

# NHSScotland Workforce Projections 2019/20

## Online Web Platform Guide

All supporting materials can be found on the <http://www.gov.scot/Topics/Health/NHS-Workforce/Workforce-Projections> Web Page. This detailed guide covers how to log on and submit your workforce projections data on-line.

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Please note **all** illustrations in this guidance document have been taken from the test site, and as a result may not look exactly the same as the live site.

In addition **all** instances of Health Board data are dummy, sample data and not reflective of actual health board data.

## Data entry format

When completing the on-line form, the following notes should be taken into account:

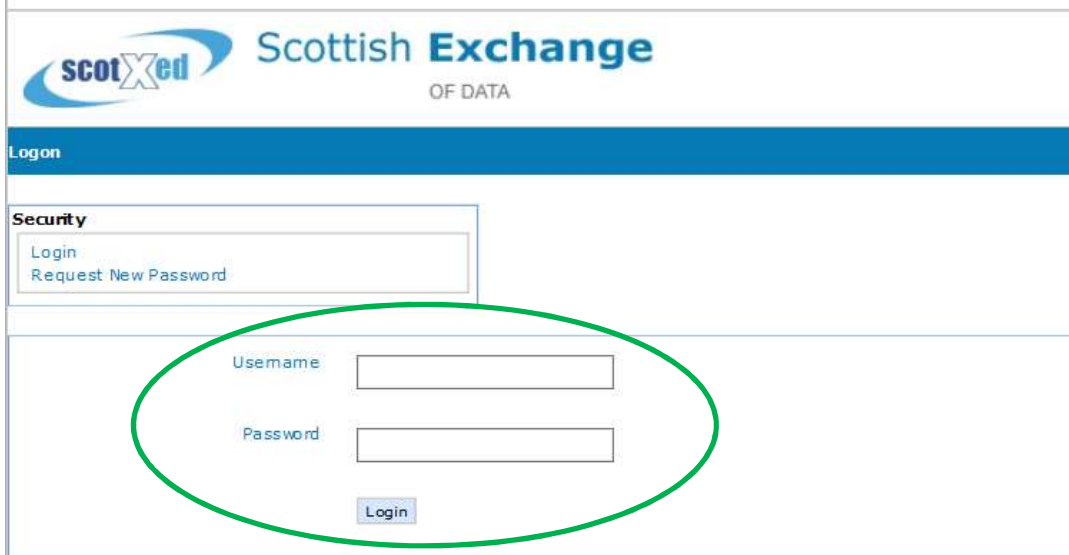
- All data should be whole time equivalent (wte) and entered to **three decimal places (3.d.p)** e.g. 123.456  
The wte is calculated by dividing contracted hours by conditioned hours, as per Information Services Division (ISD) National Statistics and [CEL 32 \(2011\)](#).
- Baseline and projections data are staff in post wte (excluding vacancies) as at 31st March of the given year.
- The figures should only contain substantive staff in post wte figures and not take into account overtime, excess hours, bank, or agency usage.  
**\* Information on overtime, excess hours, bank, or agency usage should be provided in the narrative section.**
- Nursing & Midwifery details should be provided on staff working at an Advanced Practice level, Healthcare Support Workers, and Assistant Practitioners.  
**\* There is a narrative section for this information, and providing wte figures also would be most helpful.**
- Please use the narrative sections to clarify assumptions and reasons informing projections e.g. service redesign, improved rostering etc. And please also indicate the likely timing of these assumptions.
- Annex 2 contains information relating to additional requirements for specific Job Families. Please refer to this when compiling the narrative.
- Staff group breakdowns are based on the Agenda for Change (AfC) Detail Coding to Category values shown in the downloadable Excel file ISD Detail Codes.

As stated, please enter your NHS Board baseline, and Year 1 through to Year 3 projection wte data to **three decimal places (3.d.p.)**. This is because the National Statistics data are entered and extracted from SWISS to 3.d.p. The National Statistics figures are compared against the NHS Board baseline figures (see section on [Reports](#)), so for increased accuracy and consistency, please enter all data to 3.d.p. Where appropriate, please indicate the reasons for variances between Board baseline data and nationally published information.

## Entering data

To enter data, you need to log into the web platform by entering your username and password which has already been provided to you (also see [Notes on Multiple Users](#)).

Log in - <https://procxed.scotxed.net/NHSBWP> (shown below)

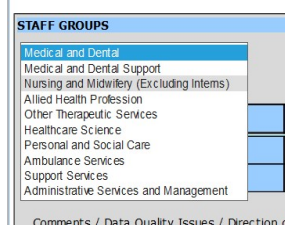
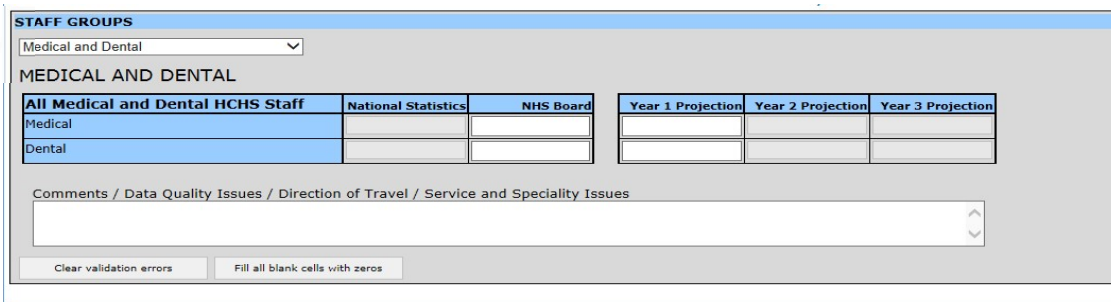


Upon successful log in, you will be presented with a table similar to the one shown below.

