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| 27 February 2018**Workforce Minimum Data Set – March 2018 extraction**Thank you for your continued support with this dataset, and for ensuring your practice data remains up to date through either the Primary Care Web Tool (PCWT), or Health Education England (HEE) collection tool. 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](http://link.ict.hscic.gov.uk/l/2a1e0544200c48dda362b5f17e1c453e/1FD460F2/032016). From December 2017, data regarding all staff will be extracted and published on a quarterly basis.The March extraction will capture data about your workforce as at 31 March 2018, including any absences and vacancies between 01 January 2018 and 31 March 2018. **To support the next extraction, please make any necessary revisions to your practice records by midnight on 31 March 2018.** **GP Contract**The data is vital in addressing workforce pressures in primary care. Approximately 95 per cent of practices submit data through these collection tools, however, to ensure a robust data set, it is essential to increase the returns to 100 per cent. From October 2017, and in line with GP Contract Changes for 2017/18, practices are now contractually required to submit data for the NHS Digital general practice Workforce Minimum Data Set w(MDS). Note that the contract value has been uplifted, to account for the relevant staff costs to complete this. More information is available on the NHS England website at <https://www.england.nhs.uk/gp/gpfv/investment/gp-contract>. **Recording staff**Accurate practice workforce data, is essential to national and regional workforce planning, and in tackling workload pressures across primary care in England.  Infrequent Locums The PCWT has been updated to enable the recording of ‘**Infrequent Locum Working’**. Advice on how to record these Locums is contained within the user guidance document (v 7.4, page 22). This can be accessed here on the [Workforce Census Module web page](http://content.digital.nhs.uk/pcwt). It is important to enter every instance of and infrequent locum, including the total number of hours an infrequent locum has worked during the quarter. The recording of more long-term locums, for example, those covering maternity leave, still needs to be completed in the ‘Manage Staff’ tab.GP Retainers Practices are reminded of the need to record all GP Retainers employed via the practice. A GP Retainer is anyone on either the Retained Doctors Scheme 2016, or the GP Retention Scheme. These schemes provide a package of financial, and educational support, to help retain doctors in clinical general practice, who might otherwise leave the profession. They enable a doctor to remain in clinical practice for a maximum of four clinical sessions (16 hours 40 minutes) per week, and 208 sessions per year. This includes protected time for continuing professional development and educational support. [Further information can be found on the NHS England website](http://www.england.nhs.uk/gp/gpfv/workforce/retaining-the-current-medical-workforce/retained-doctors/). Accurately recording the number of retained GPs provides information vital to monitor national, and local, take-up of this important scheme. It provides a package of financial, and educational support, to help retain doctors in clinical general practice, who might otherwise leave the profession. Practices are asked to review their staff records and record GP retainers by selecting the ‘Retainer’ option under Job Role (Staff Information). Note this is a mandatory field. Vacancies / LeaversDespite many practices consistently reporting long term GP and staff vacancies and leavers to the British Medical Association, completion rates for both vacancies and leavers on the PCWT are very low. As a reminder, please can you ensure you complete the relevant fields for all vacancies / leavers. **Extraction timetable for 2017/18****Submitting via alternative tool**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://kss.gpworkforce.hee.nhs.uk>
* HEE Yorkshire & Humber - <https://yh.gpworkforce.hee.nhs.uk>
* HEE North East - <https://ne.gpworkforce.hee.nhs.uk>

Yours sincerely,Workforce and FacilitiesNHS Digital[www.NHSDigital.nhs.uk](http://www.NHSDigital.nhs.uk) |