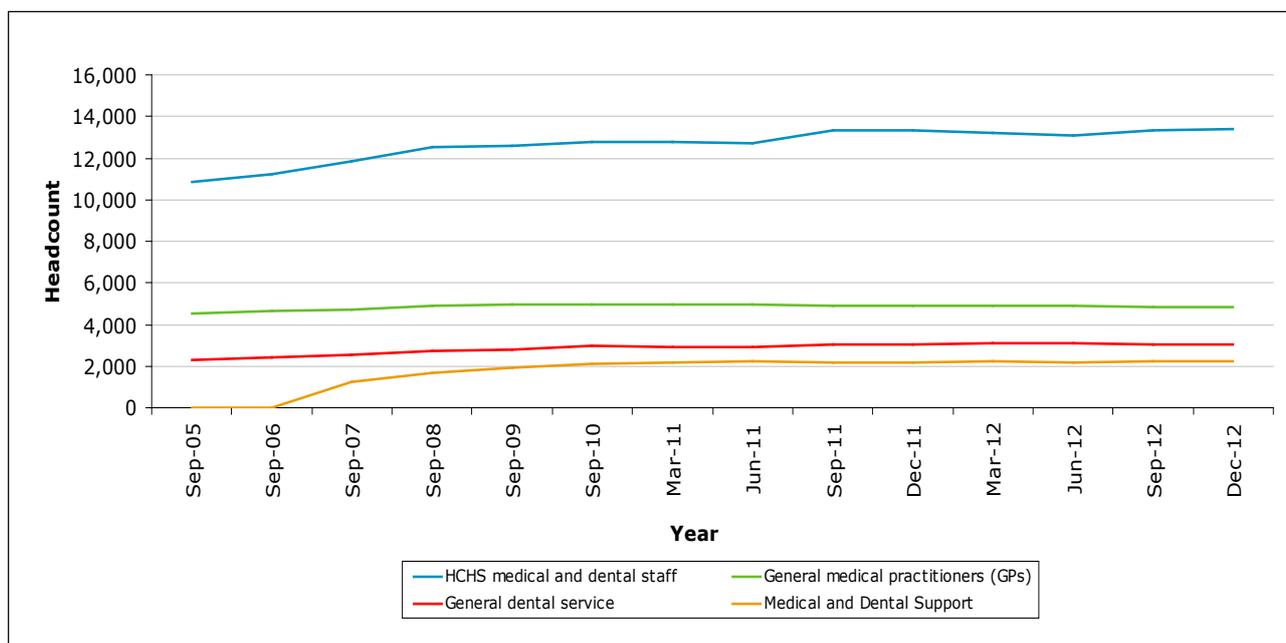
Table MDQT1: headcount of medical and dental staff by year

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	1,667
Sept-2009	12,618	4,942	2,761	1,928
Sept-2010	12,757	4,960	2,968	2,135
Mar-2011	12,786	..	2,940	2,167
Jun-2011	12,736	2,204
Sept-2011	13,336	4,892	3,048	2,165
Dec-2011	13,312	2,188
Mar-2012	13,218	..	3,115	2,202
Jun-2012	13,098	2,191
Sept-2012	13,317	4,854	3,060	2,251
Dec-2012	13,420	2,243

Notes for table MDQT1 :

1. '..' signifies data not available.

