



National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

HOURS OF WORK OF DOCTORS AND DENTISTS IN
TRAINING:
THE NEW DEAL

Summary

1. This letter seeks updated statistical data on contracted hours; requests bids for new posts; gives information on a further workshop for members of Local Implementation Groups; gives information of a further workshop for Nurses and Midwives; requests the issue of a questionnaire for completion by all Junior Doctors on hours of work; and gives information on a video explaining the "New Deal".

Action

- 2. Health Boards Trusts should:-
 - 2.1 provide accurate, collated data on hours of work as indicated, by 18 May 1992;
 - 2.2 submit bids for 1992/93 by 15 May 1992;
 - 2.3 note the Workshop for Local Implementation Group members to be held sometime in June;
 - 2.4 note the Workshop for Nurses;
 - 2.5 ask Local Implementation Groups to consider asking all junior doctors to complete the questionnaire on their hours of work;
 - 2.6 note the availability of the "New Deal" video.
 - 2.7 this letter should be copied to Unit General Manager for action as required.

16 April 1992

Addressees

For Action:

General Managers,
Health Boards

Chief Executives and
Chief Executives
Designate of NHS Trusts

For Information

General Manager,
Common Services Agency

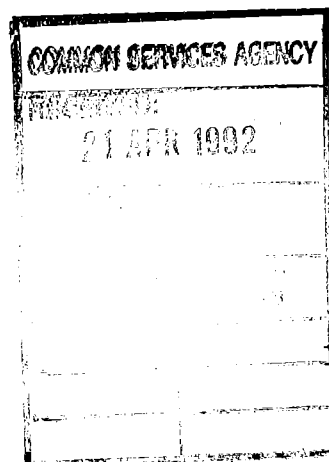
General Manager,
State Hospital

General Manager,
Health Education Board
for Scotland

Copies to Unit General
Managers for
Information

Enquiries to:

Miss I Bowie
Room 61A
St Andrew's House
Edinburgh
EH1 3DE
Tel: 031-244 2476
Fax: 031-244 2683



BACKGROUND

Data Update

3. Paragraph 2 of NHS Circular SOHHD/DGM(1991)16 dated on 6 March 1991, required Health Boards to provide regular updates of statistical data. Accordingly Boards are asked to update the information requested at Annexes A and B of Circular SOHHD/DGM(1991)86 to describe the position as at 31 March 1992. Trusts are also asked to provide the information in this circular, a copy of which can be provided on request. The forms should be returned to Miss I Bowie no later than 15 May 1992.

4. I regret to say that yet again the accuracy of some of the data submitted by Health Boards for the period to 30 September 1991 was in doubt and because of this we cannot be confident that we have an accurate baseline. However, comparison of the 2 sets of figures provided so far shows a substantial drop in the number of doctors working over 83 hours per week.

5. It would be helpful if, in future, Health Boards and Trusts, where applicable, could collate their data by specialty before forwarding it, rather than by individual hospital as happens in some returns.

6. It is still intended that data should be collected by ISD for the September update so the data must be presented in a standard format.

Bids for New Posts in 1992/93

7. There will be one tranche of applications for 1992. The criteria will be as agreed for the second round bids in 1991/92 and Boards Trusts should submit their applications by 15 May 1992. The crucial criteria is the effect the posts will have on the reduction of junior doctors' hours; and this effect should be quantified.

Workshop for Local Implementation Groups

8. A workshop for Local Implementation Group representatives is proposed, on 4 June. It would be a workshop on problems supplied by Local Implementation Groups, Health Boards and Trusts. Further notice will be given as soon as possible

Workshop for Nurses and Midwives

9. It is still intended to hold a further workshop for nurses. Details will be given as soon as possible of this together with the venue.

10. Junior Doctors' Hours: Information Questionnaire

An information questionnaire is attached which the Scottish Implementation Group considered would be of use to Local Implementation Groups. If Local Implementation Groups have not already conducted a similar survey then they should strongly consider using the questionnaire

11. "New Deal" Video

The Department of Health has produced a video on the "New Deal". The Management Executive has ordered 90 copies which have been widely

distributed. There is no copyright on the video so Health Boards (and others) will be able to reproduce copies as required.

