

National Guardian Freedom to Speak Up

National Guardian’s Office

Data Collection – Professional Groups and Professional Level Guidance

To reflect the growing number of Guardians registered with the National Guardian’s Office that operate outside of NHS trusts/foundation trusts, and from listening to feedback from Guardians, the office is changing the way some data is recorded. The changes relate to the way professional groups are categorised and include a new category to indicate the professional levels of individual who speak up.

This change will take place from **Q1 – 2020/2021**. This guidance should therefore be used by all Guardians when recording cases from **1st April 2020**.

This guidance should be used in conjunction with our existing Guidance on Recording Cases and Reporting Data and our Portal User Guide that can be found on our website [here](#), **but replaces previous guidance on recording professional groups**.

We recognise that Guardians and their organisations may wish to record data at a more granular level but, for the purposes of the national data collection, please use the categories included in this document.

Please email enquiries@nationalguardianoffice.org.uk if you have any further questions after reading the guidance.

General

From 1st April 2020 we are asking that, in addition to recording the profession of workers who speak up to you, you indicate the professional level of those workers. Our data collection process will require you to indicate a professional level and a professional group for each case that you record.

Professional level of individual

When recording cases, please include the professional level of the individuals speaking up to you. For each case, you will need to indicate one level of seniority. Please use the most appropriate description from the following categories:

Professional Level	Definition
Worker	By ‘worker’, we mean the definition as defined by our office. A worker can be any individual working in any capacity in an organisation, including volunteers, contract staff, bank/agency staff etc. Use this category unless one of the other categories applies.

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Manager	By 'manager', we mean a line manager or anyone with managerial responsibility.
Senior leader	This category should be applied to Board-level or equivalent workers. Whilst you may need to use your discretion, in a trust setting this would usually be equivalent to a is Band 9 and above. This category should be applied to clinical directors and above, executive and non-executive Board members, GP partners, dental partners, superintendent pharmacist and optician partners/owners.
Not disclosed	This category should be used if you do not know the professional level of the individual speaking up to you, e.g., they are anonymous.

Professional Groups

The new professional categories can be found below.

Where possible, we have based these categories on existing categories used in the NHS Staff Survey. However, we have expanded some categories in response to feedback from Guardians and to accommodate the wider range of organisations that we are now working with.

Professional Group	Definition
Allied Health Professionals	This can include: Optometry, Occupational Therapy, Physiotherapy, Radiography, Pharmacy, Clinical Psychology, Arts Therapy (e.g. art, music, drama therapy), other qualified Allied Health Professionals (e.g. dietetics, speech and language therapy, complementary therapy), support to Allied Health Professionals (e.g. support worker, therapy helper, therapy assistant or student), other qualified Scientific and Technical or Healthcare Scientists (e.g. haematology, clinical biochemistry, microbiology), support to healthcare scientists (e.g. technicians, assistants or students)
Medical and Dental	This can include: Medical/Dental – Consultant, Medical/Dental – In Training (e.g. Foundation Y1 & Y2, StRs (including FTSTAs & LATs), SHOs,

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	SpRs/SpTs/GPRs), Medical/Dental – other (e.g. Staff and Associate Specialists/Non-consultant career grade), salaried Primary Care Dentists
Ambulance (operational)	This can include: Emergency Care Practitioner, Paramedic, Emergency Care Assistant, Ambulance Technician, Ambulance Control Staff (e.g. call handler, dispatchers, PTS controllers), Patient Transport Service (e.g. ambulance drivers, support staff)
Public Health	This can include: Public Health/Health Improvement
Commissioning	This can include: Commissioning Managers/Support Staff
Registered Nurses and Midwives	This can include: Adult/General, Mental Health, Learning Disabilities, Children, Midwives, Health Visitors, District/Community, Other Registered Nurses
Nursing Assistants or Healthcare Assistants	This can include: Nursing auxiliary/Nursing assistant/Healthcare assistant (including Health/Clinical/Nursing Support Worker)
Social Care	This can include: Approved Social Workers/Social Workers/Residential Social Workers, Social Care Managers, Social Care Support Staff
Administration, Clerical & Maintenance/Ancillary	This can include: Admin & Clerical (including Medical Secretary), Maintenance/Ancillary (e.g. housekeeping, domestic staff, maintenance, facilities, estates). This category should also be used for administrators and managers in ALBs, unless another professional category can be applied.
Corporate Services	This can include: Central Functions/Corporate Services (e.g. HR, Finance, Information Systems, Information Technology)
Other	This can include any professional group that does not fit with any other category, or when you are dealing with individuals who are anonymous and have not given you their professional group details. This can also include volunteers working in charity shops, fundraisers and similar.