

Norfolk and Suffolk

Primary Care Workforce Reporting

Guidance for reporting staff on the National
Workforce Reporting System (NWRS)

National Workforce Reporting System (NWRS) requirements



NHS England Data Collection

The PCN must record and submit any data required by NHS England for the purposes of the NHS England Workforce Collection (known as the “Workforce Minimum Dataset”). This includes Additional Roles (as defined in section 7.1.2) agreed with the commissioner in accordance with section 7.3.2. 5.4.10. The PCN must appropriately code, review and update data required for the Workforce Minimum Dataset **at least monthly**, in accordance with the standards set out in guidance published by NHS England and must make the data available for collection by submitting the data using the data entry module on the National Workforce Reporting Service ("NWRS").

[NHS England Data Collection | Home](#)

When to use PCN and General Practice modules

NWRS modules (General Practice, PCN and PCN Contracted Services) are **not linked**.

PCN MODULES - All staff the PCN receives funding for should be recorded in the PCN module of NWRS, even if the individual's employer is not the PCN. This includes the Clinical Director, and any staff funded through the Additional Roles Reimbursement Scheme (ARRS). Any other staff working across the PCN without funding should also be recorded here, including contracted services.

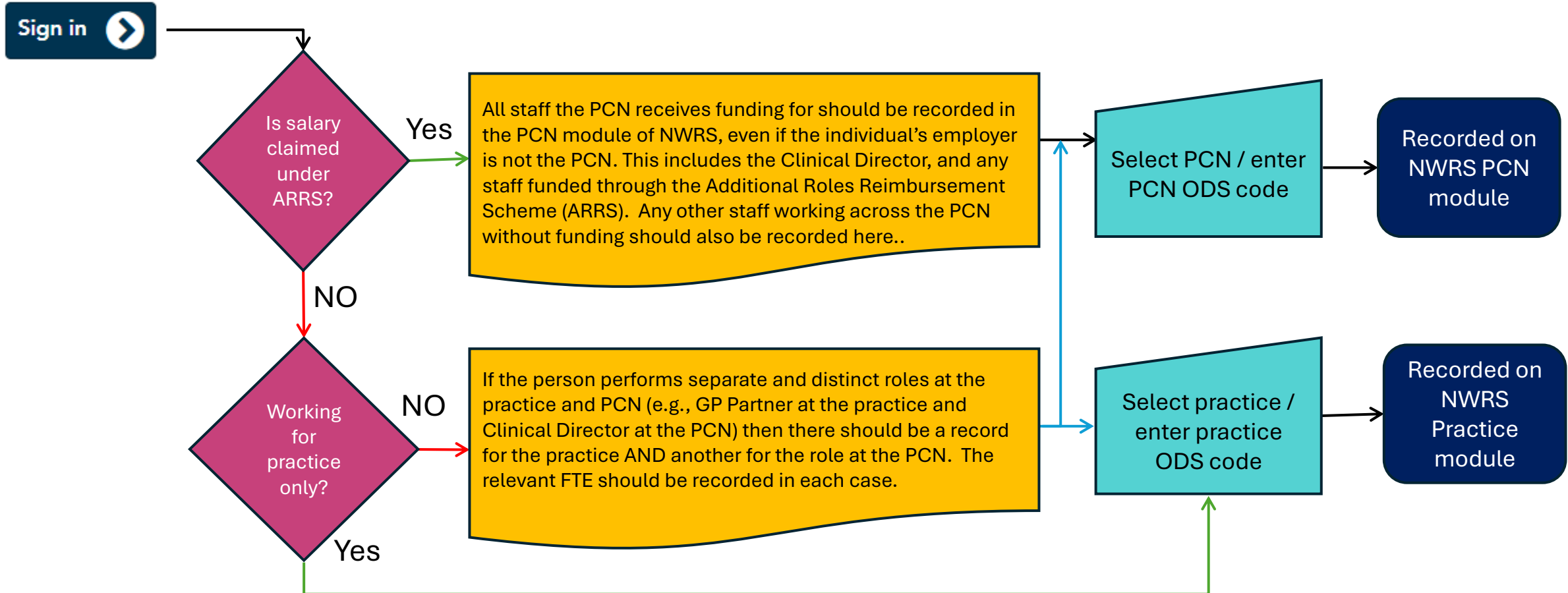
Practice MODULE - staff employed by ONE practice, and NOT working across PCN

