GP Data Collection Tool Frequently Asked Questions

Workforce Data Collection

Practice

What date should I use to report on if my accounting period does not end 31 March 2019?
Please use your accounting period that ends prior to 31 March 2019. For example if your accounting year is July to June, please use your accounts for year ending 30 June 2018 and NOT 30 June 2019.

How do we calculate the number of GP Sessions per week?
We want to know how many GP sessions there are in one week at your practice. We do not want you to add up all of the sessions in a week across all your GPs. For example, if there are 2 sessions per day, five days per week, then your answer would be 10. The maximum allowed is 15 for any site. It does not matter how many GPS are seeing patients during these sessions - this question is about your week, not your GPs. Any regular planned evening/weekend surgeries should be counted as a session irrespective of length. (Pre-bookable appointments offered to patients either in the early morning, evening or at weekends/bank holidays). We understand that length of session may vary between GPs and GP Partners within the practice as well as across practices. Any other additional hours worked should be captured under ‘Average hours worked per week above the sessional commitment’ under the Individual Staff Member’s tab. On Call sessions are included but please do not include OOH sessions.

Individual Staff Members

Who should be included?
Include each member of staff in a substantive post at your practice on the 31st March 2019, including those on sabbatical, sick, maternity, paternity, parental, adoption or other leave. This includes all GPs and GP Partners. Note that this should exclude individuals who are working within the practice on a temporary basis including Long Term Locums.

We have staff who are shared across two practices. How do we record this?
Split the staff as evenly as possible across the 2 practices, unless there is an alternative obvious split. Do not double count.

We have staff at the practice who are employed by NHS. How do we record this on the tool?
For GPs, under Job Role please select ‘Salaried by other’. For non-GP staff, if funded by the practice and resourced by the Board, divide the amount paid by the practice to the NHS Board by the number of staff in this Staff Group and enter this as their gross annual salary.
(This only applies to the small number of practices who pay money to their NHS Board for staff that work in the practice.) Please do not include any staff working at the practice who are not funded by the practice e.g. staff employed by NHS Board.

What if a staff member’s Job Role is not listed in the drop down?
Please choose the Job Role that best fits the role of the staff member.

What job role do we give staff who multi-task e.g. Medical Secretary / Receptionist / Telephonist?
You should refer to the individual’s Job Title in their Job Description. If the Job Title indicates a combined role then this should be recorded under ‘Other / Combined role’. If an individual works to more than one Job Description, then these should be entered as separate roles (there is the option to add up to four roles) e.g. Monday to Wednesday he/she works as a Receptionist and Thursday to Friday he/she works as a Medical Secretary.

We are a training practice – do we need to enter information relating to ST1 to ST4s and FY1 & FY2s?
Choose ST1/ST2, ST3/ST4 or FY1/FY2 under Staff Group ‘GP’. For these people, you will not need to enter information about their salary, etc. If these staff members have left since 31 March 2019 and you do not have a National Insurance number to enter them then please contact nss.gp_data_collection_tool@nhs.net for a dummy NI no.

How do we calculate Holiday Entitlement for part-time staff who do not always work the same number of hours per day and leave is calculated and taken in hours?
Calculate the holiday entitlement in hours, then divide by the 'average' day. Working 20 hours across 4 days would give a 5 hour average day. Holiday entitlement would be based on this and not the standard working day for a full time employee.

How do we record Holiday Entitlement for staff working compressed hours?
For full time staff working compressed hours over less than 5 days, please calculate holiday entitlement as if they were working a standard 5 days, otherwise it looks like they get less holidays than a full time staff member working over 5 days. We are not capturing details in relation to working patterns so really all we need to know is that they work full time and entitled to all holidays (not pro-rata’d).

How do we record Holiday Entitlement for staff on a zero hour contract?
In most cases holiday entitlement is included in gross salary and entering a Holiday Entitlement of '0' will be accepted here.
How do we record Holiday Entitlement for staff on sessional contracts?
All holiday entitlement should be recorded in days. In most cases, two sessions will equal one day.

My GPs do not work a whole no. of sessions per week. How do I record this?
This field only accepts an integer, so please round up if necessary.

What if we have Partners who do not receive a share of the profits?
If the Partner does not receive a share of the profits e.g. on a fixed salary, please complete the Gross Annual Salary question. Please enter £0.00 in this field if the partner does receive a share of the profits.

Should money paid for overtime be added to Gross Annual Salary?
No, Overtime costs will be captured as part of total staff salaries entered later in the Finance section (to be released later). Only average Overtime hours are recorded in the Individual Staff Member tab.

What should we put down as the Gross Annual Salary for staff who have joined the practice during the period 1 April 2018 and 31 March 2019?
Enter the gross annual salary as per their contract (as if he/she had been there for the year). The true amount paid by the practice to the staff member will be captured later in the Finance section (to be released later).

What should we put down as the Gross Annual Salary for staff who have had an increase in salary at some point during the period 1 April 2018 and 31 March 2019?
Just enter the salary as at 31 March 2019 even though this was not the salary for the full year. The true amount paid by the practice to the staff member will be captured in the Finance section.

