NHS Digital

21st September 2017

GP Workforce Census – Infrequent Locum recording amendments and September Extract Reminder

Following our letter of 24 August 2017, we write to remind you that the next GP Workforce data extraction will be taken via the Primary Care Web Tool (PCWT) shortly after 30 September 2017. We'd like to thank you for your continued support and for ensuring your practice data remains up to date.

Please maintain your workforce data on the PCWT or Health Education England (HEE) collection tools and NHS Digital or your HEE region will extract your data.

Infrequent Locum Recording

The PCWT has been updated to enable the recording of **Infrequent Locum working**. Advice on how to record these Locums is contained within the guidance document and on the [Workforce Census Module web page.](#) Basically, you need to enter the total number of hours an infrequent locum has worked during the quarter. The recording of more long term locums, e.g. covering maternity, still needs to be completed in the Manage Staff tab.

Capturing information on these locums will importantly allow us to measure the cumulative workforce contribution of Locums across a quarter.

With the assistance of the BMA GPC (GP Committee), guidance on how to extract the total number of hours worked by infrequent locums from existing GP systems is in development and will be included within the PCWT guidance notes in time for the December extraction.

The GPC had hoped to include this sooner, but are still liaising with systems suppliers to get the necessary screenshots.

September Extraction

Can you please make any necessary revisions to your practice records by midnight on 30 September 2017 to support the next extraction

This extraction will capture data about your workforce as at 30 September 2017, including any absences and vacancies between 01 July 2017 and 30 September 2017.

Despite many practices consistently reporting long term GP and staff vacancy rates to the BMA, response rates for vacancies on the PCWT are very low. As a reminder, please can you ensure you complete the relevant fields for all vacancies.

Accurate practice workforce data, including vacancies, is essential to national / regional workforce planning and in tackling workload pressures across primary care in England.

The PCWT is a 24/7 365 days a year system. It allows you to update your workforce information at any time at www.primarycare.nhs.uk. Alternatively, if you are providing data via the HEE collection tool, please use one of the links below:

- HEE North West - https://gpdata.wrapt.org.uk
- HEE Kent, Surrey & Sussex - https://gpworkforce.kss.hee.nhs.uk
- HEE Yorkshire & Humber - https://nww.gpworkforce.hee.nhs.uk/
- HEE North East - https://nww.gpworkforce.hee.nhs.uk/NE

Please note if you provide your workforce data via Health Education England, as above, those systems may not have changed yet. But, you will still need to log into the PCWT to indicate you are providing your data via alternative means. You can do this by clicking the 'Data Preferences' tab and then selecting the appropriate tick boxes.

Further information

More support for the PCWT is available on the NHS Digital website

If you have any further questions or are in need of further support, please contact NHS Digital at enquiries@nhsdigital.nhs.uk or call 0300 303 5678.

For HEE enquiries, please contact your HEE regional team.

If you're attending the National Practice Managers Conference in Birmingham on 18 and 19 October, come and see our stand at L35. Meet the team, discuss your return, give your feedback and attend our workshop.

Yours sincerely,

Workforce and Facilities
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www.NHSDigital.nhs.uk