



GIG  
CYMRU  
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WALES

Partneriaeth  
Cydwasaethau  
Shared Services  
Partnership

# WNWRS User Guidance

## Wales National Workforce Reporting System (WNWRS) DATA REPORTING MODULE



Version 2

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CYMRU  
NHS  
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## Abbreviations

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

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## 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:

**National Workforce Reporting System (Data Entry)**

Staff Overview

Home / Staff Overview

Choose from action templates...

**Staff Table**

To see staff details, click on a Staff Member. To edit the record, double click, or choose an option from the Action menu above.

Show: Active Staff

**Add Staff**

Drag a column and drop it here to group by that column

| 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   | John 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:

**Dental Workforce Overview**

Wales National Workforce Reporting System - Dental Workforce Overview

Map View Bar Chart Stack Chart Table View

**Workforce Overview**

Select Time Period: Current (18/09/2023)

WAL Wales Data for Current (18/09/2023)  
Figures shown as Head Count (Full Time Equivalents)

Dentists: 1,521 (105.9)  
Nurses: 2,414 (173.1)  
Direct Patient Care: 451 (70.4)  
Admin / Non-Clinical: 749 (92.3)

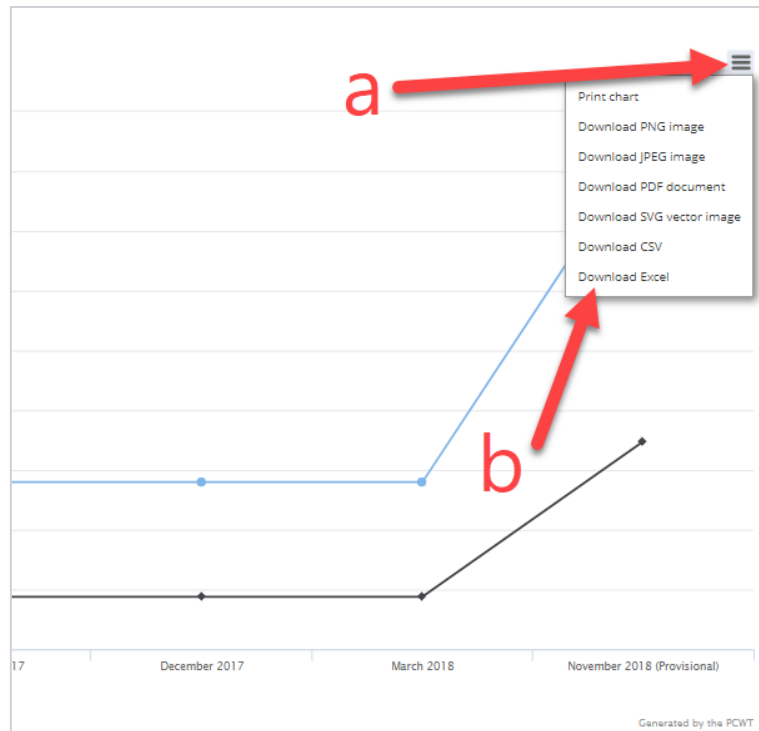
747 Powys Teaching Health Board Data for Current (18/09/2023)

Dentists: 63 (2.6)  
Nurses: 93 (9.9)  
Direct Patient Care: 17 (5)  
Admin / Non-Clinical: 28 (2.5)

Go to Wales Overview  
Go to Parent Group

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

Wherever 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).

