NHS Digital

Workforce Validation Engine (WoVEn) Report

External User Guidance V7.4

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Contents

Guidance on Workforce Validation Engine (WoVEn) reports

WoVEn updates

Thank you for your continued support of the Workforce Validation Engine (WoVEn) reporting cycle.

NHS Digital has been working with the Workforce Information Review Group and ESR, on developing an updated WoVEn system. The Validations have been re-numbered and have increased from 35 to 48 – please see the following:

QueryID	Updated Query ID	Meaning
6.1	100.1	Date of Birth should not be NULL or blank
6.2	100.2	At the report date this employee is indicated to be 80 years or over
6.3	100.3	At the report date this employee is indicated either that they are Non-Medical staff aged less than 15 years or Medical & Dental staff aged less than 21 years
7.1	120.1	Ethnic Group should not be NULL.
16.1	120.2	The Religion field should not be NULL
19.1	120.3	Sexual orientation should not be NULL.
31.1	120.4	Disability Record should not be NULL
(New)	120.5	Nationality should not be null and be a valid Nationality
34.1	140.1	NHS Org (Source) should not be NULL if Recruitment Source is the NHS
40.1	140.2	Recruitment Source should not be NULL.
10.1	160.1	The Latest Start Date should not be NULL
10.2	160.2	Latest Start Date should not be more than 90 days in the future
10.3	160.3	Age at Date of Joining organisation is less than 15 years
13.1	180.1	National Insurance Number within the National Identifier field should not be made up of the employee's Date of Birth
13.2	180.2	National Insurance Number within the National Identifier field should not contain non-random, numeric strings, or have a Null Value
2.1	200.1	The Area of Work field held on the Position should not be NULL.
3.1	220.1	Assignment Category should not be NULL.
4.1	220.2	Assignment Status should not be NULL.
5.2	240.1	An individual person's total combined Contracted FTE is not expected to exceed 1.28 - please check the figures are correct
9.1	260.1	Staff Group 'Registered Nursing and Midwifery' with a Grade Code of AfC grade lower than Band 5 (XN05, XR05)
9.2	260.2	Occupation Code = N** (except NG*, NF*, NH*, N8* and N9*) with a Grade Code of AfC grade lower than AfC Band 5 (XN05, XR05)
9.3	260.3	If Staff Group is not 'Medical and Dental' Grade Code should not start with K, L, M, Y or Z.
9.4	260.4	If Occ Code is not 'Medical and Dental' Grade Code should not start with K, L, M, Y or Z.
9.5	260.5	If Staff Group is Medical & Dental then payscale must start with K, L, M, Y or Z (and must not be XR or XN).

QueryID	Updated Query ID	Meaning
9.6	260.6	If Occ Code is Medical & Dental then payscale must start with K, L, M, Y or Z (and must not be XR or XN).
9.7	260.7	If the Occupation code is Medical & Dental then Staff Group should be Medical and Dental
9.8	260.8	If Occupation code is a Non-Medical one then the Staff Group should be a Non-Medical one
(New)	260.9	**Employee with an Occupation code of G0* or G1* with AfC Band 7 and below**
14.2	280.1	Professional Registration Body is General Dental Council, but the Occupation code appears to not require this Registration
14.3	280.2	Occupation Code is no longer valid or is blank (see the Current Occupation Code Manual)
14.4	280.3	Professional registration body is 'General Medical Council' but the Occupation Code appears to not require registration.
14.5	280.4	Occupation Code requires General Dental Council or General Medical Council Registration, but employee is not licenced to practice or Reg body field is blank.
(New)	280.5	**Occupation Code requires Health and Care Prof Council Registration with Registration Profession PA (Paramedic), but employee's Registration Profession is not PA or is blank**
(New)	280.6	**Occupation Code requires Nursing and Midwifery Council Registration, but employee's Registration Profession is not NMC or is blank**
(New)	280.7	**Occupation Code requires Health and Care Prof Council Registration, but employee's registration is not HCPC or is blank**
(New)	280.8	**Occupation Code requires Health and Care Prof Council or General Optical Council Registration, but employee's registration is not HCPC, GOC or is blank**
(New)	280.9	**Occupation Code requires General Pharmaceutical Council Registration, but employee's Registration is not GPhC or is blank**
(New)	280.11	**Occupation Code requires Health and Care Prof Council Registration with Registration Profession CS (Clinical Scientist), but employee's Registration Profession is not CS or is blank**
(New)	280.12	**Occupation Code requires Health and Care Professions Council, General Dental Council Registration or No Registration required, but the Registration Body is not HCPC or GDC**
(New)	280.13	**Occupation code requires Health and Care Professions Council, General Medical Council, Nursing and Midwifery Council (NMC) or NO registration required, but Registration Body is not HCPC, GMC or NMC**
(New)	280.14	**Registration Profession is 'CS', but the Occupation Code appears not to require employee to be a Clinical Scientist**
(New)	280.15	**Professional Registration Body is 'General Pharmaceutical Council (GPhC)' but the Occupation code appears not to require this Registration**
20.1	300.1	The Job Role on the Position should not be NULL.
(New)	300.2	**The Job Role is now Closed - please amend to a valid Job Role**
11.1	400.1	Leaver with active assignment/s
30.1	400.2	Destination on Leaving should not be NULL.
33.1	400.3	NHS Org (On Leaving) should not be NULL if the Dest on Leaving is NHS Organisation
38.1	400.4	Reason for Leaving should not be NULL.

- **Validation 260.9 Employee with an Occupation code of G0* or G1* with AfC Band 7 and below**
  - o **Within the Validation Override request form: it must be stated that the level of responsibility is as such to warrant G0* or G1*, otherwise the request will be rejected in the first instance.**

- **Query ID 120.5 - Nationality should not be null and needs to be a valid Nationality**
  - o **Organisations need to ask their employees regarding their Nationality – Validation Override requests will not be accepted, unless proof can be provided that their employees have been asked.**

  - ➢ **This will be the last Restrictive date change – Trusts MUST now have processes in place to capture the required information**

Thank you very much for your continued involvement in the WoVEn process and if you have any questions please contact the team via **wip.queries@nhs.net**

What data is used for the WoVEn report?

The data that is used for the WoVEn report is a monthly snapshot extract from 'live' ESR. The ESR Central team extract specific fields that have been agreed, between NHS Digital and the ESR Central team, to be able to produce the WoVEn reports with the Validations agreed by the Workforce Information Review Group (WIRG) and ESR National Specialist Interest Group for Self Service and Human Resources. This data is extracted if possible, on the first Monday of the month. Please note: if there is a Bank holiday Monday in a month or if the system is down for any reason, the data will be extracted the soonest possible after the first Monday in the month.

Due to the data being a snapshot of the live data in ESR, the day and time of the extract may vary due to various circumstances – the extract date is always included within the WoVEn report.

The WoVEn reports

# Report creation and extract parameters

The WoVEn reports are created using data taken directly from live ESR, which is extracted and issued to NHS Digital. The scope of the data that is extracted is as follows:

- Only employee records with a Person Type of 'Employee' are included (Person Types of Honorary, External Supervisor etc. are all excluded);
- Only Assignment records with an Assignment Category of 'Permanent' or 'Fixed Term Temp' or null values are included;
- Assignment records with an Organisation Type of 'Hospice' are excluded[1];
- Only Ex-Employee records that have an actual termination date from 1st April 2019 are included.
- **Hosted Orgs:** Data for staff in such 'hosted' organisations are still maintained by the organisation doing the 'hosting'. This is part of the host organisations responsibilities under their agreement with the hosted organisations. Records within hosted organisations **should be included** in the data validation process. Where any validation queries are generated via WOVEN the host organisation should receive them and will need to liaise with the hosted organisation to obtain the necessary data and enter it into ESR as appropriate.

Once the data is extracted, a process is run by the ESR Central Team to ensure only Employee and Assignment records that are linked are included within the extract issued to NHS Digital, e.g. an Employee record must be linked to one or more Assignments.