Data Return Components

Collection Name	Organisation	Status	End Date	Locked By	Action
NHS Board Workforce Projections Test	NHS Lothian	InProgress	2016-12-31		<a href="#">Edit</a> <a href="#">Overview</a>

By clicking on 'Edit' you will be able to manually enter data via the main data entry table displayed below. Using the drop down menu, work your way through the Job Family staff group data fields entering the NHS Board baseline, and projected whole time equivalent (wte) for the years requested under each of the Job Family groups (10 in total).



As you work through the various staff groups you will see that the white boxes are where data can be entered, and the grey filled cells are locked. The locked cells under 'National Statistics' will be populated by Health & Social Care Analysis (HSCA) staff in May-June once NHS Workforce data as at 31 March have been published.

**IMPORTANT NOTE:** It is important that you save your work at regular intervals. The system doesn't auto-save your work and will time you out after approximately 10 minutes of inactivity, when all unsaved data will be lost and irretrievable.

**STAFF GROUPS**  
Unallocated / not known  
National Statistics

Medical and Dental

**MEDICAL AND DENTAL**

All Medical and Dental HCHS Staff	N	St
Medical		1
Dental		

Comments / Data Quality Issues / Direction of Travel /

Clear validation errors    Fill all blank cells with zeros

**OVERALL COMMENTS AND PROJECTION TEMPLATE SIG**  
Show

Back   **Save**   Save and Submit

Do not click on the **'Save and Submit'** button until all departments are in agreement that the entire workforce projections exercise is complete.

## Validation error checks, and Validation error reports

Error checks have been incorporated into the on-line tool, one of which is that blank cells will flag up an error message. To assist with the data entry process, there is an added feature where you can select to **'Fill all blank cells with zeros'**. This can be used to complete the blank fields with a zero very quickly, but please be aware that this process will need to be repeated for each staff group.

**STAFF GROUPS**

Unallocated / not known  
National Statistics

Medical and Dental

**MEDICAL AND DENTAL**

All Medical and Dental HCHS Staff	N St
Medical	1
Dental	

Comments / Data Quality Issues / Direction of Travel /

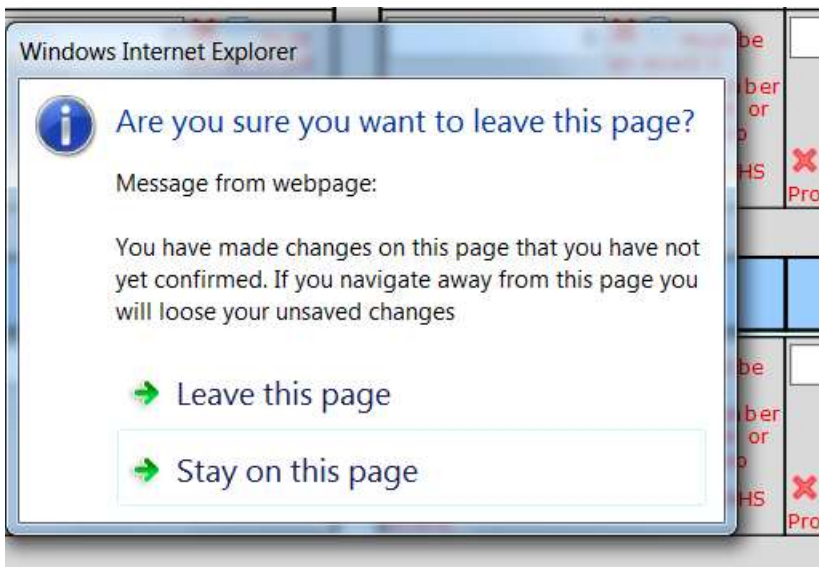
Clear validation errors   **Fill all blank cells with zeros**

**OVERALL COMMENTS AND PROJECTION TEMPLATE SIG**

Show

Back   Save   Save and Submit

When you use this feature and click on the button, you will receive a message:



You should choose to → Leave this page  
The form will then be updated to include the zero values.

You will see after each data entry table, there is a blank text box for ‘**Comments / Data Quality Issues / Direction of Travel / Service and Specialty Issues**’ under each data table for each staff group. This is the narrative section where you must provide information to support your Workforce Projections submission. This should include details of data quality issues and assumptions used, as well as general direction of travel, changes resulting from service redesign and reconfiguration, and the likelihood of these occurring.

**Reminder note** - When you are completing the narrative, there are several areas where you are asked to provide additional, specific information. Please refer to [Annex 2](#) for full details.

