

**NHS LIBRARY SERVICES ANNUAL STATISTICAL RETURN - PART ONE (STAFFING)**  
**1 April 2017 - 31 March 2018**

Health Education England local area - (choose from drop-down list)	
Lead Library service/Library service	
Sector of library service (choose from drop-down list)	

HEE area must be completed or the form will not save.

This form was completed by:

Name	
Position	
E-mail	
Tel. No.	
Date completed	

Names of organisations served:

**N.B. At least one name + type of service/organisation must be completed**

	Type of Service/Organisation (choose from dropdown list)	Explanation for "other"
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Please return this questionnaire no later than date provided by your HEE Library and Knowledge Services Lead.

**1 STAFF QUALIFICATIONS OF STAFF IN POST**

Please complete all information as at 1 April 2017.  
 Record ONLY the highest level qualification NOT ALL qualifications held.

- 1.1 Professionally qualified library staff (i.e. 1st degree in library information science (LIS), PG Diploma, Masters or PhD in LIS, MCLIP, FCLIP or ALA (former Library Association exams)
- 1.2 Para-professionally qualified library staff (i.e. ACLIP, LIS NVQ, City and Guilds)
- 1.3 No library qualification (include here NVQs in Customer Service, Business Administration etc.)

Whole Time Equivalent (WTE) staff in post
0.00
0.00
0.00
<b>Total</b>

Should match the figures in "Therefore Whole Time Equivalent (WTE) of staff in post is" in Sections 2 & 3

**2 SALARY BANDS FOR ALL STAFF + VACANCIES + SALARY SCHEMES**

Please complete all information as at 1 April 2017.

Please quote in first column the number of Whole Time Equivalents (WTE) when FULLY STAFFED.

N.B. Staff on non-NHS contracts should use the pay band closest to their own salary.

**Pay rates from 1 April 2017**

2.1	Pay bands 1-3 or equivalent	£15,404 to £19,852
2.2	Pay band 4 or equivalent	£19,409 to £22,683
2.3	Pay band 5 or equivalent	£22,128 to £28,746
2.4	Pay band 6 or equivalent	£26,565 to £35,577
2.5	Pay band 7 or equivalent	£31,696 to £41,787
2.6	Pay band 8a and upwards or equivalent	£40,428 and above

ai. WTE posts (when fully staffed)	aii. WTE posts - vacancies	bi. Head count (when fully staffed)	bii. Head count - vacancies
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0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	0	0
0.00	0.00	0	0
<b>Total</b>			

SUMMARY: Therefore Whole Time Equivalent (WTE) of staff in post is

Should match the figure for "Therefore Whole Time Equivalent (WTE) of staff in post is" in Section 3, and the Total in Section 1

SUMMARY: Therefore head count of staff in post is

2.7 Please indicate the number of WTEs on each salary scheme that applies to staff IN POST in your service:

- NHS
- Higher Education
- Local Authority
- Other

Whole Time Equivalent (WTE) staff in post
0.00
0.00
0.00
0.00
<b>Total</b>

Explanation of "Other"

Should match the figures for "Therefore Whole Time Equivalent (WTE) of staff in post is", and the Total in Section 1

**3 STAFF QUALIFICATIONS BY PAY BAND OF STAFF IN POST**

Please complete all information as at 1 April 2017.

Record ONLY the highest level qualification NOT ALL qualifications held.

N.B. Staff on non-NHS contracts should use the pay band closest to their own salary, details of the current pay bands and rates are shown in Section 2.

3.1	Professionally qualified library staff (i.e. 1st degree in library information science (LIS), PG Diploma, Masters or PhD in LIS, MCLIP, FCLIP or ALA (former Library Association exams)
3.2	Para-professionally qualified library staff (i.e. ACLIP, LIS NVQ, City and Guilds)
3.3	No library qualification (include here NVQs in Customer Service, Business Administration etc.)

