



GIG  
CYMRU  
NHS  
WALES

Partneriaeth  
Cydwasaethau  
Shared Services  
Partnership

# WNWRS User Guidance

Wales National Workforce Reporting System (WNWRS)  
DATA REPORTING MODULE



Version 2

Published: September 2023



GIG  
CYMRU  
NHS  
WALES

Partneriaeth Cydwasaethau  
Shared Services Partnership

If you have any queries please do not hesitate to contact us::

Tel: 01792 860544  
Email: [NWSSP.PrimaryCareWNWRS@Wales.nhs.uk](mailto:NWSSP.PrimaryCareWNWRS@Wales.nhs.uk)

You can visit our Website at: <http://www.nwssp.wales.nhs.uk>

## Contents

<b>Abbreviations</b>	<b>3</b>
<b>Accessing the Data Reporting Module</b>	<b>4</b>
Printing / Downloading Charts and Data from the WNWRS Data Reporting Module	5
Viewing Data / Selecting Criteria within a Chart	6
<b>Charts and Reports</b>	<b>7</b>
Workforce Overview	7
Contractor / NHS Organisation	8
<i>Contractor / Organisation Overview</i> .....	8
<i>Demographic Breakdown</i> .....	9
<i>Staff Roles</i> .....	9
<i>Staff Table</i> .....	10
<i>Workforce Trend</i> .....	10
<i>Compare to Cluster / Parent</i> .....	11
<i>Member Workforce</i> .....	11
<i>Data Quality (DQ)</i> .....	12
<i>Select a New Practice / Organisation</i> .....	13
Reports – Excel	14
Resources and Help	14

## Abbreviations

---

<b>Abbreviation</b>	<b>Meaning</b>
DQ	Data Quality
FTE	Full Time Equivalent
GP	General Practitioner
WNWRS	Wales National Workforce Reporting System
ODS	Organisation Data Service
MDS	Minimum Dataset

---

# Accessing the Data Reporting Module

The WNWRS is a live data source giving you original source data about your staff at any given time, this data is as accurate as the information you enter. It is important to remember that the source data has not been independently validated and every attempt to avoid errors is achieved. NWSSP Business Support role is here to assist with any data quality queries. The staff information is validated on a quarterly basis as detailed in the next section and made available through the reporting module creating an invaluable source of anonymised workforce data. The validated data can also replace current information that may be requested from your Practice by Heads of Primary Care and returns for the annual Census.

Registered users from your organisation will be presented with the Staff Overview page, upon log in and can use the link (a) in the following screenshot to access the Reporting Module:

The screenshot shows the 'National Workforce Reporting System (Data Entry)' interface. On the left, a navigation menu includes 'Staff Overview', 'Staff', 'Locum Usage', 'Vacancy Overview', 'Practice Preferences', 'Resources and Help', 'Account Management', and 'Data Reporting Module'. A red arrow labeled 'a' points to the 'Data Reporting Module' link. The main content area is titled 'Staff Overview' and contains a 'Staff Table' with columns for ODS Code, Staff Name, Date of Birth, Staff Group, Staff Role, and Alerts. A 'Show: Active Staff' dropdown and an 'Add Staff' button are also visible.

ODS Code	Staff Name	Date of Birth	Staff Group	Staff Role	Alerts
Z12345	Nicholas Browne	05/05/1962	Admin/Non-clinical	Health Care Assistant	⚠
Z12345	Hours Test xxxx	05/02/1980	Direct Patient Care	District Nurse	⚠
Z12345	Golf Speath	29/10/1966	GP	Apprentice	
Z12345	Mark One	12/06/1990	Admin/Non-clinical	Advanced Nurse Practitioner	
Z12345	Emma Smith	01/01/1980	Direct Patient Care	Paramedic	
Z12345	Billy Bragg	19/06/1973	Nurses	Nursing Partner	
Z12345	Pete Kember	19/08/1970	Direct Patient Care	Locum - Covering Sickness/Ma...	