The extracts are then issued to NHS Digital where they are run through the WoVEn system that applies the validation test criteria. Any records that fail the criteria are included in the reports. Individual organisation reports are created per Organisation (ODS) Code and issued to the Lead contact of an organisation via the Secure Electronic File Transfer (SEFT), a secure online mechanism for transferring data. The WoVEn reports will be issued to the Lead contacts on a monthly basis, and the date the data was extracted from ESR is advised within the report.

The diagram below summarises the data extract and report issue process:
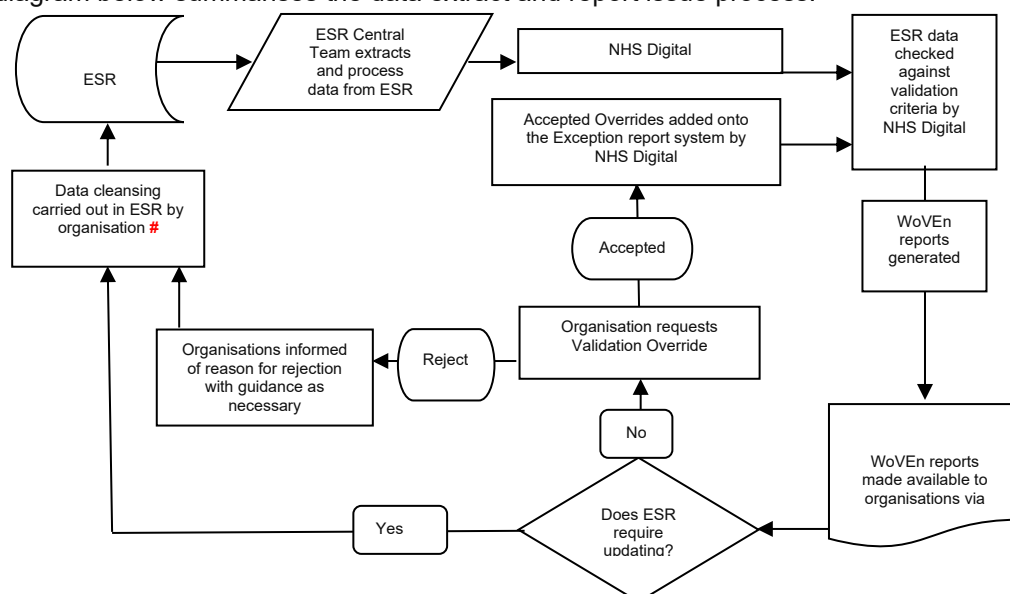
It is recommended that organisations use the ESR Business Intelligence report: 'Data Quality Dashboard' alongside NHS Digital's WoVEn report, in order to monitor their data quality. These reports are to be considered complimentary to one another.

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[1] To ensure employee records in a Hospice organisation are excluded from the data extracted from ESR, the Organisation Type field must be populated with 'Hospice'. Even if employee records are within an Organisation that states 'Hospice' in the Organisation Name or are attached to positions that state 'Hospice' in the Position Name, these will not be excluded unless the Organisation Type field states 'Hospice'. This field is held on the Organisation form.

For further details see ESR-NHS0223 Guide to ESRBI Data Quality Dashboard 21.0.pdf **available on the ESR Hub**

Introduction

The ESR Central Team and NHS Digital have worked together to create a method of data validation reporting. Advantages of this approach are outlined below:

- One report is produced for each organisation;
- Organisations are contacted directly when the reports are available;
- Genuine anomalies can be removed from future reports. For example, if an employee is over 80 years old they will be included in the report because they have not passed one of the Date of Birth validation tests. If the organisation investigates the employee record and the Date of Birth is valid, the organisation can send a 'Validation Override Request' form to NHS Digital and once it has been checked and accepted the record will no longer be queried for that Date of Birth test until a birthday passes and the age changes
- Specific validation tests can be used to filter the reports, allowing organisations to focus on key areas of cleansing such as equality and diversity;

Organisations **MUST** have processes in place to capture and record Starters and Leavers – if not, that organisation's scores and ranking will be affected.

If organisations can urge staff to maintain their own records using Self Service (for Personal, and Equality and Diversity data), this would help greatly, rather than organisations trying to collect this data centrally.

Active Employees validations: *Restricted date: from 1st April 2019*

- 16.1 - Religious Belief is blank
- 19.1 – Sexual Orientation is blank
- 31.1 – Disability is blank
- 34.1 – Recruitment Source is the NHS but NHS Organisation is blank
- 40.1 – Recruitment Source is blank

Ex-employees validations: *Restricted date: from 1st April 2019*

- 11.1 - Leaver with an active assignment
- 30.1 - Destination on Leaving is blank
- 33.1 - Destination on Leaving is NHS Organisation but NHS organisation is blank
- 38.1 - Reason for Leaving is blank

Importance of data quality on ESR

ESR is the workforce management system for the NHS that supports the requirements outlined within the Quality, Innovation, Productivity and Prevention (QIPP) challenge. The quality of data on ESR is imperative to assist with workforce benchmark reporting and in ensuring the maximum benefits can be derived from ESR. The monitoring and reporting of NHS staff locally enables organisations to examine the make-up of their workforce and can highlight differences between groups in terms of satisfaction and progression.

The data validation reports focus on key data items, rather than compliancy data items; by assuring this information is up to date in ESR, this will greatly assist with planning recruitment and retention of staff and Equality and Diversity monitoring. Data from ESR is used nationally to drive efficiency and productivity improvements across the NHS so it is essential that data in ESR is up-to-date and correct.

NHS Digital uses ESR data and typically, those data items covered in the National Workforce Dataset (NWD) Standards and Occupation Codes to determine workforce numbers and their change over time. ESR data now feeds a monthly publication, which enables the data to be used to answer Parliamentary Questions and Freedom of Information requests, the data feeds the NHS Litigation Authority (LA) CNST premiums, workforce planning and target monitoring and also the QIPP benchmarking tools. All of these secondary uses can lead to reputation damage for organisations and individuals and even financial costs due to poor quality data.

Correcting missing ESR data as part of the WoVEn process

It is important to bear in mind that whilst the WoVEn scores and rankings give a good indication of an organisation's progress with its workforce data quality, it is not an end in itself. Organisations are discouraged from making changes to solely improve their score without actually improving, or potentially reducing, the quality of the workforce information that they hold.

There has been a trend whereby organisations are asking the NHS ESR Central Team to mass update data items with default or otherwise spurious entries or asking NHS Digital to accept Validation overrides with the specific aim of improving their WoVEn scores.

Improvement of WoVEn scores must be through accurate and correct data amendments in the ESR system, or via a valid Validation override request.

Recent enquiries have included requests to populate:

- Missing Recruitment Source and Destination on Leaving with default entries in spite of the Trust being aware that this value wasn't correct in all cases.
- Missing Equality and Diversity data with 'Not stated' etc. even though individuals have not been specifically informed that this would be applied if they did not respond to a questionnaire.

The WoVEn scores are produced in order to assist organisations identify weaknesses in their data so that they can be corrected; the scores in themselves are purely for information purposes. The purpose of WoVEn is to help drive up data quality.

Source of Recruitment, and Destination on Leaving, should be known to the organisation: WoVEn has provided a means of testing these entries for over 4 years and they have been included in the NHS National Workforce Dataset for almost a decade. More so now than ever they are **crucial** in monitoring staff movements within and out with the NHS. They are very useful locally as well as at regional and national level to help understand issues with recruitment and retention of certain staff groups. Organisations should have had processes in place several years ago in order to collect and record this information. At least leaving the field blank is a clear indicator that further action is required; filling it in with spurious data simply to lower a WoVEn score means that the good information held is rendered of less use too.