Chart MDQC1: Medical and dental staff (headcount) trend



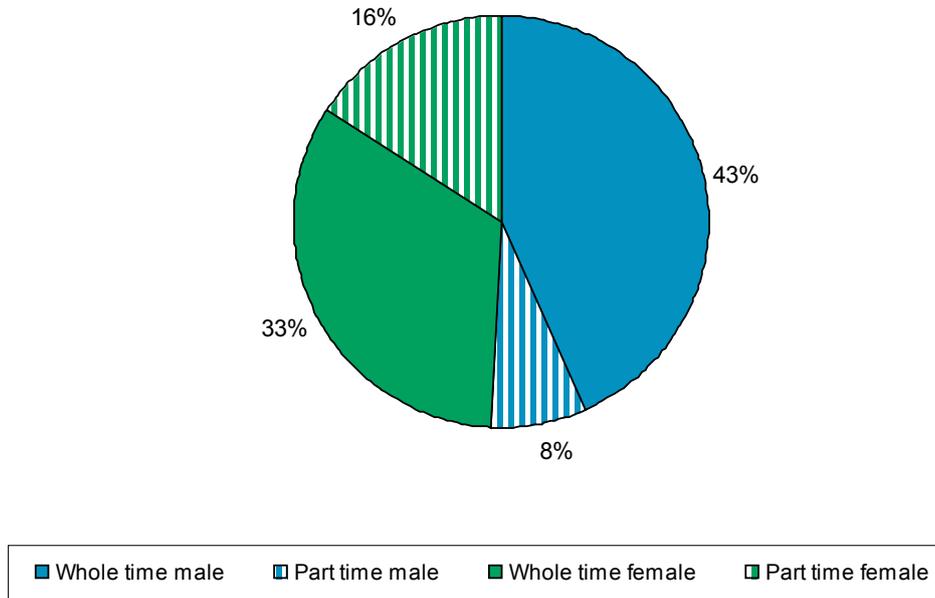
HCHS medical and dental

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 are 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 December 2012. This shows that 51% of HCHS medical and dental staff are male and 49% 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 (headcount).



The number of HCHS medical and dental staff (WTE) is 12,003.3 as at 31st December 2012, compared to 11,943.9 as at 30th September 2012, which is a 0.5% (59.4 WTE) increase.

The corresponding headcount changed to 13,420 as at 31st December 2012 compared to 13,317 as at 30th September 2012. This is an increase of 0.8%, or 103 headcount.

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

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

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

[Dental staff in post table \(last updated 30 March 2012\)](#)

Results and Commentary

Consultants

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

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
Sept-2012	4,763	4,476.2
Dec-2012	4,785	4,494.3

The total number of consultants (WTE) is 4,494.3 as at 31st December 2012, compared to 4,476.2(WTE) as at 30th September 2012 (0.4% / 18.2 WTE increase).

The total number of consultants in post (headcount) increased by 22 to 4,785 as at 31st December 2012, compared to 4,763 (0.5% increase) as at 30th September 2012.

Compared to 30th September 2012, the WTE for all medical specialties consultants increased by 0.4% (19.3 WTE) from 4,373.4 to 4,392.7 as at 31st December 2012.

The headcount for all medical specialties increased by 22 headcount (0.5%), up from 4,650 as at 30th September 2012 to 4,672 as a 31st December 2012.

As at 31st December 2012, the WTE of all dental specialties consultants is 101.6. This is a small decrease of 1.1%, or 1.1 WTE, down from 102.7 since 30th September 2012.

The headcount for consultants working in all dental specialties has remained the same from 30th September 2012 to 31st December 2012 at 115.

[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 31st December 2012, which are subject to appropriate recruitment arrangements.

Table MDQT3 shows the number of consultant vacancies (WTE) and total vacancy rate since September 2002.

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	107.3	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%
Sept-2012	143.1	95.2	47.9	3.1%
Dec-2012	150.8	109.0	41.8	3.2%

The total vacancy rate increased from 3.1% as at 30th September 2012 to 3.2% as at 31st December 2012.

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

Results and Commentary

Nursing and Midwifery

Key Points

These statistics are derived from the workforce data mart and sourced from the Scottish Workforce Information Standard System (SWISS).

Key points:

- As at 31st December 2012, 42.7% of all staff (headcount) in NHSS were employed in the nursing and midwifery staff group.
- The number of nursing and midwifery staff in post as at 31st December 2012 is 56,608.5 (WTE), compared to 56,263.5 as at 30th September 2012, this is an increase of 345 (or 0.6%) WTE. The corresponding headcount showed an increase of 0.4% (230 headcount), from 65,380 as at 30th September 2012 to 65,610 as at 31st December 2012.
- The nursing and midwifery vacancy rate increased to 2.8% as at 31st December 2012, from 2.4% as at 30th September 2012.

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

The nursing and midwifery workforce is presented by location of service delivery and post descriptors e.g. adult nurses or midwife, etc. 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 the WTE of nurses and midwives employed by NHSS since September 2002.