All other users will be directed straight to the Workforce Overview of the Reporting Module:

The screenshot shows the 'Dental Workforce Overview' page. The left sidebar includes 'Practice', 'RHS Organisation', 'Reports', 'Resources and Help', 'Account Management', 'Data Entry Module', and 'Other Domains'. The main content area is titled 'Dental Workforce Overview' and includes a 'Map View' section with a map of the UK, a 'Bar Chart', a 'Stack Chart', and a 'Table View'. A 'Select Time Period' dropdown is set to 'Current (18/09/2023)'. The right-hand side displays summary statistics for 'WAL Wales Data for Current (18/09/2023)' and '767 Powys Teaching Health Board Data for Current (18/09/2023)'. At the bottom, there are buttons for 'Go to Wales Overview' and 'Go to Parent Group'.

## Printing / Downloading Charts and Data from the WNWRS Data Reporting Module

Whenever there is a three-line icon (a) next to a chart, you can either print, or download it by clicking on the icon (a) and then selecting the download type from the dropdown list (b).

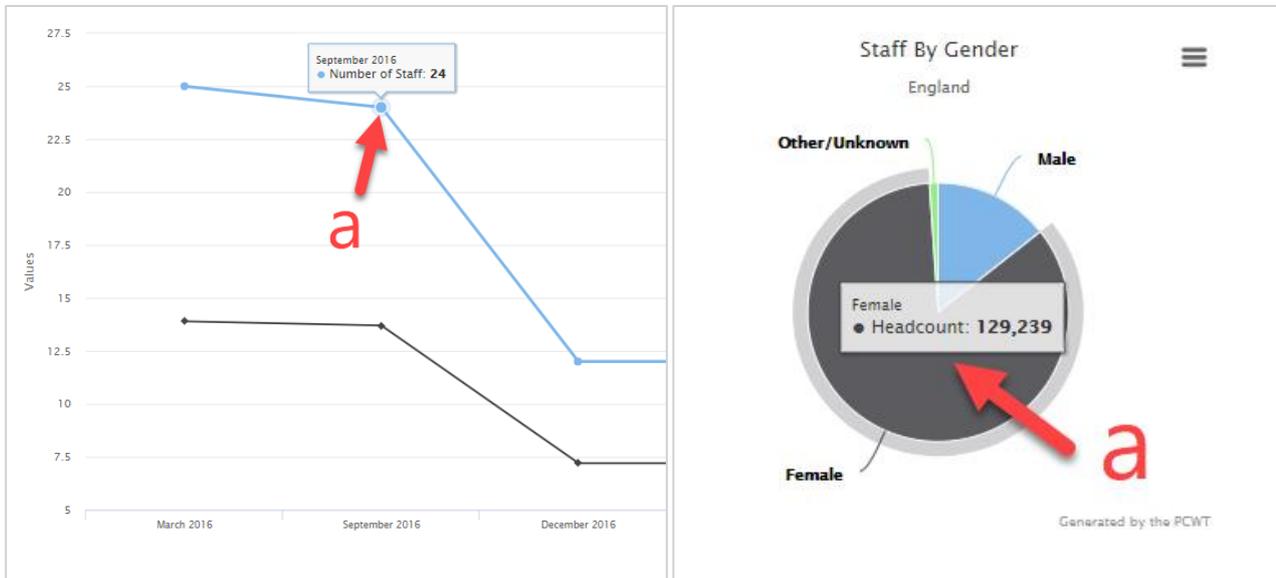


The options in the dropdown menu are as follows:

