



Dear Colleague

NATIONAL PRIMARY CARE WORKFORCE SURVEY 2017

A survey of Scottish General Practices and GP Out of Hours Services

Summary

1. This letter provides advance notice of the National Primary Care Workforce Survey 2017. The Survey is designed to capture data on health professionals working in General Practice and in GP Out of Hours Services. The results will inform workforce planning at Health and Social Care Partnership, Board and national levels.

Support for the completion of the 2017 Survey

2. This survey has been developed in partnership with a range of stakeholders. It is essential to note that this survey has been given the full backing of all partner organisations involved in its development including SGPC, RCGP and RCN.

3. The survey provides the principal opportunity for GP practices to engage with NHS Boards, and for both to engage with the Scottish Government, to provide information about the current shape of their workforce. This will inform key decisions about future workforce supply.

Background

4. [Last run in 2015](#), the survey is designed to capture aggregate information at a fixed census date and during the preceding twelve month period. The information collected includes: headcount and Whole Time Equivalent (WTE) numbers of GPs, Nurses and other healthcare staff; practice vacancies; and the experience of filling shifts for Out of Hours Services.

5. The 2017 survey is a streamlined version of the previous two surveys (run in [2013](#) and [2015](#)), focused on providing the key data required for workforce planning in as pragmatic and efficient a manner as possible.

6. The Survey is due to be issued by e-mail shortly and we will be seeking the assistance of Primary Care Leads to ensure that the survey is distributed to: (i) all GP practices in

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Addressees

For action

Chief Executives, NHS Territorial Boards
Directors of Human Resources, NHS
Territorial Boards

For information

Primary Care Leads, NHS Boards
NHS Education for Scotland
Scottish General Practitioners Committee
Chair, National Out of Hours Operations
Group
Scottish Practice Nursing Association
Royal College of General Practitioners
Royal College of Nursing
Scottish Practice Manager's Network
NPCWS Stakeholder Group

Enquiries to:

Rona Watters
Scottish Government Health Directorates
Health Workforce and Strategic Change
Ground Floor Rear
St Andrew's House
Edinburgh
EH1 3DG

Tel: 0131-244-3401

E-mail

Rona.watters@gov.scot

Scotland providing Primary Medical Services (17J(GMS), 17C and 2C practices); and (ii) the Executive lead who has responsibility for the provision of GP Out of Hours services in each territorial Board.

7. Practices and Boards will be asked to provide information on the GPs, nurses, health care staff and other staff in post as at **31 August 2017**, and to submit the completed form **by 30 September 2017**. The Survey will include guidance notes and a point of contact for any queries in respect of completion of the form. Completed surveys will be returned to ISD Scotland (NHS National Services Scotland), who will anonymise and analyse the data returned.

8. In recognition of the work involved in completing the In Hours strand of the 2017 survey, each GP Practice that submits a completed survey will receive a payment of £150. The Practitioners Services Division (NHS National Services Scotland) will make this payment to GP practices who have completed the survey (scheduled December 2017).

9. The data gathered in previous surveys has helped to make significant progress in addressing the information gaps around primary care workforce planning. It has contributed to supporting national, regional and local workforce planning in primary care and we hope that the information provided through the 2017 Survey will build on this.

Action

10. In order to maximise the accuracy and reliability of the data collected, we are seeking your assistance in promoting awareness of the pending launch of the Survey by circulating this letter to relevant officials and ensuring that systems are set up within your Board to distribute the form and to follow up outstanding responses. You will also wish to assure yourself that there is the capacity within your local Out of Hours management team to support the completion of the return for your Board.

This Directors Letter can be obtained online at
<http://www.show.scot.nhs.uk/publications/>

Yours sincerely



Shirley Rogers
Director of Health Workforce and Strategic Change

