Dear GP Practice

Please find attached Form A of the National Primary Care Workforce Survey 2015 which is designed to capture data on health professionals working in General Practice (e.g. doctors and nurses) and health care support staff (e.g. Healthcare Support Workers) in post as at 31 August 2015. Practices are requested to complete and return the form by 31 October 2015. All completed surveys should be e-mailed to ian.mackie@glasgow-lmc.co.uk.

Form A of the survey consists of the survey form (Excel) and separate guidance notes (PDF) to assist with completion of the form. We have also incorporated information boxes within the survey form, to provide quick reference guidance for those entering information. We recommend that you read the guidance notes prior to completing the form. You may wish to note that Form B of the survey relates to Out of Hours service and has been issued to the relevant official within your NHS Board for completion.

This year’s 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. Arrangements have been made with the SGPC regarding the receipt and collation of completed forms in order to protect practice identifiable information. Only aggregated information will be shared with NHS Scotland to allow the inclusion of GP practice staff within NHS workforce planning.

This survey was last run in 2013 and the results can be accessed at http://www.isdscotland.org/Health-Topics/General-Practice/GPs-and-Other-Practice-Workforce/primary-care-workforce-survey-2013.asp

The data gathered in 2013 has proved invaluable over the last two years in the support of national, regional and local workforce planning in primary care and we hope to build on that strong foundation with the 2015 survey. It would be very helpful, therefore, if the survey is completed in respect of your practice in 2015. This e-mail is not addressed to a specific individual within the practice and the survey does not require to be signed off or submitted by
a specified individual. It can be completed and submitted by the person best placed within the practice to provide the information (this may be the Practice Manager, for example).

If you have any queries relating to the completion of form, with which the guidance is unable to assist, further help is available from:

- Ian Mackie, Glasgow LMC, on 0141 332 8081 or at ian.mackie@glasgow-lmc.co.uk
- Hazel Mackay, Information Services Division, on 0131 275 6205 or at NSS.isdpcws@nhs.net
- Rachael Bainbridge, Information Services Division, on 0131 275 6226 or at NSS.isdpcws@nhs.net

Thank you for your assistance.

Yours sincerely

Heather Love