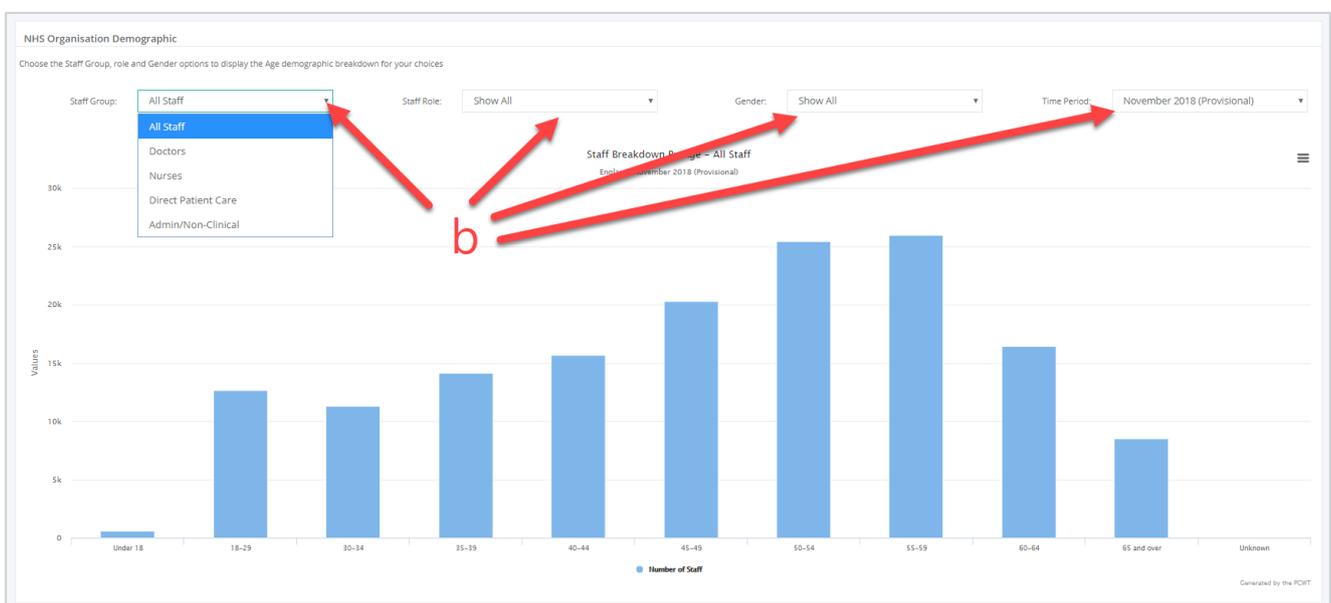
- Print
- Download PNG Image
- Download JPG Image
- Download PDF Document
- Download SVG Vector Image
- Download CSV (downloads the source data of the chart)
- Download Excel (downloads the source data of the chart)

## Viewing Data / Selecting Criteria within a Chart

By hovering over data points (a) within charts it is possible to view the figures in more detail, as shown in the following two examples:



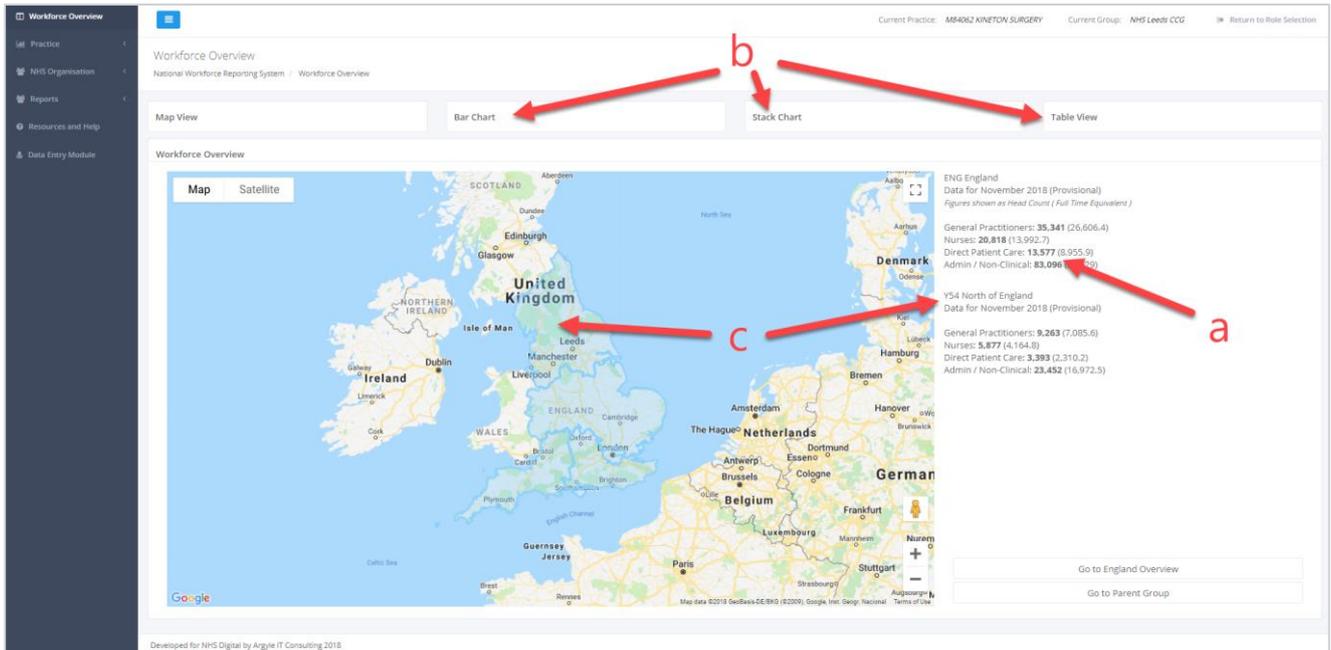
Wherever there are dropdown menus (b) above a chart, these can be used to select the criteria to view in that chart.