WTE for qualifications of staff in post by AfC pay band					
Bands 1-3 (WTE)	Band 4 (WTE)	Band 5 (WTE)	Band 6 (WTE)	Band 7 (WTE)	Band 8a+ (WTE)
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>					

SUMMARY: Therefore Whole Time Equivalent (WTE) of staff in post is

Should match the figure for "Therefore Whole Time Equivalent (WTE) of staff in post is" in Section 2, and the Total in Section 1

**4. (NEW) CLINICAL/EMBEDDED/OUTREACH SERVICES - TIME SPENT**

Please guesstimate the proportion of time (Whole time equivalence) your Bands 5 to 8 staff spent delivering clinical/embedded/outreach librarian services in 2016-17

WTE for clinical/embedded/outreach time by AfC pay band			
Band 5 (WTE)	Band 6 (WTE)	Band 7 (WTE)	Band 8a+ (WTE)
0.00	0.00	0.00	0.00

**GUIDANCE**

Formula to determine WTE of time is: WTE of post(s) per band x % of time

e.g. 2.00 WTE Band 5s spend 50% of their time on this type of work so proportion of WTE is 2.00 x 0.5 = 1 WTE  
0.50 WTE Band 6 spends 75% of their time on this type of work so proportion of WTE is 0.5 x 0.75 = 0.375 WTE

## Guidance for Completion of NHS Library Services Statistical Return 2017-18 (Part 1)

### DATA QUALITY MEASURES

You can save a **partially completed return** but it should not be submitted as a partial return or "copy of".

Further data validation is applied to the final version of the return:

a) **ALL required cells have been completed**

b) **Cross checks where cells must all have the same totals:**

- \* Section 1 - staff qualifications - total of the Whole Time Equivalent (WTE) staff in post,
- \* Section 2 - salary bands - total of the Whole Time Equivalent (WTE) staff in post,
- \* Section 2.7 - salary schemes - total of the Whole Time Equivalent (WTE) staff in post and
- \* Section 3 - staff qualifications by pay band - total of the Whole Time Equivalent (WTE) of staff in post

If your final version will not save then the data validation will highlight what needs to be updated, and you will need to recheck and update your data. Once you have done this you can then save the spreadsheet as your final version for submission to your HEE LKS Lead.

### GUIDANCE ON COMPLETING THIS FORM

A summary of the guidance is provided below, but guidance is also embedded in the form at appropriate places. As you click in cells you will see a pop-up box which contains the relevant guidance.

**COMMENTS** boxes are provided on the right-hand side of the sheet where you can enter notes of explanation if necessary.

### PRELIMINARY SECTION

Please note

With the exception of the Preliminary Section, all branch/site library data should be aggregated with that for the main library site when completing the return.

### Name of Health Education England local office

The names of all 13 HEE local offices are provided in a drop-down list. Click in the cell and then click on the downward facing arrow to see the list.

### Sector of library service

The names of 4 "sectors" are provided as a drop-down list. Click in the "sector of library service" cell in the relevant row to assign a sector to each library.

If in doubt check with your HEE Library and Knowledge Services Lead.

"Sectors" relate to where the majority of the funding comes from and is also likely to relate to who employs the staff.

"HE provided" is likely to be via a Service Level Agreement with the NHS organisation.

### Names of Organisations

Please list all the organisations that the library/libraries listed above serve. Enter your managing organisation first.

### Type of Service/Organisation

The names of 18 "Service/Organisation" type are provided as a drop-down list. Click in the "type of service/organisation" cell in the relevant row to assign a type to each organisation listed.

If in doubt check with your HEE LKS Lead.

If "Other" is chosen please specify, in the appropriate cell, in the explanation table to the right.

### Section 1: STAFF QUALIFICATIONS OF STAFF IN POST

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Count only the **highest library/informatics qualification held by each member of staff in post** as of 1 April 2017.

i.e. enter **no more than one** qualification per staff member

**N.B. To calculate WTE (this is the number of Whole Time (also know as Full Time) Equivalent) divide the number of hours worked by 37.5 hours (NHS Agenda for Change standard work week).**

e.g. Jane works 25 hours per week so  $25/37.5 = 0.67$  WTE

**1.2** Count only library service-related NVQs here.

**1.3** Include non-LIS NVQs such as Business Administration, Customer Service etc.

N.B. These cells must all have the same totals or the form will not save:

- \* Section 1 - staff qualifications - total of the Whole Time Equivalent (WTE) staff in post,
- \* Section 2 - salary bands - total of the Whole Time Equivalent (WTE) staff in post,
- \* Section 2.7 - salary scales - total of the Whole Time Equivalent (WTE) staff in post and
- \* Section 3 - staff qualifications by pay band - total of the Whole Time Equivalent (WTE) of staff in post

### Section 2: SALARY BANDS FOR ALL STAFF + VACANCIES + SALARY SCHEMES

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**NOTE** Only aggregated information across a HEE area will appear in the public arena, so that the individual's privacy is protected.

