

Workforce data set submission guidance

General information

- This collection is a snapshot of Clinical hospice Staff as of **15 February 2021**
- Collection will take place between 15 March 2021 and 16 April 2021.
- Deadline to receive submission is 5pm on **16 April 2021**.
- Only complete sections that are application for your hospice
- This collection is for **clinical staff only**, not for clerical and administration staff.
- Banding and grading – we are aware there is some overlap in these two areas so please put staff in the section you feel most appropriate.
- If you have a job title that differs from those mentioned but is similar to a job title on that list you can add under that option. If the role is significantly different then add under other option.
- Whole Full Equivalent (WTE (as referred to as Full Time Equivalent (FTE)) can be input up to three decimal places.
- The vacancy information is to establish areas of shortage.
- Only **Clinical Volunteers** to be recorded in this collection.
- Only include academic posts if they undertake clinical work.
- Spiritual care staff are only to be included if they are employed by the organisation, not volunteer staff.
- Returns should be made using this form to ensure comparable data sets

Definitions

- AfC stands for Agenda for Change.
- Definition of Specialist Palliative Care. As taken from the NICE Guidance for Supportive and Palliative Care (2004): “Those who specialise in palliative care (consultants in palliative medicine and clinical specialist nurses in palliative care for example), some of whom are accredited specialists”.
- Bank nursing staff are employees of a Voluntary Sector organisation who work on an ad-hoc basis. This could include staff working only as Bank staff, or substantive employees who also work some additional time through the Bank system.
- Vacancy Definition: Information about the definition of vacancies can be found using the link: <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/national-workforce-data-set-nwd-guidance-documents>

Organisation details

Business Year – choose 2020/21 although this is a snapshot survey for **15 February 2021** only.

Select your organisation from the dropdown menu

Please provide your service type, select all that are applicable

Provide no. of in-patient beds (if applicable)

Provide your name and email to enable us to contact you

Roles information

This section is divided into three sections;

- Clinical roles - nursing
- Clinical roles – doctors
- Allied Health Professions and other clinical roles

Note: Numbers provided should be total numbers across all clinical services area, ie IPU, Day Care and roles where staff work in both the hospice and community.

We also ask for bank staff, agency staff and clinical volunteers working in these disciplines on the **15 February 2021**.

Bank staff should be entered against the appropriate occupation on this form in accordance with the post they are engaged to fill at the time of the census. If for example a bank nurse with senior qualifications is employed to fill a junior vacancy they should be entered against the junior position.

We are looking at information relating to a role not an individual.

Only include those agency, bank and volunteers who are actually working on 15 February

For each of these roles we are asking for the number of staff in that role. The whole of Full time equivalent and the no. of vacancies.

Calculating the Whole Time Equivalent of Part Time Staff

Employees worked hours on 15 February ÷ Number of hours per week equating to full time for the post

e.g. a bank nurse works 30 hours in the census week and the agreed standard hours for the post are 37.5; the calculation will be $30 \div 37.5 = 0.8$.

If there are any vacancies at any post or grade, place the FTE in the columns for that post or grade.

We recognise that number for the AHPs and other clinical staff groups will be small – please convert sessions to FTE.

Community based roles

If you have specific community based roles please complete this section.

Teams

Please complete the total number of clinical staff

Permanent Clinical Staff information

The next three sections relate to the number of permanent staff only in each category.

AfC Breakdown - permanent clinical staff

Detailed breakdown of the Agenda for Change bands can be found on the following webpage: <https://www.nhsemployers.org/pay-pensions-and-reward/nhs-terms-and-conditions-of-service--agenda-for-change/pay-scales/annual>

Please complete this section providing information on the number of staff at each level, the whole/fulltime equivalent and any vacancies for **permanent staff only**.

If you don't use AfC you can skip this section and just use salary breakdown

Salary Breakdown - permanent clinical staff

Information for number of staff in each band for permanent staff only.

Part time staff should be entered under their actual salary and not the full time equivalent.

Age Breakdown - permanent clinical staff

Information for number of staff in each age bracket for permanent staff only

Length of service

Please provide the total number of permanent staff and the total number of months service for your staff combined

With this data we aim to calculate the mean Length of Service across the sector.

Other information

We are interested to know where your staff are recruited from, ie other hospices, NHS etc. and where they go when they leave. We appreciate you may not have exact information for this but any information could be useful.

