

Appendix 3 to HESA Staff Record Circular 07/01

New fields for Contract Table:

Field Nr.	Field Description	Field Abbrev'n	Field Length
	Grade identifier	GRADID	3

STATUS This field must be completed with a valid code other than the default when the contract is not 'atypical'.

VALID ENTRIES Three character grade identifiers as provided by the institution in the GRADID field in its grade meta-data table or:

- 400 Clinical lecturer
- 410 Clinical senior lecturer
- 420 Consultant clinical academic – old contract
- 430 Consultant clinical academic – new contract
- 500 FE-linked grades
- 510 NHS-linked grades
- 520 Senior management grades
- 530 Other local grades

DESCRIPTION The Grade identifier indicates the staff member's grade for this contract.

The Grade identifier links the contract record and the grade record for the current year. There must be an entry in the GRADID field in the grade meta-data table with a matching identifier, in field 3, Grade identifier, to provide this link and so give details about the member of staff's grade for this contract in the current year.

NOTES This field should show the grade for the contract at 31 July 2008 or the end date of the contract if earlier.

Staff identified under codes 400-430 should be paid on one of the four national pay and grading scales for clinical academic doctors and dentists.

Entries for codes 400-430 should reflect national pay grades, and not job titles. In particular, Clinical lecturers and Clinical senior lecturers/readers should be those not holding honorary consultant contracts with the NHS.

The "old contract" is the pre 2003 contract in England, and the pre 2004 contract in Scotland and Northern Ireland; it is not applicable in Wales. The "new contract" is the 2003 contract in England, and the 2004 contract in Wales, Scotland and Northern Ireland.

Default code 'XXX' can be used for atypical staff.

REASON REQUIRED For staff profiling and the tracking of career histories.

No.	Name	Abbreviation	Length
	Research Status	RESEARCH	01

Status

This field must be completed with a valid code other than the default code when any of the activity code fields (24, 27, 30) in the contract table have been coded either '1', '2' or '3' and the member of staff is not classed as 'atypical'.

Valid Entries

00 Not a researcher

01 Research assistant

02 Researcher and principal investigator

03 Research fellow

XX Not applicable/Not required (Default code).

Description

This field identifies the research roles of academic staff.

Notes

Data from this field will be linked to that from the Source of Salary fields to identify researchers funded from specific sources.

Research assistants are individuals who are on the payroll of the reporting institution and who hold a contract of employment with the institution. They are academic staff whose primary employment function is defined as 'Research only'. They would usually be funded from research grants or contracts from Research Councils, charities, the European Commission or other overseas sources, industry, or other commercial enterprises, but they may also be funded from the institution's own funds. Individuals who meet this definition but are described in HEIs' grading structures as something other than research assistant (for example research associate, assistant researcher) should be returned as research assistants provided they meet this definition.

The definition of a research fellow has three key elements:

- The fellowship must be awarded to a named individual rather than to the research project,
- The fellowship must be based on the individual's own research record or research proposal and
- The fellowship application must have been subjected to rigorous peer-review.

Reason Required

For identification of research staff and monitoring of research careers.

No.	Name	Abbreviation	Type	Length
	Clinical status	CLINICAL	Numeric	01

Status

Compulsory.

Valid Entries

- 0 Not Clinical academic
- 1 Clinical academic doctors and dentists
- 2 Clinical academic nurses and midwives
- 3 Clinical academic allied health professions
- 4 Other Clinical academic Staff

Description

The Clinical field indicates the clinical/non-clinical status of the member of staff.

Notes

Staff identified as 1, Clinical academic doctors and dentists, should be registered with the General Medical Council or General Dental Council, and should include doctors and dentists who, as part of their specialty medical/dental training, are undertaking a period of dedicated research.

Staff identified as 2, Clinical academic nurses and midwives, should be registered with Nursing and Midwifery Council.

Staff identified as 3, Clinical academic allied health professions, should be registered with the Health Professions Council as one of the following:

- Art therapists
- Biomedical scientists
- Chiropodists/podiatrists
- Clinical scientists
- Dieticians
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Prosthetists & orthotists
- Radiographers
- Speech and language therapists.

Staff identified as 4, Other academic staff with clinical responsibilities, should be involved in the delivery of patient care as well as teaching and/or research.

Reason Required

To allow identification of clinical staff.

Two similar fields:

No.	Name	Abbreviation	Length
	Detailed source of basic salary	SOBS2	02
	Detailed secondary source of basic salary	SSOBS2	02

Status

This field must be completed with a valid code other than the default code for all except 'atypical' staff where SOBS/SSOBS is coded 05 or 06.

Valid Entries

- 01 Biotechnology & Biological Sciences Research Council (BBSRC)
- 02 Medical Research Council (MRC)
- 03 Natural Environmental Research Council (NERC)
- 04 Engineering & Physical Sciences Research Council (EPSRC)
- 05 Economic & Social Research Council (ESRC)
- 06 Particle Physics & Astronomy Research Council (PPARC)
- 07 Arts & Humanities Research Council (AHRC)
- 09 Research council - not specified
- 11 Cancer Research UK
- 12 Wellcome Trust
- 13 Other Association of Medical Research Charities (AMRC) charity
- 14 Other charitable foundation
- XX Not applicable/Not required (Default code).

Description

Detailed source of basic salary will be used to indicate contracts for which salaries are paid from specific Research Councils or charities.

This field should show the source of basic salary at the reference date or the end date of the contract if earlier.

Notes

This is the main/secondary source of basic salary for the contract detailed in the record. This field should relate to basic salary only.

Code 13 should be used when the charity paying the fees is listed as a member of [Association of Medical Research Charities](#).

Default code 'XX' can be used for atypical staff and those whose source of salary is not coded 05 or 06 in SOBS/SSOBS

Reason Required

To allow career monitoring and comparisons for those funded by different organisations.