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	56,783.9
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
Sept-2012	56,263.5
Dec-2012	56,608.5

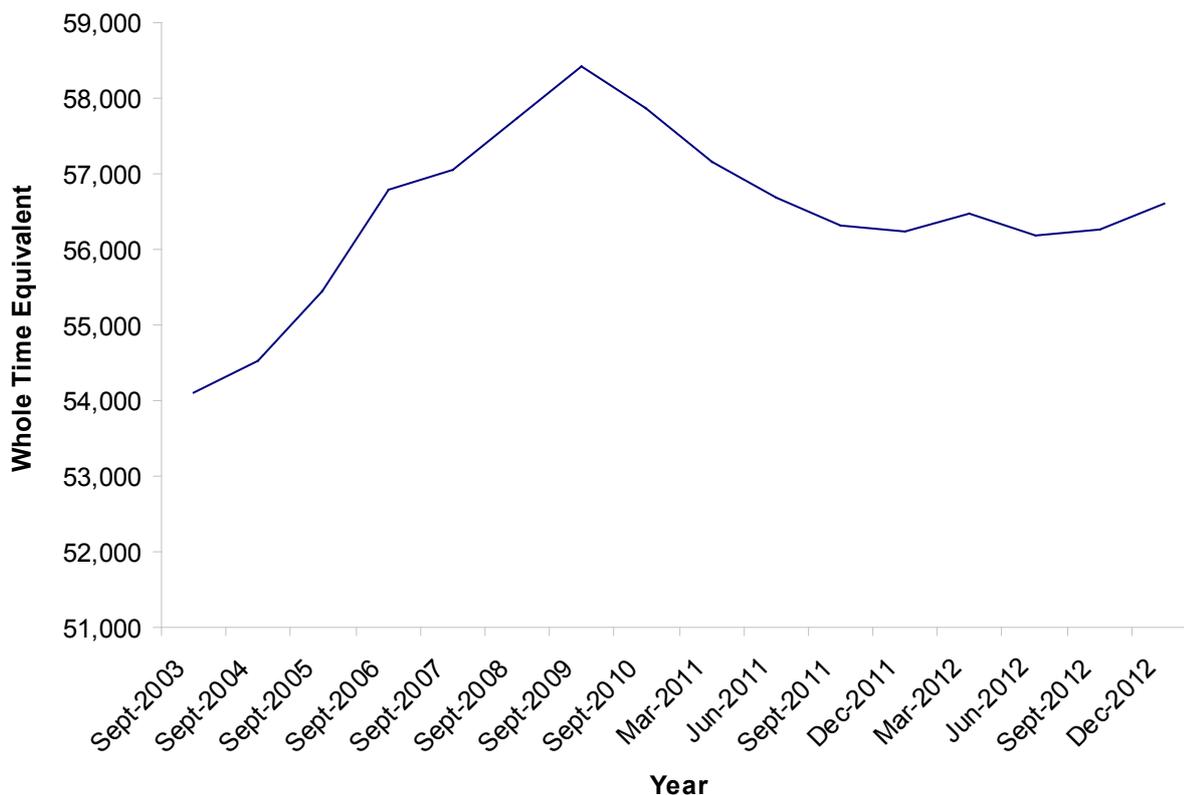
Prior to September 2012, NHS Greater Glasgow and Clyde (NHS GG&C) vacancy information excluded any preferred candidates identified for posts. NHS GG&C define a preferred candidate as a candidate who has been interviewed, successfully appointed and where pre employment checks are being carried out. Pre-employment checks can take up to 3-4 weeks to complete and include references, disclosure checks, and occupational health assessment.

As of September 2012, NHS GG&C included preferred candidates in their vacancy return.

And this should be taken into consideration when comparing trend information.

In addition, the Acute Services Review Bed Model implementation has been progressing through 2012/13. Whilst this is underway, NHS GG&C has been utilising its supplementary workforce in bank and agency to maintain service delivery and flexibility whilst the bed changes have been taking place. NHS GG&C are now in a position to fill some of these posts on a substantive or fixed-term basis which is why there has been an increase in vacancies from September 2012 to December 2012.

Chart NMQC1: NHSS nursing and midwifery staff (WTE) trend



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. AfC is the NHSS national pay system, which introduced 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, [click here](#) to see historic tables detailing nursing and midwifery information from 1996 to 2006.

