

NHS Scotland
National Primary Care Workforce
Planning Survey 2007

Results for NHS Fife

Final version, 7th March 2008

nGMS OD/HR workforce planning subgroup

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Introduction

Survey Overview

In recent years there has been a dearth of information available in Scotland about general practice staffing profiles, patterns of full time/part time working and anticipated retirements, with resultant difficulties in national workforce planning for this area of healthcare. The National Primary Care Workforce Planning Survey was developed as a means to address something of this gap in information availability. The survey structure and process was devised by representatives from NHS Boards, the Scottish Government Workforce Planning Division, The Scottish GP's Committee (SGPC), Local Medical Committees (LMCs), NHS Education for Scotland (NES) and ISD Scotland (the national information Services organisation for NHS Scotland). Piloted in 2006, the survey was repeated in slightly revised form in 2007. This report is based on data returned by general practices for 2007.

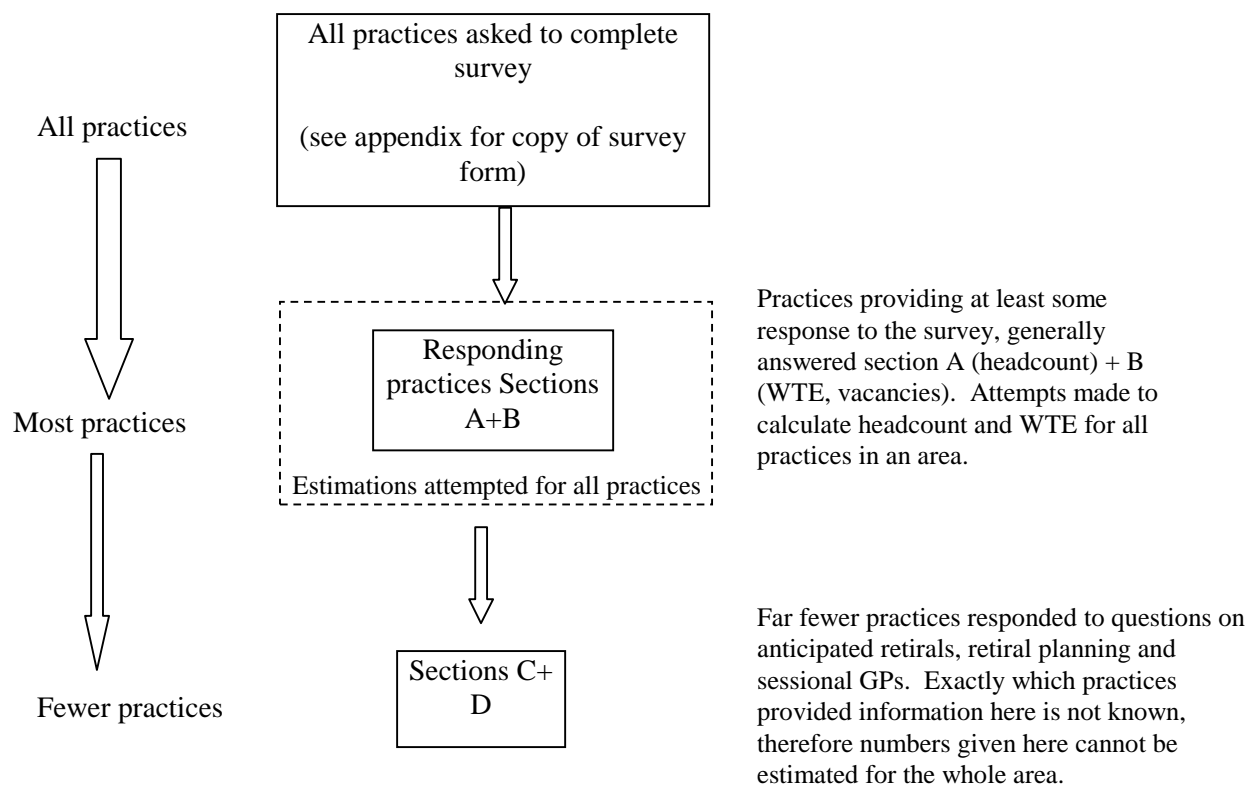
Survey content, process and responses

The main sections of the 2007 survey sought information on headcounts and whole time equivalent (WTE) status of different staff groups working within general practice. Headcounts were split by gender and age group. Further, smaller sections sought information on anticipated retirements, planning for GP retirements, and the employment of sessional GPs. A copy of the survey form sent out to practices is available in Appendix B of this report.

All Scottish general practices with registered patients were asked via their LMCs to participate in the survey. Not included in this survey are other primary medical services with no registered patients, for example Board-run Out of Hours services. Individual practice responses were collated by LMCs, who then aggregated the data to CHP/CHCP level. Results at CHP/CHCP level were returned to ISD for further collation, analysis and reporting.