Select the “**save**” button to store all figures and comments once you have inserted your updates.

The screenshot displays a web application interface for managing staff groups. At the top, there is a section titled 'STAFF GROUPS' with a sub-section 'Unallocated / not known National Statistics'. Below this, a dropdown menu is set to 'Medical and Dental'. The main section is titled 'MEDICAL AND DENTAL' and contains a table with the following data:

All Medical and Dental HCHS Staff		N	Sta
Medical			1
Dental			

Below the table is a text input field for 'Comments / Data Quality Issues / Direction of Travel / Service and Specialty Issues', which is circled in green. At the bottom of the interface, there are buttons for 'Clear validation errors', 'Fill all blank cells with zeros', and a 'Show' button. At the very bottom, there are three buttons: 'Back', 'Save', and 'Save and Submit'. The 'Save' button is circled in green.

Do not click on the ‘**Save and Submit**’ button until all departments are in agreement that the entire workforce projections exercise is complete.

## Validation error checks

Error checks are built in throughout the data entry form, and will flag an error warning where data are not in the correct format, or missing, or a non-numeric value. Currently, **none of the validation errors will actually prevent you from submitting your Workforce Projections**; the intention is to highlight possible issues to you so you can cleanse your data before submission.

The system will run the suite of validation checks for **all** staff groups whenever you click save. Therefore, unless you are the first person to save any data, similar to the table shown below, your entire Job Family data entry template will indicate errors as all fields are empty.

**The Data Return Component was modified successfully.**

OTHER THERAPEUTIC SERVICES

Clinical Psychology and Counselling	National Statistics	NHS Board	Year 1 Projection	Year 2 Projection	Year 3 Projection
Band 1 - 4		Must be present	Must be present	Must be present	Must be present
Band 5 - 9		Must be present	Must be present	Must be present	Must be present
Not Assimilated / Not Known		Must be present	Must be present	Must be present	Must be present

Genetic Counselling	National Statistics	NHS Board	Year 1 Projection	Year 2 Projection	Year 3 Projection
Band 1 - 4		Must be present	Must be present	Must be present	Must be present
Band 5 - 9		Must be present	Must be present	Must be present	Must be present
Not Assimilated / Not Known		Must be present	Must be present	Must be present	Must be present

Optometry	National Statistics	NHS Board	Year 1 Projection	Year 2 Projection	Year 3 Projection
Band 1 - 4		Must be present	Must be present	Must be present	Must be present
Band 5 - 9		Must be present	Must be present	Must be present	Must be present
Not Assimilated / Not Known		Must be present	Must be present	Must be present	Must be present

You should review and address all the validation errors based on the description of error. Mostly they will be along the lines of “must be present” where the field has been left blank, or “not in the expected format” where a character field has been entered incorrectly or there are not enough decimal places.

You may find having the error messages on display distracting. In this case, you can choose to **Clear validation errors** (Fig.a) and this will revert the form to its state before the error messages appeared (Fig.b).

Fig.a

Assumptions - Include direction of travel, changes resulting from service

Fig.b

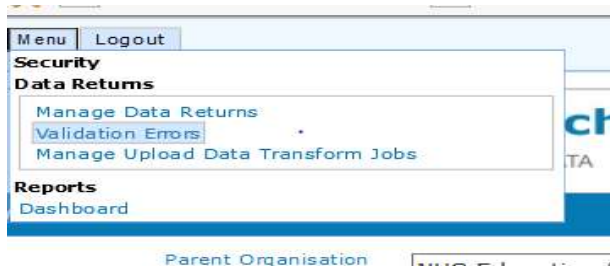
Year 1 Projection	Year 2 Projection	Year 3 Projection

It's important to point out that if you “**Clear validation errors**”, this is just clearing away the error message wording, it does not rectify the actual error which still remains until it has been fully rectified. Therefore it is possible that you will submit your return whilst it still contains “acceptable errors”.

## Validation error reports

To compliment your own in-house quality assurance checking processes, an automated validation error report has been built into the system.

To access, click on the **'Menu'** button at the top left hand side, click on **'Data Returns'**, and then select **'Validation Errors'**:



You need to specify the Data Collection Type as **NHS Board Workforce Projections**, and the Data Collection as **NHS Board Workforce Projections** using the drop down lists. Any errors will be displayed as shown below:

Data Collection Type:

Data Collection:

Filter Errors:

Error Code	Description	Error Count	Action
B01#F	NHS Board must be an exact 3 decimal number greater than or equal to zero	204	Select
B01#M	'NHS Board' must be present	1	Select
B02#F	'Year 1 Projection' must be an exact 3 decimal number greater than or equal to zero	205	Select
B02#M	'Year 1 Projection' must be present	1	Select
B03#F	'Year 2 Projection' must be an exact 3 decimal number greater than or equal to zero	205	Select

To address any of the listed errors, click on **'select'** (as shown above) which will then open a table listing an error description and location.