[Nursing and midwifery staff by location of service delivery, specialty, band grouping, NHS region and NHS board](#)

[Historic nursing and midwifery staff tables, from 1996 to 2006](#)

Results and Commentary

Allied Health Professions (AHPs)

Key Points

- As at 31st December 2012, 7.2% of all staff (WTE) in NHSS were employed in the Allied Health Professions (AHP) staff group (see Chart OAQC1, page 7).
- The number of AHP staff in post as at 31st December 2012 is 9,511.8 (WTE), compared to 9,422.3 (WTE) as at 30th September 2012, an increase of 1.0% (89.6 WTE). The corresponding headcount showed an increase of 0.9% (108 headcount) from 11,395 as at 30th September 2012 to 11,503 as at 31st December 2012.
- The AHP vacancy rate decreased from 4.1% with 0.8% being vacant for three months or more as at 30th September 2012, to 3.6% with 1.0% being vacant for three months or more as at 31st December 2012.

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 AfC AHP job family.

Information available includes staff in post and vacancies. The AHP workforce is presented by specialty, and information is also available by band, age group, contract type & gender, and 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 31st December 2012.

[Allied health professions staff by profession, band group, NHS region and NHS board](#)

AHP 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 which are subject to appropriate recruitment arrangements.

The total AHP vacancy rate as at 31st December 2012 is 3.6%, this is a decrease from a vacancy rate of 4.1% as at 30th September 2012.

[Allied health professions vacancies](#)

Results and Commentary

Other Therapeutic and Personal and Social care (OTPS)

Information in this section relates to the OTPS workforce in NHSS. Information in the tables is available by trend, band and NHS board and region.

Key Points

- The total number of OTPS staff in post as at 31st December 2012 is 4,516.7 (WTE), a rise of 2.1% (91.8 WTE) since 30th September 2012 when the WTE was 4,424.9.
- As at 31st December 2012, the total headcount for all OTPS staff is 5,288 (headcount), this is an increase of 1.9% (98 headcount) since 30th September 2012.
- The number of other therapeutic staff in post as at 31st December 2012 is 3,623.5 (WTE), compared to 3,528.8 as at 30th September 2012; an increase of 2.7% (94.8 WTE).
- The headcount for other therapeutic staff in post as at 31st December 2012 is 4,223, compared to 4,122 as at 30th September 2012, this is an increase of 2.5% (101 headcount).
- The number of personal and social care staff in post as at 31st December 2012 is 893.2, compared to 896.2 (WTE) as at 30th September 2012, which is a decrease of 0.3% (3.0 WTE).
- The corresponding headcount figure for personal and social care staff as at 31st December 2012 is 1,065, which is 0.3% (3 headcount) less than as at 30th September 2012 when the headcount was 1,068.

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 31st December 2012.

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

Table OTPCQT1 presents trend information for other therapeutic staff and personal and social care staff (OTPS).

Table OTPCT1: other therapeutic staff and personal and social care staff (WTE) by specialty and year

	Sep-12	Dec-12	Change Sep-12 to Dec-12
Other therapeutic staff	3,528.8	3,623.5	2.7%
Clinical psychology and counselling	1,221.6	1,281.7	4.9%
Genetic counselling	13.8	13.7	-1.1%
Optometry	41.5	41.4	-0.1%
Pharmacy	2,183.3	2,217.3	1.6%
Play specialists	68.4	67.8	-1.0%
Not assimilated	0.1	1.6	1,415.0%
Personal and social care	896.2	893.2	-0.3%
Chaplaincy	67.2	66.5	-1.1%
Health promotion	821.9	816.9	-0.6%
Sexual health	-	-	x
Social work	5.6	5.6	0.0%
Not assimilated	1.5	4.2	191.8%

Table OPTCQT2 below 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 31st December 2012

Band	Other Therapeutic	Personal and Social Care
Total	3,623.5	893.2
Band 9	22.7	0.0
Band 8d	78.6	5.8
Band 8c	203.8	5.0
Band 8b	276.4	22.8
Band 8a	732.6	63.8
Band 7	598.2	216.8
Band 6	520.2	319.1
Band 5	494.1	161.0
Band 4	338.9	57.5
Band 3	64.9	28.8
Band 2	291.5	9.0
Band 1	0.0	0.0
Not assimilated	1.6	3.6

Results and Commentary

Healthcare Scientists

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 AfCh healthcare scientist job family.

The healthcare scientist workforce is presented by specialty : physiology sciences; life sciences; and physical sciences.

Information is also available by band, band grouping, age group, contract type & gender, and NHS board and region.

