Project Objectives

The objectives of the project are threefold:

1. **Understand** the capacity of the existing General Practice workforce

2. **Plan** for the future capacity and capability of the workforce effectively

3. **Implement** education and training programmes to ensure the workforce supply meets demand.

Project approved by HEE KSS, LMC, NHS England and your CCG.
Benefits of using the HEE KSS GP Tool

By completing the return via the HEE KSS GP Tool, you will meet the requirements of the wMDS data collection and also provide anonymised and aggregated practice data that links staffing levels with skills and competencies vital for workforce data.

For example, this data can and will assist with:

- Producing bids for new services
- Producing local education and training plans
- Producing Sustainability and Transformation Plans
- Local Succession Planning
How we need your help

1. Login
2. Enter / update the data in the HEE KSS GP Tool
3. Update the information in line with the NHS Digital wMDS data requirements and deadlines
4. The **next wMDS submission deadline is 31 December 2016**, please complete your submission in the HEE KSS GP Tool for all members of staff as of 31 December 2016 (census date)
What You Need To Do
– A Summary

HAVE YOU USED THE HEE KSS GP TOOL IN THE PAST TO MAKE YOUR SUBMISSION?

NO

YES

Further details can be found in the subsequent pages of this User Guide
| Contents |
|-----------------------|---------|
| **Click on the Link to Navigate to this Section of the User Guide** | **Page** |
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How to Login

1. Go to the following website address: https://gpworkforce.kss.hee.nhs.uk

2. Use your Practice Code as your User Name
Logging in for the First Time / Resetting Your Password

1. Go to the following website address: https://gpworkforce.kss.hee.nhs.uk

2. On entering the website address you may get the following message, a feature of Internet Explorer

   *The website is secure as denoted by its https prefix so please click ‘Continue to this website’*
Logging in for the First Time / Resetting Your Password

1. You will need to reset your password by clicking here.

2. Enter your practice code and press “Lookup” and follow the subsequent checks, entering the correct email address if the one provided is incorrect or out-of-date. You will receive a password via email.
3. Then return to the login page, enter your practice code and the password that you receive in the password reset email. You will then be prompted to enter a more memorable password.
Home Page

From the Home Page you will see the Tool has six sections:

Your Practice - high level details about your practice

Staff - where you complete information about staff

Resolve wMDS Errors – lists all staff and fields failing validation for quick amending

Vacancies - where you enter any practice vacancies

Narrative – where you enter any workforce issues or risks

View Return – where you view and submit your return.
Section 1: My Practice

1. From the home screen, click on ‘My Practice’. Some information such as practice address will be pre-populated. Please review this, if any of the information is incorrect, please amend.

Information to consider:
- List Size
- Standard Contracted Hours/ Clinical Sessions (this may not be the default of 37.5 hrs)
- Is your practice a training practice?
- Practice Manager Contact details
- Do you have a branch surgery? (see next slide)
Section 1: My Practice

Important:
• Please remember to press save after you have made any changes
• Please populate all tabs with the your practice information

My Practice
Practice
Practice Name: AJ2000 - Willow Village Practice
Practice Manager
Contact Name: Dominique Burns
Email: dominiqueburns789@nhs.net
Telephone: 08909567678

Practice Statistics
Contracted Hours (per week): 37.50
Clinical Sessions (per week): 9
Practice registered list size: 30000
Weighted list size: 32000
GP training practice (VTS)

Management and Support
CCG: Test CCG
Local Area Team: Kent and Medway Area Team

Save Changes
Section 1: Practice Mergers

If your practice merges with another practice, please email GPTool@kss.hee.nhs.uk and we can automatically merge the practices on the system.

Please let us know whether we should:
• Merge the practices completely
• Set one of the merging practices as a branch practice

All staff will be transferred across. If some staff have left the practice during the merger, these will then need to registered as leavers on the Tool (see page 20).
Section 2: Staff – updating existing staff members

1. From the home screen click on the Staff button

2. Data is required for all staff members

Please note that you should only enter staff who are employed by your practice to fulfill your GMS, PMS or APMS contracts. If, for example, you have a physiotherapist employed by another organisation who works in your building you do not need to enter any of their details.

