**URGENT ACTION REQUIRED**

**Workforce data reporting system – new online reporting system**

As outlined in the Optometry Wales newsletter dated 12th June, NHS Wales Shared Services Partnership (NWSSP) have developed a new online workforce data reporting system called Primary Care Workforce System (PCWIS). This new system REPLACES the previous use of spreadsheets and should be simpler to complete.

PCWIS is now ready to launch, and Contractors will receive a further email **in due course** informing them of their system access and IT support details. All workforce data previously submitted to NWSSP by practices will be pre-populated by NWSSP into the new system.

**Question:** What do I need to do to satisfy the **mandatory** contractual requirements?

**Answer:** Once you receive access to the system, your nominated workforce staff member is required to access the system to update the workforce details including the quarterly locum data by **5th July.** If there are no staff changes, you must still access the system by 5th of every month. The action of accessing the system will be automatically recorded by the system to satisfy your contractual requirements as one element of the Quality for Optometry payments. If the person who usually completes the workforce requirement is on leave, the practice must contact NWSSP to arrange access for an alternative.

**Question:** What if I do not use the new system?

**Answer:** This is a MANDATORY contractual requirement for all contractors to complete – non completion will lead to your practice NOT being eligible for the quarterly £1250 Quality payment for 2025/26 and could also lead to LHBs taking action for a breach of contractual requirements.

**Question:** When will the Quality for Optometry quarterly payments start?

**Answer:** The quarterly payments of **£1250 per practice** are anticipated to commence in July subject to completion of all the Quality for Optometry requirements.

**Question:** What IT support is available for the new system?

**Answer:** NWSSP will be holding drop-in sessions in collaboration with Optometry Wales . Dates and links to these sessions will follow the launch.

To support the move to the new solution, e-learning has been developed to explain how to navigate around the system.

The table below provides the link to the e-learning. Your e-learning & solution username & password details will be emailed to you separately as mentioned above.

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| **Description** | **Link** |
| E-learning link | [Log in to the site | Learning Wales](https://learningiomad.nhs.wales/login/index.php) |

For all queries, please contact NWSSP via Actionpoint on the email address below referencing ‘PCWIS’ on all calls made:

nwssp-primarycareservices@wales.nhs.uk

Thank you

PCWIS Project Team