With regards to Ethnic origin, Religious belief, Sexual orientation and Disability: NHS Digital's current guidance is as follows:

It has been agreed if organisations have tried repeatedly to obtain this information from the employee – contacted by form, email, phone etc., and the employee will still not respond; it can be construed that the employee does not wish to disclose. However, you must have made two or more attempts to obtain this information from your employees including a statement in your second phase of data cleanse that **a non-response will be seen as a 'Not stated' reply.**

If your second phase of data cleanse included this statement, then you may amend the blank equality fields with 'Not stated' in ESR. If you do not include such a statement, you will have to contact the remaining employees that have not provided this information and advise them accordingly, giving them chance to reply.

- At the present time there are inconsistences within the National Workforce Data Set and hence the ESR system for the response categories: for example, there is no 'Not Stated' for Religious Belief etc. For ease please see the equivalent 'not stated' values for each of the E&D fields in ESR:
  - Disability: **Not Declared**
  - Ethnic Origin: **Z** (Not Stated)
  - Marital Status: **Unknown**
  - Religious Belief: **I do not wish to disclose my religious belief**
  - Sexual Orientation: Not Stated (Person asked but declined to provide a response)

It is understood that the vast majority of organisations have put a considerable amount of effort into improving their workforce data quality since the rollout of ESR, and that there is significant positive engagement with the WoVEn process. This clarification is not intended to ignore this hard work, rather to help ensure that we all get the maximum potential benefit from the information which can be derived from the ESR and used to improve workforce planning and the development of the future healthcare workforce.

For any comments or further information on the WoVEn reports and/or process, please email: **wip.queries@nhs.net**

Obtaining the WoVEn report

As mentioned, the WoVEn report will be issued via the SEFT for downloading by the organisations Lead contact All Lead contacts will receive an email once the report has been uploaded and released on SEFT. The Lead contact must be registered for the SEFT system using their own email address as their username – please note Generic shared mail box addresses cannot be used.

If a Secondary contact requires a copy of the WoVEn report, they will need to contact the Lead Contact for a copy

The report should be saved locally once retrieved.

Please note: Some organisation have had issues obtaining access to the SEFT(Tibco) system. This means that some organisations have not been able to obtain their latest WoVEn report via SEFT.

If you have an @nhs.net email account, or your email as been accredited by NHS Digital we are able to send out your report via email. If you wish your email to be accredited by NHS Digital, please contact our enquiry team: enquiries@nhsdigital.nhs.uk they will be able to help you achieve the accrediation.

The advantage with sending out the report via email is that you can have more than one contact, and/or use a generic shared mail box.

For any issues with SEFT please email: seft.team@nhs.net **and** wip.queries@nhs.net

For any issues with the WoVEn report email: wip.queries@nhs.net **only**

Adding Filter onto the first row on the Data Quality Detailed Report sheet within the WoVEn Report

The format of the new process WoVEn is not the same as the previous WoVEn system. Therefore, you will need to Filter on the column description row on the Data Quality Detailed Report sheet.

1) Go to the Data Quality Detailed Report sheet
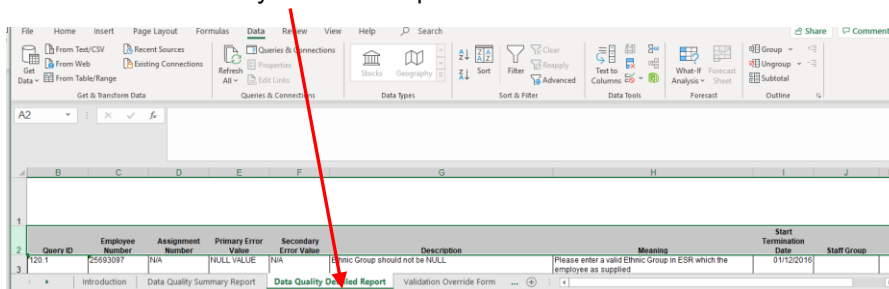
2) Click and highlight the column description row, click onto the Filter feature
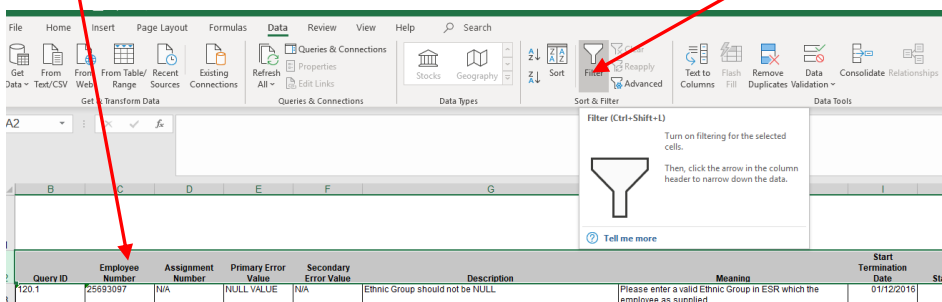
3) You will then be able to filter by each column as required

Layout of the WoVEn reports

The WoVEn system produces reports at both organisation and LETB levels of aggregation generated as Excel files. The organisation level reports consist of a Guidance sheet followed, respectively, by a Data Quality Summary Report sheet and a Data Quality Detailed Report sheet. The LETB level reports consist of a Guidance sheet followed, respectively, by a LETB Level Summary sheet, a Breakdown By Organisation sheet, a Breakdown By Org by Query sheet, an Incremental Quality Scores sheet and a LETB Ranking sheet. In both cases, the Guidance sheet provides a description of the data items included within the reports.

The organisation level reports provide the following information:

- The header section of the Data Quality Summary Report sheet provides information that has been aggregated at an overall organisational level, such as the overall score and ranking;
- The main section of the Data Quality Summary Report sheet provides information by validation for each organisation. This information has been separated into three groups of validation types – those being the validations for active employees, assignments and ex-employees;
- The Data Quality Detailed Report sheet is a separate worksheet that presents the details of each individual error that has been identified.

The LETB level reports are a more comprehensive version of the organisation level reports, presenting the following information:

- The LETB Level Summary sheet is similar to the Data Quality Summary Report sheet of the organisation level reports and presents summary information aggregated for the LETB area;
- The Breakdown By Organisation sheet presents the summary level information (score and ranking) from the header section of the Data Quality Summary Report sheet of the organisation level reports for each organisation within the given LETB's area;
- Similarly, the Breakdown By Org by Query sheet presents the tabular information (errors identified per organisation, per query) from the main section of the Data Quality Summary Report sheet of the organisation level reports for each organisation within the given LETB's area;

The final two sheets of the LETB level report present graphical summaries of data at the overall LETB level:

- The Incremental Quality Scores sheet provides a time series depicting the changes to a LETB's overall data quality score in comparison to the average for England and Wales.
- The LETB Ranking sheet provides - via a bar chart - a comparison for the current month of each LETB's overall data quality score with the average for England and Wales. The information in this sheet is common to all LETBs.

Recruitment Source and Destination on Leaving

Starters and Leavers: Organisations **MUST** have processes in place to capture and record the relevant data in a timely and accurate manner from 1st April 2019 onwards for Starters and Leavers – if not, that organisation's scores and ranking will be affected.

Nurses awaiting their PIN

If a nurse is awaiting their PIN:

- In **ALL** instances a nurse should be given an Occupation code of **N9*** code, with the relevant **Staff Group and Job Role** of **N9*** if they do not have a valid PIN. Once they have been issued their PIN and this has been documented by an organisation, they can be allocated their relevant qualified Occupation code, Staff Group and Job Role.
- Therefore, you cannot request a Validation Override if you have not adhered to the above guidance

Contractor - IR35 staff

Please see the following best practice/guidance on how these individuals should be recorded in ESR.

These individuals are not technically employees but there is a duty of care to set the records up correctly so that NI Numbers, Dates of Birth and Gender are correct in order that HMRC can match the person to their correct record.

Organisations ideally should record these individuals under the *Person Type* of '**Contractor PAYE**' which would then allow them to be excluded from local reports and WOVEN.

If these staff members are not entered under the above *Person type*, these staff would then be **included** within the **WoVEn Validation checks**. This would mean obtaining personal details such as sexual orientation, religious beliefs etc.

National Insurance numbers and International employees

Although people from international countries do not have a legal right to a national insurance number, they are **LEGALLY** obliged to apply for one upon starting work in the UK.