Organisation	Error Code	Error Description	Error Value	Error Message	Error Location	Cleared	Comments	Comments By	Comments Created	Comments Data Return State	Action
NHS Education for Scotland	B03#F	'Year 2 Projection' must be an exact 3 decimal number greater than or equal to zero	0	Must be an exact 3 decimal number greater than or equal to zero	Staff Groups : (Medical and Dental Support) : ( ) : ( ) : ( ) :	False					View Edit Comment Clear
		'Year 2 Projection' must		Must be an exact 3	Staff Groups :						

You can then click on **'Edit'** which will take you straight to the data point in question, drawing a red box around the field, similar to below:

NHS Education for Scotland

FF GROUPS

Medical and Dental

MEDICAL AND DENTAL

Medical and Dental HCHS Staff	National Statistics	NHS Board
Medical	487,974	<input type="text" value="17.7"/> <span style="border: 1px solid red; padding: 2px;">17.7</span> <span style="color: red; font-size: small;">✖ Must be a decimal number greater than or equal to zero</span>
Dental	15.1	17.7

Comments / Data Quality Issues / Direction of Travel / Service and Speciality Issues

Because you are in **edit** mode, you can now type into the unfilled field and update the cell, and then click on save. You will need to do this for each error.

It is recommended that you also now go back to enter/amend the data at source. **Remember that each time you submit via ProcXed, data from any previous submission will be overwritten.** But you can submit data as many times as necessary.



## Submitting data

Once you are satisfied that all departments have entered their data and addressed any validation errors, you are ready to employ the '**Save and Submit**' option.

The screenshot shows a web form titled 'STAFF GROUPS'. At the top, it says 'Unallocated / not known National Statistics'. Below that is a dropdown menu with 'Medical and Dental' selected. The section is titled 'MEDICAL AND DENTAL'. There is a table with two columns: 'All Medical and Dental HCHS Staff' and 'N Sta'. The table has three rows: 'Medical' with a value of '1', and 'Dental' with a value of '1'. Below the table are links for 'Comments / Data Quality Issues / Direction of Travel /'. At the bottom of the form are two buttons: 'Clear validation errors' and 'Fill all blank cells with zeros'. Below the form is a section titled 'OVERALL COMMENTS AND PROJECTION TEMPLATE SIG' with a 'Show' button. At the very bottom are three buttons: 'Back', 'Save', and 'Save and Submit', with the 'Save and Submit' button circled in green.

When you press the button to submit, a warning message will appear at the top of your screen saying that once the data have been submitted, you will no longer have the ability to edit. If you want to proceed with submission, press '**Save and Submit**' again to confirm.

The screenshot shows a warning message box with a blue background. The message reads: '✓ The Data Return Component was modified successfully. If the submit is successful, you will not be able to edit. If you wish to continue, please click Save and Submit button again.' Below the message are two buttons: 'Save and Submit' and 'Cancel'. The 'Save and Submit' button is highlighted. At the top of the page, there is a navigation bar with buttons for 'Menu', 'Logout', 'Back', 'Save', 'Save and Submit', 'Validation Errors', 'Previous Error', and 'Next Error'. The current user is identified as 'NHS Lothian'. The logo for 'scotXed Scottish Exchange OF DATA' is visible at the bottom of the page, along with the version number 'v8.2.0'. At the bottom of the page, there is a footer with the text: 'This component was last opened by NHS Lothian at 29 Dec 2016 15:11.' and 'This component was last edited by DataCollection Owner at 29 Dec 2016 13:04.'

At this point, HSCA will be able to review your submitted projections data. However, if you realised that you'd like to make a change to your submission, you can still contact the central mailbox: [wpf@gov.scot](mailto:wpf@gov.scot) and a member of the team will return your data form, allowing you to make the necessary changes.

Otherwise, once submitted, you will **NOT** be able to edit again.

## Notes on multiple users

Each Health Board may have multiple users, each completing data for the job family discipline or department they're responsible for. If this is the case you should bear in mind:

- Only one person can be in **edit** at any one time – a message will pop up to clarify that a colleague from another area is already in the system, preventing any loss of data.
- As well as agreeing data values, the relevant departmental lead should review and agree the narrative prior to sign off.
- Remember to save the form regularly when you are updating information, but **do not** click '**Save and Submit**' until you are confident that everybody else has finished inputting their information (see section on [submitting data](#)).

## National statistics data entry

The team of workforce analysts at SG will enter nationally published data into the ProcXed template once it has been made available. As only one user can edit at a time, the system will be taken off line for a maximum of two weeks between May and June. The first date the system will be off line will be visible in the "**End Date**" column when you first log in.

Data Return Components

Collection Name	Organisation	Status	End Date	Locked By	Action
NHS Board Workforce Projections Test	NHS Lothian	InProgress	2016-12-31		<a href="#">Edit</a> <a href="#">Overview</a>

## Reports

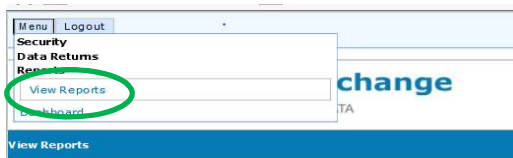
As well as the validation checks, there is a selection of reports which you can run **at any time**. These will also help assure you of data quality, and can be saved to your local system for future reference.

