

NHS England eCollection Public Health Specialist Workforce Capacity Review 2025



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1. **NHSE eCollection Public Health Specialist Workforce Capacity Review 2025**

This guidance pack supports the completing of the NHSE Public Health Specialist Workforce Capacity Review 2025 to be accessed via the eCollection platform.

The aim of this survey is to capture the size and composition of the Senior Public Health Workforce (everyone on the specialist register regardless of their job title, e.g. including 'Public Health Consultant'.as of 01 October 2025. Public Health Specialists are those working at Consultant level, e.g. **GMC**: General Medical Council, **GDC**: General Dental Council, **UKPHR**: UK Public Health Register.

registered.

1.1 **Survey Schedule**

The Public Health Specialist Workforce Capacity Review 2025 will go live on Tuesday 7 October 2025 and will remain open until Tuesday 18 November 2025. If errors are found after your data has been submitted, please contact NHSE at england.2025capacityreview@nhs.net

1.2 **Logging in to the survey**

Survey respondents will already be registered as a user and will have received an electronic invitation to access the system. This section of the Guidance provides guidance on how to log in, and what to do if you have not received the required information.

1.3 **Invitations to use the eCollection Tool**

An invitation to contribute will have been sent to all those registered to contribute to the collection. An example of an Invitation to Contribute email for the Public Health Specialist Workforce Capacity Review is shown in Figure 1.

This email will give you some high-level information about the survey.

It also includes the following links:

- Link to access Public Health Specialist Workforce Capacity Review
 - Forgotten password link (for existing users)
-

Figure 1: Invitation to Contribute

Public Health Specialist Workforce Capacity Review 2025

Dear Caroline Grisdale

You are invited to complete the NHS England Public Health Capacity Review Survey 2025.

This national census, first undertaken in 2015, is carried out every two years to assess the size, skills, and capacity of the public health specialist workforce in England. The 2025 review will provide robust data to confirm reported workforce changes since 2022 and will support:

- Future needs:** identifying gaps in line with the 10-Year Health Plan and local reforms.
- Investment:** guiding training and development priorities.
- Planning:** shaping long-term workforce planning across the system.

This year we are collecting data on three roles:

- Directors of Public Health
- Regional Directors of Public Health
- Public Health Specialists (all staff on specialist registers, including Consultants)

The survey is divided into three sections:

- 1.**Workforce numbers and demographics** – size, diversity, and employment details.
- 2.**Unfilled and vacant posts** – current vacancies and recruitment gaps.
- 3.**Workforce planning** – anticipated retirements

Launch and submission dates:

Launch date: Tuesday 7 October 2025

Closing date: Tuesday 18 November 2025

The findings from previous collections can be found here:

[Public health specialist capacity review | NHS England | Workforce, training and education](#)

For any queries please contact: england.2025capacityreview@nhs.net

Guidance and support materials are available in the eCollections system for registered data providers.

[Complete your eCollection Demo registration](#)

To provide the information please register to use the eCollection Data Collection Tool. Once you have registered you will be sent an email with further instructions and online link to log in and access the Tool.

[Please click here to complete your eCollection registration.](#)

This email is sent from eCollection on the behalf of the Health Education England data collection.

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorised to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

Please click in the link at the bottom of the email to access eCollection.

1.4 Invitation to new users

If the email address used in your invitation is not known to the application, your invitation will include a link that will enable you to complete the setup of your user account page shown below.

- Please take a moment to review the prepopulated sections and update this content as required.
- You will also be asked to provide and confirm your password to access the Public Health Capacity Review.
- Your password must have between 8 and 16 letters, with a mix of uppercase and lowercase letters, and one or more symbols and numbers.

eCollection Demo
---> Developers and authorised testers only please (AUG 2023)

Home Admin Select My Account Logout **NHS**

Public Health Specialist Survey 2025

Account set up – Director of Public Health

As the Director of Public Health for The Local Authority of Heavyshire please set up an account to use the eCollection Demo Data Collection Tool. This will allow you to organise the collection and submission of workforce information to NHS England.

Your contact details

Email address
c.grisdale@nhs.net

Name
Caroline Grisdale

Telephone

Job title
Senior Project Manager

Your password

New password

Confirm new password

[Create user account](#)

[Return to login](#)

An account will be created for you which you can use to access the Public Health Capacity Review in the future.