The WoVEn report **Validation Query 13.2: NINO contains invalid numeric values or is blank** is on the report to enable organisations to make sure their employee's comply with the laws of this country. Within the new WoVEn process, there is now a 6 month delay from the employee's **Start date** to the **Validation Query ID 13.2** being reported in the report. This is to mainly enable overseas employees to obtain their National Insurance number.

It is up to each individual organisation to put in place processes to ensure compliance by the employees to obtain a National Insurance number and supply the organisation with the relevant details without undue delay.

Honorary Staff

Trusts need to have set the **Person type** to **Honorary** <u>and</u> the **Assignment Category** to **Honorary**; these employees should not be included in the live monthly ESR extract.

Equality and Diversity Queries

If organisations can urge staff to maintain their own records using Self Service (for Personal, and Equality and Diversity data), this would help greatly, rather than organisations trying to collect this data centrally.

Our current policy on such queries is as follows:

It has been agreed if organisations have tried repeatedly to obtain this information from the employee – contacted by form, email, phone etc., and the employee will still not respond; it can be construed that the employee does not wish to disclose. However, you must have made two or more attempts to obtain this information from your employees including a statement that a non-response will be seen as a 'Not stated'

If your second phase of data cleanse included this statement, then you may amend the blank equality fields with 'Not stated' in ESR, if not, you will have to contact the remaining employees that have not provided this information and advise them accordingly, giving them chance to reply.

Please do NOT amend an employee's data without conducting the above.

At present there are inconsistences within the ESR system for the responses: there is no 'Not Stated' for Religious Belief etc. For ease please see the equivalent 'not stated' values for each of the E&D fields in ESR:

- Disability: Not Declared
- Ethnic Origin: Z Not Stated
- Marital Status: Unknown
- Religious Belief: I do not wish to disclose my religious belief
- Sexual Orientation: Not Stated (Person asked but declined to provide a response)

Medical Director / Assistant Medical Director / Deputy Medical Director

If the employees are **GMC registered <u>with</u> <u>licence to practise</u>**, we need to know what Specialty they are registered for / or if they are registered as a GP - please see following guidance:

- If an employee needs to be medically qualified to carry out their role and therefore requires GMC or GDC registration then they should be coded to their relevant Medical or Dental Occupation code as per their qualification and registration, and **not** to an administrative or managerial Occupation Code.

    o For example, if a Medical Director should be coded to their Specialty. Organisations using ESR can also identify Medical Directors and Clinical Directors by selecting the relevant Job Role value within the Medical and Dental Staff Group.

        ▪ Employee XXXXX has a Specialty of General Surgery they should be coded as 021 with an ESR Job Role of Medical Director
        ▪ Employee YYYYY is registered as a GP, they should be coded 921, with an ESR Job Role of Medical Director

- If the post holder changes, the Occupation Code attached to the position / post should be changed to reflect the Specialty of the post holder
- **IMPORTANT:** Please use the correct Job Role for a Medical Director, whether they are Assistant or Deputy – you can enter that they are Assistant or Deputy within the **Title** field

Please see the latest Occupation Code manual which is available via the following link:

http://content.digital.nhs.uk/article/2268/NHS-Occupation-Codes

The Scoring System of the WoVEn reports

The overall score for an organisation/LETB is calculated as the average of the individual scores per validation test for that organisation/LETB. Each validation is marked out of 1,000; points are lost in direct proportion to the percentage of errors that have been identified for each validation test. The percentage is derived from the ratio of errors found to the relevant record count. At the most basic level the record count is the number of records of the three types (active employees, assignments or ex-employees) that pertain to each organisation/LETB. However, where a validation test acts upon a restricted record set (e.g. where only assignment records containing a specific professional registration are being tested, or where the ex-employees record set has been restricted by the Date of Leaving) the record count is restricted proportionately. The average of the individual validation's scores is then multiplied by ten to give a score out of ten thousand.

In order to increase the relative dispersion of the overall scores a weighting of 5 has been applied. This is calculated by subtracting eight thousand from each score then multiplying by a factor of 5.

Example of a final WoVEn score of 9145: Average score of 982.9 x 10 = 9829 – 8000 = 1829 x 5 = 9145

The organisations are then ranked by their scores using a competitive ordinal ranking.

Additional information:

Scoring:

Basically, it means that the errors which affect an organisation's score the most are those which relate to the smallest record count.

In the case of a Trust having one error when they only have one record against which this error that can be scored, their error score would be 100% and receive 0 out of 1000 for that test (out of a total **of** 48,000 for all 48 tests).

Ranking:

Rankings are calculated against the full score, including decimal places, within the SAS process which creates the WOVEN data to populate the reports that you see. The scores are then rounded to remove the decimal places to improve the visual appearance of the reports.

Therefore, an organisation may appear to have the same score as another, but a different ranking, and this is because the score is different at a decimal level. Aside from the perfect score (with no inconsistencies identified) it is very unlikely than any two or more organisations will have precisely the same score as the score is a function of both the number of errors for each test and the record count against which that particular test is analysed. Therefore, multiple organisations would need to have both the same number of inconstancies and the same number of records to have the same score. As not all tests are carried out against the full record set for any one organisation, they would also have to have the same sort of structure so that this final factor did not influence the score.

If two or more organisations did have exactly the same score, then they would share the same rank and the organisation with the next highest score would then receive the next ranking. For example, if two organisations both had the same score of 9997.00 and were both ranked at 5th, then the next organisation with a score less than 9997.00 would be ranked 7th.

Requesting a Validation Override

A Validation Override form is now included on the WoVEn report – please save the form on its own before emailing to wip.queries@nhs.net. It is also available on our NHS Digital website: http://digital.nhs.uk/esr

All completed Validation Override request forms to be emailed to wip.queries@nhs.net

If the data is deemed correct by an organisation, a Validation Override request form may be sent in via email to wip.queries@nhs.net. A return email will be sent advising if the request has been accepted or not. If the request is rejected, the reasons will be advised.

- An instance would be an employee with two or more assignments – one assignment requires a specific registration, the other/s do not – A Validation override request form can be sent in to wip.queries@nhs.net asking for the Assignment number/s that do not require the registration, which shows as an 'error' to be overridden. Once accepted, this should not appear as an 'error' on the report again.

In order to request a validation override the following information is required:

PLEASE BE AWARE:

- **Query ID 100.2 Employee's Age is greater than 80 years**
    - If a validation override is accepted, the error should not appear again until the employee's next birthday passes.

- **Validation 260.9 Employee with an Occupation code of G0* or G1* with AfC Band 7 and below**
    - **Within the Validation Override request form: it must be stated that the level of responsibility is as such to warrant G0* or G1*, otherwise the request will be rejected in the first instance.**

- **Query ID 120.5 - Nationality should not be null and needs to be a valid Nationality**
    - **Organisations need to ask their employees regarding their Nationality – Validation Override requests will not be accepted, unless proof can be provided that employees have been asked**

Distribution of WoVEn reports – contacts

The ESR data extract is by VPD code, which is mapped to the relevant Organisation ODS code in the WoVEn process. The WoVEn reports are generated by the (ODS) Code and are issued to specific contacts that have been provided for that organisation. The VPD code is now included within the title of the report as well as the ODS code for the organisation.

Organisation changes

While the employee record is still positioned within the original VPD, it is that VPD holder's responsibility to update and maintain the integrity of the data held on ESR for the employee. Staff within another VPD will be unable to update data items on ESR that are held on employee records that are not within their VPD, unless they have been allocated the appropriate User Responsibility Profile (URP) access for that organisation. If necessary, a Service Level Agreement (SLA) should be in place between organisations to ensure employee data quality is maintained prior to moving employee records from one VPD to another.

ESR and specific data quality issues

The ESR Central Team or NHS Digital will continue to contact organisations directly regarding specific data quality issues, which are not covered by the report as, or when the need arises. The data items and validation tests may be changed or updated in the future with the agreement of the ESR HR Special Interest Group (SIG).