Key Points

- As at 31st December 2012, 4.0% of all staff (WTE) in NHSScotland are employed in the Healthcare Scientist staff group (see Chart OAQC1, page 7).
- The number of healthcare scientist staff in post as at the 31st December 2012 is 5,272.4 (WTE), this compares to 5,274.0 WTE as at 30th September 2012 which is a 1.9% (1.6 WTE) decrease over the quarter.
- The headcount for healthcare scientist staff in post as at the 31st December 2012 is 5,861 (headcount), this compares to 5,863 (headcount) as at 30th September 2012, which is a decrease of 2 (headcount).

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 31st December 2012.

[Healthcare science staff by specialty, band, NHS region and NHS board](#)

Table HCSQT1 presents trend information for healthcare scientists since September 2007.

Table HCSQT1: healthcare scientists (WTE) by year

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
Sept-2012	5,274.0
Dec-2012	5,272.4

Table HCSQT2 below shows that the largest staff group (WTE) within the healthcare science job family work within a life sciences setting (4,537.1 WTE). The second largest staff group is physiology sciences (508.0 WTE).

Table HCSQT2: healthcare scientists (WTE) by staff group and year.

Healthcare Scientist Staff	Sep-12	Dec-12	Change Sep-12 to Dec-12
Healthcare science staff	5,724.0	5,272.4	0.0%
Physiology sciences	500.5	508.0	1.5%
Clinical physiology	461.3	467.3	1.3%
Clinical sciences physiology	15.7	17.2	9.5%
Clinical perfusion physiology	23.4	23.4	0.0%
Life sciences	4,546.4	4,537.1	-0.2%
Biomedical sciences life	3,120.0	3,102.5	-0.6%
Clinical sciences life	1,019.7	1,018.8	-0.1%
Clinical technology life	406.7	415.8	2.2%
Physical sciences	210.7	211.8	-0.5%
Clinical sciences physical	54.4	57.1	4.9%
Clinical technology physical	90.4	91.4	1.1%
Clinical photographer / illustrator physical	58.9	57.4	-2.6%
Maxillofacial prosthetics physical	6.9	5.9	-14.6%
Other healthcare science staff	-	-	-
Not assimilated	16.5	15.5	-6.1%

Table HCSQT3 shows the number (WTE) of healthcare scientist staff in NHSS by Agenda for Change (AfC) bands as at 31st December 2012. The majority of healthcare scientists can be found within Band 6 (34.3%), followed by Band 7 (20.7%) and Band 3 (14.2 %). This pattern is also representative across the majority of NHS Boards.

Table HCSQT3: Healthcare Scientists (WTE) by band as at 31st December 2012

Band	WTE	Percentage (%)
Total	5,272.4	100.0%
Band 9	14.4	0.3%
Band 8d	57.1	1.1%
Band 8c	79.4	1.5%
Band 8b	179.2	3.4%
Band 8a	336.1	6.4%
Band 7	1,079.3	20.5%
Band 6	1,806.1	34.3%
Band 5	394.3	7.5%
Band 4	254.1	4.8%
Band 3	749.2	14.2%
Band 2	307.7	5.8%
Band 1	0.0	0.0%
Not assimilated	15.5	0.3%

[Healthcare science staff by specialty, band, NHS region and NHS board](#)

Results and Commentary

Emergency, Administrative and Support Services

Information in this section relates to the emergency, administrative and support services workforce in NHS Scotland.

Key Points

- The number of emergency services staff in post as at 31st December 2012 is 3,661.8 (WTE), compared to 3,639.7 (WTE) as at 30th September 2012, which is an increase of 0.6% (22.2 WTE).
- The corresponding headcount of emergency services staff in post as at 31st December 2012 is 3,772, compared to 3,751 as at 30th September 2012. This is an increase of 0.6%, or 21 headcount.
- The number of administrative services staff in post as at 31st December 2012 is 24,222.2 (WTE), this is a 0.4% (85.1 WTE) increase since 30th September 2012, when the WTE for administrative services was 24,137.1 (WTE).
- Similarly, the corresponding staff in post headcount as at 31st December 2012 also increased, by 0.2% (68 headcount) from 28,227 (headcount) compared to 28,159 headcount as at 30th September 2012.
- The number of support services staff in post as at 31st December 2012 increased by 4.8 WTE to 13,708.1 WTE, compared to 13,703.3 WTE as at 30th September 2012.
- The headcount of support services staff in post as at 31st December 2012 is 18,732, a decrease of 8 headcount in comparison to a headcount of 18,740 as at 30th September 2012.