1.5 Logging in as an existing user

If you already have a user account, you can login using your login credentials. The login page will be the first page you see when you browse to the collection you are looking for, for example the login page for the Public Health Capacity Review is shown below.

The screenshot shows a web page with a blue header. On the left, there is a 'Login' section with two input fields: 'Email address' (containing 'Enter your email address') and 'Password' (containing 'Enter password'). Below these is a green 'Log In' button and a link for 'Forgotten your password?'. On the right, the main content area is titled 'Public Health Specialist Survey 2025' and 'Public Health Specialist Workforce Capacity Review 2025'. It contains a paragraph about the data collection tool's purpose, followed by a section titled 'The data collection tool has three core objectives:' with three bullet points: 'Monitor workforce trends', 'Inform training provision', and 'Enhance workforce intelligence'. At the bottom of this section, it says 'The tool is broken down into 3 sections:'.

Populate the email address and password fields appearing on the left side of the UGM&D login page and click the Log In button. If the credentials you have provided are valid, you will be forwarded to the main page of your collection.

1.6 Forgotten password

If you have forgotten your password, you can reset your password by following this simple process:

Step 1: Click “Forgotten your password?” on the login page.

This website uses cookies to manage your user account security. By using this site, you agree to this use. See our [Cookie Policy](#).

eCollection Demo
—> Developers and authorised testers only please (AUG 2023)

NHS

Login

Email address

Password

[Log In](#)

[Forgotten your password?](#)

Public Health Specialist Survey 2025

Public Health Specialist Workforce Capacity Review 2025

The purpose of this data collection tool is to capture the size and composition of the public health specialist workforce, including all individuals on the specialist register and actively working (regardless of job title, e.g., ‘Consultant’) as of 1 October 2025. This review will provide robust evidence on whether significant shifts have occurred in the public health workforce since the last data collection in 2022. At present, these shifts are based on anecdotal reports, making the 2025 data essential to validate and understand these changes.

The data collection tool has three core objectives:

- **Monitor workforce trends:** To support effective commissioning of public health specialists by tracking changes in the numbers of Directors of Public Health and Public Health Specialists, providing evidence for workforce planning and policy development.
- **Inform training provision:** To strengthen NHS England’s annual commissioning of specialist training places, ensuring that training supply aligns with current and future workforce demand.
- **Enhance workforce intelligence:** To improve the quality and consistency of data collection methods across the system, enabling more accurate workforce analysis and better-informed decision making.

The tool is broken down into 3 sections:

Step 2: This will display the Password Reset page.

Password reset request

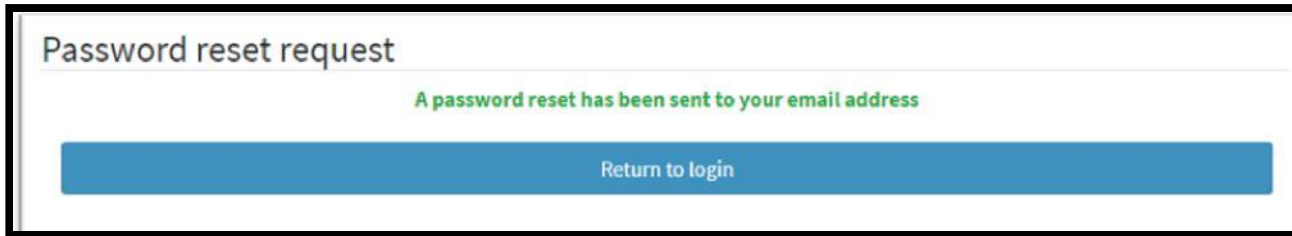
If you already have a user account but have forgotten your password, please use this section to request a password reset.

Please enter your Email address

[Request password reset](#)

[Return to login](#)

Step 3: Enter your email address and click the “Request password reset” button. If successful, the following message will be displayed.



A password reset email will be sent to your email address.