There are currently four automated reports which can help validate your data:

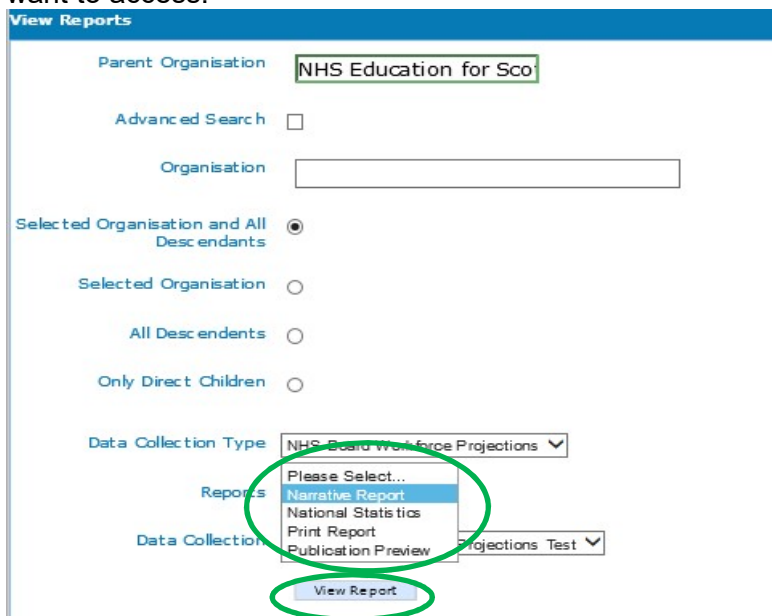
Report title	Overview
Narrative report	All narrative comments provided by your individual Health Board
National statistics report	Matrix of your own Health Board National Statistics data
Print Report	Master spread-sheet of your Health Board's projection data
Publication preview report	Projection table for your own Health Board to be published in August. And Chart based on only your Health Board data.

Note all reports can only be accessed by authorised staff within the Health Board. You will only be able to see your own Boards' data, not any other Health Board.

To access available reports, click on the Menu button at the top left hand side, select "Reports" and then 'View Reports'.



You are then presented with a secondary page where you select from the drop-down which report you want to access.



Depending on the amount of data, reports may take up to five minutes to display, so please be patient and don't repeatedly press on the "View Report" option.

See the relevant section below for a full description of each report.

## Narrative report

The Narrative Report collates all of the information for your board which has been included in the comments fields:



ProcXed Report  
v8.2.0.0

1. Overall

1.1 Comments / Data Quality Issues / Direction of Travel

1.2 Brief Information on Workforce Cost Savings (non-staff) i.e. Bank/Agency usage, overtime and excess etc.

1.3 Please note how workforce changes are being driven by the implications of an older or ageing workforce

2. Medical and Dental

2.1 Comments / Data Quality Issues / Direction of Travel / Service and Speciality Issues

*Expect an influx of bandages in coming years*

This allows each staff member with the correct access to review the comments relating to each of the job families. Once complete, this Narrative Report should be reviewed by the authorised signatories for your board before sign-off.

**Reminder note** - When you are completing the narrative, there are several Job Family areas where you are asked to provide additional, specific information. Please refer to [Annex 2](#) for full details.

## National statistics report

This report shows the national statistics data which the HSCA team have entered on your behalf whilst the data entry platform is taken off-line for a maximum of two weeks between May and June.



ProcXed Report  
v8.2.0.0

Staff Group	Profession	Sub Profession	Band	NHS Education for Scotland
Medical and Dental	All Medical and Dental HCHS Staff		Medical	487,974
			Dental	15,100
	Physician Assistant		Band 1 - 4	-
			Band 5 - 9	-
			Not Ass imilated / Not Known	-
			Band 1 - 4	-
			Band 5 - 9	-
Theatre Services			Band 1 - 4	-
			Band 5 - 9	-

These data should match the information which you previewed and agreed for publication by ISD. Because this report will match what has already been published, it is an easy reference for comparing your local baseline to what was agreed for publication.

## Print Report

The Print Report option can be accessed in one of two ways

### Option 1

When you are completing the data form, you will be able to see a toolbar menu at the top of the page:

The screenshot shows a toolbar at the top with buttons for Menu, Logout, Back, Save, Save and Submit, Print Report (circled in green), and Validation Errors. Below the toolbar is the Scottish Exchange logo and the text 'OF DATA'. The main content area is titled 'NHS Board Workforce Proj' and 'NHS Education for Scotland'. Under 'STAFF GROUPS', a dropdown menu is set to 'Medical and Dental'. Below this, a table titled 'MEDICAL AND DENTAL' is shown with columns for 'All Medical and Dental HCHS Staff', 'National Statistics', 'NHS Board', and 'Year 1 Projection'. The 'Medical' row shows a value of 487,974 in the National Statistics column.

By choosing this option, you will be able to print off what you can see on the screen, or the data entered for any job family.