Emergency, administrative and support services: staff in post

Table AOSQT1 presents trend information from 30th September 2012 to 31st December 2012 for emergency, administrative and support services.

Table AOSQT1: Emergency, administrative and support services (WTE) by staff group and year

	Sep-12	Dec-12	Change Sep-12 to Dec-12
Administrative services	24,137.1	24,222.2	0.4%
Central functions	12,033.3	12,190.0	1.3%
Support to clinical staff	10,811.5	10,719.5	-0.9%
NHS24 Call Handlers	291.4	324.8	11.5%
Management grades (non AfC)	948.6	930.0	-2.0%
Not assimilated	52.3	58.0	10.9%
Support services	13,703.3	13,708.1	0.0%
General services	3,365.6	3,378.1	0.4%
Hotel services	7,827.2	7,789.2	-0.5%
Maintenance and estates	1,785.0	1,786.0	0.1%
Sterile services	713.8	734.4	2.9%
Not assimilated	11.7	20.2	72.1%
Emergency services	3,639.7	3,661.8	0.6%
Ambulance care assistant	821.7	8,12.1	-1.2%
Auxiliary	0.0	0.0	0.0%
Driver	43.7	56.7	29.8%
EMDC / control	297.1	289.3	-2.6%
Paramedic	1,376.7	1,399.4	1.6%
Technician	1,010.4	1,011.6	0.1%
Other	90.0	92.0	2.2%
Not assimilated	0.0	0.8	0.0%

Table AOSQT2 below shows that as at 31st December 2012 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 31st December 2012

Band	Emergency services	Administrative services	Support services
Total	3,661.8	24,222.2	13,708.1
Band 9	-	2.0	1.0
Band 8d	-	35.4	4.4
Band 8c	-	198.0	14.8
Band 8b	-	365.1	41.0
Band 8a	-	595.5	72.8
Band 7	105.0	1,464.0	193.5
Band 6	258.9	2,180.2	292.7
Band 5	1,211.0	2,553.3	524.9
Band 4	1,122.8	6,706.9	963.2
Band 3	926.7	4,241.3	1,930.9
Band 2	56.7	4,860.8	5,316.3
Band 1	-	31.9	4,334.4
Not assimilated	0.8	998.0	18.2

Information within the emergency, administrative and support services table (link below) is available by trend, band, NHS board and region. Throughout, data are presented as headcount, employment and whole time equivalent (WTE). WTE adjusts headcount to take account of part-time staff.

Latest data available is 31st December 2012.

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

Revision to Pharmacy vacancy statistics

Due to a reorganisation of particular pharmacy posts within some NHS Boards, the published pharmacy information as at 30th September 2012 has been adjusted. This change to the published Pharmacy statistics has been agreed in conjunction with the relevant NHS Boards and will ensure these data are accurate.

The impact of this change is detailed below;

- All 'staff in post' pharmacy will change from 2,276.7wte to 2,273.7 wte (-3 wte)
- Vacancies will change from 99.5 wte to 100.5 wte (+1 wte)
- Establishment will change from 2,376.4 wte to 2,375.1 wte (-1.3 wte)

Specifically, differences within NHS Boards include;

NHS Ayrshire & Arran

- Staff in post remains at 150.5 wte
- Vacancies change from 19.7 wte to 20.7 wte (+1 wte)
- Establishment remains at 170.2 wte

NHS Borders

- Staff in post change from 52.8 wte to 50.8 wte (-2 wte)
- Vacancies change from 0 wte to 0.1 wte (+0.1 wte)
- Establishment change from 54.3 wte to 52.7 wte (-1.6 wte)

NHS Fife

- Staff in post change from 112.4 wte to 111.4 (-1 wte)
- Vacancies remains at 4.0 wte
- Establishment change from 116.1 to 115.4 (-0.7 wte)

Background notes

- There has been a significant increase in the number of Not Known medical specialties within the HCHS specialty table for NHS Lothian. NHS Lothian are currently working towards implementing the new national HR system (eESS) and have encountered issues when transferring information between their local system and the new national system. It is for this reason the Not Known medical specialty has increased. NHS Lothian continues to work with the eESS national team to address these issues.
- The increase in the number of bank staff is due to coding issues within NHS Lothian. It is currently unknown if a proportion of these staff hold a bank contract and therefore should not be included within the staff in post information. NHS Lothian is currently working towards resolving these coding issues.
- As of the 1st November 2011, NHSScotland (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 were 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 and 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.
- The increase in practice nurses in NHS Greater Glasgow and Clyde as at June 2012 is mainly due to SPS staff transferring over to the health board.
- 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 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;

- Medical staff in post table; Doctors in training staff group
 - HCHS by specialty; General Practice staff group
 - HCHS by grade; Doctors in training (no national training number) staff group.
- The increase in staff within 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.