Step 4: Click the Reset Password Now link and your browser will display the change your password page



eWorkforce Notification

Dear

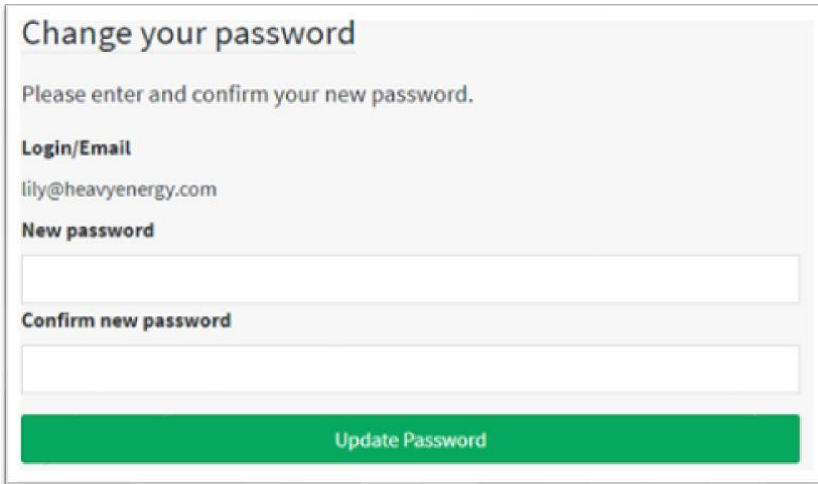
You have requested a password reset for your eCollection Demo account

If you have remembered your password, then no further action is necessary - please proceed to the [login page](#)

To proceed, [Reset Password now](#) and follow the instructions.

This email was sent from eWorkforce on the behalf of the NHS England data collection.

Step 5: Set and confirm your new password, then click Update Password.



Change your password

Please enter and confirm your new password.

Login/Email
lily@heavyenergy.com

New password

Confirm new password

Update Password

Step 6: Your password has now been changed; you will be forwarded to the login page.

Public Health Specialist Workforce Capacity Review sections: Definitions for guidance when completing the survey can be found at the end of this guidance pack. The survey is broken down into 5 sections:

- Privacy Statement & DSA
 - Workforce numbers and Demographics
 - Unfilled and vacant posts
 - Workforce Planning
 - Feedback Question
-

2.1. Privacy Statement & DSA

Select 'yes' to the Privacy Statement to confirm your survey responses can be shared with NHSE.

Select 'yes' to confirm you have read and agree to the terms and conditions in the Data Sharing Agreement.

eCollection Demo
→ Developers and authorised testers only please (AUG 2023)

Home Admin Select My Account Log out **NHS**

West Energisley NHS Trust
Caroline Grisdale

My Organisation
Organisation Details
Survey Respondents

Public Health Survey
Privacy Statement & DSA 0%
Workforce Demographics 0%
Unfilled & Vacant Posts 0%
Workforce Planning 0%
Comments/Feedback 0%

Submit
Finalise and Submit 0%

Privacy Statement & DSA

Privacy Statement

You are being invited to participate in the **Public Health Capacity Review Survey 2025**

Please tick this box in order to consent to share the information submitted in your survey for the purpose of sharing within NHS England (NHSE) national and regional teams, Department of Health and Social Care (DHSC) (including OHID regional workforce development managers and Deputy Directors).

A suppression rule will be applied to analysis where numbers are reported lower than seven.

This information will help to address whether there have been significant shifts in the public health workforce since 2022 (when the last data collection exercise was held). Evidence of these shifts are currently anecdotal and therefore information for 2025 is required to confirm:

- Whether there is a need to increase the number of public health specialist training posts commissioned by NHSE.
- Whether local authorities are experiencing challenges in recruiting public health specialists.
- Whether there has been increase in the number of vacant posts and if the number of advertised posts reflects this.

For further information on how NHS England will manage your data please visit the [NHSE Privacy Notice](#)

If you do not consent to your survey information being shared with NHS England, Local Authorities, DHSC/OHID, or UKHSA, please contact england.2025capacityreview@nhs.net for further information about the survey.

