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| Workforce Minimum Data Set (wMDS) – June 2020 extraction reminder | https://file-eu.clickdimensions.com/hscicgovuk-amnje/files/nhs.jpg |

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| Dear colleague, This is a reminder that the next GP and PCN Workforce data extraction will be taken via the [National Workforce Reporting System (NWRS)](https://elinkeu.clickdimensions.com/c/6/?T=NTgyNTUzNzk%3AcDEtYjIwMTY4LTcxMGZjYjE5NDY4ZTRiMDI5YzhiNDhiODg0MWIzMDk1%3AdGluYS5zdGFubGV5QG5ocy5uZXQ%3AbGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYg%3AZmFsc2U%3AMA%3A%3AaHR0cHM6Ly93d3cubndycy5uaHMudWsvP19jbGRlZT1kR2x1WVM1emRHRnViR1Y1UUc1b2N5NXVaWFElM2QmcmVjaXBpZW50aWQ9bGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYiZlc2lkPTQ3Mzg5OTQ5LTBiYWYtZWExMS1hODEyLTAwMGQzYTg2YjQxMA&K=3KbmIVLEykupsGmOs1x5yw) on **30 June 2020**. This information is used to support workforce planning at local, system and national level and will be used to support conversations about how to improve the career support and development offer for those working in primary care, as well as how to support recruitment activity and development of the multi-disciplinary team. As such, it will be a key source of information feeding into new workforce planning processes at Primary Care Network level which are set out in the GP Contract 2020/211  and will be supported by Health Education England (HEE) Primary Care Training Hubs. The June extraction of the Workforce Minimum Data Set (wMDS) will capture data about your workforce as at 30 June 2020, including any absences, vacancies, long term and infrequent locums working at your Practice/Primary Care Network (PCN) between 1 April and 30 June 2020. We recognise that everyone is busy at the best of times, and that the additional pressures related to Covid-19 are adding to the workload of colleagues who are already overly burdened. Nonetheless, your providing this crucial data enables workforce planners and trainers to identify when and where staff will be needed, and in the longer term, will serve to benefit your Practice/PCN and local area. Please help us, by ensuring that the data about your workforce, including any locum or contracted staff, is up to date in the [NWRS](https://elinkeu.clickdimensions.com/c/6/?T=NTgyNTUzNzk%3AcDEtYjIwMTY4LTcxMGZjYjE5NDY4ZTRiMDI5YzhiNDhiODg0MWIzMDk1%3AdGluYS5zdGFubGV5QG5ocy5uZXQ%3AbGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYg%3AZmFsc2U%3AMQ%3A%3AaHR0cHM6Ly93d3cubndycy5uaHMudWsvP19jbGRlZT1kR2x1WVM1emRHRnViR1Y1UUc1b2N5NXVaWFElM2QmcmVjaXBpZW50aWQ9bGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYiZlc2lkPTQ3Mzg5OTQ5LTBiYWYtZWExMS1hODEyLTAwMGQzYTg2YjQxMA&K=fnnEsmTLKXGDsecJ1wtUAQ) in time for the next extraction, which will take place at **midnight on 30 June 2020**.We thank you in advance for your continued support with this data set, and for ensuring your workforce data remains up to date.Figures based upon your data from March’s extract has now been released in the [General Practice Workforce Publication – 31 March 2020](https://elinkeu.clickdimensions.com/c/6/?T=NTgyNTUzNzk%3AcDEtYjIwMTY4LTcxMGZjYjE5NDY4ZTRiMDI5YzhiNDhiODg0MWIzMDk1%3AdGluYS5zdGFubGV5QG5ocy5uZXQ%3AbGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYg%3AZmFsc2U%3AMg%3A%3AaHR0cHM6Ly9kaWdpdGFsLm5ocy51ay9kYXRhLWFuZC1pbmZvcm1hdGlvbi9wdWJsaWNhdGlvbnMvc3RhdGlzdGljYWwvZ2VuZXJhbC1hbmQtcGVyc29uYWwtbWVkaWNhbC1zZXJ2aWNlcy9maW5hbC0zMS1tYXJjaC0yMDIwP19jbGRlZT1kR2x1WVM1emRHRnViR1Y1UUc1b2N5NXVaWFElM2QmcmVjaXBpZW50aWQ9bGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYiZlc2lkPTQ3Mzg5OTQ5LTBiYWYtZWExMS1hODEyLTAwMGQzYTg2YjQxMA&K=BzuKctyvpibAAZ0gB8Pguw). Please