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Subject: FW: Workforce Minimum Data Set - FAQs

Date: 2 June 2015 14:33

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CS

From: GPC Local Medical Committees discussion list [mailto:LMC-L@LISTSERV.BMA.ORG.UK] **On Behalf Of** Holly Senior

Sent: 29 May 2015 13:26

To: LMC-L@LISTSERV.BMA.ORG.UK

Subject: Workforce Minimum Data Set - FAQs

Dear all

I have received a number of queries from LMCs about the submission of the Workforce Minimum Data Set (WMDS) through the Primary Care Webtool, which is due by the end of May, so have put together some brief FAQs below based on information from the HSCIC. Please note the final FAQ confirming the tool will be open for another week, until 7 June.

If there are any further questions, please let me know. I've attached our previous advice from March for reference.

How do I fill in 'contracted hours' for GPs?

HSCIC advice to practices is to enter the number of hours that the GP is contracted to, as there are no clear guidelines on what a session equates to. It is difficult for Partners who do not have set sessions and/or hours, our advice in this instance is to enter the total hours they work on practice activities in a normal week.

Does the tool capture data on the actual hours worked by GPs as well as 'contracted hours'?

Yes. There is another field within the tool to enter "Actual Average working hours". This captures the information for those GPs which are constantly working over/under their contracted hours.

Should practices include all locum GPs working with the practice?

The information on locums is required however, the information is a snapshot of GPs working at the practice as at end March 2015, if the locum worked then, then they need to be included. Including locums enables us to understand the total number of GPs who are actively working at that practice.

Are there limits to the number of hours that can be entered into the 'actual hours' and 'contracted hours' fields?

Figures of up to 140 hours per week can be entered into both fields.

What happens if I miss the deadline of the end of May?

The PCWT module will remain open for another week until the 7th June, NHS E regions will also be contacting those practices that have not yet provided a submission to inform them of the extension.

Thanks

Holly

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