Yes

Data Sharing Agreement

You can find the Data Sharing Agreement [here](#)

The data sharing agreement, available via the link, outlines the rules and responsibilities of each organisation involved in sharing information. It provides a clear framework for how data will be managed, with a summary of the key points set out below:

- Purpose and scope** – why the data is shared and what it covers.
- Legal compliance** – following data protection laws, lawful processing, and carrying out risk assessments.
- Data standards** – ensuring quality, accuracy, security, and safe transfers.
- Roles and responsibilities** – named contacts, staff training, handling costs, and ownership of data/materials.
- Processes** – managing breaches, individual requests, reporting, reviews, and termination.
- Restrictions** – not for direct marketing; data will be kept confidential.
- Legal framework** – how disputes, changes in law, FOI requests, and governing law/jurisdiction will be managed.
- Other terms** – force majeure, notices, third-party rights, survival of obligations, and remedies.

Please tick the box below in order to confirm you have read and agree to the terms and conditions in the Data Sharing Agreement.

Yes

2.2 Workforce Demographics

eCollection Demo
→ Developers and authorised testers only please (AUG 2023)
Home Admin Select My Account Logout

West Energy NHS Trust
Caroline Gridsle

My Organisation

- Organisation Details
- Survey Respondents

Public Health Survey

- Privacy Statement & DSA 0%
- Workforce Demographics 0%**
- Unfilled & Vacant Posts 0%
- Workforce Planning 0%
- Comments/Feedback 0%

Submit

- Finalise and Submit 0%

Workforce Demographics

We ask for workforce demographics as part of workforce planning to ensure that our public health workforce is **reflective of the diverse communities** we serve and to identify any gaps or imbalances that may impact service delivery. Collecting data on characteristics such as gender, ethnicity, age, and other demographic factors helps us understand the **composition of our workforce, monitor progress on equality, diversity, and inclusion**, and **support** informed decision-making around recruitment, retention, and succession planning. This information is essential for creating a more inclusive, equitable, and effective public health system.

Directors of Public Health and Public Health Registered Specialists across England (i.e. all staff on the specialist registers regardless of their job title, e.g. including 'Consultant' which is the commonly used job title within the NHS)

1. Please fill out table below. NB - staff should be considered as employed by the organisation, if their salary is paid by the organisation (so your numbers may include staff seconded out to other organisations and interim replacement staff covering for those on maternity leave)

1a. For each role please fill in the FTE and Headcount

Job role	FTE	Headcount
Director of Public Health		
Regional Director of Public Health		
Public Health Registered Specialist (Consultant)		

1b. For each role please select the most appropriate Gender Identity category (the FTE and Headcount should match that in 1a)

Job role	Gender	FTE	Headcount
Director of Public Health	Male		
	Female		
	Non-Binary		
	Other		
	Not Known (Employee has not disclosed)		
Total		0	0
Regional Director of Public Health	Male		
	Female		
	Non-Binary		
	Other		
	Not Known (Employee has not disclosed)		
Total		0	0

Tony Curtis Cancel Save

On this page you can add workforce demographic information for Job Roles.

In the top right of the page it will display whether all required fields have been completed. If the blue box shows 100% then all the required information has been given and you should be able to submit the survey at the end.




Please save manually by pressing the Save button in the top right-hand corner.

2.3 Unfilled & Vacant Posts

On this page you can add unfilled and vacant post information for the listed Job Roles.

eCollection Demo
---> Developers and authorised testers only please (AUG 2023)

Home Admin Select My Account Log out 

West Energisley NHS Trust
Caroline Grisdale

My Organisation

- Organisation Details
- Survey Respondents

Public Health Survey

- Privacy Statement & DSA 0%
- Workforce Demographics 0%
- Unfilled & Vacant Posts 0%**
- Workforce Planning 0%
- Comments/Feedback 0%

Submit

- Finalise and Submit 0%

Unfilled & Vacant Posts

Caroline Grisdale (0%) Cancel Save

This section asks for the number of current unfilled as well as the number of currently advertised vacant posts.

Similar to the Workforce Demographics section information on Directors of Public Health and Public Health Registered Specialist (working at Consultant level, e.g. GMC/GDC/UKPHR registered and actively working) MUST be included before submitting.