Overall, a high proportion of practices returned a form to their LMC, although the rate of response varied between areas. Additionally, some questions were responded to more fully than others, summarised in Figure A below, and this in turn has an impact on what it has been possible to include in this report. Nonetheless, the results of this survey are expected to prove useful to those involved in workforce planning at national and/or sub-national levels.

Figure A: Availability of information from the survey



Presentation of Results

The majority of figures provided in this report are the actual data from responding practices only. Information accompanying each table or chart indicates the numbers of practices to which the figures relate. Where possible, estimated figures for the entire group of practices in a particular Board or Region, or for Scotland as a whole, have been presented. This was made possible by the fact that as part of the survey process the LMCs returned to ISD data on the collective size of the populations served by the responding practices, relative to the population for the whole group of practices in each area. In some cases an estimated figure is not shown because either the number of responses has been too low, the actual reported numbers are too small or when compared with other sources of information the estimated figures are not as expected.

Throughout the report, figures in grey italics are not the actual values, they have been estimated using the reported figures and this should be taken into consideration when using them.

Section 2 shows the breakdown of practice staff by gender, age and full-time/part-time status in chart format. Percentages have been displayed in these charts and are based on the actual survey responses for that area (e.g. NHS Board). The questions in the survey providing these results were the best recorded, but the response rate does vary between areas within the region. The board level response rate is tabulated in Section 1, Table 1.1. Assuming the range of practices that responded has similar characteristics and workforce profiles to those that didn't respond, the tables and charts for each CHP and Board should be fairly representative of the whole CHP and Board. In the case of smaller Boards or lower response rates, this assumption may no longer apply.

The latter questions in the survey have been used to populate Section 3 of this report. With the exception of the vacancies information, these questions are in the format of a yes/no answer with further information expected in each following table. It was observed that this section was answered by fewer practices than were recorded to have taken part in the whole survey. For this reason, each table states the number of practices that completed that particular question. Details of which practices responded to these sections is unavailable, therefore we don't know the population of responding practices or how representative they are of the area. Combined with the low responses, the actual numbers have been shown, rather than percentages or estimates. These numbers may or may not be useful to form a pattern of what could be happening in a given area.

Section 1: Response Rates and Practice Staff Summary

Table 1.1 shows the proportion of the CHP and Board population represented by the responding practices. For many of the following graphs, unless otherwise stated, the results are based on the responders only and hence percentages rather than absolute numbers are shown.

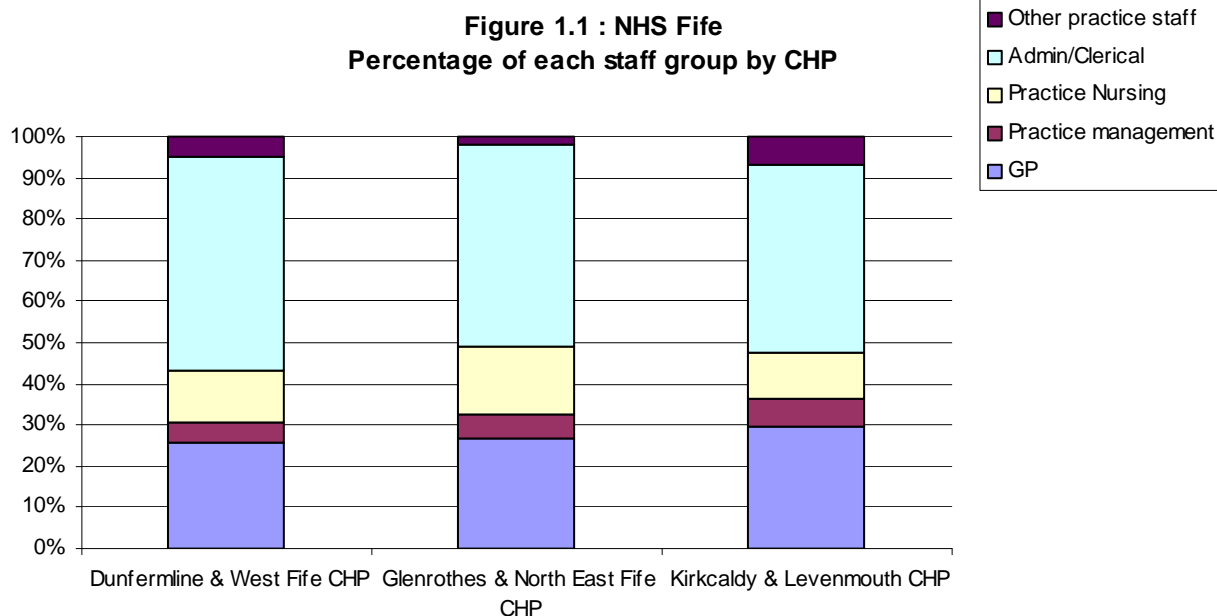
Table 1.1 Response Rates by CHP and Board

Area	No. of practices asked to participate	No. of practices included in submission	Responses from % of practices	Responses from % of population
Dunfermline & West Fife	19	14	74%	66%
Glenrothes & North East Fife	19	8	42%	40%
Kirkcaldy & Levenmouth	18	14	78%	75%
NHS Fife	56	36	64%	60%

Note: Board totals are based on aggregations of CHPs, therefore where CHPs and Boards are not co-terminous, this will have an impact on Board figures.