Validation Tests included within the WoVEn reports

Active Employees Validation Tests

Below is the list of validation tests that are included within the WoVEn reports. Each test states the name of the test as it is viewed in the report, the definition and criteria of the test, and how to navigate to the correct area in ESR to amend the data.

- *Query ID 100.1 - Date of Birth should not be null or blank*
  - Checks that Date of Birth (DoB) field is either null or blank.

Navigate to People > Enter and Maintain. Update the Date of Birth field as appropriate and save the record.

Birth Date	01-JAN-1960
Town of Birth	
Region of Birth	
Country of Birth	

Guidance:

- **To locate the correct DoB and input into ESR as above**

- *Query ID 100.2 – At the report date this employee is indicated to be 80 years or over*
  - Checks using Date of Birth field if age is greater than 80.

To amend Date of Birth data:

Navigate to People > Enter and Maintain. Update the Date of Birth field as appropriate and save the record.

Birth Date	01-JAN-1960
Town of Birth	
Region of Birth	
Country of Birth	

Guidance: DoB to be checked:

- **If DoB is incorrect – to amend in ESR: Follow above guidance**
- **If DoB correct – check if the person is still employed, if so, a Validation Override request form to be filled in and sent to wip.queries@nhs.net – when accepted by NHS Digital this will remove the error until the employee's next birthday – organisations will have to re-request if still employed.**

- *Query ID 100.3 – At the report date this employee is indicated either that they are Non-Medical staff aged less than 15 years, or Medical and Dental staff aged less than 21 years*
    - Checks if Staff Group field is not 'Medical and Dental', and using Date of Birth field if age is less than 15; and
    - Checks if Staff Group field is 'Medical and Dental' and using Date of Birth field if age is less than 21.

If Date of Birth needs to be amended:

Navigate to People > Enter and Maintain. Update the Date of Birth field as appropriate and save the record.

Birth Date	01-JAN-1960
Town of Birth	
Region of Birth	
Country of Birth	

If the employee has incorrect Job data within their Assignment record, the Position data may need to be updated (as this automatically populates the Job field). Navigate to People > Enter and Maintain > Assignment. Update the Position field as appropriate and save the record.

Organization	503 Orthodontics	Group	Default Home|||
Job	Medical and Dental|Dental Officer	Position	236594|Oral Hygienist|062|Oral Hygiene|
Grade	NHS|XN06|Non Review Body Band 6	Payroll	503 Monthly
Location	503 ESR Hospital	Status	Active Assignment

To update Staff Group data:

Staff Group data cannot be entered directly in ESR once a position record has been created and saved. To enter or update Job Role and/or Staff Group data in ESR, a Service Request (SR) must be raised via Remedy. The SR must request to update these fields via the Mass Update facility, and the SR must be marked for the attention of the NHS Interface Team. The NHS Interface Team will assist with updating these data items in ESR.

Guidance: DoB to be checked:

- **If DoB incorrect – to amend in ESR as guidance shown**
- **If employee has incorrect Job data within their Assignment record, see guidance shown above**
- **If DoB correct – may need to amend Staff Group: As above: Service Request to be made for the attention of the NHS Interface team to correct these errors.**

- *Query ID 120.1 - Ethnic Origin should not be null*
    - Checks if Ethnic Origin field is either null or blank.

Navigate to People > Enter and Maintain and go to the Employment tab. Update the Ethnic Origin field as appropriate and save the record.

Personal	Employment	Office D

Ethnic Origin A White - British

Guidance:

- **See guidance under Equality and Diversity Queries**

- *Query ID 120.2 - Religious Belief should not be null*
  - o Checks where Religious Belief field is either null or blank; and
  - o Limits to those joining from 01/04/2019

Navigate to People > Enter and Maintain > Others > Extra Information > Sexual Orientation / Religious Belief
Update the Religious Belief field as appropriate and save the record.

Guidance:

- **See guidance under Equality and Diversity Queries**

- *Query ID 120.3 - Sexual Orientation should not be null*
  - o Checks where Sexual Orientation field is either null or blank; and
  - o Limits to those joining from 01/04/2019

To update the Sexual Orientation field:

Navigate to People > Enter and Maintain > Others > Extra Information > Sexual Orientation / Religious Belief
Update the Sexual Orientation field as appropriate and save the record.

Guidance:

- **See guidance under Equality and Diversity Queries**

- *Query ID 120.4 - Disability should not be null*
  - o Checks where Disability field is either null or blank; and
  - o Limits to those joining from 01/04/2019

Navigate to People > Enter and Maintain > Others > Disabilities. Update the Disability fields as appropriate and save the record.

Guidance:

- **See guidance under Equality and Diversity Queries**

- *Query ID 120.5 - Nationality should not be null and needs to be a valid Nationality*
  - o Checks if Nationality field is either null, blank or invalid

Navigate to People > Enter and Maintain and go to the Personal tab. Update the Nationality field as appropriate and save the record.

Guidance:

- **Organisations need to ask their employees regarding Nationality – Validation Override requests will not be accepted unless proof can be provided that employees have been asked**

- **See guidance under Equality and Diversity Queries**

- *Query ID 140.1 – NHS Org (Source) should not be null if Recruitment Source is the NHS*
  - o Checks where NHS Organisation Recruitment Source field is either null or blank; and
  - o Checks where Recruitment Source field is 'NHS Organisation'; and
  - o Limits to those joining from 01/04/2019

Navigate to People > Enter and Maintain and click in the DFF (located to the right of the Latest Start Date field). Update the NHS Organisation field as appropriate and save the record.

Guidance:

- **Organisations MUST have processes in place to capture and record the relevant data, if not, the Recruitment Source to be located from the employee's files or the employee themselves and inputted into ESR**

- *Query ID 140.2 - Recruitment Source should not be null*
  - o Checks where Recruitment Source field is either null or blank; and
  - o Limits to those joining since 01/04/2019

Follow the steps in Query ID 140.1, update the Recruitment Source field as appropriate* and save the record.
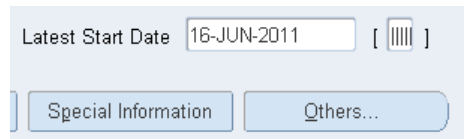
*If Recruitment Source is 'NHS Organisation' the NHS Organisation field will also need to be updated.

Guidance:

- **Organisations <u>MUST</u> have processes in place to capture and record the relevant data, if not, the Recruitment Source to be located from the employee's files or the employee themselves and inputted into ESR**

- *Query ID 160.1 – The Latest Start Date should not be null*
  - o Checks if Latest Start Date field is either null or blank.

Navigate to People > Enter and Maintain. Update the Latest Start Date field as appropriate and save the record.

Latest Start Date 16-JUN-2011 [||||]

[Special Information]   [Others...]

Guidance:

- **Locate the Latest Start Date and enter into ESR as above**

Query ID 160.2 - Latest Start Date should not be more than 90 days in the future
  - o Checks where Latest Start Date is more than 90 days in the future.

Navigate to People > Enter and Maintain. Update the Latest Start Date field as appropriate and save the record.

If Latest Start Date needs to be amended follow the steps above.

Guidance: Check the Latest Start Date and amend in ESR if necessary as per guidance shown

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- *Query ID 160.3 - Age at Date of Joining organisation is less than 15 years*
  - o Checks where Latest Start Date is less than Date of Birth plus 15 years.

Navigate to People > Enter and Maintain. Update the Latest Start Date field as appropriate and save the record.

If Latest Start Date needs to be amended follow the steps above.

If Date of Birth needs to be amended:

Navigate to People > Enter and Maintain. Update the Date of Birth field as appropriate and save the record.

Guidance:

- **Check the Latest Start Date and DoB, amend in ESR as necessary as guidance shown**

- *Query ID 180.1 – National Insurance Number within the National Identifier field should not be made up of the employee's Date of Birth*
  - o Checks if National Insurance Number is made up of the employee's Date of Birth.

Navigate to People > Enter and Maintain. Update the NI Number field as appropriate and save the record.