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 Profession
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

Trend tables

Name	Time period	File & size
Medical trend	December 2012	Excel [8,903kb]
Non-Medical trend	December 2012	Excel [2,870kb]

Overall Summary

Name	Time period	File & size
Overall NHSS workforce summary by staff grouping	December 2012	Excel [10,899kb]

Turnover Summary

Name	Time period	File & size
Staff turnover rates by trend, NHS region, NHS board, staff group, contract type, band and age group	June -Sept 2012 and Oct - Dec 2012	Excel [2,502kb]

Medical and Dental

Name	Time period	File & size
Medical & Dental staff in post table	December 2012	Excel [7,481kb]
HCHS medical and dental staff by specialty table	December 2012	Excel [17,724kb]
HCHS medical and dental staff by grade table	December 2012	Excel [6,869kb]
HCHS medical and dental consultant staff in post table	December 2012	Excel [1,587kb]
HCHS medical and dental consultant vacancy rate table	December 2012	Excel [18,514kb]

Nursing and Midwifery

Name	Time period	File & size
Nursing and midwifery staff by location of service delivery, specialty, band grouping, NHS region and NHS board	December 2012	Excel [29,427kb]
Nursing & midwifery vacancies by location of service delivery, specialty, band, NHS region and NHS Board	December 2012	Excel [13,433kb]

Allied Health Professions

Name	Time period	File & size
Allied Health Professions - Staff in post	December 2012	Excel [8,565kb]
Allied Health Professions - Vacancies	December 2012	Excel [4,413kb]

Other Therapeutic and Personal Social Care

Name	Time period	File & size
Other therapeutic staff and personal social care	December 2012	Excel 5,648kb]

Healthcare Scientists

Name	Time period	File & size
Healthcare Science staff by specialty, band, NHS Region and NHS Board	December 2012	Excel [4,716kb]

Emergency, Administrative and Support services: Staff in post

Name	Time period	File & size
All other staff in post including trend	December 2012	Excel [6,611kb]

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

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Further Information

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

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Appendix

A1 – Background Information

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

During July 2008, medical and dental information was migrated from the [MEDMAN](#) web based system to SWISS. This alignment provided the opportunity to capture all 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

The change in both collection and presentation of workforce information due to changes to staff groupings under AfC has inevitably meant that the amount of historical trend analysis of data is limited, though still available for some high level staff groupings.

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.

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

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](#).

Staff Turnover

Turnover contains information on staff joining and leaving NHSScotland, NHS regions, NHS boards, and staff groups. The data are extracted from [SWISS](#).

Due to technical issues within SWISS, staff turnover for July 2012 to September 2012 was not published in December 2012, therefore the February 2013 publication includes the first publication of NHS staff turnover data from July 2012 to September 2012, and October 2012 to December 2012.

The methodology of Turnover statistics can be found within the [ISD Workforce web pages](#).

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](#).

Data Quality

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

However, it is acknowledged that quality issues remain, particularly around the assimilation to AfC, where NHS Boards believe that the published staff in post data do not truly reflect what they hold in 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
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	15 th January 2012
Release date	26 th February 2013
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 31 st December 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	27 th November 2012
Next published	26 th February 2013
Date of first publication	Paper publications since 1970s, web publications since 1996
Help email	nss.isdwfdinfo@nhs.net
Date form completed	February 2013

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	15 th January 2013
Release date	26 th February 2013
Frequency	Quarterly
Timeframe of data and timeliness	Data as at 31 st December 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	WTE = Number, rate, percentage

measure	
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	27th November 2012
Next published	26th February 2013
Help email	nss.isdwfdinfo@nhs.net
Date form completed	February 2013

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

Pre-Release Access

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

Standard Pre-Release Access:

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

Extended Pre-Release Access

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

Early Access for Quality Assurance

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

A4 – ISD and Official Statistics

About ISD

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

Information Services Division (ISD) is a business operating unit of NHS National Services Scotland and has been in existence for over 40 years. We are an essential support service to 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.