GP Practice Staff groups

Figure 1.1 shows the practice staff breakdown into staff groups.



Admin & Clerical staff account for the highest proportion of practice staff, with the next largest group being GPs. The apportionment is similar across each CHP.

NHS Fife workforce summary

Table 1.2 shows the headcount and the whole time equivalent for each staff group, based on the survey responses.

In some areas, where the staff numbers are large enough and the population response rate is high enough to reduce any error rate, the headcount and WTE has been estimated for the whole board. The population response rate, shown in table 1.1, has been used to extrapolate the actual numbers collected from the survey.

Estimated headcount for total area (NHS board) = $\frac{\text{headcount recorded by survey responses}}{\text{practice population response rate}}$

The estimated figures expected in the table below may be blank for the following reasons:

1. The number of staff in a particular staff group is too small to attempt an estimate (<20).
2. The responses are from too few practices to allow a fair representation of the greater area.
3. The estimated headcount of GPs from the survey results differ by more than 10% from the published figures of GPs at Board and CHP level as at September 2006 (www.isdscotland.org/GPpracs&pops). Where this happens this suggests that the responding practices may not be adequately representative of the whole area in terms of their staff to population ratio.

Estimates for staff groups other than GPs have been provided subject to the GP estimates meeting the tolerance requirements outlined in point 3 above. This assumes that staff to population ratios for non-GPs are also adequately captured in the data from the responding practices, relative to the NHS board area as a whole.

Table 1.2 Workforce summary of the Board

NHS Fife		Responses from			
		60% of the board population		Estimated for the total board population	
Staff Group		Headcount	WTE¹	Headcount²	WTE^{1,2}
GPs	Total	168	135.5	280	225
	Performer (Partner)	154	127.1	260	215
	Performer salaried	8	5.1	-	-
	Performer retaineer	1	0.4	-	-
	Performer registrar	5	2.9	-	-
Practice Management	Practice Manager	35	31.6	60	55
Practice Nursing	Registered Practice Nurse	69	50.0	115	85
	Health Care/Primary Care Assistants	11	5.2	-	-
Admin/Clerical	General Clerical Staff	304	218.7	510	365
Other	Phlebotomist	11	4.4	-	-
	Allied Health Professional	4	0.0	-	-
	Counsellor	0	0.0	-	-
	Other	15	6.2	-	-

Note: 1. Whole Time Equivalent (WTE) = [no. of sessions]/9 for GPs or [no. of hrs]/37 for other staff groups (number of sessions/ number of hours worked is collected from the survey alongside headcount).

2. Estimates of headcount and WTE have been rounded to the nearest 5.

Section 2: Staff Breakdown by Gender, Age, Full-time/Part-time status

The charts in this section show percentages rather than absolute numbers and are based on the actual responses from that CHP. See table 1.1 for the population response rates. These responses may or may not be representative of the complete CHP or Board.

The numbers used in creating all charts in section 2 below are included as tables in the appendix A.

Figures 2.1 show the percentage of staff belonging to each age group for each staff group. This is shown separately for each CHP.

Figure 2.1.1 : Dumfermline & West Fife CHP
Percentage of staff within each age group by staff group

