Briefing note

2019 Council of Deans of Health academic staffing census

January 2019

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1.   Introduction

The Council of Deans of Health (CoDH) is undertaking an academic staffing survey to understand more about the higher education academic healthcare workforce. The purpose of the staffing census is to identify the characteristics of the academic healthcare workforce in terms of the overall staffing levels across the professions, including demographic and employment information. The census will also examine issues around staff recruitment and retention.

The data we collect will be treated in confidence. We will not publish or disclose information at the individual staff member level or institution level. All data will be presented in aggregate form (e.g. at profession level), following the Higher Education Statistics Agency's procedures for rounding and suppression to anonymise statistics.

This briefing note is for healthcare departments/faculties/schools and HR teams who will provide the data to the CoDH. It provides further details in relation to the survey including the project timeline and submission instructions.

1.1.   Scope of the data collection

The census collects two forms of information:
- **current** recruitment and retention issues within the member faculty/school/department; and
- staff census data relating to the member faculty/department/school, as of **31 July 2018**.

Current recruitment issues could, for instance, include difficulties filling open posts, or recruiting certain academic grades within the member faculty/department/school. Current retention issues may include academic grades for which there is a higher than average staff turnover/attrition.

Staff eligible to be included within the CoDH academic staffing census include:
- all staff holding a substantive academic contract (teaching and/or research) with the member faculty/department/school;
- with a professional status as either a nurse, midwife or allied health professional (see below); and
- in post on **31 July 2018** (eligible staff will have been returned in the 2017-18 HESA staff record return).

The professions eligible for inclusion within the academic staffing census include those which sit broadly within the nursing, midwifery and allied health professions within the member faculty/department/school (see below). However, we are also interested in understanding the range of different professions and academic disciplines involved in the provision of healthcare education at UK HEIs.

- Adult nursing
- Art therapy
- Children's nursing
- Diagnostic radiography
- Dietetics
- Drama therapy
- Learning disability nursing

- Mental health nursing
- Midwifery
- Music therapy
- Occupational therapy
- Operating department practice
- Orthoptics
- Paramedics

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- Physiotherapy
- Podiatry and Chiropody
- Prosthetics and Orthotics
- Speech and language therapy
- Therapeutic radiography
- Other (please specify)

Each row of the census data should consist of a single member of faculty/department/school staff employed at the institution. Staff with multiple posts (e.g. two part-time posts) should have a row of data for each role they hold within the member faculty/department/school. We will then clean the data to account for this. If you have any questions about you return, please contact us on staffingcensus@cod-health.ac.uk. Step-by-step guidance outlining how to complete your HEI's academic staffing census can be found in the guidance document.

1.2. Project time line

- Tuesday 22 January 2019: the data collection template, briefing and guidance notes will be made available to first named members.
- By Friday 22 February 2019: members provide the contact details of their single point on contact (SPOC) by completing this online form.
- SPOCs will be responsible for liaising with the CoDH in relation to their institution's submission. This will include dealing with all communication regarding the census, including questions; receiving the data collection template; and submitting the final data return to the CoDH. SPOCs should have a good understanding of HESA data.
- By Friday, 31 May 2019: members to have completed their census and returned the data via Quatrix.
- March-June 2018: CoDH will check the data returns. This may involve correspondence with SPOCs to resolve any queries with regards to the data returns.
- August: members to be given advanced access of final report prior to public release.

1.3. Submission instructions

Complete censuses should be returned to the Council via Quatrix. Quatrix is a secure data transfer solution provided by Maytech Global Data Transfer, offering end-to-end encryption, EU data residency, Pan Government Accredited for Official Sensitive Data and, ISO 27001 certified. Maytech does not view, use, or access any of the data stored on its systems and ensures that appropriate controls and systems are in place for the relevant data processing activities it undertakes. This includes compliance with GDPR in relation to the processing of Personally Identifiable Information (PII).

2. Table of data fields contained within the census

The following sections contain a summary of the data fields contained within the academic staffing census.

2.1. Institution

Table 1 contains information about steps 1.1 to 1.7 in the staffing census. This includes **mandatory** data fields about the institution returning the data and contact details of the individual submitting the return. Please complete this information so that we know which faculty/department/school is returning the data and who to contact should we have any questions.