note that estimations are used in the publication where there are issues with the completeness and the quality of data entered in the NWRS. **COVID-19 Clinical Assessment Service (CCAS)**We know that many colleagues are also working for the CCAS. If this affects any member of your practice staff, regardless of whether they are working for CCAS directly or on an honorary contract with your practice, please do not include any of these working hours in this submission.This means that if a colleague has increased their working hours to work for CCAS in this time of crisis, please do not include these CCAS hours in either their Contracted or Working Hours fields.Similarly, if a colleague is now working some of their regular hours for CCAS, please reduce their contracted and working hours in the NWRS by that amount.We will collect information about the CCAS workforce from South Central and West Commissioning Support Unit directly.**Recording Infrequent Locum hours for Jan to March and April to June**Some of you told us about difficulties updating your NWRS data in time for the extract at the end of March and we are grateful that you have kept us informed. In June’s data extract, we will be able to pick up any information that you were unable to enter into the NWRS in time about your workforce during January to March which includes new arrivals, leavers and other changes to your regular workforce. We can also capture any missing information about long-term locums working at your practice between January and March. However, the NWRS archives all Infrequent Locum data at the end of each reporting period and allows you to provide information about the most recent quarter only. To enable any practices that were unable to supply Infrequent Locum figures for January to March and help you to provide a complete picture of the practice workforce, we have added a temporarily column to the Infrequent Locum Table for those locum hours. This means that, as well as recording Infrequent Locum hours as usual for the most recent quarter, if necessary you can also amend what you told us, or add new Infrequent Locum hours, for the period January to March.When you enter hours for Infrequent Locums, please take care to ensure that they are recorded against the correct reporting period.If you have any queries about recording Infrequent Locum data, or any other aspect of the NWRS collection, please email us.**Other items of note**We would also like to bring the following items to your attention, for which more detail can be found in the Annex to this communication, or can be accessed by clicking on the appropriate link:* [Update on the planned move to monthly data extractions](#Update)
* [Reminder on recording Additional Roles Reimbursement Scheme staff](#reminder)
* [How to record hours for remote working](#remote)
* [How to record variations in working hours](#record)
* [The importance of recording valid termination date when members of staff leave your Practice/PCN](#Term)
* [Registration to add and maintain data for PCNs](#Reg)
* [How to transfer staff from a Practice to a PCN](#trans)
* [Guidance for the Data Quality (DQ) process](#guide)
* [Retained Doctors Scheme, Locum GPs, and reasons for leaving/joining](#retained)

