

Dear Colleague

NATIONAL PRIMARY CARE WORKFORCE SURVEY 2013

Summary

1. This letter provides advance notice of the National Primary Care Workforce Survey 2013. The Survey is designed to capture data on health professional practice staff (doctors and nurses) and health care support staff to support workforce planning at CHP, Board and Scottish levels.

Background

2. [Last run in 2009](#), it was designed to capture aggregate information including sessional commitments of GPs; headcount and Whole Time Equivalent numbers of practice nurses and healthcare assistants/phlebotomists; use of locum GP time; use of extra nurse time; and known vacancies for these professional groups at a fixed census date.

3. This time, the Survey has been expanded to include questions about the Out of Hours services provided across Scotland and each territorial Board will be asked to complete a return.

4. The Survey is due to be issued shortly and we will be seeking the assistance of Primary Care Leads to ensure that the survey is distributed to all GP practices in Scotland (GMS, 17C and 2C practices) and passed to the Executive lead who has responsibility for the provision of Out of Hours services in each territorial Board.

5. Practices and Boards will be asked to provide information on the GPs and nurses and health care support staff in post as at 31 January 2013 providing In Hours and Out of Hours service, and to submit the completed form **by 28 February 2013**. The Survey will include guidance notes and a point of contact for any queries in respect of completion of the form.

CEL 02 (2013)

22 January 2013

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

Enquires to:

Johann MacDougall
Scottish Government Health
Directorates
Health Workforce and
Performance
Ground Floor Rear
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244 2474
Fax: 0131-244 2837

E-mail:
Johann.macdougall@scotland.gsi.gov.uk

6. We are currently liaising with the SGPC about the draft form and arrangements for receipt and collation of the returns in order to protect practice identifiable information. Further information will be issued with the Survey in due course.

7. In 2009, a financial incentive was used to maximise the response rate. However, as you are aware, the economic climate has changed since 2009 and it was not considered appropriate to offer GPs and Boards payment for completion of the Survey this year. The SGPC has been advised of the planned arrangements for the 2013 Survey, including the fact that no financial incentive will be available, and has indicated that the arrangements are acceptable.

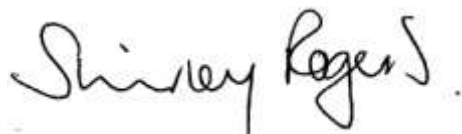
8. The data gathered in 2009 represented a significant step forward in addressing the information gap around primary care workforce planning. It has helped support national, regional and local workforce planning in primary care over the last few years. We hope to build on that strong foundation with the 2013 Survey.

Action

9. 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 to ensure 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.

10. This Chief Executive Letter can be obtained online at www.sehd.scot.nhs.uk.

Yours sincerely

A handwritten signature in black ink that reads "Shirley Rogers". The signature is written in a cursive, flowing style.

Shirley Rogers
Deputy Director of Health Workforce