Table 1 '1 Institution'

Step	Field name	Description	Format	Possible values	Complete for
1.1	Institution name	This field records the name of the higher education provide the return relates to	Free text		All rows
1.2	Name of the faculty/ department/school completing the return	This field records the name of the faculty/department/school completing the return	Free text		All rows
1.3	Name of individual completing the return	This field records the name of the individual sending the data back to CoDH. This should be the single point of contact	Free text		All rows
1.4	Contact email address	This field contains the email address of the single point of contact who is completing the return	Email address		All rows
1.5	Contact telephone number	This field contains the telephone number of the single point of contact who is completing the return	Numeric		All rows
1.6	Date of completion	This field contains the date on which the return was completed	DD/MM/YYYY		All rows
1.7	Name of individual (e.g. dean) checking the return	This field contains the name of the individual responsible for checking the return	Free text		All rows

2.2. Recruitment

Table 2 contains information about steps 2.1 to 2.5 in the staffing census. This includes information about the roles **currently** being recruited within the faculty/department/school, the professions within which they are being recruited, as well as the total number of open positions.

Table 2 '2 Recruitment'

Step	Field name	Description	Format	Possible values	Complete for
2.1	Recruitment of academic grades	The academic grades within nursing, midwifery and the allied health professions currently being recruited within the faculty/department/school	Free text	Yes, No	Complete for each academic grade
2.2	Difficulty recruiting	The broad profession within which the academic grade being recruited for falls within (e.g. nursing, midwifery, allied health professions).	Free text	Yes, No	Complete for each academic grade for which recruitment is currently open, indicating whether this is within nursing, midwifery of the allied health professions
2.3	Total posts open for recruitment	The total number of posts open for recruitment by each academic grade across nursing, midwifery and the allied health professions.	Numeric		All academic grades open for recruitment
2.4	Comments about the recruitment of particular grades	An optional field for any comments about staff recruitment for particular academic grades	Free text		Optional
2.5	General comments about recruitment	An optional field for any general comments about staff recruitment	Free text		Optional

2.3. Retention

Table 3 includes information about steps 3.1 to 3.5 in the staffing census. This includes information about the academic grades the faculty/department/school is **currently** experiencing difficulty in retaining, as well as the professions these difficulties relate to. For example, retention issues may be experienced due to higher than average staff turnover/attrition rates.

Table 3 '3 Retention'

Step	Field name	Description	Format	Possible values	Complete for
3.1	Retention of academic grades	Academic grades for which the faculty/department/school is currently experiencing difficulties in retaining within the nursing, midwifery and allied health professions.	String	Yes, No	Complete for each academic grade
3.2	Difficulty retaining	The broad profession within which the academic grades the higher education provider is experiencing difficulty in retaining falls within (nursing, midwifery, allied health professions).	String	Yes, No	Complete for each academic grade for which the higher education provider is experiencing difficulty in retaining
3.3	Comments about retention of specific academic grades	An optional field for any comments about staff retention for particular academic grades.	String		Optional
3.5	Comments	An optional field for any general comments about staff retention	String		Optional

2.4. Staff census data return

Table 4 contains information about steps 4.1 to 4.23 in the main staffing census data return.

This includes the field name and description, the format the data is required in, the source of the data (e.g. HESA staff record or faculty/department/school information), a list of possible values accepted in the census data return worksheet and instructions on how this data should be provided.

The data requested in steps 4.1 to 4.13 is already collected as part of the HESA staff record process. In the column 'source', you will find the HESA short name for the data being requested. Steps 4.14 to 4.23 request information that is likely to be known at the faculty/department/school level.

Table 4 '4. Staff data return'

Step	Field name	Description	Format	Source	Possible values	Complete for
4.1	HESA staff identification number	This field contains the HESA staff identification number	Alpha-numeric	HESA (STAFFID)		All rows
4.2	Age in years	The age (in years) of the staff member as of 31 July 2017. This should be calculated using the BIRTHDATE	Numeric	HESA (BIRTHDATE)	16 to 99	All rows
4.3	Gender	The gender of the member of staff	Numeric	HESA (SEXID)	1 (Male); 2 (Female); 3 (Other)	All rows
4.4	Ethnicity	The ethnicity of the member of staff	Numeric	HESA (ETHNIC)	10 (White); 13 (White - Scottish); 14 (Irish Traveller); 15 (Gypsy or Traveller); 19 (Other White background); 21 (Black or Black British - Caribbean); 22 (Black or Black British - African); 29 (Other Black background); 31 (Asian or Asian British - Indian); 32 (Asian or Asian British - Pakistani); 33 (Asian or Asian British -	All rows