Please only enter information about GP locums if they have been or will be with your practice for over 3 months.

3. Please review and update existing staff members during each submission. To edit the details of an existing staff member, double click on the staff member to open their staff details record.
Section 2: Staff – updating existing staff members

Review and update the staff details as required

Please consider:

- Absence
- Retirement/ Leavers
- New Qualifications
- New Skills

Any data quality errors will be flagged up to you in a red box and the appropriate tab will be highlighted in red.

Please complete all tabs. The “wMDS” tab includes data fields which will be extracted to the NHS Digital at a later date.

Remember to “Save Changes” as you add or edit information.
Section 2: Staff - Adding Staff

1. Click on **New Staff Member** to enter details of a new member of staff

2. This will bring up a blank staff record, ready for population

---

Please complete all tabs. The “wMDS” tab includes data fields which will be extracted to the NHS Digital at a later date.

Remember to “Save Changes” as you add or edit information.

Any data quality errors will be flagged up to you in a red box and the appropriate tab will be highlighted in red.
Section 2: Staff - Adding Staff

For GPs you will be asked about how they split their time. Use the below guidance, examples to help:

a. **Clinical Sessions With Registered Patients**
   
   Enter the number of sessions (as defined by your practice) that the individual spends seeing patients on your registered list.

b. **Clinical Sessions Outside Traditional Role:**
   
   This could cover time that the GP spends carrying out GP with Special Interest work e.g. Cardiology, work they might carry out with other practices, development of services or producing guidelines.

c. **Non Clinical Sessions:**
   
   Any time spent working in a non-clinical role during practice time. This could include time spent working with the a local clinical commissioning group (CCG), time spent as a local or regional lead e.g. Children’s Service and time spent on practice management.

<table>
<thead>
<tr>
<th></th>
<th>With registered patients</th>
<th>Outside traditional role</th>
<th>Non Clinical</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Sessions</strong></td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>8.00</td>
</tr>
<tr>
<td><strong>FTE</strong></td>
<td>1.0</td>
<td>0.0</td>
<td>0.0</td>
<td>1.00</td>
</tr>
</tbody>
</table>

To record an individual that fulfills more than one role

Create the member of staff in question, enter the information for one of their roles. Then use the Copy Staff Member functionality button and they will add the same person to the Staff list. Then update the relevant information ensuring you record the correct amount of hours for each role they fulfill. The Help Button contains further guidance if needed.
Section 2: Staff - Leavers

If a member of staff leaves, please enter them as a leaver and do not delete their record

Enter leaving information on the individual’s staff record. There is a section for this at the bottom of the record:

<table>
<thead>
<tr>
<th>Leaving Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving Date</td>
</tr>
</tbody>
</table>

Please remember to save any changes

There is a means to delete a staff member if they have been entered onto the system in error, for example if they are a duplicate. This can be found on the right-hand options column. Please do not use this for leavers.
Section 2: Staff – Absences

1. Entering absence is a requirement of the HSCIC wMDS. Use the “Absence” tab in each staff record to record this information.

2. Double click on the staff member, select the absence tab. Choose the Start Date (Return Date if you know), select Reason for absence and press “Add” button.

3. Remember to save changes
Section 3: Resolve wMDS Errors

This is a new feature which lists all of your practice’s fields that either have a data quality issue or missing information. You can make changes to the information from this list and save in bulk to save you time.

1. Click on **Resolve wMDS Errors** on the homepage (it will tell you how many there all in the adjoining text box)

2. This will bring up a report listing all the data fields with missing or incorrect information. You can make updates to this list and save the changes in one go by selecting **Save All**
Section 4: Vacancies

1. Select the **Vacancies** tab from the Home screen

2. Click **Add Vacancy**

3. Enter the information and press save. Depending on your screen resolution you may need to scroll across to see the Save button.
Section 5: Narrative

1. Select the **Narrative** tab from the Home screen.

In this section we are asking you to provide any narrative about workforce risks and challenges in your practice. For instance recruitment and retention issues, workload, training. This intelligence can be then used to prioritise initiatives or projects to alleviate the issues.