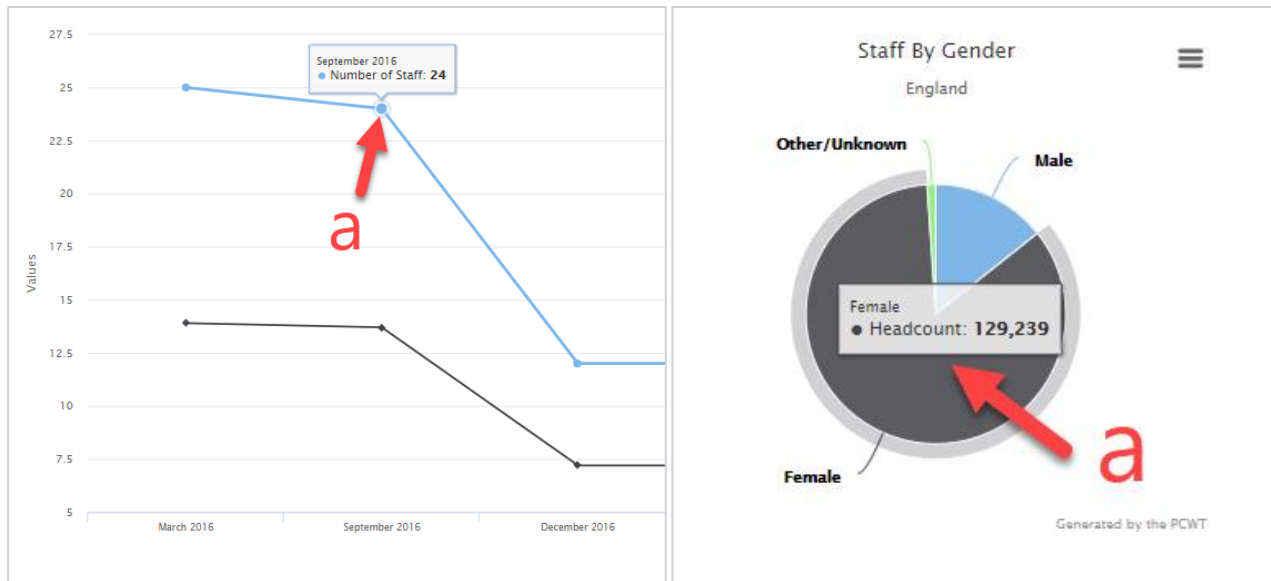


The options in the dropdown menu are as follows:

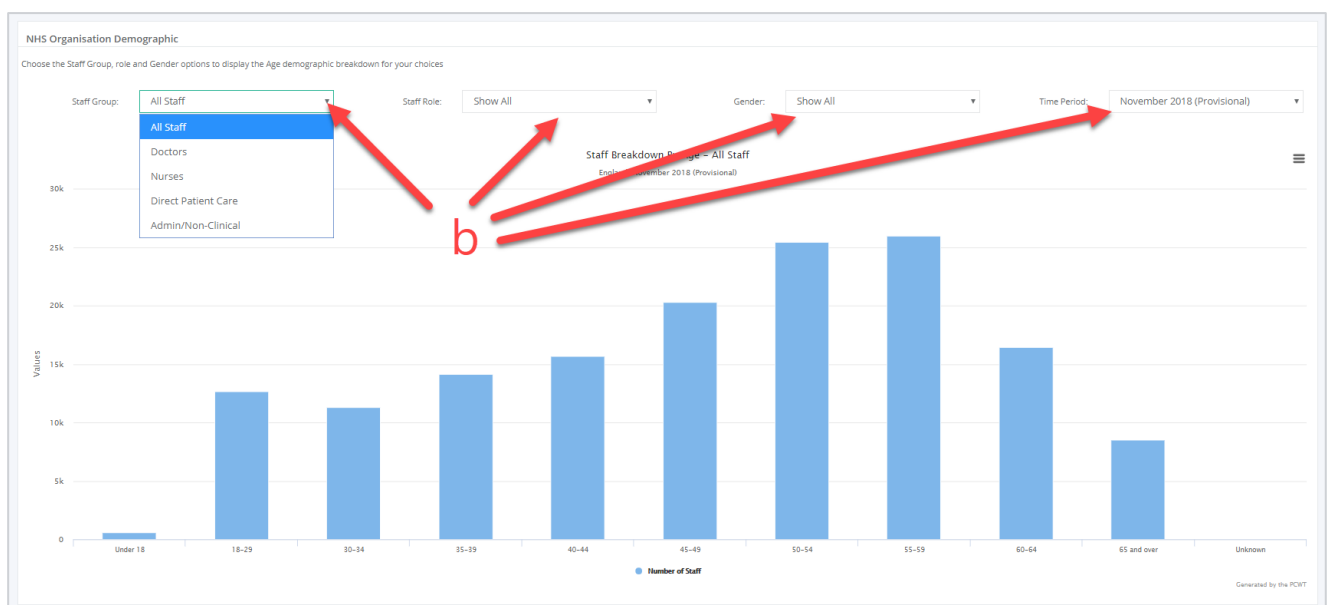
- Print
- Download PNG Image
- Download JPG Image
- Download PDF Document
- Download SVG Vector Image
- Download CSV (downloads the source data of the chart)
- Download Excel (downloads the source data of the chart)

