**WNWRS Newsletter**

**August 2020**

GIG CYMRU NHS WALES

Partneriaeth Cydwasanaethau
Gwasanaethau Cyflogaeth
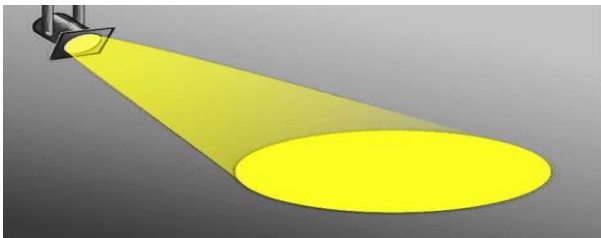Shared Services Partnership
Employment Services

# Wales National Workforce and Reporting System (WNWRS)

## Vacancies

The WNWRS has the capability to hold vacancy data for Practices, which feeds the reporting module. If you have a vacant post at your Practice, please enter it in the WNWRS. You can create a new vacancy for any staff post available at your Practice by clicking on the **Add Vacancy** button. You can also post vacancies on the **GP Wales** website, available via this link.



## Focus on: Registration numbers

For validation and identification purposes, all Healthcare Professionals working in a Practice should have a valid Registration number entered onto the WNWRS. Please enter this information in the 'Registration number' box, in the Demographics and Education area of the Staff Record.

Action needed : Practice Managers to check that all Healthcare Professionals have a valid Registration number entered in the WNWRS.

## Locum Update

Do you use Locum GPs at your Practice? If so, please ensure all your Locum data is up to date for Q3 (July-Sept) by either entering the hours you have used in the **Locum Usage** tab (for infrequent Locums) or by creating a full Staff Record for Locums covering a long term vacancy or absence.

**DONT FORGET** to register on Locum Hub Wales – the solution for all your Practice's Locum needs.

## Reporting Module

With the launch of the WNWRS Reporting Module last month, we hope all Practice Managers have had the opportunity to take a look at this exciting new part of the WNWRS.

Anonymised Practice Data can be viewed by clicking on the **Data Reporting Module** tab, then selecting the **Practice** tab, then **Practice Overview**. Reports can then be downloaded and printed out by clicking the 3 lines on the top right hand side of the graphic.

⭐ **Coming soon** – Virtual Workshops on the WNWRS, covering Data Entry, Reporting, GMPI and Locum Hub Wales. More details on this will be sent to all Practice Managers during September.

## Hints and Tips

**GMC Look up Function**

When you enter a new record for a GP, you can use the GMC look up function to automatically populate the Registration number.

To do this, enter the GP Surname and click on the magnifying glass next to it: 🔍

Select the correct GP by clicking on **Choose this person** and the GMC number will appear in the Registration number box.

Please note that all GPs should show their GMC number(7 digits) **NOT** their Prescribing number (starting with a G)

www.locumhubwales.co.uk

**TIP**: Locum Hub Wales works best with Google Chrome

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