Detailed guidance for use of the NWRS can downloaded from the [NWRS information webpage](https://elinkeu.clickdimensions.com/c/6/?T=NTgyNTUzNzk%3AcDEtYjIwMTY4LTcxMGZjYjE5NDY4ZTRiMDI5YzhiNDhiODg0MWIzMDk1%3AdGluYS5zdGFubGV5QG5ocy5uZXQ%3AbGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYg%3AZmFsc2U%3AMw%3A%3AaHR0cHM6Ly9kaWdpdGFsLm5ocy51ay9kYXRhLWFuZC1pbmZvcm1hdGlvbi9hcmVhcy1vZi1pbnRlcmVzdC93b3JrZm9yY2UvbmF0aW9uYWwtd29ya2ZvcmNlLXJlcG9ydGluZy1zeXN0ZW0tbndycy13b3JrZm9yY2UtY2Vuc3VzLW1vZHVsZT9fY2xkZWU9ZEdsdVlTNXpkR0Z1YkdWNVFHNW9jeTV1WlhRJTNkJnJlY2lwaWVudGlkPWxlYWQtNThkOTQ4YTkxNGFmZWExMWE4MTMwMDBkM2E4NmI1YmQtOTBhNzhhYWExNTcxNDIxZTljY2VjZTdjNGE5MDhlMWImZXNpZD00NzM4OTk0OS0wYmFmLWVhMTEtYTgxMi0wMDBkM2E4NmI0MTAjbndycy1ndWlkYW5jZS1kb2N1bWVudHM&K=917XBkz6VJUSI2lcgOAdwA), that contains a frequently asked questions (FAQs) document to help quickly resolve any issues you may have in using the NWRS. If you have any further queries, regarding the completion or use of the tool please email us, or call on 0300 303 5678.If you have received this communication in error, or you are no longer involved in the completion of wMDS data, and wish to be removed from the mailing list, you can unsubscribe by emailing us.Yours sincerely,Workforce Statistics, Data, Information and Statistics DirectorateNHS Digital[www.digital.nhs.uk](https://elinkeu.clickdimensions.com/c/6/?T=NTgyNTUzNzk%3AcDEtYjIwMTY4LTcxMGZjYjE5NDY4ZTRiMDI5YzhiNDhiODg0MWIzMDk1%3AdGluYS5zdGFubGV5QG5ocy5uZXQ%3AbGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYg%3AZmFsc2U%3ANA%3A%3AaHR0cHM6Ly9kaWdpdGFsLm5ocy51ay8_X2NsZGVlPWRHbHVZUzV6ZEdGdWJHVjVRRzVvY3k1dVpYUSUzZCZyZWNpcGllbnRpZD1sZWFkLTU4ZDk0OGE5MTRhZmVhMTFhODEzMDAwZDNhODZiNWJkLTkwYTc4YWFhMTU3MTQyMWU5Y2NlY2U3YzRhOTA4ZTFiJmVzaWQ9NDczODk5NDktMGJhZi1lYTExLWE4MTItMDAwZDNhODZiNDEw&K=bCQf8qDQiJrzfrwWPXh0Pw)**ANNEX****Update on the planned move to monthly data extractions**You may be aware that [Investment and Evolution: Updates to the GP Contract 2020/21 to 2023/24](https://elinkeu.clickdimensions.com/c/6/?T=NTgyNTUzNzk%3AcDEtYjIwMTY4LTcxMGZjYjE5NDY4ZTRiMDI5YzhiNDhiODg0MWIzMDk1%3AdGluYS5zdGFubGV5QG5ocy5uZXQ%3AbGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYg%3AZmFsc2U%3ANQ%3AVXBkYXRl%3AaHR0cHM6Ly93d3cuZW5nbGFuZC5uaHMudWsvcHVibGljYXRpb24vaW52ZXN0bWVudC1hbmQtZXZvbHV0aW9uLXVwZGF0ZS10by10aGUtZ3AtY29udHJhY3QtYWdyZWVtZW50LTIwLTIxLTIzLTI0Lz9fY2xkZWU9ZEdsdVlTNXpkR0Z1YkdWNVFHNW9jeTV1WlhRJTNkJnJlY2lwaWVudGlkPWxlYWQtNThkOTQ4YTkxNGFmZWExMWE4MTMwMDBkM2E4NmI1YmQtOTBhNzhhYWExNTcxNDIxZTljY2VjZTdjNGE5MDhlMWImZXNpZD00NzM4OTk0OS0wYmFmLWVhMTEtYTgxMi0wMDBkM2E4NmI0MTA&K=dwOj13yQAh_HAOYHdtHtcA) set out plans to increase the frequency and timeliness of primary care workforce reporting. In line with this, there is new contractual requirement for Practices/PCNs to update your workforce data on a monthly basis (see Para 1.23 and Annex A, Para 29). The new monthly extraction had been due to be introduced from Spring 2020, but we have rescheduled this to minimise Practice/PCN burden during the emergency response. We will send you more information on expected timescales in future communications, however we continue to encourage you to update your records as and when there are changes, rather than leaving such changes until the run-up to a monthly extraction. The next extraction will therefore take place as planned on **30 June 2020**, as outlined above. **Reminder on recording Additional Roles Reimbursement Scheme staff (PCN module)**In accordance with the Network Contract DES Specification (section 6.4.3), please ensure that you record information on staff who are funded through the Additional Roles Reimbursement Scheme, whether those staff are employed by the PCN or by another body.  