## 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:



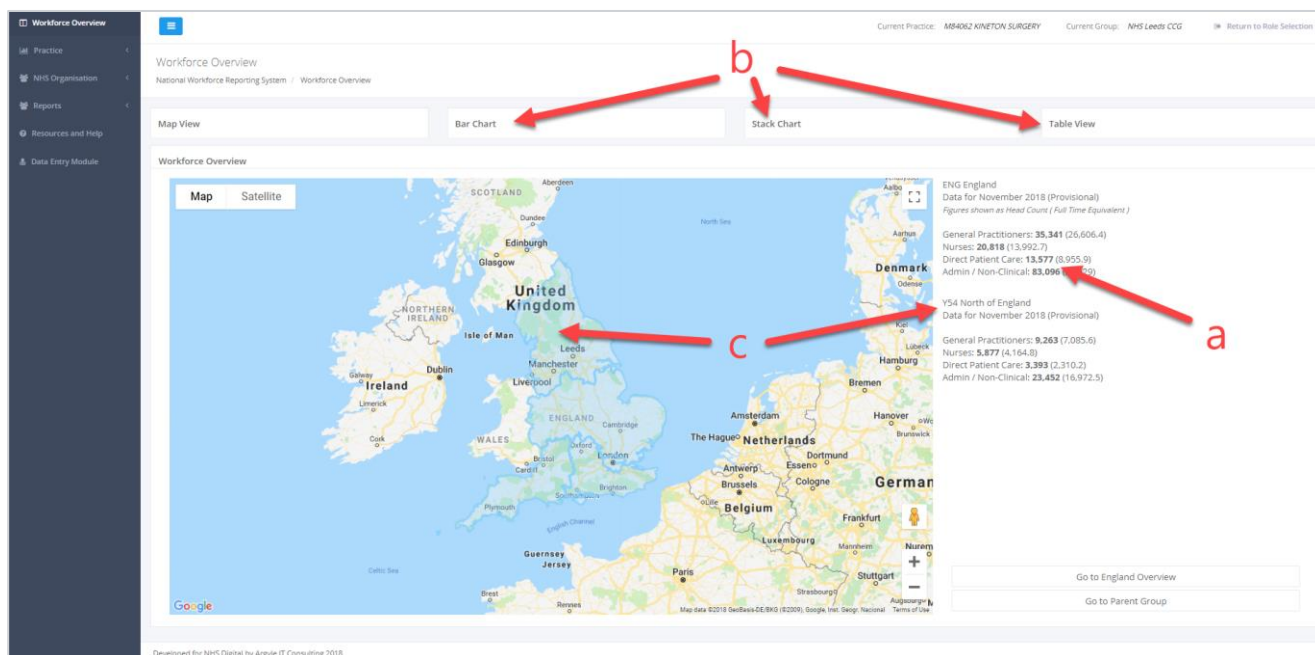
Wherever there are dropdown menus (b) above a chart, these can be used to select the criteria to view in that chart.