**NOTE** Staff on non-NHS contracts should use the pay band closest to their own salary.

**NOTE** EXCLUDE London weighting to enable comparison of basic across the country.

**N.B. To calculate WTE (this is the number of Whole Time (also know as Full Time) Equivalent) divide the number of hours worked by 37.5 hours (NHS Agenda for Change standard work week).**

e.g. Jane works 25 hours per week so  $25/37.5 = 0.67$  WTE

N.B. These cells must all have the same totals or the form will not save:

- \* Section 1 - staff qualifications - total of the Whole Time Equivalent (WTE) staff in post,
- \* Section 2 - salary bands - total of the Whole Time Equivalent (WTE) staff in post,
- \* Section 2.7 - salary schemes - total of the Whole Time Equivalent (WTE) staff in post and
- \* Section 3 - staff qualifications by pay band - total of the Whole Time Equivalent (WTE) of staff in post

## Guidance for Completion of NHS Library Services Statistical Return 2017-18 (Part 1)

### Section 3: STAFF QUALIFICATIONS BY PAY BAND OF STAFF IN POST

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We would like to definitively distinguish between professional and para-professional staff to aid the KfH Workforce programme. Traditionally bands 1-4 are para-professional posts and 5-8 are professional ones.

We know some professionally qualified staff are in bands 1-4 posts and some para-professional staff in bands 5 and above.

**NOTE** Staff on non-NHS contracts should use the pay band closest to their own salary.

Count only the **highest library/informatics qualification held by each member of staff in post** as of 1 April 2017.

i.e. enter **no more than one** qualification per staff member

**N.B. To calculate WTE (this is the number of Whole Time (also know as Full Time) Equivalent)**

**divide the number of hours worked by 37.5 hours (NHS Agenda for Change standard work week).**

e.g. Jane works 25 hours per week so  $25/37.5 = 0.67$  WTE

**3.2** Count only library service-related NVQs here.

**3.3** Include non-LIS NVQs such as Business Administration, Customer Service etc.

N.B. These cells must all have the same totals or the form will not save:

- \* Section 1 - staff qualifications - total of the Whole Time Equivalent (WTE) staff in post,
- \* Section 2 - salary bands - total of the Whole Time Equivalent (WTE) staff in post,
- \* Section 2.7 - salary schemes- total of the Whole Time Equivalent (WTE) staff in post and
- \* Section 3 - staff qualifications by pay band - total of the Whole Time Equivalent (WTE) of staff in post

### NEW Section 4: CLINICAL/EMBEDDED/OUTREACH LIBRARIANS

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*Knowledge for Healthcare, 2014 (p. 56)* provides definitions of a clinical/embedded librarian and an outreach librarian service:

**DEFINITIONS** **Clinical/embedded librarian:** a role embedded in a clinical team, providing information as required by team members to support evidence-based practice and high quality patient care at the point of care or decision-making.

**Outreach librarian/service:** designed to support the work, learning and development needs of staff in their workplace.

We recognise that not all NHS library and knowledge services provide these services to the letter of the definitions.

We would like to understand more about the time spent undertaking clinical/embedded/outreach librarian activities in the NHS whether or not a post is formally designated as a clinical/embedded or outreach post.

When guesstimating the proportion of time please consider the following:

**Clinical/ embedded/ outreach librarian services:**

can include literature searches and training, attendance at journal clubs/ward rounds/ departmental meetings.

**Outreach** also involves a pro-active approach to engage the users to support them in their work, learning and development needs but mainly in their workplace.

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