Where you have commissioned a service e.g. Social Prescribing rather than directly contracting a specific SPLW, this should be recorded in the PCN Pooled Roles section.**How to record hours for remote working**Please ensure that all time spent by individuals working remotely for your Practice/PCN is recorded in the Contracted/Working Hours fields on that staff member’s record. For example, GPs and other healthcare colleagues carrying out remote consultations for your practice’s registered patients whilst working from home. However, please do not include any hours your colleagues may be working for the CCAS, only details of hours worked in your practice/PCN for your patients.**How to record variations in working hours**We are aware that in this time of exceptional needs, many colleagues are working flexibly and that there may be differences between the actual hours worked and their contracted hours. To help us to understand better the impact of COVID-19, please ensure that the Working Hours field records the average weekly hours worked during this period and that the Contracted Hours field continues to record the number of hours each person is contracted to work per week for your Practice/PCN.  We also know that some colleagues are newly working part-time in GP practices and part-time in PCNs. Where this is the case, we would be grateful if you could work with the other employing organisation to ensure that their contracted and working hours are correctly recorded.**The importance of recording valid termination date when members of staff leave your Practice/PCN**We would be grateful if you could ensure that termination dates, for any members of staff who have left your Practice/PCN, are recorded, even if they left your organisation in an earlier reporting period. This will help us report Joiners and Leavers information accurately, which is key workforce planning information and, in the longer term, will help to ensure that you have the workforce that you need to deliver primary care in your region. **Registration to add and maintain data for PCNs**PCN workforce data is collected via the NWRS data entry module. Each lead organisation should have a registered NWRS user who will report workforce data for all the Practices and other organisations that are part of their PCN. If you require access to edit data on behalf of a PCN, or multiple PCNs, please email us, including 'NWRS PCN Access' in the subject field and clearly stating which PCN(s) you need data entry access for.   **How to transfer staff from a Practice to a PCN**Where required, Practices are responsible for transferring any existing PCN-related staff records from their Practice to the associated PCN. We are aware that some people could work partly for a GP Practice and partly for the PCN. To address this, we have added functionality to transfer partial records between Practices and PCNs. In such cases, both organisations will need to work collaboratively to ensure that the working hours for the staff members are not double-counted.Please note that Clinical Directors are PCN-specific roles and should only be reported for PCNs. Therefore, please ensure that you either transfer any Clinical Director hours or roles currently recorded showing in the NWRS for your Practice to the relevant PCN or amend the affected