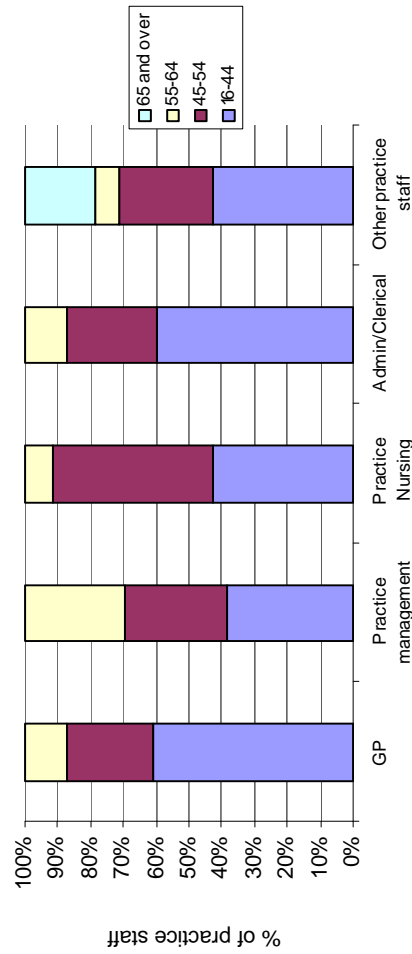
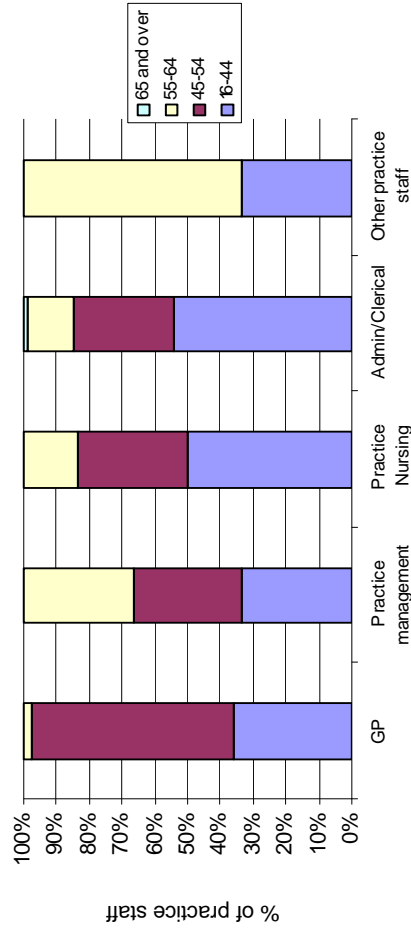
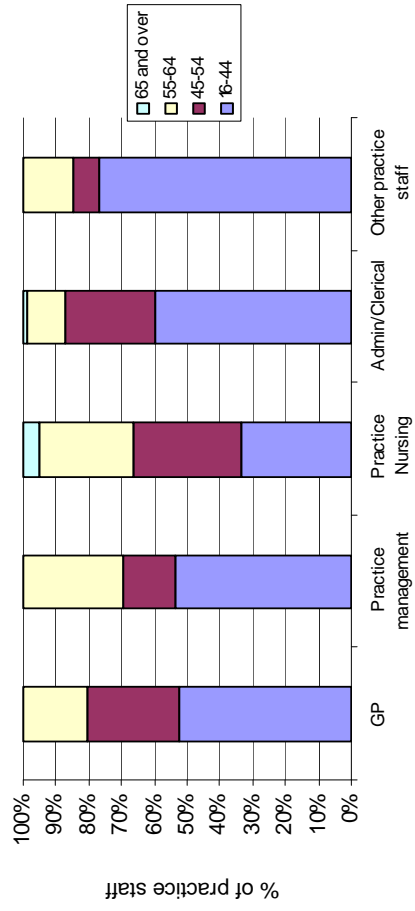


Figure 2.1.2 : Glenrothes & North East Fife CHP
Percentage of staff within each age group by staff group



**Figure 2.1.3 : Kirkcaldy & Levenmouth CHP
Percentage of staff within each age group by staff group**



Figures 2.2 show the percentage of full-time and part-time staff within each staff group for each CHP. Note that these particular figures do not differentiate between different extents of part time working, e.g. 80% contracts versus half time contracts.

With the exception of Glenrothes and North East Fife CHP, GPs and practice managers are predominantly employed as full time staff. Practice nursing, admin & clerical and other practice staff are more likely to be employed as part-time.

Figure 2.2.1 : Dunfermline & West Fife CHP
Percentage of full-time/part-time staff by staff group