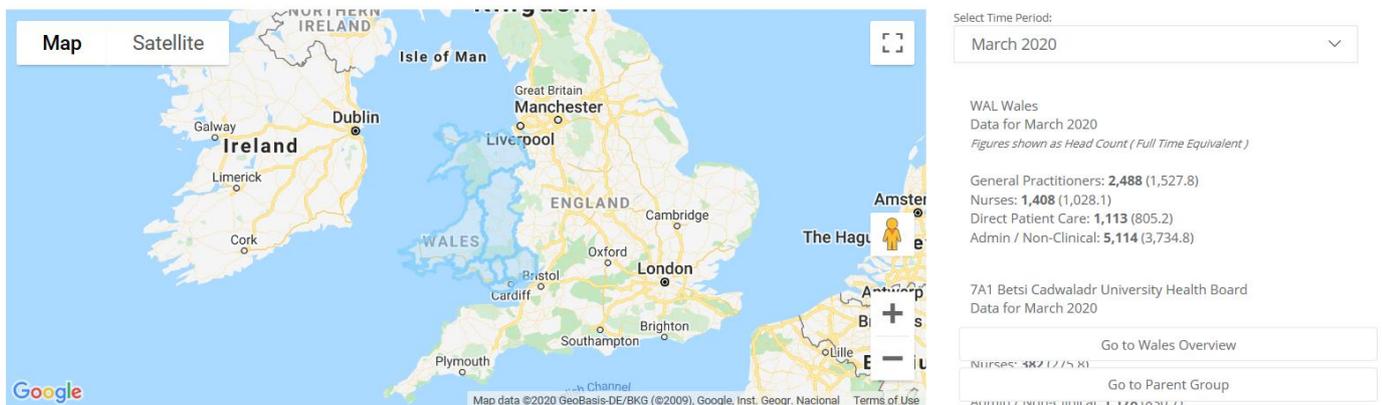
# Charts and Reports

## Workforce Overview

The first page of the WNWRS Data Reporting module is the Workforce Overview page, from which you can view the latest high-level Wales Primary Care Workforce figures in a map view (a) or select a bar chart, stack chart, or table view (b). Hovering over a specific area of the map will display an overview for that area (c).



By clicking on a specific area, you can drill down and view data for that area (d), this goes down to Cluster level. Clicking on a Cluster area will take you directly to the Workforce Overview for that Cluster.



## Practice / NHS Organisation

### Practice / Organisation Overview

This view shows a dashboard for the current practice, or NHS organisation, that is selected. The current practice / organisation name and Health Board information is shown in the top left hand section of the screen (a). Please note that for the purposes of this guidance, all practice and Health Board names have been redacted.

The timepoint is also shown at the top left of the screen (b)

The charts included in the Practice / Organisation Overview are as follows:

- Staff By Gender
- Staff Breakdown by Age
- Staff Role Numbers
- Staff Numbers Per 100,000 Population



## Demographic Breakdown

This shows a breakdown of staff by age group. Criteria can be set using the dropdown lists at the top of the page (a).