What if my staff work extra hours above contracted hours during annual and sick leave but it doesn't follow a regular pattern. How do I record this?
Add up the extra hours worked then divide by 52 to get the weekly average. If by dividing by 52 you get something less than 0.5, please ignore.

Vacancies

How is the Start Date for a Vacancy defined?
The start date of a vacancy relates to the date when the practice decides to replace a leaver or advertise a new/additional post. If the vacancy has arisen due to a staff member leaving, the practice may decide not to fill the vacancy right away for any number of reasons. This period of time between the staff member leaving and the decision to advertise for a replacement will not count towards the length of time a post remains vacant.
What if the vacancy already existed on 1 April 2018?
Please select the actual date the vacancy commenced and not 1 April 2018.

When has a post been filled?
A vacancy as at 31 March 2019 can be considered 'filled' if the successful candidate has been chosen and has accepted the post with an agreed date to start work.

Absences

How should I calculate absences for part-time staff?
Calculate the number of days in the same manner as Annual Leave Entitlement. i.e. use the number of hours in the ‘average’ working day not the standard working day for a full time employee.

What gets recorded as Special Leave?
Some examples – GPs who are working away from the practice, on Sabbatical, attending Cluster meetings and training. Also included is Bereavement Leave.

How do I record GPs who are absent due to hospital appointments?
Practices will record this in different ways according to local practice. For example, this may be recorded as special leave or annual leave.

Temporary Cover

I have temporary staff who are not GPs (admin. staff to cover summer holidays). How do I record this?
At the moment we are only gathering information on temporary cover for GPs. Any salaries paid to other temporary staff will be included in the total for staff salaries in the Finance section.

Finance Data Collection

I have received the Finance Template. What do I do with it now?
You must forward the Finance Template to your practice accountant as soon as possible for completion. The Tool needs to be completed and submitted by the end of January 2020 so it is in your practice’s interests to make sure you get this returned to you in plenty of time to allow you to enter the data into the income and expenditure tabs on the tool.

What data do I enter into the tool?
You must enter the data displayed on the ‘Practice’ tab of the spreadsheet returned to you by the practice accountant, NOT the ‘Finance’ tab. Please note that there will be some fields within the Workforce tabs of the tool requiring completion.
One of the partners left on 31 March 2019 and his certificate will be extended to 18mths to agree with the figures in his tax return as we have a yearend date of June 2018. The finance form is stating ignore adjustments for departing doctors; how do I complete the form for this partner?

The data collection form should be filled in for the 12 months to 30 June 2018. The partner who left on 31 March 2019 will fill in their tax return for 21 months to 31 March 2019, and although his certificate will be extended to this date also, he will have to fill in the relevant pensions overlap boxes on his annual certificate. In theory this should mean there is not a material difference, but it will reflect different profit rates in the year when the overlap was established compared to now when it unwinds, but basically this is the exception to the rule **must agree to the certificate**, by ignoring the adjustments. If the overlap adjustment is significantly different from the additional 9 months’ earnings, then it would be helpful if a note of explanation could be added.

**At the very bottom of the finance tab the accountants check is box 21, less 7, less 18, less 31. Surely this should be box 21, less 7, less 18 plus 31? My check is out by double box 31?**

Enter a negative figure in box 31 and the check will reconcile.

**What do I show as profit % split when entering income figures and where do I adjust for prior profit shares to get figures to agree to what I will include in the Certificates of Pensionable profits?**

Calculate the percentage profit split from the actual profit split (worked out by totalling the sessions etc.) so that when the %age is applied to the total of partners profits we get the correct taxable profit for each GP.

All Finance queries should be sent to: **nss.gpcontractdatacollection@nhs.net**.
All other queries relating to log-ins or Workforce questions: **nss.gp_data_collection_tool@nhs.net**.

**General**

**Is it possible for an external user to use the tool?**
It is not possible for external users to access the tool. All users of the tool are supplied with logins and passwords by NHS National services Scotland. Additional access for practice staff members can be requested by e-mailing **nss.gp_data_collection_tool@nhs.net**.

**What if I forget my password?**
If you forget your password, please click on the ‘Password Reset’ button on the login page (see below)
After submitting your e-mail address, you will be sent a new password which will then be required to be changed.

**How do I print off inputted data for double checking and keeping a copy of what has been entered?**
Click on the cog at the top right hand corner of the screen and select ‘printer friendly version’. When choosing to print a page ensure Landscape is selected. This will need to be done separately for individual staff members/vacancies/leavers.

**Do I need to print out the questionnaire so staff can complete it offline?**
There is a spreadsheet available for staff members to capture workforce data. This was sent out with your login details and is also available on the website: 
//www.isdscotland.org/Health-Topics/General-Practice.

**When selecting a field I receive a warning that a pop-up is disabled. Why does this happen?**
This is a problem with certain browsers when entering fields such as job role which open in a new window. Select to enable all pop-ups in the browser.

**Why does ‘none’ appear in some of the drop down boxes before completion?**
Please ignore and complete using drop down arrow. ‘None’ is not the same response as ‘No’.