# 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

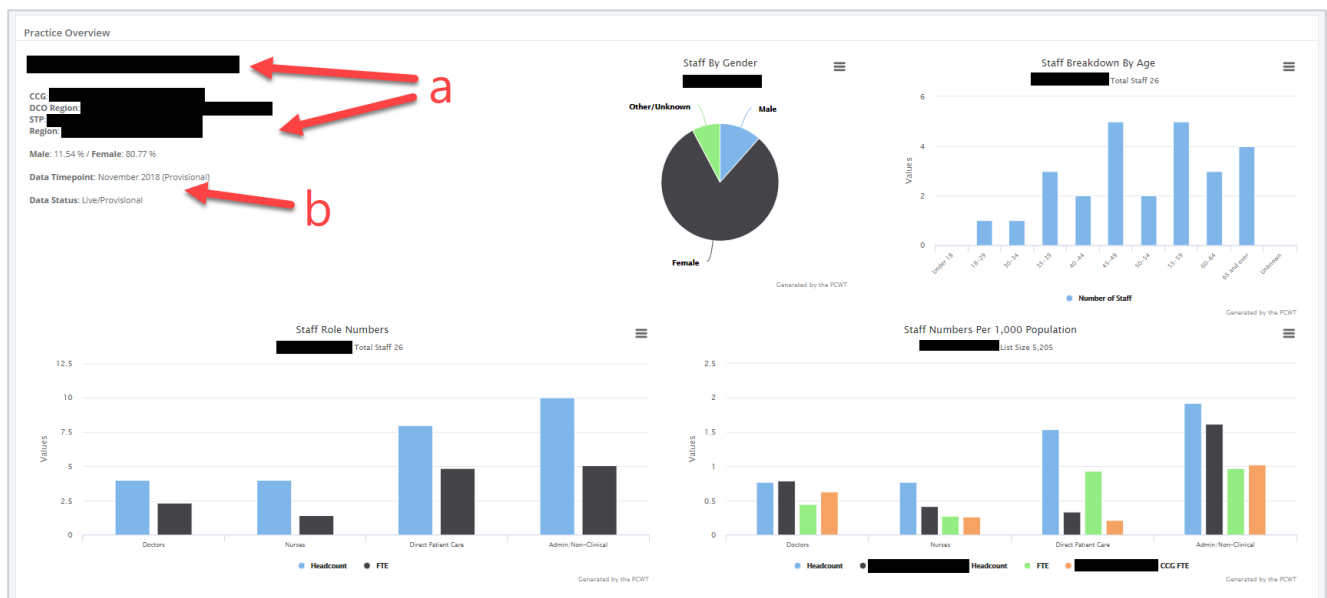
### Practice / Organisation Overview

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:

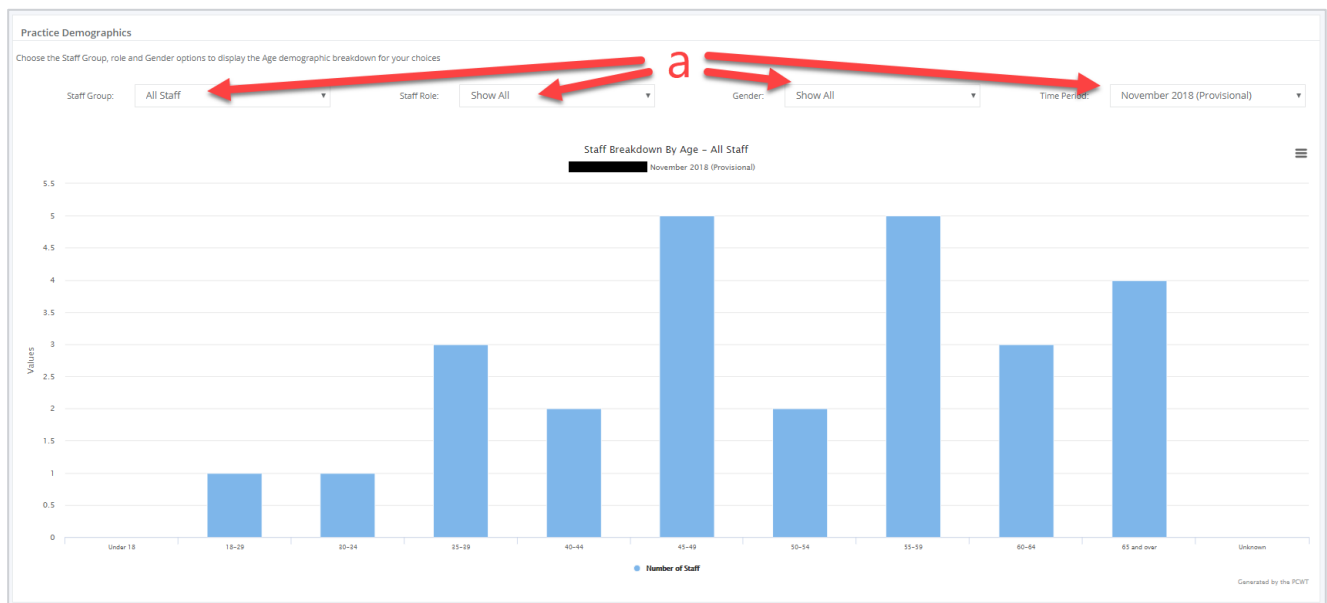
- Staff By Gender
- Staff Breakdown by Age
- Staff Role Numbers
- Staff Numbers Per 100,000 Population





## 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).

NHS Organisation Table

Choose the Staff Group, role and Gender options to display the demographic breakdown for your choices

Data Showing for: England

Staff Group: Doctors

Time Period: November 2018 (Provisional)

Gender: x

Staff Type

Gender: Total (8)

| Staff Type          | Gender | Headcount | FTE      |
|---------------------|--------|-----------|----------|
| Locum               | Total  | 2,723     | 805.3    |
| Providers           | Total  | 20,657    | 17,963.6 |
| Registrars          | Total  | 953       | 807.4    |
| Salaried            | Total  | 10,903    | 6,941.3  |
| Retainers           | Total  | 243       | 88.8     |
| All GPs             | Total  | 35,341    | 26,606.4 |
| Gender: Male (8)    |        |           |          |
| Gender: Female (8)  |        |           |          |
| Gender: Unknown (8) |        |           |          |

## 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

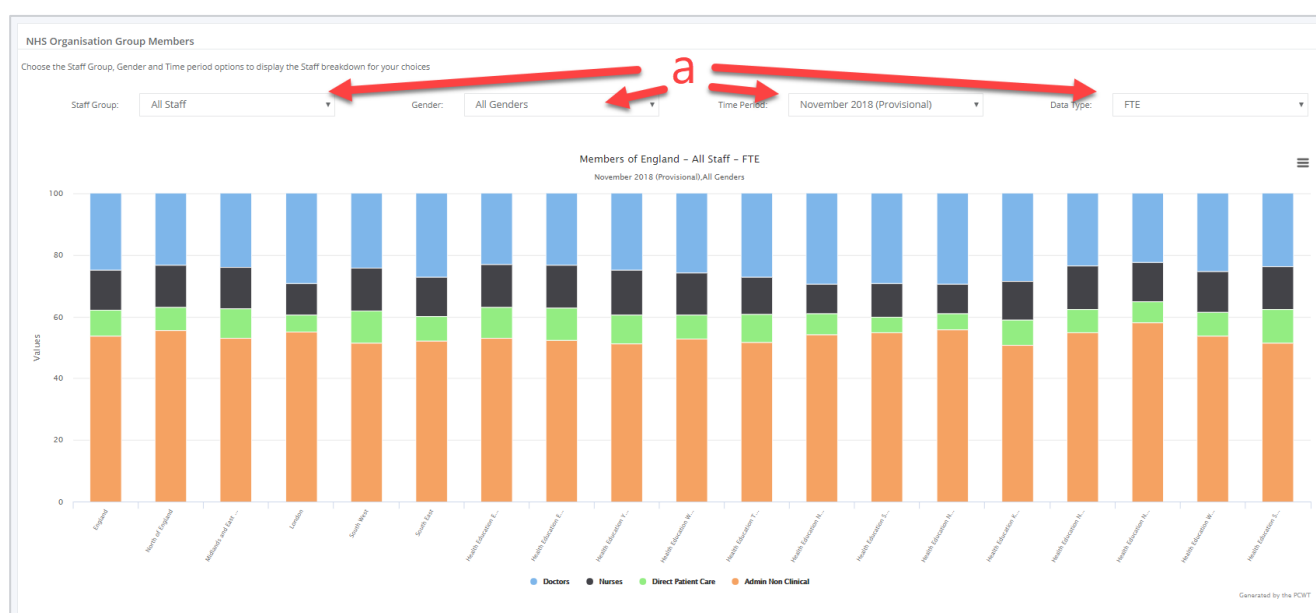
This chart compares the workforce data, of the currently selected organisation, to their parent organisation, based on the criteria set using the dropdown lists at the top of the chart (a).