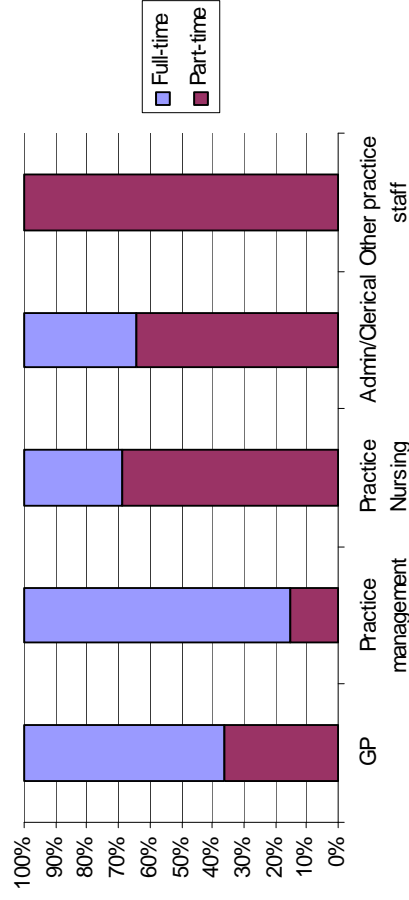
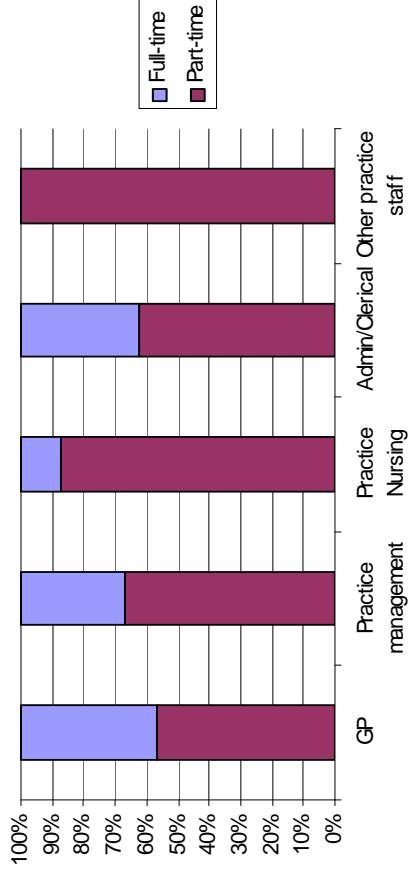
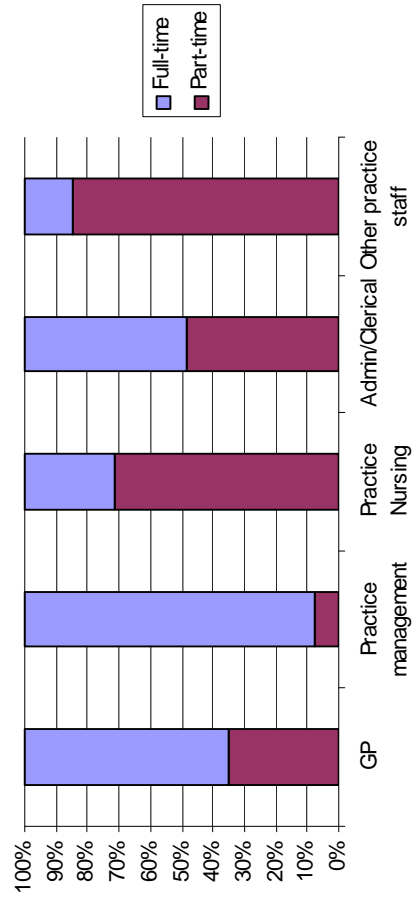


Figure 2.2.2 : Glenrothes & North East Fife CHP
Percentage of full-time/part-time staff by staff group



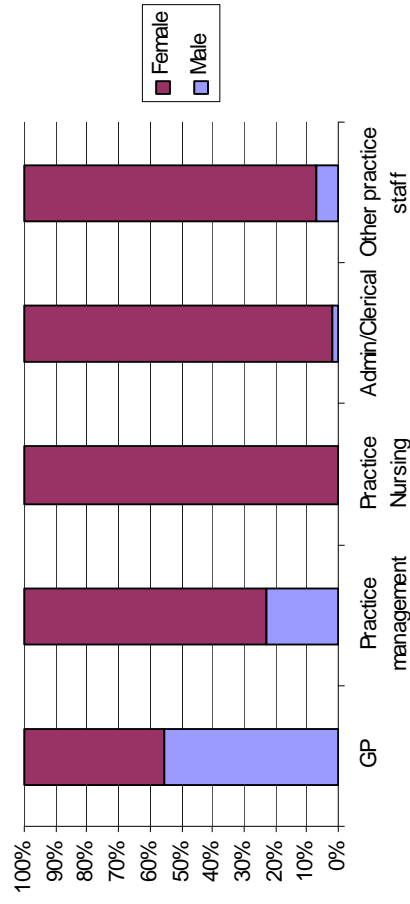
**Figure 2.2.3 : Kirkcaldy & Levenmouth CHP
Percentage of full-time/part-time staff by staff group**



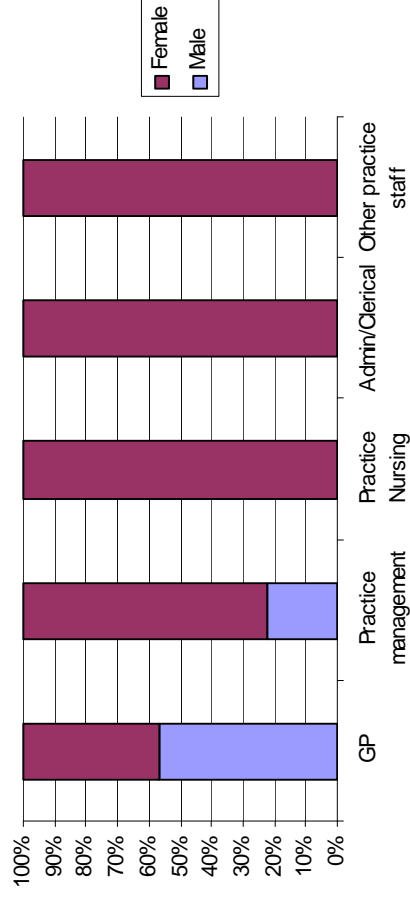
Figures 2.3 show the percentage of staff of each gender within each staff group, shown separately for each CHP.