Guidance: National Insurance Number and Date of Birth are to be checked

- **Amend National Insurance Number / Date of Birth in ESR if necessary, as above**
- **If the National Insurance Number is correct, to send a Validation Override request form to wip.queries@nhs.net advising that the National Insurance Number and Date of Birth have been checked and are correct.**

- *Query ID 180.2 – National Insurance Number within the National Identifier field should not contain non-random, numeric strings or have a Null value*
  - Checks if National Insurance Number contains the strings '000000', '111111', '222222', '333333', '444444', '555555', '666666'. '777777'. '888888', '999999', '123456' or '123123', or is blank.

To update the National Insurance Number:

Navigate to People > Enter and Maintain. Update the National Insurance Number field as appropriate and save the record.

Guidance:

- **NINo to be checked and amended in ESR if necessary as per guidance above**
- **If the NINo contains a correct unusual string, a Validation Override request form can be filled in and sent to wip.queries@nhs.net advising that the NINo has been checked and is correct.**

- *N.B. This Validation now will not appear in the report for employees that have been employed for 6 months or less – this is to enable the employee to apply and receive a National Insurance number without causing an Organisations Scores/Rankings to be affected*

Assignments Validation Tests

- *Query ID 200.1 - Area of Work is blank*
  - Checks that the Area of Work field is either null or blank.

Navigate to Position > Description. Click in the Date Effective Name field. This will bring up the NHS Position Flexfield box;

Enter the appropriate Area of Work data and save the record. This will update the Area of Work data held on Assignments for those who are attached to this position.

Guidance:

- **The appropriate Area of Work to be found and inputted into ESR**

- *Query ID 220.1 - Assignment Category is blank*
  - Checks that the Assignment Category field is either null or blank.

Navigate to People > Enter and Maintain > Assignment. Update the Assignment Category field as appropriate and save the record.

Guidance:

- **The appropriate Assignment Category to be found and inputted into ESR**

- *Query ID 220.2 - Assignment Status is blank*
  - Checks that the Assignment Status field is either null or blank.

Navigate to People > Enter and Maintain > Assignment. Update the Assignment Status field as appropriate and save the record.

Status Active Assignment

Guidance:

- **The appropriate Assignment Status to be found and inputted into ESR**

Query ID 240.1 - An individual person's total combined Contracted FTE is not expected to exceed 1.28 - please check the figures are correct

  - Sums the WTE by Person ID and Organisation; and
  - Checks that the sum of the WTE is greater than 1.28.

Navigate to People > Enter and Maintain > Assignment and go to the Standard Conditions tab. The Working Hours and Frequency field should be checked for data entry errors. If the WTE is over 1.28 and this is genuine, this should be reviewed.

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions

Normal Time

Working Hours 37.5

Frequency Week

Hourly / Salaried

Working

Guidance:

- **An employee can choose to opt out of the 48 hour week limit, this must be voluntary and in writing.**
- **An employee's records to be checked to ensure that the organisation has written agreement, if so, a Validation Override request can be filled in and sent to wip.queries@nhs.net**

- *Query ID 260.1 - Staff Group is Nursing and Midwifery Registered staff but grade is lower than AfC band 5*
  - Checks if Staff Group is 'Nursing and Midwifery Registered'; and
  - Checks if Grade Code is lower than AfC Band 5

If the Grade Code data needs to be amended navigate to Position > Description. Go to the Hiring Information tab and update the Grade Code field as appropriate and save the record.

Position Details | Hiring Information | Wo

FTE

Earliest Hire Date

Proposed Entry Salary

Payroll 503 Monthly

Grade NHS|XN06|Non Revi

This will update the Grade Code data held on Assignments for those who are attached to this position. To update Staff Group data:

Staff Group data cannot be entered directly in ESR once a position record has been created and saved. To enter or update a Staff Group data in ESR, a Service Request (SR) must be raised via Remedy. The SR must request to update these fields via the Mass Update facility, and the SR must be marked for the attention of the NHS Interface Team. The NHS Interface Team will assist with updating these data items in ESR.

Guidance:
- **According to guidance in the latest Occupation code manual and the Occupation and Job Role Data Verifier Tool, Registered Nursing and Midwifery staff should be on a minimum of AfC Band 5**
- **If the employee is awaiting their NMC PIN number, they should be coded N9* nursing assistants, with the relevant Staff group and Job role for N9* until their PIN has been received and recorded.**
- **Staff Group amendments: Service Request to be made for the attention of the NHS Interface team to correct these errors.**

- *Query ID 260.2 - Qual Nursing, Midwifery & Health Visiting staff Occupation Code but grade is lower than AfC band 5*
  - Checks if Occupation Code is N**, except NG*, NF*; NH*, N8*, N9*; and
  - Checks if Grade Code is lower than AfC Band 5

If the Grade Code data needs to be amended navigate to Position > Description. Go to the Hiring Information tab and update the Grade Code field as appropriate and save the record.

If Occupation Code needs to be amended navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Grade Code and/or Occupation Code data held on Assignments for those who are attached to this position.

Guidance:
- **According to guidance in the latest Occupation code manual and the Occupation and Job Role Data Verifier Tool, Registered Nursing and Midwifery staff should be on a minimum of AfC Band 5**
- **If the employee is awaiting their NMC PIN number, they should be coded N9* with the relevant Staff group and Job role for nursing assistants until their PIN has been received and recorded. The Occupation code can then be amended to a qualified nursing code.**

- *Query ID 260.3 - Staff Group not Medical & Dental but Grade code is Medical and Dental and starts K, L, M, Y or Z*
    - o Checks if Staff Group is not 'Medical and Dental'; and
    - o Checks if Grade Code starts with K, L, M, Y or Z (excludes local codes).

If the Grade Code data needs to be amended navigate to Position > Description. Go to the Hiring Information tab and update the Grade Code field as appropriate and save the record.

To update Staff Group data:

Staff Group data cannot be entered directly in ESR once a position record has been created and saved. To enter or update a Staff Group data in ESR, a Service Request (SR) must be raised via Remedy. The SR must request to update these fields via the Mass Update facility, and the SR must be marked for the attention of the NHS Interface Team. The NHS Interface Team will assist with updating these data items in ESR.

Guidance:

- **Staff Group amendments: Service Request to be made for the attention of the NHS Interface team to correct these errors.**

- **If the Payscale (Grade Code) starts with K, L, M, Y or Z and is a local Payscale, a Validation Override request form to be filled in and sent to wip.queries@nhs.net**

- *Query ID 260.4 - Occ. code not Medical & Dental but Grade code is Medical and Dental and starts K, L, M, Y or Z*
    - o Checks if Occupation Code is not 'Medical and Dental'; and
    - o Checks if Grade Code starts with K, L, M, Y or Z (excludes local codes).

- If the Grade Code data needs to be amended navigate to Position > Description. Go to the Hiring Information tab and update the Grade Code field as appropriate and save the record.

If Occupation Code needs to be amended navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Grade Code and/or Occupation Code data held on Assignments for those who are attached to this position.

Guidance:

- **To check if the Occupation code should be Medical & Dental – if so, to amend**
- **If the Payscale (Grade Code) requires amending, please amend as above**
- **If the Payscale (Grade Code) starts with K, L, M, Y or Z and is a local Payscale, a Validation Override request form to be filled in and sent to wip.queries@nhs.net**

- *Query ID 260.5 - Staff Group Medical & Dental but Grade code is not Medical and Dental and doesn't start K, L, M, Y or Z*
  - Checks if Staff Group is 'Medical and Dental'; and
  - Checks if Grade Code does not start with K, L, M, Y or Z (includes local codes).

If the Grade Code data needs to be amended navigate to Position > Description. Go to the Hiring Information tab and update the Grade Code field as appropriate and save the record.

To update Staff Group data:

Staff Group data cannot be entered directly in ESR once a position record has been created and saved. To enter or update a Staff Group data in ESR, a Service Request (SR) must be raised via Remedy. The SR must request to update these fields via the Mass Update facility, and the SR must be marked for the attention of the NHS Interface Team. The NHS Interface Team will assist with updating these data items in ESR.

