

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

Vacancies

NWSSP supports your GP Practice recruitment needs and has various resources to help you.

[WNWRS](#) – please enter any vacancies you have in the system and check existing vacancies are updated accordingly. This highlights to Stakeholders across the NHS that your workforce may not be at full capacity.

[GP Wales](#) – please enter any vacancies you have on the site. This is a free service, which automatically feeds NHS Jobs, so you get the maximum exposure across Wales and beyond. This eliminates the need to enter your vacancy details on Trac, as the site will automatically do this for you. Resources are available on [the GP Wales Knowledge base](#) to help you through this process.

Recording Additional Hours

Please record any significant change of staff working hours in the WNWRS, particularly if you intend to submit a claim for Additional Capacity Payment.

Simply add an average of the staff members weekly additional hours to the hours already recorded in the 'working hours' box.

For example, if Nurse Johns usually works 20 hours per week, but worked an extra 52 hours over the last quarter, enter 24 in the 'working hours' box in her staff record.

Familiarisation Sessions

If you are a new Practice Manager or would like to hear more about the Primary Care Sustainability Tools, please contact us on the email below to join one of our familiarisation sessions.

We can also attend group meetings in person or on Teams, so please do get in touch.

Legal & Risk training sessions

NWSSP's Legal & Risk team have released their Autumn/Winter 2022 training programme. Please see the links below to book your place or refer to their email send directly to you recently which contains additional information on content and guest speakers.

[Thursday 27 October 2022 All Wales GMPI Training:](#)

Clinical negligence, the legal test and the claimant's motivation 12:30 – 13:30 Webinar with Q&A

[Thursday 10 November 2022 All Wales GMPI Training:](#)

Common Mistakes in GP Practice 12:30 – 13:30 Webinar with Q&A

For further information or if you have any suggestions for training topics that you would like to see in the future, please get in touch with the team by emailing GMPI@wales.nhs.uk

Hints and Tips

You don't have to wait until the end of the month or quarter to update the WNWRS. Many Practices incorporate the system as part of their induction and leavers processes, so it's updated as soon as staff members arrive or leave the Practice. This is ideal, as the WNWRS is a live database and should be an accurate reflection of your Practice workforce on a day to day basis.

Volunteers

If you have Volunteers working at your Practice, please enter their details in the WNWRS. There is now the option to enter 'volunteer' as a Contract Type in their staff record. It is important to capture their details as volunteers can often play an important role in the Practice and may wish to benefit from GMPI should they undertake Primary Medical Services.

