

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

### Data Extract 30/06/2022

Thank you to the **77%** of Practices across Wales who have already logged into the WNWRS this quarter and validated their data. If you haven't already done so, please log into the WNWRS as soon as possible and check all the staff records are correct for your Practice. An easy way to do this is to run a report that creates an excel spreadsheet of your Practice staff records where you can check all the details on one page. To do this:

- Select the Data Reporting Module
- Select Reports, then Excel Reports
- Select Practice in Organisation Type
- Start typing in your Practice name and then select your Practice in Select Organisation
- In Report Type select Practice Staff Report
- Select Generate Report
- Open and amend the excel report, filtering out the 'leavers' and checking the 'active' records are correct

If you have any problems logging in or have any feedback on the WNWRS, please do not hesitate to contact us on the email address below.



### Focus on: Staff Roles

We are pleased to announce that we have recently launched a new staff role in the WNWRS. The role of 'Administrator' is now available to select in the Admin/Non-Clinical section of the site. Please review your Admin/Non-Clinical team and see if this title would suit any of your team who have previously been labelled with the role of 'other'.

Please also be aware that if you engage cleaners or gardeners, then they should be reflected as 'estates and ancillary' rather than 'other'.

If you have a deputy or finance Manager within your Practice, please ensure they have a staff role of 'Manager' in the WNWRS.

### Resources for Practice Managers

In addition to our [Primary Care Sustainability website](#), there are additional resources which may be of interest to you and your Practice team.

NWSSP Primary Care Services ([nwssp-primarycareservices@wales.nhs.uk](mailto:nwssp-primarycareservices@wales.nhs.uk)) provide a range of services to GP Practices, including Medical Performers List, DBS Checking, Patient Registration.

[GP Services - NHS Wales Shared Services Partnership](#)

NWSSP Legal & Risk Services ([GMPI@wales.nhs.uk](mailto:GMPI@wales.nhs.uk)) are available to help with any specific queries on GMPI.

[General Medical Practice Indemnity \(GMPI\) - NHS Wales Shared Services Partnership](#)

Our colleagues at HEIW have produced a range of documents which may help your Practice in their [Practice Managers and Administrators Toolkit](#).

Welsh Government have several resources to help recruitment and to support GP retention in Primary Care.

[Benefits of working in general practice | GOV.WALES](#)  
[General practice management | Sub-topic | GOV.WALES](#)

### Hints and Tips

If you are looking to book a Locum GP, the easiest way to do this is by posting the shift on GP Wales (Locum Hub Wales). Posting and booking through the site ensures that all the requirements of GMPI for Locum GPs have automatically been met and your Practice can benefit should a concern be raised. The site also holds a list of Locum GPs who would like to work in your Practice under the tab 'My Locums'.

[There are general hints and tips available on how to use GP Wales \(Locum Hub Wales\) in their comprehensive knowledge base.](#)