2. Please fill table below in FTE, where known.

Unfilled Roles = Establishment posts currently not filled (i.e. empty posts currently not being filled by LA's, or being filled by temporary appointments)

Vacant Roles = Establishment posts currently advertised as vacant

Job Role	Current unfilled posts - FTE	Total number of posts becoming unfilled in last twelve months - FTE	Any posts unfilled for more than three months - FTE	Current advertised vacancies - FTE	Total number of posts advertised as vacant in last twelve months - FTE	Any posts vacant for more than three months - FTE
Director of Public Health						
Regional Director of Public Health						
Public Health Registered Specialist (Consultant)						

Please save manually by pressing the Save button in the top right-hand corner.

2.4 Workforce Planning

On this page you can add information of any individuals within your senior management team who are expected to retire within the next five years for the listed Job Roles.

eCollection Demo
→ Developers and authorised testers only please (AUG 2023)
Home Admin Select My Account Logout

West Energy NHS Trust
Caroline Grisdale

My Organisation

- Organisation Details
- Survey Respondents

Public Health Survey

- Privacy Statement & DSA 0%
- Workforce Demographics 0%
- Unfilled & Vacant Posts 0%
- Workforce Planning 0%**
- Comments/Feedback 0%

Submit

- Finalise and Submit 0%

Workforce Planning

Caroline Grisdale (0%) Cancel Save

Are you aware of any individuals within your senior management team who are expected to retire within the next five years? If no please proceed to the Feedback Question. If yes please select the 'Yes' from the dropdown. For the following roles do you intend to...

Director of Public Health

Options	Yes within the next 12 months	Yes within the next 1 - 2 years	Yes within the next 2 - 3 years	Yes within the next 3 - 4 years	Yes within the next 4 - 5 years
a) Replace them with like-for-like role	▼				
b) Restructure or redistribute responsibilities					
c) Use the budget for alternative roles or priorities					
d) Other (please specify)					
e) Not yet decided					

Regional Director of Public Health

Options	Yes within the next 12 months	Yes within the next 1 - 2 years	Yes within the next 2 - 3 years	Yes within the next 3 - 4 years	Yes within the next 4 - 5 years
a) Replace them with like-for-like role					
b) Restructure or redistribute responsibilities					
c) Use the budget for alternative roles or priorities					
d) Other (please specify)					
e) Not yet decided					

Public Health Registered Specialist (Consultant)

Options	Yes within the next 12 months	Yes within the next 1 - 2 years	Yes within the next 2 - 3 years	Yes within the next 3 - 4 years	Yes within the next 4 - 5 years
a) Replace them with like-for-like role					
b) Restructure or redistribute responsibilities					
c) Use the budget for alternative roles or priorities					
d) Other (please specify)					
e) Not yet decided					

Please provide any additional information if selected d) other or any further context or rationale for your planned approach:

Please save manually by pressing the Save button in the top right-hand corner.

2.5 Finalise and Submit

On this page you can submit your completed survey. Anyone with access to the survey can *Submit* the survey, so you must ensure that only the appropriate person, typically the Director, does this.

In order to *Finalise and Submit* successfully, you must ensure that the following actions are completed:

- the Privacy Statement, Workforce Demographics, Unfilled & Vacant Posts and Workforce Planning sections have a Progress score of 100%
- if there are multiple contributors to the survey that they agree to the Privacy Statement

Once all those actions are completed, you can then click on Submit to send your survey

ASHFORD BOROUGH COUNCIL
Victoria Edbrooke-Hyson

My Organisation

- Organisation Details
- Survey Respondents

Public Health Survey

- Privacy Statement & DSA **100%**
- Workforce Demographics **22%**
- Unfilled & Vacant Posts **100%**
- Workforce Planning **100%**
- Comments/Feedback **100%**

Submit

- Finalise and Submit **0%**

Finalise and Submit

Select 'finalise and submit' to share your survey responses with NHS England

Task	Contributor(s)	Progress
Public Health Survey		
Privacy Statement & DSA		100%
Workforce Demographics		22%
Unfilled & Vacant Posts		100%
Workforce Planning		100%
Comments/Feedback		100%
Submit		
Finalise and Submit		0%

IMPORTANT SUBMISSION INTRUCTIONS

To ensure your submission reaches **100% completion**, you **MUST complete and SAVE** each section successfully, please follow the guidance below carefully for each section of the survey:

Job Roles:

- Directors of Public Health
- Regional/Deputy Regional Public Health Directors **or equivalent**
- Public Health Registered Specialist (Consultant) - Report only **those on the specialist register** with approved qualifications and hold registration at specialist level with the GMC, GDC, or UKPHR (defined, dual, or generalist specialist). Do not include those **acting up** who are not on the specialist register.