					Bangladeshi); 34 (Chinese); 39 (Other Asian background); 41 (Mixed - White and Black Caribbean); 42 (Mixed - White and Black African); 43 (Mixed - White and Asian); 49 (Other mixed background); 50 (Arab); 80 (Other ethnic background); 90 (Not known); 98 (Information refused)	
4.5	Nationality	The nationality of the member of staff	String	HESA	AA (Stateless); AD (Andorra); AE (United Arab Emirates); AF (Afghanistan); AG (Antigua and Barbuda); AI (Anguilla); AL (Albania); AM (Armenia); AO (Angola); AR (Argentina); AS (American Samoa); AT (Austria); AU (Australia); AZ (Azerbaijan); BA (Bosnia and Herzegovina); BB (Barbados); BD (Bangladesh); BE (Belgium); BF (Burkina Faso); BG (Bulgaria); BH (Bahrain); BI (Burundi); BJ (Benin); BM (Bermuda); BN (Brunei [Brunei Darussalam]); BO (Bolivia [Bolivia, Plurinational State of]); BR (Brazil); BS (Bahamas, The); BT (Bhutan); BW (Botswana); BY (Belarus); BZ (Belize); CA (Canada); CD (Congo (Democratic Republic) [Congo (The Democratic Republic of the)] {formerly Zaire}); CF (Central African Republic); CG (Congo); CH (Switzerland); CI (Ivory Coast [Côte D'ivoire]); CL (Chile); CM (Cameroon); CN (China); CO (Colombia); CR (Costa Rica); CU (Cuba); CV (Cape Verde); CZ (Czech Republic); DE (Germany); DJ (Djibouti); DK (Denmark); DM (Dominica); DO (Dominican Republic); DZ (Algeria); EC (Ecuador); EE (Estonia); EG (Egypt); EH (Western Sahara); ER (Eritrea); ES (Spain {includes Ceuta, Melilla}); ET (Ethiopia); FI (Finland); FJ (Fiji); FK (Falkland Islands [Falkland Islands (Malvinas)]); FM	All rows

					(Micronesia [Micronesia, Federated States of]); FO (Faroe Islands); FR (France {includes Corsica}); GA (Gabon); GB (United Kingdom); GD (Grenada); GE (Georgia); GG (Guernsey); GH (Ghana); GI (Gibraltar); GL (Greenland); GM (Gambia, The); GN (Guinea); GQ (Equatorial Guinea); GR (Greece); GS (South Georgia and The South Sandwich Islands); GT (Guatemala); GU (Guam); GW (Guinea-Bissau); GY (Guyana); HK (Hong Kong (Special Administrative Region of China) [Hong Kong]); HN (Honduras); HR (Croatia); HT (Haiti); HU (Hungary); ID (Indonesia); IE (Ireland); IL (Israel); IM (Isle of Man); IN (India); IO (British Indian Ocean Territory (BIOT)); IQ (Iraq); IR (Iran [Iran, Islamic Republic of]); IS (Iceland); IT (Italy {Includes Sardinia, Sicily}); JE (Jersey); JM (Jamaica); JO (Jordan); JP (Japan); KE (Kenya); KG (Kyrgyzstan); KH (Cambodia); KI (Kiribati); KM (Comoros); KN (St Kitts and Nevis); KP (Korea (North) [Korea, Democratic People's Republic of]); KR (Korea (South) [Korea, Republic of]); KW (Kuwait); KY (Cayman Islands); KZ (Kazakhstan); LA (Laos [Lao People's Democratic Republic]); LB (Lebanon); LC (St Lucia); LI (Liechtenstein); LK (Sri Lanka); LR (Liberia); LS (Lesotho); LT (Lithuania); LU (Luxembourg); LV (Latvia); LY (Libya); MA (Morocco); MC (Monaco); MD (Moldova [Moldova, Republic of]); ME (Montenegro); MG (Madagascar); MH (Marshall Islands); MK (Macedonia [Macedonia, The Former Yugoslav Republic of]); ML (Mali); MM (Burma [Myanmar]); MN (Mongolia); MO (Macao (Special	

