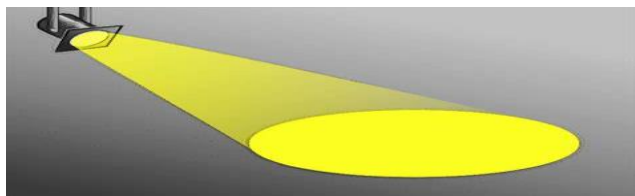


## Wales National Workforce and Reporting System ([WNWRS](#))



### **Focus on: Staff with multiple roles**

If you have staff who work in different roles at your Practice, please ensure this is accurately reflected in the WNWRS.

**Action Needed:** All Practice Managers should check that staff who undertake more than one role at their Practice have separate Staff Records for each role, with the sum of the hours for all roles being the total hours worked in the Practice. Please see the example below: Megan Jones is a full time Nurse in her Practice but also works one session a week as admin support. In this case, the Practice Manager would create 2 staff records and reflect the different roles in the staff group/role. The contracted/working hours for the nurse role would be 33.33 and for the admin role it would be 4.167 (1 session = 4.167 hours).

For advice on how to enter any complex working scenarios, please email

[nwssp.primarycarewnwrs@wales.nhs.uk](mailto:nwssp.primarycarewnwrs@wales.nhs.uk)



### **Locum Hub Wales**

To simplify managing your workforce needs Locum Hub Wales (LHW) and GP Wales have merged websites. You can now access and manage both your Locum workforce and advertising permanent vacancies under one roof, via [www.GPWales.co.uk](http://www.GPWales.co.uk). If you have a log-in for LHW, this will still work in the new site. If you've only ever used GP Wales before, please create a new account and see how both areas can help support your Practice.

If you have any queries on the functionality of GP Wales, please see their comprehensive support pages, link [here](#), or email [support@gpwales.co.uk](mailto:support@gpwales.co.uk)

### **100% Validated Data**

Thanks to the hard work and engagement of all Practice Managers, we achieved **100% of Practices in Wales** who checked and validated their data on the WNWRS prior to the June 2021 data extract. This is a fantastic result and we would like to thank all Practice Managers. It's so encouraging to see this translate and reflect your current workforce. This is used by workforce planners and enables swift identification of staff members when a GMPI concern is raised.

Please keep checking that the data for your Practice on the WNWRS is correct – we still have some Practices with outstanding alerts, denoting missing information in their Staff Records. All staff working in your Practice should be represented on the WNWRS, excluding GP Trainees and Locum GPs. If you need advice on how to enter your staff details, please email

[nwssp.primarycarewnwrs@wales.nhs.uk](mailto:nwssp.primarycarewnwrs@wales.nhs.uk)

### **Hints and Tips**

#### **New Starters**



This can often be a busy time of year with new starters in GP Practices. It is important to enter any new starters at your Practice in the WNWRS, including any newly qualified GPs.

You can enter a staff record for any new starters with a future start date if this is easier for you – just select the upcoming date from the calendar drop down screen. Don't forget to enter data in all mandatory fields, to avoid creating any alerts