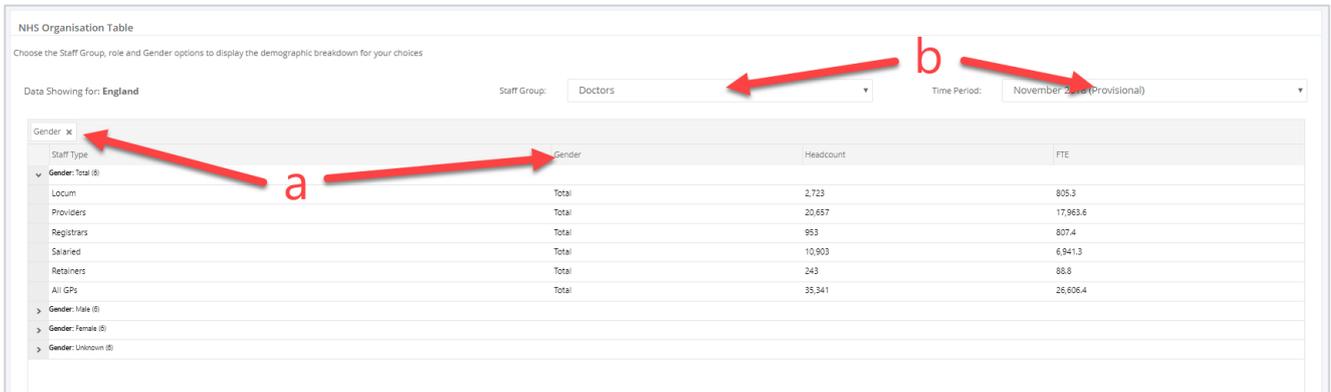
## Staff Roles

This chart shows a breakdown of staff by job role. Specific criteria can be set using the dropdown lists at the top of the page (a).



## Staff Table

The staff table shows detail of the numbers of staff, both headcount and full time equivalent (FTE). Groupings can be set by dragging the column headers into the grey area above the table (a). Specific criteria, for staff group and the time period, can be set using the dropdown lists at the top of the page (b).



## Workforce Trend

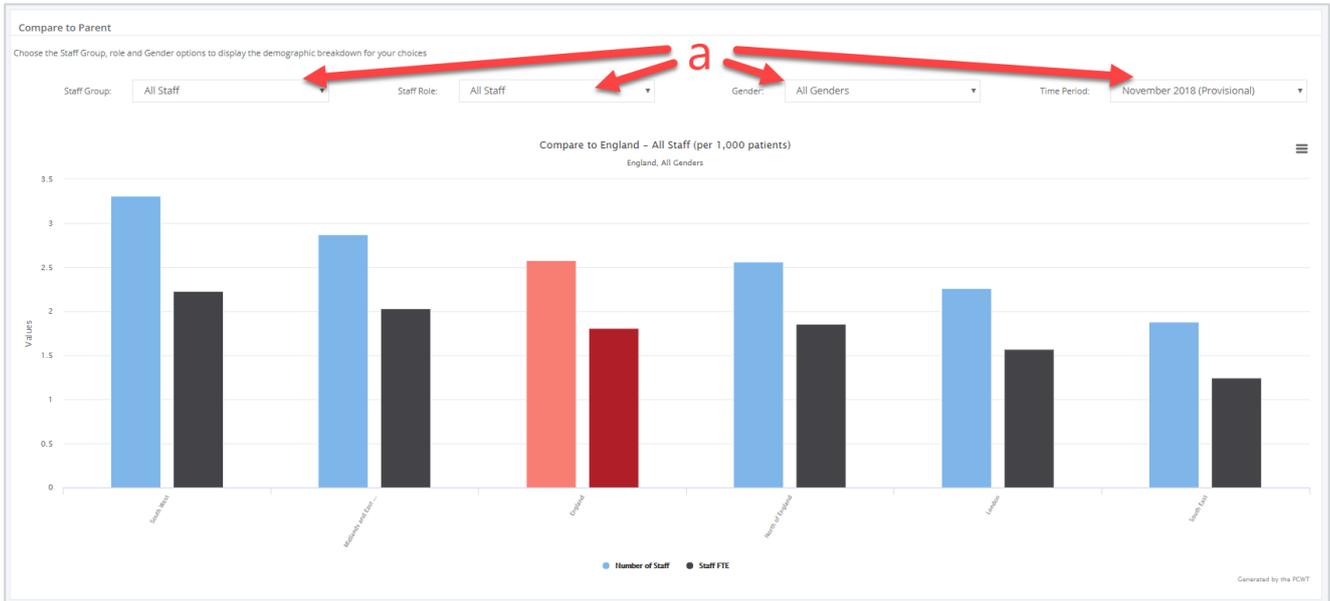
This chart shows the workforce trend for each workforce Minimum Data Set (wMDS) census, going back to March 2020, based on the criteria set using the dropdown lists at the top of the chart (a).