staff member’s role to an appropriate Practice role. This may result in the colleague having a split role with some hours in a Practice role such as GP or Nurse, and the other hours in a PCN role as a Clinical Director. Please also be aware that Clinical Director roles are for named and accountable individuals only and cannot be reported in the pooled resource section.Detailed guidance regarding the completion of PCN data can be found on the [NWRS information webpage](https://elinkeu.clickdimensions.com/c/6/?T=NTgyNTUzNzk%3AcDEtYjIwMTY4LTcxMGZjYjE5NDY4ZTRiMDI5YzhiNDhiODg0MWIzMDk1%3AdGluYS5zdGFubGV5QG5ocy5uZXQ%3AbGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYg%3AZmFsc2U%3ANg%3AdHJhbnM%3AaHR0cHM6Ly9kaWdpdGFsLm5ocy51ay9kYXRhLWFuZC1pbmZvcm1hdGlvbi9hcmVhcy1vZi1pbnRlcmVzdC93b3JrZm9yY2UvbmF0aW9uYWwtd29ya2ZvcmNlLXJlcG9ydGluZy1zeXN0ZW0tbndycy13b3JrZm9yY2UtY2Vuc3VzLW1vZHVsZT9fY2xkZWU9ZEdsdVlTNXpkR0Z1YkdWNVFHNW9jeTV1WlhRJTNkJnJlY2lwaWVudGlkPWxlYWQtNThkOTQ4YTkxNGFmZWExMWE4MTMwMDBkM2E4NmI1YmQtOTBhNzhhYWExNTcxNDIxZTljY2VjZTdjNGE5MDhlMWImZXNpZD00NzM4OTk0OS0wYmFmLWVhMTEtYTgxMi0wMDBkM2E4NmI0MTAjbndycy1ndWlkYW5jZS1kb2N1bWVudHM&K=3Dhmj5PJQJIeoveHvjUI1Q).  **Guidance for the Data Quality (DQ) process**The DQ section of the NWRS has been now been enhanced and further details regarding the DQ process can be downloaded from the [NWRS information webpage](https://elinkeu.clickdimensions.com/c/6/?T=NTgyNTUzNzk%3AcDEtYjIwMTY4LTcxMGZjYjE5NDY4ZTRiMDI5YzhiNDhiODg0MWIzMDk1%3AdGluYS5zdGFubGV5QG5ocy5uZXQ%3AbGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYg%3AZmFsc2U%3ANw%3AZ3VpZGU%3AaHR0cHM6Ly9kaWdpdGFsLm5ocy51ay9kYXRhLWFuZC1pbmZvcm1hdGlvbi9hcmVhcy1vZi1pbnRlcmVzdC93b3JrZm9yY2UvbmF0aW9uYWwtd29ya2ZvcmNlLXJlcG9ydGluZy1zeXN0ZW0tbndycy13b3JrZm9yY2UtY2Vuc3VzLW1vZHVsZT9fY2xkZWU9ZEdsdVlTNXpkR0Z1YkdWNVFHNW9jeTV1WlhRJTNkJnJlY2lwaWVudGlkPWxlYWQtNThkOTQ4YTkxNGFmZWExMWE4MTMwMDBkM2E4NmI1YmQtOTBhNzhhYWExNTcxNDIxZTljY2VjZTdjNGE5MDhlMWImZXNpZD00NzM4OTk0OS0wYmFmLWVhMTEtYTgxMi0wMDBkM2E4NmI0MTAjbndycy1ndWlkYW5jZS1kb2N1bWVudHM&K=M7vaLrSpY2r4t7bLq-90tA).**Retained Doctors Scheme, Locum GPs, and reasons for leaving/joining**Please ensure that:  * GPs retained via the Retained Doctors Scheme 2016 or the GP Retention Scheme are categorised correctly as ‘Retained GPs’.
* Locum GPs are recorded - either as ‘long-term locums’, in the Staff Overview section, or as ‘infrequent locums’ in the Locum Usage section of the NWRS. Long-term locums are ones who work for long periods, regular or multiple sessions, at your Practice, whereas infrequent locums will not work regularly at your Practice.
* The reasons for staff leaving and joining your Practice/PCN are correctly coded.

1.This is in line with requirements set out in the [Network Contract Directed Enhanced Service (DES) Contract Specification 2020/21 – PCN Entitlements and Requirements PCN Network](https://elinkeu.clickdimensions.com/c/6/?T=NTgyNTUzNzk%3AcDEtYjIwMTY4LTcxMGZjYjE5NDY4ZTRiMDI5YzhiNDhiODg0MWIzMDk1%3AdGluYS5zdGFubGV5QG5ocy5uZXQ%3AbGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYg%3AZmFsc2U%3AOA%3AcmV0YWluZWQ%3AaHR0cHM6Ly93d3cuZW5nbGFuZC5uaHMudWsvcHVibGljYXRpb24vZGVzLWNvbnRyYWN0LXNwZWNpZmljYXRpb24tMjAyMC0yMS1wY24tZW50aXRsZW1lbnRzLWFuZC1yZXF1aXJlbWVudHMvP19jbGRlZT1kR2x1WVM1emRHRnViR1Y1UUc1b2N5NXVaWFElM2QmcmVjaXBpZW50aWQ9bGVhZC01OGQ5NDhhOTE0YWZlYTExYTgxMzAwMGQzYTg2YjViZC05MGE3OGFhYTE1NzE0MjFlOWNjZWNlN2M0YTkwOGUxYiZlc2lkPTQ3Mzg5OTQ5LTBiYWYtZWExMS1hODEyLTAwMGQzYTg2YjQxMA&K=Zyf44INy4YB4M0O9aXzEog) (Section 6.5).   |