[NHS England » Network Contract Directed Enhanced Service \(DES\)](#)

[National Workforce Reporting Service \(NWRS\) guidance and support - NHS England Digital](#)

Process for reporting staff on the National Workforce Reporting System

NHS England | NHS England Data Collection



General Practice Staff should be reported on the General Practice Module

GP Practice means the staff member only works in one practice

GP Locum - Covering Sickness / Maternity / Paternity
 GP Locum - Covering Vacancy
 GP Locum – Other
 GP Retainer
 GP Salaried by Other
 GP Salaried by Practice
 GP Senior Partner

GP
 GP - FY1
 GP - FY2
 GP - ST1
 GP - ST2
 GP - ST3
 GP - ST4

Extended Role Practice Nurse
 Practice Nurse
 Practice Nurse Partner
 Social Prescribing Link Worker
 Therapist – Counsellor
 AHPs- non ARRS
 Advanced Practitioners – non ARRS
 HCA / HSCW / Phlebotomist
 Other Direct Patient Care

Management Partner
 Manager
 Medical Secretary
 Administrator
 Estates and Ancillary
 Care Navigator
 Other Admin / Non-clinical

This is not a comprehensive list

ARRS roles - all must be reported as PCN staff on PCN Module

Any member of staff whose salary is reimbursed under ARRS – including 3rd party contracts

Adult Mental Health Practitioner (Band 4)
Adult Mental Health Practitioner (Band 5)
Adult Mental Health Practitioner (Band 6)
Adult Mental Health Practitioner (Band 7)
Adult Mental Health Practitioner (Band 8a)
Apprentice Physician Associates
Care Co-ordinators
Children and Young Persons Mental Health Practitioner (Band 4)
Children and Young Persons Mental Health Practitioner (Band 5)
Children and Young Persons Mental Health Practitioner (Band 6)
Children and Young Persons Mental Health Practitioner (Band 7)
Children and Young Persons Mental Health Practitioner (Band 8)
Clinical Pharmacist - (Advanced Practitioner)
Clinical Pharmacists
Clinical Practitioner Nurses - (Advanced Practitioner)
Dietitian - (Advanced Practitioner)
Dietitians
Digital & Transformation Lead

Enhanced Nurse
First Contact Physiotherapist - (Advanced Practitioner)
First Contact Physiotherapists
GP Assistants
Health and Wellbeing Coaches
Nursing Associates
Occupational Therapist - (Advanced Practitioner)
Occupational Therapists
Paramedic - (Advanced Practitioner)
Paramedics
Pharmacy Technicians
Physician Associates
Podiatrist - (Advanced Practitioner)
Podiatrists
Social Prescribing Link Worker – MHP Adult (PCN only)
Social Prescribing Link Workers
Trainee Nursing Associates
Other Direct Patient Contact (as agreed with Commissioner)

Useful links and information

- [NWRS guidance](#)
- [NHS England Data Collection | Home](#)
- [NWRS Data Quality Dashboard](#)
- [NHSE General Practice Workforce Dashboard](#)
- [NHSE Primary Care Network Workforce Dashboard](#)
- [NHS England » Network Contract Directed Enhanced Service \(DES\)](#)
- General Practice Data Source: [General Practice Workforce - NHS England Digital](#)
- PCN Data Source: [Primary Care Network Workforce - NHS England Digital](#)



training.hub@snee.nhs.uk



[Training Hub website](#)



[Follow us on LinkedIn](#)