**Narrative**

1. **What are the main risks / issues in your Practice?**
   
   For example, recruitment and retention, service reconfiguration, practice & community staff, non-medical staff, care pathways, barriers to service delivery, skills shortages, retirement profiling.
   
   **Shortage of practice nurses, unable to recruit a new GP**

2. Please state below how you would wish to develop your workforce. Highlight risks and concerns for workforce planning and links to any strategies.
   
   For example, new and expanded roles, demand for newly qualified staff, demand for skilled staff, continuing professional development, education and learning management, new training programs.
   
   **An increased supply of well trained clinical staff. Less bureaucracy to free up time with patients.**

Remember to press **Save Changes**
Section 6: Submitting & Viewing Return

Select the **View Return** tab from the Home screen.

This section contains a summary of the information you have entered which will be submitted to HEE KSS.

Check the data, then click the **Review & Submit** button once you are happy that it is correct.
Section 6: Submitting & Viewing Return

Scroll to the bottom of the following page and press the pink Submit Return button.

It will state in green at the top left of the page that the Return has been submitted.

**Important:** If you make any changes to your data after Submitting the Return you will need to Cancel the Return and Re-Submit the data in order for these changes to show in the Return.
Submitting Practice Data to the HSCIC

Lastly, you will need to login to the Primary Care Web Tool (PCWT) and tick the box to show you have entered the workforce Minimum Data Set elsewhere.

You will need to complete these steps for each submission

1. The PCWT can be found at: www.primarycare.nhs.uk

Your log in details will be the same used to access other PCWT modules (e.g. General Practice Outcome Standards [GPOS] or General Practice Higher Level Indicators [GPHLI]).

2. You will need to navigate to the Workforce Census User Module

If you don’t currently have access to the Workforce Module:

Please email enquiries@hscic.gov.uk quoting ‘Primary Care Web Tool’, confirming who in your practice will need access to the workforce module. For each user please provide the following:

- Forename
- Surname
- Telephone number
- Valid individual NHS Mail email address (e.g. john.smith@nhs.net)
- Your practice’s National ODS organisation code (e.g. M12345)

If you don’t currently have access to the PCWT:

Please visit www.primarycare.nhs.uk/register.aspx
Submitting Practice Data to the HSCIC

3. Once you are in the Workforce Census User Section, click **Submit Data**

4. Tick the box that says you are **submitting by alternative means**, then click the **Submit Data to HSCIC** button.

5. Do not worry if some fields are prepopulated with data. Your entered wMDS data will be extracted from the local tool to the HSCIC tool at a later date.
How to Run Reports on your Practice Data

1. To access your practice reports, you will need to go to the home page.

2. Click on the **View** button located in the Reporting section (right-hand side).

**Important:** only Practice data that has been “Submitted” (see Section 5) will show in CCG or Area reports.
How to Run Reports on your Practice Data

3. Select the **Reporting Level** and **Quarter** you would like to report on from the drop down box at the top right hand corner of your screen. It is possible to report at a Practice, CCG or Area level.