Guidance:

- **If the Payscale (Grade Code) should start with K, L, M, Y or Z: this to be amended as above**
- **Staff Group amendments: Service Request to be made for the attention of the NHS Interface team to correct these errors.**
- **If the Payscale (Grade Code) does not start with K, L, M, Y or Z and is a local Payscale, a Validation Override request form to be filled in and sent to wip.queries@nhs.net**

- *Query ID 260.6 - Occ. code Medical & Dental but Grade code is not Medical and Dental and doesn't start K, L, M, Y or Z*
    - Checks if Occupation Code is 'Medical and Dental'; and
    - Checks if Grade Code does not start with K, L, M, Y or Z (includes local codes).

If the Grade Code data needs to be amended navigate to Position > Description. Go to the Hiring Information tab and update the Grade Code field as appropriate and save the record.

If Occupation Code needs to be amended navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Grade Code and/or Occupation Code data held on Assignments for those who are attached to this position.

Guidance:
- **To check if the Occupation code should be Medical & Dental – if not, to amend as above**
- **If the Payscale (Grade Code) should start with K, L, M, Y or Z: this to be amended as above**
- **If the Payscale (Grade Code) does not start with K, L, M, Y or Z and is a local Payscale, a Validation Override request form to be filled in and sent to wip.queries@nhs.net**

- *Query ID 260.7 – If the Occupation code is Medical & Dental, then Staff Group should be Medical and Dental - Please check which is correct: Occupation code or the Staff Group and amend accordingly*
    - Checks if there is a Medical and Dental Occupation code; and
    - Checks if this employee has a Non-Medical Staff Group attached

If the Occupation code needs amending to a Non-Medical Occupation Code - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

Staff Group data cannot be entered directly in ESR once a position record has been created and saved. To enter or update Staff Group data in ESR, a Service Request (SR) must be raised via Remedy. The SR must request to update these fields via the Mass Update facility, and the SR must be marked for the attention of the NHS Interface Team. The NHS Interface Team will assist with updating these data items in ESR.

Guidance:
- **To check if the Occupation code is a correct Medical and Dental one or should be amended to a Non-Medical Occupation code.**
- **To check if the Staff Group is correct or requires amending – if requires amending: Service Request to be made for the attention of the NHS Interface team to correct these errors.**

- *Query ID 260.8 – If Occupation code is a Non-Medical one, then the Staff Group should be a Non-Medical one. Please check which is correct: The Occupation code or the Staff Group and amend accordingly.*
    - Checks if Occupation Code is 'Non-Medical; and
    - Checks if this employee has a Medical and Dental Staff Group attached

If the Occupation code needs amending to a Non-Medical Occupation Code - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

Staff Group data cannot be entered directly in ESR once a position record has been created and saved. To enter or update Staff Group data in ESR, a Service Request (SR) must be raised via Remedy. The SR must request to update these fields via the Mass Update facility, and the SR must be marked for the attention of the NHS Interface Team. The NHS Interface Team will assist with updating these data items in ESR.

Guidance:
- **To check if the Non-Medical Occupation code is a correct one or should be amended to a Medical and Dental Occupation code.**
- **To check if the Staff Group is correct or requires amending – if requires amending please see above: Service Request to be made for the attention of the NHS Interface team to correct these errors.**

- *Query ID 260.9 – Employee with an Occupation code of G0* or G1* with AfC Band 7 or below*
  - o Checks if Occupation Code is G0* or G1*; and
  - o Checks if Grade Code is AfC Band 7 or below (excludes local codes)

If the Grade Code data needs to be amended navigate to Position > Description. Go to the Hiring Information tab and update the Grade Code field as appropriate and save the record.

If Occupation Code needs to be amended navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Grade Code and/or Occupation Code data held on Assignments for those who are attached to this position.

Guidance:

- **To check if the Occupation code is incorrect – if so, amend as above**
- **If the PayScale (Grade Code) requires amending, amend as above**
- **If the PayScale (Grade Code) is a local PayScale, a Validation Override request form to be filled in and sent to wip.queries@nhs.net**
- **Within the Validation Override request form: it must be stated that the level of responsibility is as such to warrant G0* or G1*, otherwise the request will be rejected in the first instance.**

- *Query ID 280.1 - Professional Registration Body is General Dental Council, but the Occupation code appears to not require this Registration*
  - o Checks where Occupation Code is neither null nor blank; and
  - o Checks where GDC Registration is neither null nor blank; and
  - o Checks where Occupation Code does not require GDC registration

If Occupation Code needs to be amended navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

Guidance:

- **If employee has incorrect Occupation code, please amend as above**
- **If the employee is GDC registered, but their present job role does not require this registration, a Validation Override request form to be filled in and sent to wip.queries@nhs.net**

- *Query ID 280.2 - Occupation Code is no longer valid or is blank (see the Current Occupation Code Manual)*
  - o Checks where Occupation Code field is either null or blank.
  - o Checks where Occupation Code is neither null nor blank; and
  - o Checks where Occupation Code is no longer valid

If Occupation Code needs to be amended navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

Guidance:

- **See the latest Occupation code manual: https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/nhs-occupation-codes**
- **To amend the Occupation code: see above**

- *Query ID 280.3 - Professional registration body is 'General Medical Council' but the Occupation Code appears to not require registration*
  - o Checks where Occupation Code is neither null nor blank; and
  - o Checks where GMC Registration is neither null nor blank; and
  - o Checks where Occupation Code does not require GMC registration

If Occupation Code needs to be amended navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

Guidance:

- **If employee has incorrect Occupation code, please amend as above**
- **If the employee is GMC registered, but their present job role does not require this registration, a Validation Override request form to be filled in and sent to wip.queries@nhs.net**

- *Query ID 280.4 – Occupation code requires GMC or GDC registration, but professional reg. body is blank, or the employee is not licenced to practice.*
  - o Checks if the Occupation Code is neither null nor blank; and
  - o Checks where GDC or GMC Registration is either null or blank.
  - o Checks if the Occupation Code requires either GMC registration **with** licence to practise or GDC registration

If the Occupation code needs amending to a Non-Medical Occupation Code - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

If a **GMC** or **GDC** record needs to be created against the Employee record: navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details, enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If GMC or GDC record requires creating, see above guidance**
- **If the employee is registered, yet is still appearing as an error in WoVEn, the likelihood is that the employee is registered <u>without licence to practise</u> – if the employee is registered <u>without</u> a licence to practise they cannot be coded with a Medical and Dental Occupation code and the code will need amending to a Non-Medical one**

- *Query ID 280.5 - Occupation code requires Health and Care Professions Council Registration, with Registration type PA (Paramedic), but employee's Registration type is not PA or is blank.*
  - o Checks if the Occupation Code is neither null nor blank; and
  - o Checks if the Occupation Code requires a Registration Type of PA
  - o Checks where Registration Type is null, blank or not PA

If the Occupation code needs amending - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

If a **HCPC** record needs to be created against the Employee record: navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details, enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If a Registration Type PA record requires creating, see above guidance**

- *Query ID 280.6 - Occupation code requires Nursing and Midwifery Council Registration, but employee's professional registration is not NMC, invalid or is blank*
    - Checks if the Occupation Code is neither null nor blank; and
    - Checks if the Occupation Code requires NMC Registration and
    - Checks where Registration is null, blank, not NMC and if valid

If the Occupation code needs amending to a Non-Medical Occupation Code - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

If the NMC record against the Employee record needs to be amended navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If NMC Registration record requires creating, see above guidance**

- *Query ID 280.7 - Occupation code requires Health and Care Professions Council Registration, but employee's registration type is not HCPC, is invalid or is blank.*
    - Checks if the Occupation Code is neither null nor blank; and
    - Checks if the Occupation Code requires HCPC Registration and
    - Checks where Registration is null, blank or invalid