### Compare to Cluster / Parent

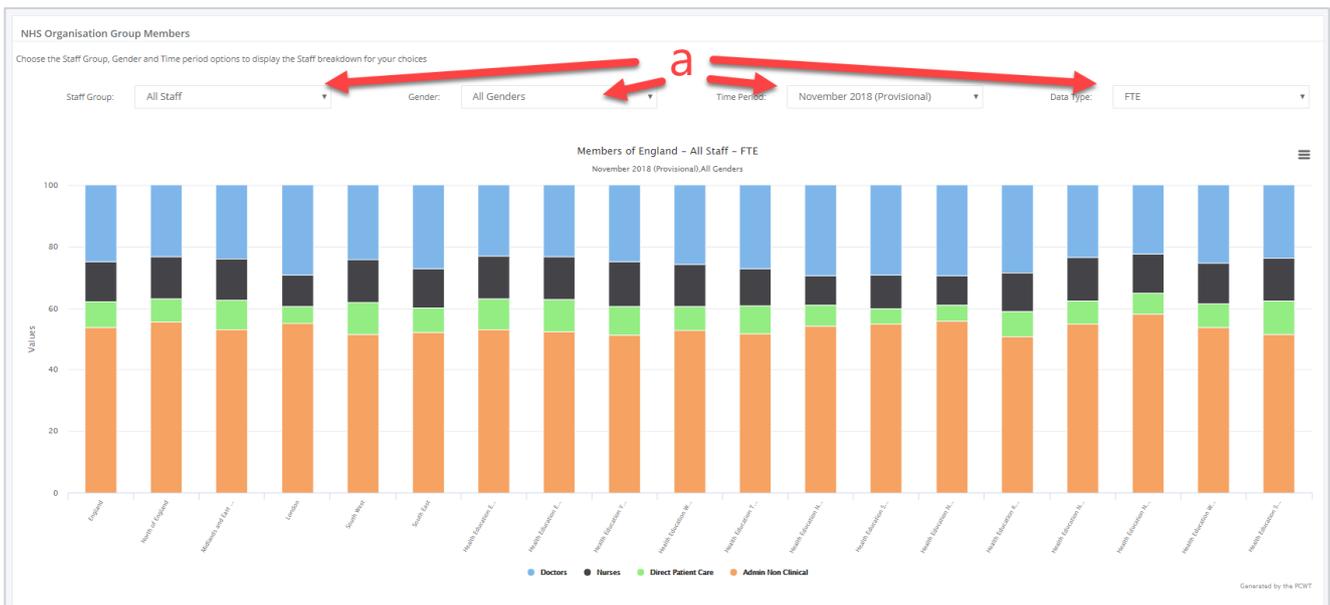
This chart compares the workforce data, of the currently selected organisation, to their parent organisation, based on the criteria set using the dropdown lists at the top of the chart (a).

The parent organisation for GP practices is their Health Board and for NHS organisations is their NHS Wales region.



### Member Workforce

The Member Workforce chart is only available at NHS Organisation level, and not for individual contractors. It shows the percentage of each staff group for all organisations within selected organisation. Specific criteria can be set using the dropdown lists at the top of the page (a).



## Data Quality (DQ)

The DQ section is only available at NHS Organisation level, and not for individual contractors.

NHS organisations can view the DQ status for all contractors within their area. No individual level, or identifiable information is included within the DQ tables or reports.

The number of staff with DQ warnings can be seen in the left-hand table (a). These are sorted with the highest values first. By clicking on a particular contractor, it is possible to view more details on the error types in the table on the right-hand side of the screen (b).