Form submission

You are able to submit your data via the form several times, we will only take the latest submission for analysis. We will receipt your submission so that you can retain a copy for your records.

If you prefer to work offline, you can find an offline version at the end of this document.

Further information

Please take a look at our Frequently asked questions

<https://www.hospiceuk.org/docs/default-source/Externally-owned-docs/workforce/frequently-asked-questions.pdf?sfvrsn=2>

You can access the web page using the link below:

<https://www.hospiceuk.org/workforcesnapshot>

To access the form directly please use the link below:

<https://form.jotform.com/210525718293052>

If you have any other queries please contact us at clinical@hospiceuk.org

Form Questions for offline completion only:

Service Provision (please tick all that apply)

- IPU
- Day Hospice
- Community

If applicable, how many IPU beds do you have?

Guidance regarding Vacancies: <https://digital.nhs.uk/data-and-information/areas-of-interest/workforce/national-workforce-data-set-nwd-guidance-documents>

Clinical roles - nursing (across all clinical service areas)

	No. staff	FTE/WTE	No. vacancies
Director of clinical services			
Head of clinical care			
Nurse consultant			
Day care manager			
Quality/Audit/Compliance Manager			
Clinical Nurse Specialist			
Nurse Team Manager - Hospice based			
Senior Staff Nurse/Team Leader - Hospice based			
Registered Nurse - Hospice based			
Nurse Associate Hospice based			
Senior Healthcare Assistant (Hospice based)			
Healthcare Assistant - Hospice based			
Bank staff			
Agency staff			
Volunteers (clinical)			
Registered Children's nurse			
Other			

Community based roles (across all clinical service areas)

	No. staff	FTE/WTE	No. vacancies
Community Nursing Team Manager			
Clinical Nurse Specialist			
Registered Nurse (community)			
Senior Healthcare Assistant (community)			
Healthcare Assistant (community)			
Bank staff			
Agency staff			
Volunteers (clinical)			
Other			

Clinical roles - doctors (across all clinical service areas)

	No. staff	FTE/WTE	No. vacancies
Associate Specialist			
Consultant			
Flexible Trainees - Registrar			
Flexible Trainees - Specialist Registrar			
Flexible Trainees - StR			
Flexible Training - Foundation Year FY1			
Flexible Training - Foundation Year FY2			
Flexible Training - GP ST1/ST2			
Bank staff			
Agency staff			
Volunteers (clinical)			
Paediatrician			
Other			

Allied Health Professions and other clinical roles

	No. Staff	FTE/WTE	No. Vacancies
Lead Therapist (Occupational or Physio)			
Occupational Therapist			
Physiotherapist			
Clinical Support Worker (Occupational Therapy)			
Clinical Support Worker (Physiotherapy)			
Activities Supervisor			
Activities Organiser			
Social Work Manager/Family Welfare Manager			
Counsellor			
Chaplain			
Dietician			
Admiral Nurses			
Community development role			
Bereavement managers			
Clinical Volunteers			
Play therapist			
Other			

Teams

	No. Staff	FTE/WTE
Inpatient Unit		
Community team		
Both the Inpatient and community team		

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<https://www.nhsemployers.org/pay-pensions-and-reward/nhs-terms-and-conditions-of-service---agenda-for-change/pay-scales/annual>

AfC Breakdown - permanent clinical staff

	No. Staff	FTE/WTE	No. Vacancies
Band 2			
Band 3			
Band 4			
Band 5			
Band 6			
Band 7			
Band 8a			
Band 8b			
Band 8c			
Band 8d			
Band 9			

Salary Breakdown - permanent clinical staff

	No. Staff
£0 - £19k	
£20k - £29k	
£30k - £39k	
£40k - £49k	
£50k - £59k	
£60k - £69k	
£70k - £79k	
£80k - £89k	
£90k - £99k	
£100k - £109k	
£110k - £119k	
£120k+	

Age Breakdown - permanent clinical staff

	No. Staff
15-19	
20-24	
25-29	
30-34	
35-39	
40-44	
45-49	
50-54	
55-59	
60-64	
65-69	
70+	

Total number of permanent clinical staff

Total months service for all permanent clinical staff

Where do staff join from and leave to go on to? e.g. NHS, other hospice etc.

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