| | | | | | Administrative Region of China) [Macao]); MP (Northern Mariana Islands); MR (Mauritania); MS (Montserrat); MT (Malta); MU (Mauritius); MV (Maldives); MW (Malawi); MX (Mexico); MY (Malaysia); MZ (Mozambique); NA (Namibia); NE (Niger); NG (Nigeria); NI (Nicaragua); NL (Netherlands); NO (Norway); NP (Nepal); NR (Nauru); NZ (New Zealand); OM (Oman); PA (Panama); PE (Peru); PG (Papua New Guinea); PH (Philippines); PK (Pakistan); PL (Poland); PN (Pitcairn, Henderson, Ducie and Oeno Islands [Pitcairn]); PS (Occupied Palestinian Territories [Palestine, State of] {formerly West Bank (including East Jerusalem) and Gaza Strip}); PT (Portugal {includes Madeira, Azores}); PW (Palau); PY (Paraguay); QA (Qatar); QN (Serbia and Montenegro not otherwise specified); QO (Kosovo); RO (Romania); RS (Serbia); RU (Russia [Russian Federation]); RW (Rwanda); SA (Saudi Arabia); SB (Solomon Islands); SC (Seychelles); SD (Sudan); SE (Sweden); SG (Singapore); SH (St Helena, Ascension and Tristan da Cunha); SI (Slovenia); SK (Slovakia); SL (Sierra Leone); SM (San Marino); SN (Senegal); SO (Somalia); SR (Suriname); SS (South Sudan); ST (Sao Tome and Principe); SV (El Salvador); SY (Syria [Syrian Arab Republic]); SZ (Swaziland); TC (Turks and Caicos Islands); TD (Chad); TG (Togo); TH (Thailand); TJ (Tajikistan); TL (East Timor [Timor Leste]); TM (Turkmenistan); TN (Tunisia); TO (Tonga); TR (Turkey); TT (Trinidad and Tobago); TV (Tuvalu); TW (Taiwan [Taiwan, Province of China]); TZ (Tanzania [Tanzania, United Republic of]); UA | |

					(Ukraine); UG (Uganda); US (United States); UY (Uruguay); UZ (Uzbekistan); VA (Vatican City [Holy See (Vatican City State)]); VC (St Vincent and The Grenadines); VE (Venezuela [Venezuela, Bolivarian Republic of]); VG (British Virgin Islands [Virgin Islands, British]); VN (Vietnam [Viet Nam]); VU (Vanuatu); WS (Samoa); XA (Cyprus (European Union)); XB (Cyprus (Non-European Union)); XC (Cyprus not otherwise specified); XL (Channel Islands not otherwise specified); XM (Czechoslovakia not otherwise specified); XN (Union of Soviet Socialist Republics not otherwise specified); XO (Yugoslavia not otherwise specified); YE (Yemen); ZA (South Africa); ZM (Zambia); ZW (Zimbabwe); ZZ (Not known)	
4.6	National identity	The national identity of the post holder	String	HESA (NATIOND)	B (British); E (English); I (Irish); O (Other); R (Information refused); S (Scottish); U (Unknown); W (Welsh)	All rows
4.7	Contract levels	HESA contract level (UCEA/XpertHR)	String	HESA (LEVELS)	A0 (Vice-Chancellor/Principal/Head of Institution); B0 (UCEA level 2); C1 (UCEA level 3A); C2 (UCEA level 3B); D1 (UCEA level 3/4A1); D2 (UCEA level 3/4A2); D3 (UCEA level 3/4A3); E1 (UCEA level 4A); E2 (UCEA level 4B); F1 (UCEA level 5A); F2 (UCEA level 5B); I0 (XpertHR level I); J0 (XpertHR level J); K0 (XpertHR level K); L0 (XpertHR level L); M0 (XpertHR level M); N0 (XpertHR level N); O0 (XpertHR level O); P0 (XpertHR level P).	All rows
4.8	Academic employment function	The academic employment function of the member of staff. This should match the data	Numeric	HESA (ACEMPFUN)	1 (Academic contract that is teaching only); 2 (Academic contract that is research only); 3 (Academic contract that is both teaching and research); 4 (Not an academic contract); 9	All rows

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		entered into the HESA Staff Record			(Academic contract that is neither teaching nor research).	
4.9	Clinical status	Whether the member of staff has successfully completed a doctorate	Numeric	HESA (CLINICAL)	0 (Not clinical academic); 1 (Clinical academic doctors and dentists); 2 (Clinical academic nurses and midwives); 3 (Clinical academic health professions); 4 (Other clinical academic staff).	All rows
4.10	Mode of employment	Whether the post holder is full-time, part-time or atypical	Numeric	HESA (MOEMP)	1 (Full-time); 2 (Full-time, term-time only); 3 (Part-time); 4 (Part-time, term-time only); 5 (Atypical); 6 (Dormant).	All rows
4.11	Terms of employment	The terms of employment for each post holder	Numeric	HESA (TERMS)	1 (Open-ended/Permanent); 2 (Fixed-term); 3 (Atypical).	All rows
4.12	Regulatory body	The regulatory body represented by the post holder	Numeric	HESA (REGBODY1)	01 (General Medical Council (GMC)); 02 (General Dental Council (GDC)); 03 (General Optical Council (GOC)); 05 (The Pharmaceutical Society of Northern Ireland (PSNI)); 06 (The Nursing & Midwifery Council (NMC)); 07 (Health and Care Professions Council (HCPC: excluding social workers in England); 08 (Health and Care Professions Council (HCPC: social workers in England); 09 (Scottish Social Services Council (SSSC)); 10 (Care Council for Wales (CCW)); 11 (Northern Ireland Social Care Council (NISCC)); 12 (General Osteopathic Council (GOsC)); 13 (General Chiropractic Council (GCC)); 14 (Royal College of Veterinary Surgeons (RCVS)); 15 (General Pharmaceutical Council (GPhC)).	All rows
4.13	Regulatory body	The regulatory body represented by the post holder	Numeric	HESA (REGBODY2)	01 (General Medical Council (GMC)); 02 (General Dental Council (GDC)); 03 (General Optical Council (GOC)); 05 (The Pharmaceutical Society of Northern Ireland (PSNI)); 06 (The Nursing & Midwifery Council (NMC)); 07 (Health and Care	If required (e.g. if the post holder is represented