### Option 2

Select **'View Reports'** via the dropdown list as described earlier:

The screenshot shows a form with several options: 'All Descendents' (radio button), 'Only Direct Children' (radio button), 'Data Collection Type' (dropdown menu set to 'NHS Board Work force Projections'), 'Reports' (dropdown menu with options: 'Please Select...', 'Narrative Report', 'National Statistics', 'Print Report', 'Publication Preview'), and 'Data Collection' (dropdown menu set to 'Projections Test'). A 'View Report' button is located below the dropdown menus.

When you first click to select this report - via either of the two routes. You will be presented with a screen like this:

The screenshot shows the ProcXed Report v8.2.0.0 interface. It features a navigation bar with a page number '1 of 6', a search icon, and a '100%' zoom level. The main content area is titled 'NHS Board Workforce Projections 2016' and 'NHS EDUCATION FOR SCOTLAND'. A 'submission date: not submitted' message is displayed. Below the title is a 'TABLE OF CONTENTS' with the following links: OVERALL, PROJECTION SIGN OFF, MEDICAL AND DENTAL, MEDICAL AND DENTAL SUPPORT, NURSING AND MIDWIFERY (EXCLUDING INTERNS), ALLIED HEALTH PROFESSION, OTHER THERAPEUTIC SERVICES, HEALTHCARE SCIENCE, PERSONAL AND SOCIAL CARE, AMBULANCE SERVICES, SUPPORT SERVICES, and ADMINISTRATIVE SERVICES AND MANAGEMENT.

By clicking on any of the links, you will see the relevant data. For example, the **OVERALL** option shows you the total staff in post data entered to date for you board:

**Overall**

All Staff	Baseline			Year 1 Projection	Year 2 Projection	Year 3 Projection	Year 1 (%) Projection	Year 2 (%) Projection	Year 3 (%) Projection
	National Statistics	NHS Board	Variance						
<b>All Staff Groups</b>	540.6	2,036.6	-1,496.0	1,045.4			-48.7%		
Dental	15.1	1.5	13.6	1.5			-		
Medical	488.0	487.9	0.1	505.9			3.7%		
<b>Sub Total</b>	<b>37.5</b>	<b>1,547.2</b>	<b>-1,509.7</b>	<b>538.0</b>	<b>568.0</b>	<b>383.5</b>	<b>-65.2%</b>	<b>5.6%</b>	<b>-32.5%</b>
Medical and Dental Support	19.2	20.6	-1.4	20.6	20.6	20.6	-	-	-
All Staff	-	-	-	-	-	-	-	-	-
Band 1 - 4	-	-	-	-	-	-	-	-	-

And the other links show the wte entered for the relevant job family. Each job family report is laid out in a similar way to the data entry form.

You will see there is also a **Projection Sign Off** report which illustrates if the relevant Leads have seen and authorised the projections return:

**PROJECTION SIGN OFF**

Completed returns should be signed off by the NHS Board Chief Executive. In the case of the Nursing & Midwifery and AHP workforce projections, the NHS Board Nurse Director and AHP Director/Lead respectively should have professional oversight and have endorsed these projections as part of the overall NHS Board Workforce Plan.

Sign Off Check Box - This must be completed	
Chief Executive	
Nurse Director (where appropriate)	
AHP Director/Lead (where appropriate)	
Healthcare Science Lead (where appropriate)	
Local Partnership Forums	
Workload/Workforce Tools Used & Referenced	

**Remember all the relevant Leads must sign off before you submit.**

## Publication preview report

The “Publication Preview” report option is a summary of your board projections in table and chart format. This report serves as a preview what will be published in August for your board. You should be sure to review that you’re happy with this before submitting.

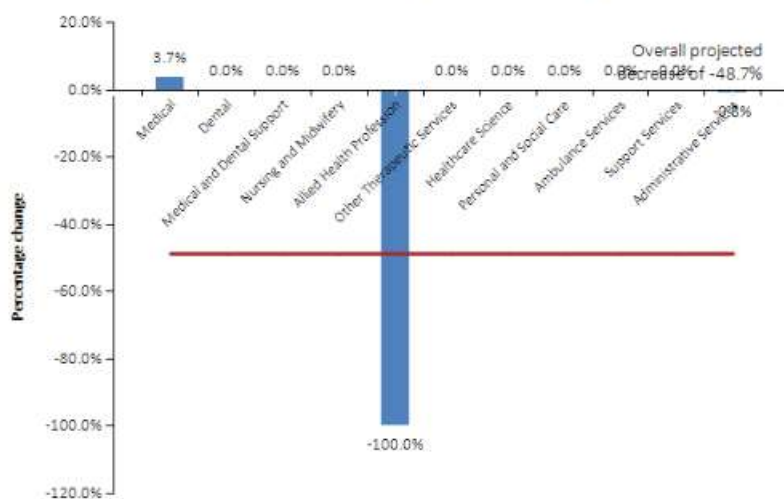
### Projection tables - main findings

NHS Education for Scotland projected staff in post (WTE) changes for financial year 2016/2017 by staff group