DQ reports can be downloaded by clicking on these buttons (c).

NHS organisations can use this information when contacting contractors to discuss any DQ issues that they might have.

Please note that contractor names have been redacted in the following screenshot:

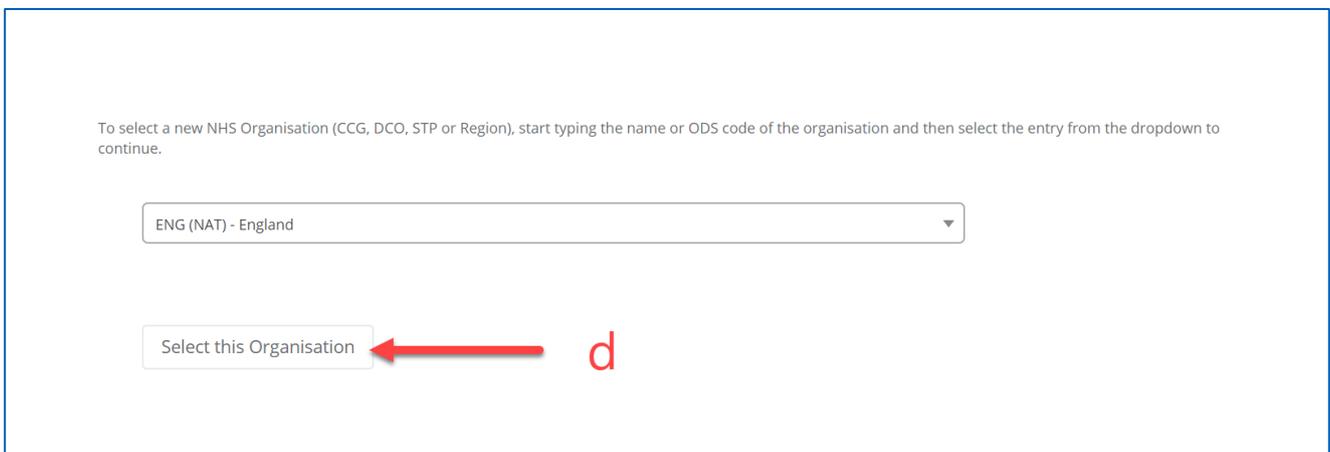
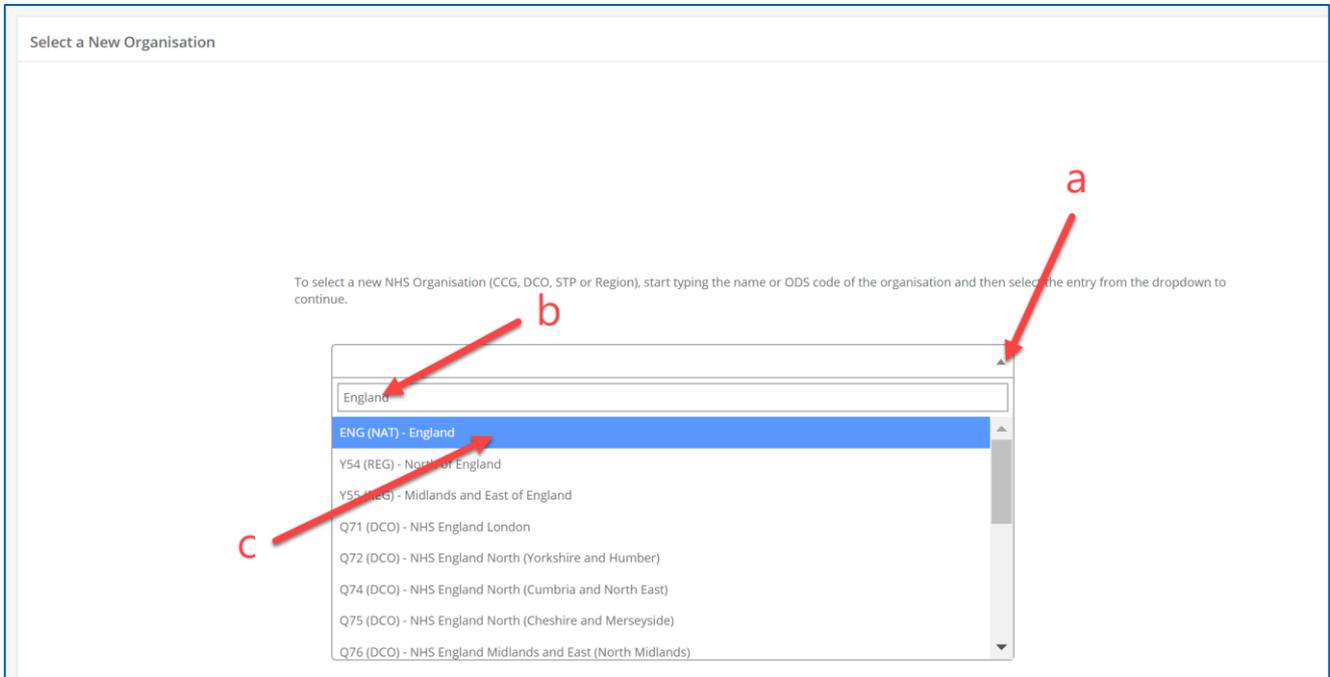
The screenshot displays the 'NHS Organisation Data Quality' interface. On the left, the 'Data Quality - Practice Overview' section shows a table with columns for 'Staff with Warnings' and 'Valid Staff'. A red arrow labeled 'a' points to the 'Staff with Warnings' column. The right side shows the 'Data Quality - Details' section for a selected practice, with a red arrow labeled 'b' pointing to the table. At the bottom, two green buttons labeled 'Download Group Dataset' and 'Download Practice Data' are shown, with red arrows labeled 'c' pointing to them.