Yours sincerely

A handwritten signature in cursive script, appearing to read "A J Matheson", with a horizontal line underneath.

A J MATHESON

JUNIOR DOCTORS' HOURS:
INFORMATION FOR LOCAL IMPLEMENTATION GROUP

SECTION 1: DETAILS OF CURRENT POST AND POSTHOLDER

1.1 Name (Surname First)

1.2 Grade (please tick)

Senior Registrar Registrar

SHO in vocational training scheme SHO not in vocational training scheme

Pre-reg HO Other (Please state)

1.3 Is your current post (please tick)

Substantive Locum

Part-time Acting

1.4 Please state the specialty which you work in:
.....

1.5 Which District do you work in:
.....

1.6 Please state the hospitals in which you carry out your on-call duties:
.....
.....
.....

For Office Use Only

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SECTION 2: DETAILS OF ROTA, TO BE ANSWERED BY DOCTORS WHO WORK CONVENTIONAL ROTAS (ie not shifts)

If you are in a specialty involving shift work, eg A & E, go straight to section 3 and leave out Section 2.

2.1 How often do you work nights? 1 in

2.2 How often do you work weekends? 1 in

2.3 How long is your longest period of continuous duty? hours

2.4 How long is your usual working day (if not on-call that night)? hours

2.5 I usually start atam

2.6 I usually finish atpm

2.7 Please state your typical total weekly hours of duty:

Shortest weekhours

Longest weekhours

Average weekhours

SECTION 3: DETAILS OF SHIFT WORK, TO BE ANSWERED ONLY BY DOCTORS CURRENTLY IN POSTS WHO WORK SHIFTS

If you have completed Section 2, please go on to Section 4 and IGNORE Section 3.

3.1 What is your longest period of continuous duty?

.....hours

3.2 Please calculate and state the average number of hours you work a week:

.....hours

For Office Use Only	
<input type="checkbox"/>	10
<input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/>	11
<input type="checkbox"/> <input type="checkbox"/> . <input type="checkbox"/>	12
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SECTION 4: DETAILS OF COVER

TO BE ANSWERED BY ALL DOCTORS:

4.1 Do you provide prospective cover for colleagues' leave?

Yes No

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23

4.2 If 'yes' is this for (please tick more than one if necessary)

Annual leave Sick leave Study leave

24
25
26

4.3 Do you provide cross-cover for other wards and specialties whilst on-call, having full responsibility for medical care of patients?

Yes No

27

4.4 If you provide cross-cover which specialties do you cover?

.....

28

.....

29

.....

30

SECTION 5: DETAILS OF WORK AND REST PERIODS WHEN ON-CALL

5.1 When on-call, what is the average amount of time you spend "on your feet" between 5pm and midnight?

..... hours

31

5.2 When on-call, what is the average amount of time you spend "on your feet" between midnight and 9am?

..... hours

32

5.3 When on-call, what is your average uninterrupted duration of sleep?

..... hours

33

SECTION 6: DETAILS OF DEPARTMENTAL SERVICES

6.1 Do you have any of the following services (please tick) :

	During routine hours	Out of hours
Phlebotomy	<input type="checkbox"/>	<input type="checkbox"/>
ECG	<input type="checkbox"/>	<input type="checkbox"/>
Assistance with IV drug administration	<input type="checkbox"/>	<input type="checkbox"/>
Bed management	<input type="checkbox"/>	<input type="checkbox"/>
Ward clerk	<input type="checkbox"/>	<input type="checkbox"/>

For Office Use Only
<div style="display: flex; justify-content: space-between; padding: 5px 0;"> <div style="width: 80%;"></div> <div style="width: 15%; text-align: right; padding-right: 5px;"> 34 35 36 37 38 </div> </div>

**THIS IS THE END OF THE QUESTIONNAIRE.
PLEASE RETURN IN THE ENVELOPE PROVIDED,
WITH A COPY OF YOUR CURRENT ON-CALL ROTA.**

THANK YOU FOR YOUR HELP