Even if an individual holds registration as a Public Health Specialist, they should be entered under the job role most relevant or equivalent to their actual job title.

1. Workforce Demographics

Filling in the Survey

- Complete all relevant cells for each job role. If a role does not apply to your organisation, enter **0**.
- For Questions **1a–1g**, make sure at least one cell is filled in each column for every job role.
- For Question **1h**, ensure at least one cell is completed in one column.

Headcount and FTE

- **Headcount:** Each established employee is counted as one, irrespective of the number of hours worked by the individual in that role.
 - **FTE:**
 - Full-time = 1.00 FTE (full time hours can differ for different organisations)
 - Part-time = divide actual hours by full-time hours (e.g., $22.5 \div 37.5 = 0.60$ FTE)
 - **Consultants:** The Faculty of PH states 'The working week of a full-time consultant normally comprises of 10 sessions of three to four hours each, which will be programmed in blocks of time to average a 37.5 hour week. A session is therefore defined as 3.75 hours. This applies regardless of employment setting. [Job Planning FAQs - Faculty of Public Health](#)
 - FTE and Headcount in questions **1b - 1g** must match 1a.
 - Headcount in question **1h** must match **1a**.
-

Avoiding Double Counting

- Count only **established and substantive roles**.
- Include staff on **secondment or maternity leave**, but **do not count their replacements or backfill**.

Public Health Function (Question 1g)

- If time is split across **all six areas**, enter totals in the bottom row.
- If split across **2–3 areas**, divide FTE and Headcount accordingly, totals must match **1a**.

NHS Staff

- Data will be collected separately for those employed by the NHS / NHS England and ICBs.

2. Unfilled and Vacant Posts

- Fill in all relevant cells.
- If you have no unfilled or vacant posts, **enter 0** into a cell in each row.

3. Workforce Planning

- For the roles listed, if you are aware of individuals expected to retire within the next five years, **select 'Yes'** from the dropdown in the relevant cell.
- If you are unaware of any expected retirements, **leave the cells blank**.

Workforce Planning - Additional Information / Rationale

- Provide further context or rationale for your planned approach in the section provided.
- If you **do not wish** to provide further information, you **MUST enter 'N/A'**.

4. Comments / Feedback

- Enter your additional feedback in the text box.
 - If you have no feedback, you **MUST enter 'N/A'**.
-

3 Survey Definitions

Definitions for guidance when completing the survey are provided in the table below.

Question 1a:

<p>Full Time Equivalent (FTE) and Headcount</p>	<p>FTE - Full Time Equivalent relates to the amount of activity worked by an individual, based on the proportion of the time worked in a role (typically defined in terms of programmed activity/hours/days per week).</p> <p>For example, 1.0 FTE is equal to one full time staff member, whereas 0.8 FTE would be an individual working 80 percent of full time (4 days of a standard 5-day week).</p> <p>FTE is typically used in planning as it better reflects actual capacity by taking into account part-time staff. This is different to headcount that refers to the total number of staff.</p> <p>Headcount: Each established employee is counted as one, irrespective of the number of hours worked by the individual in that role.</p>
--	---

<p>Workforce on maternity leave</p>	<p>Please note details about the interim replacement should be provided for staff on maternity leave as this tool is collecting information about the current workforce.</p>
--	--

Question 1b and Question 1c and Question 1d:

<p>Age, Gender and Ethnicity Profile</p>	<p>Current age, gender and ethnicity profiles of staff in post</p>
---	--

Question 1e:

<p>Workforce on maternity leave</p>	<p>Please note details about the interim replacement should be provided for staff on maternity leave as this tool is collecting information about the current workforce.</p>
--	--

Question 1g:

Health Protection	This function is to protect the safety of populations and communities through ensuring safety and prevention against public health such as environmental hazards, food and water contamination, infection control or emergency response.
Health Improvement	To improve people's health and wellbeing through working within communities to support healthier lifestyles and advocate changes to public policy.
Health Intelligence	Surveillance, monitoring and assessment of health and the determinants of health to support decision making across health and healthcare and to identify priorities for public health action.
Healthcare – Public Health	Actions in service planning, commissioning and development, clinical effectiveness, clinical governance and efficiency.
Academic – Public Health	Protect and promote evidence/knowledge base, evaluation and research.
Public Health Functions	Delivery of public health is typically broken down into five functions: Health Protection, Health Improvement, Health Intelligence, Healthcare – Public Health, Academic – Public Health. Increasingly, consultants will work across other functions, e.g. housing, leisure and planning, etc.

