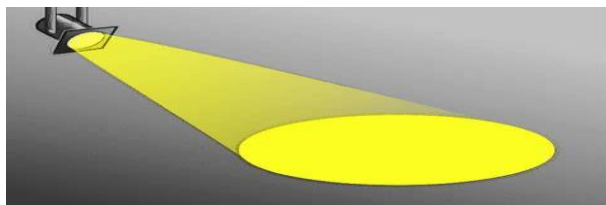


Wales National Workforce and Reporting System (WNWRS)

Focus on: Admin/Non-clinical Staff Role

Many Practices are reporting a high level of the group 'other' in this area. Please see if any of your staff can move out of this group and into a more defined staff role. For instance, if you have a cleaner working in your Practice, they should be in the Staff Role 'Estates and Ancillary' rather than 'other'. Please see below, a list of the definitions of the Staff Roles, as per the Data Entry Module Guidance. A full version of this is available on our website, link [here](#).



Admin/Non-clinical Staff Role Definitions

Staff Role	Definition
Apprentice	Learn and gain experience with structured training within a GP Practice, leading to a nationally recognised qualification in their chosen Admin field
Estates and Ancillary	E.g. cleaners, gardeners, etc. directly employed by the GP practice
Management Partner	Management Partners are involved in all aspects of managing staff or premises. They are self-employed business owners contracted to the NHS. Please note that GP Partners and Nursing Partners should be included in the relevant categories above
Manager	Manager involved in all aspects of managing staff or premises, who is not a Partner
Medical Secretary	A Medical Secretary provides secretarial/administrative support/maintains records. They deal with first line enquiries from patients/relatives/staff, coordinate waiting lists/clinics and may supervise other staff
Other	Any other administrative staff working within the practice
Receptionist	Receptionists provide clerical support/reception service, answer general queries and carry out administrative tasks
Telephonist	A Telephonist is an operator of a switchboard

Action: Practice Managers, please check all admin/non-clinical staff have the correct Staff Role in the WNWRS.

Locum Hub Wales

If you have been using Locums during February, please check any external shifts that have been worked are entered by your Locums on Locum Hub Wales. External shifts are classed as those that have **not** been booked directly through Locum Hub Wales. You can do this by logging into your [Locum Hub Wales](#) account and reconciling shifts that you would expect to see posted against your Practice with your own records. These shifts need to be in Locum Hub Wales to comply with the requirements of the [Scheme for GMPI](#) as set out in Appendix B of the Guidance.

If you have booked your Locums directly through Locum Hub Wales, this reconciliation is not necessary, as all the shifts will automatically be recorded in the system.

Hints and Tips

Entering dates

If you are entering dates on the

WNWRS, please use the calendar function button to select the dates required rather than typing them directly into the system. If you have trouble saving a new staff record, check that you have used this option to enter any dates, and that you are using Google Chrome to access the WNWRS.



Covid Vaccinations

Updated guidance on Indemnity arrangements relating to Covid vaccination clinics has been released by NWSSP's Legal and Risk Team. Please click [here](#) to see the updated Information. If you have any indemnity queries relating to COVID-19 vaccinations please contact the GMPI team at GMPI@wales.nhs.uk.