**RE: Changes to the way that osteopaths are recorded in the NHS Electronic Staff Record (ESR)**

Dear colleague,

I am contacting you regarding a Health Education England-funded and endorsed project that I am managing on behalf of the Institute of Osteopathy (the professional body for all UK osteopaths). I’m reaching out to you as I’m aware that you have osteopaths working in your team and wanted to bring to your attention that new ESR codes relating to osteopathy have recently been introduced.

**As cleansing ESR data is now an HEE priority area, there is a requirement for all provider departments to ensure that the date for their staff are accurately updated as soon as possible.**

Incorrect coding of your osteopaths on the ESR may create the following issues for your department:

* Capacity and demand planning cannot be achieved accurately
* Supply of the workforce cannot be planned effectively with potential implications for your resourcing
* It masks or incorrectly reports vacancy rates
* It prevents an accurate measure of the direct impact osteopathic interventions make

As such, please could I ask you to review and update the coding for all the osteopaths in your team? To do this:

1. Contacting your Workforce Team (by contacting your HR department and asking to speak with the Workforce Lead/Workforce Analyst responsible for ESR)
2. Identify the osteopaths working in your team and ask what code they have been assigned.
3. Ensure that the most appropriate of the following new occupational codes is being used under the term **occupational code** and / or the **area of work**:
   * + **Manager in Osteopathy – S0V**
     + **Therapist in Osteopathy – S1V**
     + **Assistant Practitioner in Osteopathy – S5V**
     + **Student/Trainee in Osteopathy – S8V**
     + **Assistant in Osteopathy – S9V**
4. When advertising an osteopath role, ensure your HR team are fully aware of the area or staff group and that the job role reflects both that they are an AHP and osteopath accurately. An osteopathy role will require registration with the General Osteopathic Council.

I understand how busy you must be and greatly appreciate your support with this important piece of work.

Kind regards