Staff Group	Board baseline		2016/2017 projections	
	31-Mar-2016	31-Mar-2017	Change	Change %
All staff groups	2,036.6	1,045.4	-991.2	-48.7%
Medical	487.9	505.9	18.0	3.7%
Dental	1.5	1.5	-	-
Medical and Dental Support	20.6	20.6	-	-
Nursing and Midwifery	-	-	-	-
Allied Health Profession	1,005.2	-	-1,005.2	-100.0%
Other Therapeutic Services	17.2	17.2	-	-
Healthcare Science	-	-	-	-
Personal and Social Care	-	-	-	-
Ambulance Services	-	-	-	-
Support Services	-	-	-	-
Administrative Services	504.2	500.2	-4.0	-0.8%
Management (non AfC)	4.0	4.0	-	-

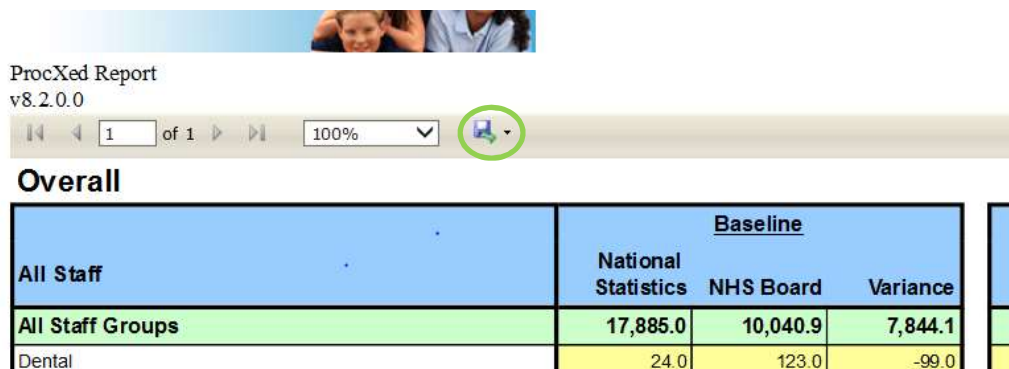
The chart is an extra piece of information to help you understand your boards’ workforce projections. The red line is your boards’ overall average projected increase or decrease based on the data available at the time. A sharp drop or influx should help you to identify possible problem areas and obtain a narrative around the reasons.

Projected percentage change for NHS Education for Scotland workforce, 2016/2017



## Exporting reports to local systems

All reports can be exported from the on-line system and saved locally. Click on the save icon as circled below and select the format you prefer (Excel, PDF, or Word).



ProcXed Report  
v8.2.0.0

1 of 1 100%

**Overall**

All Staff	Baseline		
	National Statistics	NHS Board	Variance
All Staff Groups	17,885.0	10,040.9	7,844.1
Dental	24.0	123.0	-99.0

As the Publication Preview report displays the data which will be nationally published in relation to your health board, it is recommended that you save this for reference. Saving reports to your local system will provide evidence of your submitted values over time.

**Please note and remember that once the data are exported, they are not dynamically linked back to the web platform. Therefore if you make changes locally, these will not be replicated on the web platform.**

## Support

Please do not hesitate to get in touch with us should you encounter any difficulties.

In the first instance, please email [wpf@gov.scot](mailto:wpf@gov.scot)

Or if you need to speak to a member of staff:

Data queries	Policy queries
0131 244 2414	0131 244 7350
0131 244 7551	0131 244 3325
0131 244 4182	0131 244 4823



## Annex 1

Validation checks have been incorporated throughout the data entry form.

The automated checks, in no particular order, are:

- A numerical value for NHS board base line must be entered i.e. the cell cannot be left blank, and cannot include a comma separator:

The screenshot shows a table titled "NHS Board" with three rows. The first row is empty and has a red error message: "Must be present". The second row contains the value "1,005.222" and has a red error message: "Must be a decimal number greater than or equal to zero". The third row contains the value "0.000".

An additional feature has been added where you can select to **"Fill all blank cells with zeros"**. This can be used to complete the blank fields with a zero very quickly.

The screenshot shows the "STAFF GROUPS" data entry form. It includes a dropdown menu for "Medical and Dental", a section for "MEDICAL AND DENTAL", and a table with columns for "All Medical and Dental HCHS Staff", "National Statistics", "NHS Board", "Year 1 Projection", "Year 2 Projection", and "Year 3 Projection". Below the table is a text area for "Comments / Data Quality Issues / Direction of Travel / Service and Speciality Issues". At the bottom, there are two buttons: "Clear validation errors" and "Fill all blank cells with zeros", which is circled in green.

When you click on this button, you should choose to [Leave this page](#)  
The page will then be updated to include zero values.

Remember this process will need to be repeated for each for each staff group.







- Projection validation checks will help you to submit a cleaner data set and there should be less need for us to contact you with validation-type questions. As you can still submit your data even if there are error warnings, it would be helpful to acknowledge and explain the errors via email or phone call.

Errors appear when:







a) data are not to 3.d.p.

The screenshot shows a data entry field with the value "1.5" and a red error message: "Must be an exact 3 decimal number greater than or equal to zero".

b) Year 1 projection is equal to the baseline figure, or in subsequent years, projections are the same as the year before i.e. staff predicted to flat-line

Year 1 Projection	Year 2 Projection	Year 3 Projection
166.430   Must not equal baseline (NHS Board)	166.430   Must not equal Year 1 Projection	166.430   Must not equal Year 2 Projection

c) Projection figures indicate a very high increase, or a very low decrease.