IDOS Code	Practice Name	Staff with Warnings	Valid Staff
4		5	
2		1	
2		7	
1		6	
1		19	
1		9	
1		22	
1		11	
1		17	
1		9	
1		8	
0		1	
0		5	
0		8	
0		18	
0		8	
0		32	
0		14	
0		13	
0		7	
0		13	
0		14	
0		0	
0		10	
0		10	
0		11	
0		16	

Staff Group	Absent Working Hours	Low Working Hours	Absent Date of Birth	DQB Out of Range	Absent Role	Absent Gender
Admin/Non-clinical	1	0	0	0	0	0
GP	1	0	0	0	0	0
Nurses	1	0	1	1	0	0

### Select a new Organisation

To select a new contractor, or organisation, first click on the dropdown arrow (a) then start typing the name, or Organisation Data Service (ODS) code, of the organisation (b) and then select it from the dropdown list (c). Finally, click the “Select the Organisation” button (d). The live system will reflect the Wales Structure.



## Reports – Excel

Detailed DQ reports are available to download into Excel. To do this please select the organisation type (a), select the organisation required (b), select “Data Quality” (c) and then click on the “Generate Report” button.

The report will then be downloaded and an Excel file.

Please note that further detailed reports are planned to be added to this section in due course.

The screenshot shows the 'Excel Reports' interface. At the top, it says 'Excel Reports' and 'Choose the type of organisation you wish to generate a report for, then start typing the name or ODS code in the box below. Reporting options will appear on the right of this box.' Below this are three dropdown menus: 'Organisation Type' (set to 'Practice'), 'Select Organisation', and 'Choose Report Type' (set to 'Data Quality'). A red arrow labeled 'a' points to the 'Organisation Type' dropdown. A red arrow labeled 'b' points to the 'Select Organisation' dropdown. A red arrow labeled 'c' points to the 'Choose Report Type' dropdown. Below the dropdowns is a note: 'Please note that reports can take up to 60 seconds to generate and download.' At the bottom is a 'Generate Report' button, with a red arrow labeled 'd' pointing to it.

## Resources and Help

On the Resources and Help page you will find a link to this user guidance, as well as links to previous publications.

Further help and guidance will be added periodically.

Any queries, regarding the WNWRS, should be addressed to [NWSSP.PrimarycareWNWRS@wales.nhs.uk](mailto:NWSSP.PrimarycareWNWRS@wales.nhs.uk), quoting “WNWRS” in the title of the email. Please include screenshots of any issues, where possible.