GPs have a relatively even gender split in many areas but all other staff groups are predominantly female.

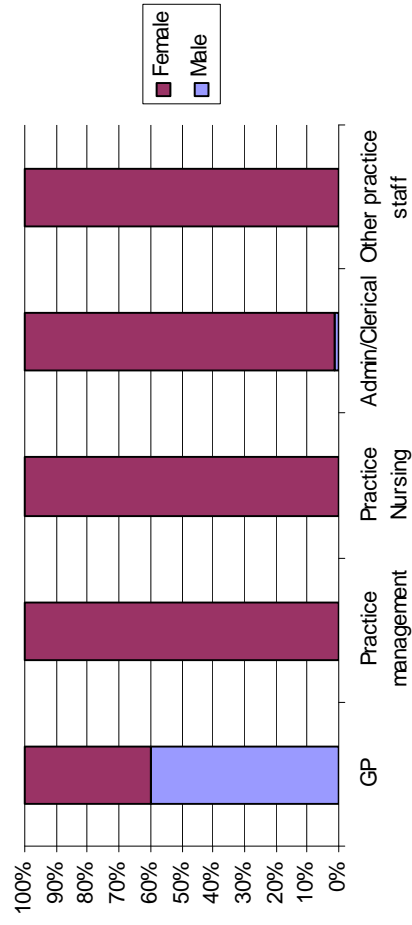
**Figure 2.3.1 : Dunfermline & West Fife CHP
Percentage of male and female staff by staff group**



**Figure 2.3.2 : Glenrothes & North East Fife CHP
Percentage of male and female staff by staff group**



**Figure 2.3.3 : Kirkcaldy & Levenmouth CHP
Percentage of male and female staff by staff group**



Section 3: Vacancies, Retirals and Sessional GPs

At this point it is once again stressed that there is no guarantee that each practice submitting a response completed every field on the survey form. Overall, responses became less complete in the lower sections (C&D) of the form.

Table 3.1 shows the number of vacancies recorded for each staff group. This is shown as both headcount and whole time equivalent. Vacancy figures requested in section B may also have been affected by declining completeness in response as per the sections on retirals and sessional GPs. For example, if the exact situation regarding vacancies were unknown, or this field was simply forgotten about, it may have been left blank and there is no means of knowing if this happened. Overall, we can assume the vacancies stated below are the minimum number of vacancies for that proportion of the Board that responded.

Table 3.1 : Reported Vacancies

Up to 64% of practices responded, relating to up to 60% of the Boards population

Staff group	Headcount	WTE¹
GP	0	0.0
Practice Manager	0	0.0
Practice Nurse	1	0.4
Admin/Clerical	3	1.1
Other	0	0.0

¹ Whole Time Equivalent (WTE) = (no. of sessions)/9 for GPs or (no. of hrs)/37 for other staff groups.

Note: The remaining tables were based on questions where there was a yes/no option followed by a request for more specific information. In some areas there may be a reduced practice response rate for these questions (i.e. lower than that stated in Table 1.1).

Therefore, within each of the following tables, the number of practices that responded is shown (this number is also shown as a percentage of all practices within that Board). Please note, that as we cannot distinguish which practices responded to these specific questions, we do not know the population of the whole area that these figures relate to.

Table 3.2.1 : Staff due to retire in the next 5 years

NHS Fife

30 (54%) practices within the board responded to this particular question

27 (48%) practices responded “yes” that they have staff due to retire in next 5 years

Staff Group	Headcount	No of hours	No of sessions	WTE	% staff due to retire¹	% staff at retiral age²
GP	12	N/A	106	11.8	7%	2%
Practice Manager	6	200	N/A	5.4	17%	23%
Practice Nurse	8	212	N/A	5.7	10%	18%
Admin/Clerical	29	758.25	N/A	20.5	10%	13%
Other	2	42.75	N/A	1.2	7%	27%

1 % of staff due to retire = (staff recorded as due to retire) / (total staff recorded in this survey).

2 % of staff at retiral age = (staff in this survey recorded to be male and currently aged 60 and over or female and currently aged 55 or over) / (total staff recorded in this survey). For each staff group, these figures are taken from Section A and B of the survey, the response rate for which is shown in table 1.1.