Year 1 Projection	Year 2 Projection	Year 3 Projection
2.005   Must equal to or be greater than 50% of baseline value (NHS Board)	200.500   Must equal to or be less than 150% of Year 1 Projection value	20.005   Must equal to or be greater than 50% of Year 2 Projection value

- You can choose to **Clear validation errors** (Fig.a) and this will revert the form to look as it did before you pressed save and errors appeared (Fig.b).

**Fig.a**

Assumptions - Include direction of travel, changes resulting from service

**Fig.b**

Year 1 Projection	Year 2 Projection	Year 3 Projection

It's important to point out that if you "**Clear validation errors**", this is just clearing away the error message wording, it does not rectify the actual error which still remains until it has been fully rectified. Therefore it is possible that you will submit your return whilst it still contains "acceptable errors".

If you have any issues interpreting the error messages, please get in touch: [wpf@gov.scot](mailto:wpf@gov.scot)

## Annex 2

As well as the general “**Comments / Data Quality Issues / Direction of Travel / Service & Specialty Issues**” required for each Job Family, additional commentary narrative is requested for specific Job Families.

You should provide **additional** information in the on-line Workforce Projections platform for the Job Families as specified below.

### 2.1 Medical and Dental

#### 1. Comments / Data Quality Issues / Direction of Travel / Service & Specialty Issues

Figures should include Doctors and Dentists in Training. In order to help inform the process of setting the medical and dental trainee intakes please indicate any specialties where demand for consultants is expected to vary significantly from the annual 1% growth which has previously been built into the modelling

*You may wish to enter your narrative below – the box size will automatically increase if required – then paste your text into the online Workforce Projections platform*

### 2.2 Nursing and Midwifery (excluding Interns)

#### 1. Comments / Data Quality issues / Workload & Workforce Planning Tools

Please indicate how the application of nursing and midwifery workload and workforce planning tools are informing workforce planning decisions.

*You may wish to enter your narrative below – the box size will automatically increase if required – then paste your text into the online Workforce Projections platform*

#### 2. Assumptions – Include direction of travel, changes resulting from legislative or policy developments, service redesign & configuration for Nursing and Midwifery workforce, Advanced Practice and Support Workers (Note: include likelihood)

In order to help inform commissioning of education for advanced practice, and further planning for Support Workers, please provide details on current numbers of Advanced Nurse Practitioners and what the future requirements are likely to be. Within this, please indicate any specialties/settings where demand for ANPs is expected to increase significantly.

Also, given known or anticipated legislative or policy developments, demographic pressures e.g. ageing workforce and/or other service developments affecting the Nursing and Midwifery workforce, including the Health Visiting, Neonatal, School Nursing, Community Children’s Nursing, District Nursing, and Specialist Nursing workforce, please provide more information about your workforce requirements and plans in respect of these disciplines.

*You may wish to enter your narrative below – the box size will automatically increase if required – then paste your text into the online Workforce Projections platform*

## 2.3 AHP

### **1. Assumptions - Include direction of travel, changes resulting from service redesign & reconfiguration (Note: include likelihood)**

Please provide more detail on your workforce plans, including succession planning for smaller occupational groups (such as orthoptics, arts therapists or prosthetists).

It would be helpful if boards could provide narrative on any workforce changes being driven by integration e.g. Occupational Therapy Services being integrated across health and social care. Please note any changes to children's speech and language therapy services. Please also note any changes as a result of (1) national diagnostic, treatment or cancer priorities such as changes to the therapy and diagnostic radiography or MSK workforce (2) Unscheduled care or patient flow (3) 'seven day' services (4) Hospital at home or Intermediate care

Please provide any details on planned service redesign involving community paramedic practitioners.

*You may wish to enter your narrative below – the box size will automatically increase if required – then paste your text into the online Workforce Projections platform*

## 2.4 Healthcare Science

### **1. Assumptions - Include direction of travel, changes resulting from service redesign & reconfiguration (Note: include likelihood)**

It would be helpful if boards could provide narrative on any changes to the healthcare science workforce, for example linked to (1) diagnostic priorities (2) new technological changes altering the skill-mix requirements (3) Advance practice roles being developed (4) better utilisation of assistant/associate practitioners (5) small professional groups experiencing sustainability issues such as neurophysiology, gastrophysiology, radiation protection and radiotherapy, as well as clinical perfusion (6) 'seven day' services

*You may wish to enter your narrative below – the box size will automatically increase if required – then paste your text into the online Workforce Projections platform*

## 2.5 Administration Services & Management (Non AfC)

### **1. Health & Social Care Transfers**

Please give details of numbers of transfers in and out, including what they relate to i.e. Prison Service staff, Council staff etc. These figures should already be taken into account in the staff group projections. This is the space to state the overall impact of integration or other changes which span across more than one staff group.

*You may wish to enter your narrative below – the box size will automatically increase if required – then paste your text into the online Workforce Projections platform*