5. Select the **Section** of data you want to report on from the options on the right hand side of the page

6. Select **Download as PDF** if you need a printout or distribute copies of the all of the reports
<table>
<thead>
<tr>
<th>ID</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>How does this GP workforce tool work alongside the HSCIC request for workforce minimum data set (wMDS) request?</td>
<td>To avoid duplication of effort we are asking Kent, Surrey and Sussex practices to complete the GP workforce tool. By completing the wMDS tab for an individual this will represent your consent for this data to be extracted to the national HSCIC tool at a later date and for the purposes of that project. If you do decide to complete this information for individuals in your practice then, after submission of your GP workforce tool return, you just need to login to the primary care workforce module and state you have entered the wMDS information elsewhere (see previous slides)</td>
</tr>
<tr>
<td>2.</td>
<td>How do I record an individual that fulfills more than one role?</td>
<td>Create the member of staff in question, enter the information for one of their roles. Then use the Copy Staff Member functionality button and they will add the same person to the Staff list. Then update the relevant information ensuring you record the correct amount of hours for each role they fulfill. The “All Topics” section of the Help Button contains further guidance if needed.</td>
</tr>
<tr>
<td>3.</td>
<td>What do I do if an individual does varying hours per week?</td>
<td>Just record the average number of hours you would expect them to work.</td>
</tr>
<tr>
<td>ID</td>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>----</td>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5.</td>
<td>Should I record GP locums?</td>
<td>Only if they have worked or will work more than three months in your practice. Use the Long Term Locum &gt; 3 months option.</td>
</tr>
<tr>
<td>6.</td>
<td>It says there is a problem with the security of this website.</td>
<td>Page 5 (How to login section) of this Training deck resolves the message. The website is secure as denoted by its https prefix. The tool also requires login information to proceed so please click ‘Continue to this website’.</td>
</tr>
<tr>
<td>7.</td>
<td>Can we enter anonymised data by for example only entering initials for staff members?</td>
<td>NHS Digital are expecting a non-anonymised Workforce Minimum Data Set (wMDS). Given the GP Workforce Tool is the vehicle for collecting wMDS data across Kent, Surrey and Sussex this means data can not be anonymised.</td>
</tr>
<tr>
<td>8.</td>
<td>Are all the important items in the tool mandatory and will the system check to make sure they have been entered before allowing the staff member to be saved?</td>
<td>Not all the fields have been made system mandatory and so please enter all the information in full. In particular please enter the wMDs tab fields as these include additional items required by the national HSCIC project.</td>
</tr>
<tr>
<td>9.</td>
<td>If we have a mixture of contracted hours, e.g. Some on 37.5 and others on 37 hours/week what should we enter under Contracted Hours in the My Practice section of the tool.</td>
<td>If the majority of the staff are on 37.5 hours/week contract use this for your practice statistic value. If you then have a full time staff member who is on a 37hr standard contract and works 37 hours/week then enter 37.5hrs for that person so that they correctly show as 1 FTE (automatically calculated using the practice statistic value if 37.5hrs).</td>
</tr>
<tr>
<td>10.</td>
<td>Should staff be entered who are fulfilling a physiotherapy contract commissioned by CCG from practice but not part of the main AMS/APMS/GMS contract?</td>
<td>Not for this round of data submission. You should only enter staff who are employed by your practice to fulfill your GMS, PMS or APMS contracts.</td>
</tr>
</tbody>
</table>
## Frequently Asked Questions

<table>
<thead>
<tr>
<th>ID</th>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Am I allowed to enter a practice staff date of birth (DOB) in an anonymized manner?</td>
<td>You can flex the date while inputting the correct month and year of birth to ensure the age is correct to help accurate workforce planning.</td>
</tr>
<tr>
<td>12.</td>
<td>We are a multi-site Surgery. How do I record a Practice staff member’s Primary Location?</td>
<td>Please select the staff member’s Primary location from the Branch drop-down located in the Staff Details page Status tab and save changes.</td>
</tr>
<tr>
<td>13.</td>
<td>The password emailed to me does not work.</td>
<td>Exclude the full stop at the end if you decide copy and paste the password into the tools login page please. Remember to use your practice code as your user name.</td>
</tr>
<tr>
<td>14.</td>
<td>What does the “All Practices “ versus “CCG” average imply in the report PDF?</td>
<td>The “All Practice average” is the KSS average for that measurement e.g. “Patients per 1 FTE for GP” and not the national average. The “CCG average” is the average for all practices within that CCG.</td>
</tr>
</tbody>
</table>
1. For functional or technical queries with the HEE KSS GP Tool:

Check the Help Button or email gptool.kss@hee.nhs.uk

2. For any queries for the HSCIC Primary Care Web Tool or wMDS requirements:

Email: enquiries@hscic.gov.uk or call: 0300 303 5678