					Professions Council (HCPC): excluding social workers in England); 08 (Health and Care Professions Council (HCPC): social workers in England); 09 (Scottish Social Services Council (SSSC)); 10 (Care Council for Wales (CCW)); 11 (Northern Ireland Social Care Council (NISCC)); 12 (General Osteopathic Council (GOsC)); 13 (General Chiropractic Council (GCC)); 14 (Royal College of Veterinary Surgeons (RCVS)); 15 (General Pharmaceutical Council (GPhC)).	by a second regulatory body)
4.14	Academic administrative function	The academic administrative function held by the member of staff.	String	FACULTY/ DEPARTMENT/ SCHOOL	Dean; Associate/Assistant/ Deputy Dean; Head of Department; Deputy Head of Department; Director of Studies; Other (please specify in comments); Not applicable; Unknown	All rows
4.15	Academic title	The academic title of the member of staff	String	FACULTY/ DEPARTMENT/ SCHOOL	Academic manager; Professor/Chair; Reader; Principal lecturer; Senior lecturer; Associate professor; Lecturer; Clinical lecturer; Assistant professor; Assistant lecturer/demonstrator; Research post (all grades), Teaching post (all grades); Unknown	All rows
4.16	Profession	The profession within which the member of staff works	String	FACULTY/ DEPARTMENT/ SCHOOL	Adult nursing; Art therapist; Child nursing; Diagnostic radiography; Dietetics; Drama therapist; Learning disability nursing; Midwifery; Music therapist; Occupational therapy; Operating department practice; Orthoptics; Paramedics; Physiotherapy; Podiatry and Chiropody; Prosthetics and orthotics; Speech and language therapy; Therapeutic radiography; Other (please specific in comments; Unknown	All rows
4.17	Profession (if other at step 4.16)	The profession, if other is selected at step 4.16	String	FACULTY/ DEPARTMENT/ SCHOOL	e.g. Medical sociology	If other selected at step 4.16

4.18	Doctorate status	Whether the post holder has a PhD, or is currently undertaking doctoral studies	String	FACULTY/ DEPARTMENT/ SCHOOL	Yes; No; Currently undertaking a doctorate; Unknown	All rows
4.19	Early career researcher (ECR)	Whether the post holder is an early career researcher.	String	FACULTY/ DEPARTMENT/ SCHOOL	Yes; No; Unknown	All rows
4.20	Length of service	Length of service at HEI	String	FACULTY/ DEPARTMENT/ SCHOOL	Less than 6 months; 6 months to less than 1 year; 1 year to less than 3 years; 3 years to less than 5 years; 5 years to less than 10 years; 10 years to less than 15 years; 15 years to less than 20 years; 20 years to less than 25 years; 25 years to less than 30 years; 30 years or longer.	All rows
4.21	Submitted to REF2014	Whether the post holder was submitted to REF2014	String	FACULTY/ DEPARTMENT/ SCHOOL	Yes; No; Unknown	All rows
4.22	Welsh language speaker	Whether the post holder is a Welsh language speaker	String	FACULTY/ DEPARTMENT/ SCHOOL	Yes; No; Unknown	Welsh HEIs only
4.23	Comments	This field can be used to record any comments about the data that has been entered into each row.	String	FACULTY/ DEPARTMENT/ SCHOOL	[Free text]	Optional

Identifiable data

We will not publish or disclose information at the individual staff member level or institution level. All data will be presented in aggregate (e.g. at profession level) following the HESA's procedures for rounding and suppression to anonymise statistics. We will delete all identifiable data once the data analysis has been completed.

Contact information

If you have any questions or queries about the Council of Deans of Health's academic staffing census, please contact staffingcensus@cod-health.ac.uk or call us on 0207 419 5445.