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:

**NHS Organisation Data Quality**  
National Workforce Reporting System / NHS Organisation Overview / NHS Organisation Data Quality

**Data Quality - Practice Overview**  
Click on the row for the practice below to see details of the data quality errors

| ODS 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                   | 6           |
|          |               | 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                   | 18          |

**Data Quality - Details**

| 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             |

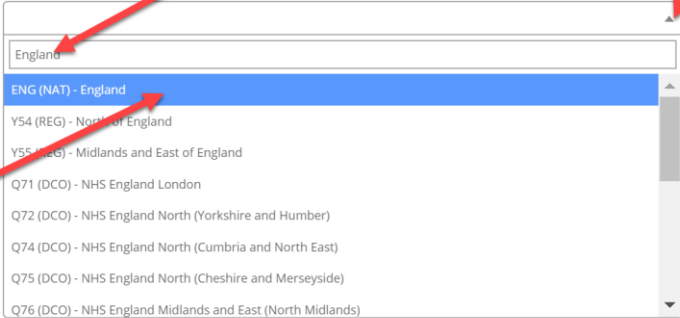
**Download Group Dataset** **Download Practice Data**

## 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.

Select a New Organisation

To select a new NHS Organisation (CCG, DCO, STP or Region), start typing the name or ODS code of the organisation and then select the entry from the dropdown to continue.



England

ENG (NAT) - England

Y54 (REG) - North of England

Y55 (REG) - Midlands and East of England

Q71 (DCO) - NHS England London

Q72 (DCO) - NHS England North (Yorkshire and Humber)

Q74 (DCO) - NHS England North (Cumbria and North East)


Q75 (DCO) - NHS England North (Cheshire and Merseyside)

Q76 (DCO) - NHS England Midlands and East (North Midlands)

To select a new NHS Organisation (CCG, DCO, STP or Region), start typing the name or ODS code of the organisation and then select the entry from the dropdown to continue.

ENG (NAT) - England

Select this Organisation



## 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 a web form titled 'Excel Reports'. At the top, it says '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. The first is labeled 'Organisation Type' and has 'Practice' selected; a red arrow labeled 'a' points to it. The second is labeled 'Select Organisation' and is empty; a red arrow labeled 'b' points to it. The third is labeled 'Choose Report Type' and has 'Data Quality' selected; a red arrow labeled 'c' points to it. Below the dropdowns is a note: 'Please note that reports can take up to 60 seconds to generate and download.' At the bottom of the form is a button labeled 'Generate Report'; a red arrow labeled 'd' points 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.