Question 1h:

Regulatory Bodies	Regulatory bodies set standards with which individuals must comply with, for example, ensuring the safety of the public, employers and employees. Registration among the public health workforce will be typically with at least one of the following: GMC, GDC and UKPHR.
--------------------------	--

Unfilled and Vacant Post Question:

Unfilled Posts	Establishment posts currently not filled (i.e. empty posts currently not being filled or being filled by temporary appointments).
Vacant Posts	Establishment posts currently advertised as vacant.

Workforce Planning Question:

Workforce Planning	To help us understand future workforce planning needs within your senior management team. Identifying individuals who are expected to retire within the next five years will enable us to assess potential leadership gaps and succession planning requirements. In addition, we would like to know your intentions regarding these posts – whether you plan to replace them directly, restructure roles, reallocate the budget differently, or take another approach – so that we can build an accurate picture of how senior leadership capacity will be sustained over time.
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4 My Organisation section

4.1 Organisation Details

The Organisation Detail page shows the organisation details that the survey is being completed for. Users can update only a limited number of fields and can Save the changes.

The screenshot shows the 'Organisation Details' page. The top navigation bar includes 'Home', 'Admin', 'Select', 'Help', 'My Account', and 'Logout', along with the NHS Health Education England logo. The page title is 'Organisation Details'. On the left, there is a sidebar with 'My Organisation' (Organisation Details, Survey Respondents) and 'Public Health Survey' (Privacy Statement, Workforce Demographics, Unfilled & Vacant Posts, Demand Forecast) sections. The main content area has three sections: 'Organisation Details' with fields for ODS Code (DEMO) and Org Name (West Energlesley NHS Trust); 'Location' with fields for Address (Energlesley Main Road, Biskiton, West Energlesley) and Postcode (DE5 7UK); and 'About' with fields for Organisation Type (MH/Partnership), HEE (Health Education England), HEE - Local Office (North West), and HEE - Regional teams (North East & North West). Buttons for 'Information', 'Cancel', and 'Save' are in the top right.

4.2 Survey Respondents

The Survey Respondents page shows the list of users that have access to contribute to the survey.

There may be occasions where a user (typically a Director) needs support in completing the survey, in this instance they can invite another person to the support completion of the survey.

1. Clicking on the 'Add Another' link will create a new blank row below a list of the current list of users with access.
 2. Complete the Email, Name, and Job Role and click Save to add the new user
-

3. Clicking on the orange email icon will send an email to that user where they can follow the details to setting up their login details

West Energley NHS Trust
Naresh Toora

My Organisation

- Organisation Details
- Survey Respondents**

Public Health Survey

- Privacy Statement
- Workforce Demographics
- Unfilled & Vacant Posts
- Demand Forecast

Submit

- Finalise and Submit

Users *Setup and modify your organisation's users*

Cancel Save

Email	Name	Job Title	
Director of Public Health Add another			
naresh.toora@hee.nhs.uk	Naresh Toora	Deputy Head of Data Development	
victoria.edbrooke-hyson@hee.nhs.uk	National Workforce Planner	HEE	
Paru.Patel@hee.nhs.uk	HEE National Workforce Planning	Add job title	

5 Support

The NHSE eCollection Guidance Pack can be downloaded from the Public Health Specialist Workforce Capacity Review Homepage.

NHSE will provide support to all organisations submitting information. If this Guidance Pack does not answer any questions you may have, please email:

The National Service Desk (NSD) ssd.nationalservicedesk@nhs.net or calling 0300 303 5035 stating you are completing the Public Health Workforce Survey. Note that lines are open Monday to Friday 9am to 5pm