If the Occupation code needs amending - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

If a **HCPC** record needs to be created against the Employee record: navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details, enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If HCPC Registration record requires creating, see above guidance**

- *Query ID 280.8 - Occupation code requires Health and Care Professions Council Registration or General Optical Council Registration, but employee's registration is not HCPC, GOC, is invalid or is blank.*
    - ○ Checks if the Occupation Code is neither null nor blank; and
    - ○ Checks if the Occupation Code requires HCPC or GOC Registration and
    - ○ Checks where Registration is null, blank or invalid

If the Occupation code needs amending - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

If a **HCPC or GOC** record needs to be created against the Employee record: navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details, enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If HCPC Registration record requires creating, see above guidance**

- *Query ID 280.9 - Occupation code requires General Pharmaceutical Council Registration, but employee's registration type is not GPhC, is invalid or is blank.*
    - ○ Checks if the Occupation Code is neither null nor blank; and
    - ○ Checks if the Occupation Code requires GPhC Registration and
    - ○ Checks where Registration is null, blank or invalid

If the Occupation code needs amending - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

If a **GPhC** record needs to be created against the Employee record: navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details, enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If GPhC Registration record requires creating, see above guidance**

- *Query ID 280.11 - Occupation code requires Health and Care Professions Council Registration with a Registration type of Clinical Scientist, but employee's registration type is not CS, is invalid or is blank.*
  - Checks if the Occupation Code is neither null nor blank; and
  - Checks if the Occupation Code requires HCPC Registration and a registration type of CS; and
  - Checks where Registration type is null, blank or invalid

If the Occupation code needs amending - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

If a **HCPC** record needs to be created against the Employee record: navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details, enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If HCPC Registration record requires creating, see above guidance**

- *Query ID 280.12 - Occupation code requires Health and Care Professions Council Registration or General Dental Council Registration, or no registration required.*
  - Checks if the Occupation Code is neither null nor blank; and
  - Checks if the Occupation Code requires HCPC, GDC or No Registration required and
  - Checks where Registration is null, blank or invalid

If the Occupation code needs amending - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

If a **HCPC or GDC** record needs to be created against the Employee record: navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details, enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If HCPC or GDC Registration record requires creating, see above guidance**

- *Query ID 280.13 - Occupation code requires Health and Care Professions Council, General Medical Council, Nursing and Midwifery Council (NMC) or NO registration required, but Registration Body is not HCPC, GMC or NMC*
    - Checks if the Occupation Code is neither null nor blank; and
    - Checks if the Occupation Code requires HCPC, GMC, NMC Registration or No registration; and
    - Checks where Registration is null, blank, not NMC and if valid

If the Occupation code needs amending - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

If **NMC** record needs to be created against the Employee record: navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details, enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If HCPC, GMC or NMC Registration record requires creating, see above guidance**

- *Query ID 280.14 – Registration Profession is CS, but the Occupation code appears not to require employee to be a Clinical Scientist*
    - Checks where Occupation Code is neither null nor blank; and
    - Checks if the Occupation Code does not require HCPC Registration and a registration type of CS; and
    - Checks where Registration HCPC and Registration Type of CS

If the Occupation code needs amending - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position

If a **HCPC** record needs to be created against the Employee record: navigate to People > Enter and Maintain > Others > Extra Information > Registrations and Memberships. Click in the field below Details, enter the appropriate information and save the record.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**
- **If HCPC Registration record requires creating, see above guidance**

- *Query ID 280.15 – Professional Registration Body is General Pharmaceutical Council, but the Occupation code appears not to require this registration*
    - Checks where Occupation Code is neither null nor blank; and
    - Checks if the Occupation Code does not require GPhC Registration

If the Occupation code needs amending - navigate to Position > Description. Click in the Date Effective Name field, amend Occupation Code as appropriate and save the record.

This will update the Occupation Code data held on Assignments for those who are attached to this position.

Guidance:

- **Check if the Occupation code is correct for the position, if not amend accordingly – see above**

- *Query ID 300.1 - Job Role is blank*
    - Checks where Job Role field is either null or blank.

Job Role and Staff Group data cannot be entered directly in ESR once a position record has been created and saved. To enter or update Job Role and/or Staff Group data in ESR, a Service Request (SR) must be raised via Remedy. The SR must request to update these fields via the Mass Update facility, and the SR must be marked for the attention of the NHS Interface Team. The NHS Interface Team will assist with updating these data items in ESR.

Guidance: As above: Service Request to be made for the attention of the NHS Interface team to correct these errors.

- *Query ID 300.2 - Job Role is now Closed – please amend to a Valid Job Role*
    - Checks where Job Role field is null, blank, or invalid.

Job Role and Staff Group data cannot be entered directly in ESR once a position record has been created and saved. To enter or update Job Role and/or Staff Group data in ESR, a Service Request (SR) must be raised via Remedy. The SR must request to update these fields via the Mass Update facility, and the SR must be marked for the attention of the NHS Interface Team. The NHS Interface Team will assist with updating these data items in ESR.

Guidance: As above: Service Request to be made for the attention of the NHS Interface team to correct these errors.

Ex-Employees Validation Tests

- *Query ID 400.1 - Leaver with an active assignment*
    - Checks if Leavers have 'Active' Assignments by comparing the Ex-Employees and Assignments tables.
    - Limited to those leaving since 01/04/2019

Navigate to People > Enter and Maintain > Assignment. Update the Assignment Status field as appropriate and save the record.

Status	Active Assignment

Guidance:

- **The appropriate Assignment Status to be found and inputted into ESR**
- **Organisations <u>MUST</u> have processes in place to capture and record the relevant data in a timely and accurate manner from 1st April 2019 onwards – if not, that organisation's scores and ranking will be affected. This data is used by Workforce Planners in Health Education England etc. and is extremely valuable and important.**

- *Query ID 400.2 - Destination on Leaving is blank*
    - Checks where Destination on Leaving field is either null or blank; and
    - Limited to those leaving since 01/04/2019

Navigate to People > Enter and Maintain > Others > End Employment. Click in the Description Flex Field (DFF), update the Destination on Leaving field as appropriate and save the record.

Addl Period of Service Defs		
Last Working Day		
Destination On Leaving	NHS Organisation	
NHS Organisation	Sheffield Teaching Hospitals NHS Trust	190
Available For Bank		
Termination Notification Sent Date		

OK	Cancel	Clear	Help

- **Guidance: Organisations <u>MUST</u> have processes in place to capture and record the relevant data in a timely and accurate manner from 1st April 2019 onwards – if not, that organisation's scores and ranking will be affected. This data is used by Workforce Planners in Health Education England etc. and is extremely valuable and important.**

- *Query ID 400.3 - Destination on Leaving is NHS Organisation but NHS organisation is blank*
    - Checks where NHS Organisation on Leaving field is either null or blank; and
    - Checks where Destination on Leaving field is 'NHS Organisation'; and
    - Limited to those leaving since 01/04/2019

- Navigate to People > Enter and Maintain > Others > End Employment. Click in the Description Flex Field (DFF), update the Destination on Leaving field as appropriate and save the record.

Guidance:

- **Find the Destination on leaving for employees in 'error'. Input this information as above guidance**
- **Organisations <u>MUST </u> have processes in place to capture and record the relevant data in a timely and accurate manner from 1st April 2019 onwards – if not, that organisation's scores and ranking will be affected. This data is used by Workforce Planners in Health Education England etc. and is extremely valuable and important.**

- *Query ID 400.4 - Reason for Leaving is blank*
    - Checks where Reason for Leaving field is either null or blank.
    - Limited to those leaving since 01/04/2019

Navigate to People > Enter and Maintain > Others > End Employment. Update the Leaving Reason field as appropriate and save the record.

Guidance:

- **Organisations <u>MUST </u> have processes in place to capture and record the relevant data in a timely and accurate manner from 1st April 2019 onwards – if not, that organisation's scores and ranking will be affected. This data is used by Workforce Planners in Health Education England etc. and is extremely valuable and important.**