N/A - not applicable

The percentage of GPs known to be retiring in the next 5 years is higher than the expected percentage, based on the standard retiral age. For all other staff, the proportion of known retirals is less than the proportion of expected. GPs seem to be more likely to retire early and all other practice staff groups are less likely to retire early.

Since the introduction of the new GP contract, it is possible for ISD to analyse the age profile of retiring GPs in recent years. This could be looked into and provided on request if interested. Please see link www.isdscotland.org/general_practice for latest contact information.

Table 3.2.2 shows that, although based on partial data, not all GPs planning to retire in the next 5 years are to be directly replaced by another GP. Some practices seem to be considering a combination of GPs and nurses as replacements.

**Table 3.2.2: Replacement of GP's due to retire in next 5 years
NHS Fife**

Information¹ from 12 practices planning to replace GPs with another GP or a nurse

Staff Group	Headcount	Number of Hours	Number of Sessions	WTE²
Another GP	12	N/A	101	11.2
Nurse	3	67.5	N/A	1.8

¹ This is equivalent to 21% of the 56 practices within the board.

² WTE = (no. of sessions)/9 for GPs or (no. of hrs)/37 for other staff groups.

N/A - not applicable

Practices employing sessional GPs

17 (30%) practices within this Board provided at least some response to the question “Does your practice employ sessional GPs, excluding salaried GPs?”

12 (21%) practices within this Board responded “yes” they did employ sessional GPs.

The number of sessions worked by sessional GPs at these responding practices between 1st October 2006 and 30th September 2007 was recorded as 1188. The total number of sessions is equivalent to approximately 3 GPs working full-time (assumed to be 9 sessions per week for 52 weeks of a year).

Many practices stated sick leave and maternity cover as reasons for higher than normal use of sessional GPs, so this number may be inflated and would be unpredictable to apply to future years usage.

The numbers recorded on usage of sessional GPs are based on a very low response to this question. The practices responding may or may not be representative of the whole board and therefore great care should be taken if using these numbers as they may give a false picture of usage throughout the whole board.

Appendix A : Tables showing the numbers related to the charts in Section 2

Table 2.1

Practice staff by age group

CHP Staff group	Number					Percentage				
	16-44	45-54	55-64	65 and over	All ages	16-44	45-54	55-64	65 and over	
Dunfermline & West Fife CHP										
GP	44	19	9	0	72	61.1%	26.4%	12.5%	0.0%	
Practice management	5	4	4	0	13	38.5%	30.8%	30.8%	0.0%	
Practice Nursing	15	17	3	0	35	42.9%	48.6%	8.6%	0.0%	
Admin/Clerical	87	39	19	0	145	60.0%	26.9%	13.1%	0.0%	
Other practice staff	6	4	1	3	14	42.9%	28.6%	7.1%	21.4%	
All Staff groups	157	83	36	3	279	56.3%	29.7%	12.9%	1.1%	
Glenrothes & North East Fife CHP										
GP	14	24	1	0	39	35.9%	61.5%	2.6%	0.0%	
Practice management	3	3	3	0	9	33.3%	33.3%	33.3%	0.0%	
Practice Nursing	12	8	4	0	24	50.0%	33.3%	16.7%	0.0%	
Admin/Clerical	39	22	10	1	72	54.2%	30.6%	13.9%	1.4%	
Other practice staff	1	0	2	0	3	33.3%	0.0%	66.7%	0.0%	
All Staff groups	69	57	20	1	147	46.9%	38.8%	13.6%	0.7%	
Kirkcaldy & Levenmouth CHP										
GP	30	16	11	0	57	52.6%	28.1%	19.3%	0.0%	
Practice management	7	2	4	0	13	53.8%	15.4%	30.8%	0.0%	
Practice Nursing	7	7	6	1	21	33.3%	33.3%	28.6%	4.8%	
Admin/Clerical	52	24	10	1	87	59.8%	27.6%	11.5%	1.1%	
Other practice staff	10	1	2	0	13	76.9%	7.7%	15.4%	0.0%	
All Staff groups	106	50	33	2	191	55.5%	26.2%	17.3%	1.0%	

Table 2.2**Practice staff by Gender**

CHP	Staff group	Number		Percentage	
		Male	Female	Male	Female
Dunfermline & West Fife CHP					
	GP	40	32	55.6%	44.4%
	Practice management	3	10	23.1%	76.9%
	Practice Nursing	0	35	0.0%	100.0%
	Admin/Clerical	3	142	2.1%	97.9%
	Other practice staff	1	13	7.1%	92.9%
	All Staff groups	47	232	16.8%	83.2%
Glenrothes & North East Fife CHP					
	GP	22	17	56.4%	43.6%
	Practice management	2	7	22.2%	77.8%
	Practice Nursing	0	24	0.0%	100.0%
	Admin/Clerical	0	72	0.0%	100.0%
	Other practice staff	0	3	0.0%	100.0%
	All Staff groups	24	123	16.3%	83.7%
Kirkcaldy & Levenmouth CHP					
	GP	34	23	59.6%	40.4%
	Practice management	0	13	0.0%	100.0%
	Practice Nursing	0	21	0.0%	100.0%
	Admin/Clerical	1	86	1.1%	98.9%
	Other practice staff	0	13	0.0%	100.0%
	All Staff groups	35	156	18.3%	81.7%

