



National Health Service in Scotland  
Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

**MANPOWER PLANNING FOR THE PROFESSIONS  
ALLIED TO MEDICINE, SPEECH THERAPY AND  
HOSPITAL PHARMACY**

**Summary**

1. This letter requests your assessment, as a major employer of the above staff groups, of your likely recruitment requirements over the next 5 years. This information is required by my colleagues in the Education Department in order that they may make any necessary adjustments to student intakes in the appropriate disciplines to meet estimated future manpower requirements.

**Action**

2. The information we are seeking for the PAMs, speech therapy and hospital pharmacy disciplines for each of the years 1993-94 to 1997-98 is as follows:-

- 2.1 Funded Establishment.
- 2.2 Staff in Post.
- 2.3 Numbers expected to leave or retire.
- 2.4 The number of posts expected to be filled by returners or transfers from other DMUs/Trusts.
- 2.5 Number of newly qualified staff to be recruited.

3. As you will be aware the professions allied to medicine are:-

Chiropody  
Dietetics  
Occupational Therapy  
Orthoptics  
Physiotherapy  
Radiography

It would be helpful if the return could split radiography between diagnostic and therapeutic.

4. We appreciate that this request for information will place an unwelcome demand on your resources. I hope, however, that you will agree that such manpower forecasting is important to the NHS in Scotland to ensure an adequate supply of appropriately qualified staff in these disciplines in

30 October 1992

**Addressees:**

**For action:**  
General Managers,  
Health Boards

General Manager,  
Common Services Agency

General Manager,  
State Hospital

Chief Executives and  
Chief Executive  
Designate,  
NHS Trusts

**For Information:**  
Unit General Managers,  
Health Boards,  
General Manager,  
Health Education  
Board for Scotland

**Enquiries to:**

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Directorate of  
Manpower  
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NHS  
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the future. It is also important that we do not have a large surfeit of students in training. The return by 30 November of the figures illustrating Management's view of future requirements would be appreciated. A suggested format for the return is enclosed as Annex A.

Yours sincerely

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

A J MATHESON  
Director of Manpower

HEALTH BOARD/NHS TRUST .....  
STAFF GROUP .....

1993/94                      1994/95                      1995/96                      1996/97                      1997/98

Funded Establishment

Staff in Post

Numbers expected to leave or retire

Posts filled by returners or transfers

Newly qualified staff recruited

<b>COMMON SERVICES AGENCY</b>	
<b>RECEIVED:</b> - 2 NOV 1992	
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