Table 2.3**Practice staff by full-time/part-time status**

CHP	Staff group	Number			Percentage	
		Full-time	Part-time	Total	Full-time	Part-time
Dunfermline & West Fife CHP						
	GP	46	26	72	63.9%	36.1%
	Practice management	11	2	13	84.6%	15.4%
	Practice Nursing	11	24	35	31.4%	68.6%
	Admin/Clerical	52	93	145	35.9%	64.1%
	Other practice staff	0	14	14	0.0%	100.0%
	All Staff groups	120	159	279	43.0%	57.0%
Glenrothes & North East Fife CHP						
	GP	17	22	39	43.6%	56.4%
	Practice management	3	6	9	33.3%	66.7%
	Practice Nursing	3	21	24	12.5%	87.5%
	Admin/Clerical	27	45	72	37.5%	62.5%
	Other practice staff	0	3	3	0.0%	100.0%
	All Staff groups	50	97	147	34.0%	66.0%
Kirkcaldy & Levenmouth CHP						
	GP	37	20	57	64.9%	35.1%
	Practice management	12	1	13	92.3%	7.7%
	Practice Nursing	6	15	21	28.6%	71.4%
	Admin/Clerical	45	42	87	51.7%	48.3%
	Other practice staff	2	11	13	15.4%	84.6%
	All Staff groups	102	89	191	53.4%	46.6%

Appendix B: Survey Form

National Primary Care Workforce Planning 2007/08

This form has five sections (A-E), please ensure that you fully complete them. Separate guidance notes are provided for your assistance.

Workforce Profile for Practice

(Enter practice code for LMC use only)

As at 30th September 2007

Form completed by

Name

Designation

Section A - Age Breakdown

(Please refer to guidance notes section A)

Staff Group	Occupation	Age Group								TOTAL														
		16-44		45-54		55-59		60-64			65 and over													
		Male	Female	Male	Female	Male	Female	Male	Female		Male	Female												
GPs	Performer (Partner)																					0		
	Performer salaried																						0	
	Performer retaine																						0	
	Performer registrar																						0	
Practice Management	Practice Manager																						0	
Practice Nursing	Registered Practice Nurse																							0
	Health Care/Primary Care Assistants																							0
Admin/Clerical	General Clerical Staff																							0
	Phlebotomist																							0
	Allied Health Professional																							0
Other	Counsellor																							0
	Other																							0

Section B - Full-time/Part-time breakdown		(Please refer to guidance notes section B)			Total Hours/Sessions worked per week	
Staff Group	Occupation	Full-time	Part-time	TOTAL	Hours	Sessions
GPs	Performer (Partner)			0		
	Performer salaried			0		
	Performer retaine			0		
	Performer registrar			0		
	Vacancies			0		
Practice Management	Practice Manager			0		
	Vacancies			0		
Practice Nursing	Registered Practice Nurse			0		
	Health Care/Primary Care Assistants			0		
	Vacancies			0		
	General Clerical Staff			0		
Admin/Clerical	Vacancies			0		
	Phlebotomist			0		
Other	Allied Health Professional			0		
	Counsellor			0		
	Other			0		
	Vacancies			0		

Section C - Retirals (Please refer to guidance notes section C)

Does the practice have any staff due to retire in the next 5 years? Please select "Yes" or "No" in the box (or, if filling in a printed form, circle your response here)

Please select

If yes, please enter the numbers and total hours/sessions worked per week for each staff group

Staff Group	No of staff	No of hours	No of sessions
GP			
Practice Manager			
Practice Nurse			
Admin/Clerical			
Other			

Please select

If your practice has indicated one or more GP retirals do you intend to replace them?
Select "Yes", "No" or "Not applicable" in the box

If yes, how do you intend to replace them? (If you are unsure, please answer to the best of your current knowledge)

Staff Group	No of staff	No of hours	No of sessions
Another GP			
Nurse			

Section D - Sessional GPs (Please refer to guidance notes section D)

Please select

Does your practice employ sessional GPs? (exclude salaried GPs)
Select "Yes" or "No" in the box

If yes, please enter the total number of sessions worked in the past year here

Section E - Additional Information

Please enter any relevant supporting information here
