



# THE SCOTTISH OFFICE

NHS Circular:  
MEL(1993)8

## National Health Service in Scotland Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

### MEDICAL MANPOWER PLANNING ESTABLISHMENT OF NEW MEDICAL POSTS

#### Summary

This circular amends the arrangements for the approval of new medical staff posts. Health Boards, as well as Trusts, are no longer required to seek central approval for consultant posts.

#### Action

1. Health Boards need not submit applications to the Management Executive for the approval of new medical posts in the following grades:

Consultant  
Hospital Practitioner  
Staff Grade, subject to the limitation below.

2. Before establishing a new post, Health Boards should seek appropriate advice in discussion with local professional interests. Further professional advice can be sought from the Advisory Committee on Medical Establishments (ACME) by a request to the Management Executive.

3. The number of staff grade posts is monitored by the Management Executive in line with the principles of "Achieving a Balance". If a Unit's staff grade posts exceed 10 per cent of its consultant numbers, the Health Board or Trust should apply to the Management Executive for approval of any additional staff grade post; the advice of ACME would be sought, as at present.

4. Health Boards and Trusts are requested to inform the Management Executive of all new consultant posts and all new staff grade posts, when a candidate is appointed. In addition, for all consultant, senior registrar and staff grade posts, including replacement posts, they should continue to provide the Management Executive with information about the applications for the post; a copy of the pro forma to be used is attached.

5. Health Boards and Trusts should continue to put forward to the Management Executive applications for new posts in the training grades (SHO, Registrar and Senior Registrar) and in the

29 January 1993

#### Addressees

For action:  
General Managers,  
Health Boards

General Manager,  
Common Services Agency

General Manager,  
State Hospital

Chief Executives and  
Chief Executives  
Designate, NHS Trusts

For information:  
General Manager,  
Health Education Board  
for Scotland

To be copied to Unit  
General Managers for  
information

#### Enquiries to:

Mr I H Williams  
Management Executive 9  
Room 65  
St Andrew's House  
EDINBURGH EH1 3DG  
Tel: 031-244 2498  
Fax: 031-244 2837

<b>COMMON SERVICES AGENCY</b>	
<b>RECEIVED:</b>	
- 1 FEB 1993	
FILE No.	
REFERRED TO	ACTION TAKEN

other career grades (Associate Specialist, Senior Clinical Medical Officer (SCMO) and Limited Specialist) as at present.

6. A background note is annexed.

Yours sincerely

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

A J MATHESON  
Director of Manpower

## BACKGROUND

1. The attached circular abolishes the obligation to seek central approval for certain new posts in the career grades. The Advisory Committee on Medical Establishments (ACME) remains willing to provide advice on proposals for new consultant posts on application to the Management Executive.
2. The Management Executive monitors the deployment of the staff grade in line with the principles of "Achieving a Balance", including the number of staff doctors in relation to consultant numbers. For this purpose the number of consultants in a Trust or a Directly Managed Unit should be considered to be the number in post plus the number of posts due to be filled within the next 12 months.
3. The Management Executive will continue to request Health Boards and NHS Trusts to continue to supply each year a forecast of their expected need for consultant posts by specialty in the next 5 years. These forecasts assist the planning of the number of training grade posts required in Scotland.
4. Associate specialist posts are personal regradings, and applications should continue to be made to the Management Executive. The Management Executive will then consult ACME. The senior clinical medical officer (SCMO) and clinical medical officer (CMO) grades are currently under review as part of the review of the medical staffing of the community health services. The need for new posts in these grades will be subject to scrutiny, and proposals should continue therefore to be submitted to the Management Executive, which will seek the advice of ACME.
5. Training grade establishments at registrar and senior registrar levels will continue to be set centrally, while the senior house officer (SHO) establishment will still be monitored closely and may be subjected to central control also. If a Board or a Trust has approval for a training grade post which for any reason it is not willing or not able to fill, it should advise the Management Executive so that the post may be offered for re-allocation to another provider Unit.
6. These arrangements apply only to medical staff posts. Applications for new dental consultant posts should continue to be made to the Management Executive who will consult the Advisory Committee on Dental Establishments (ACDE). The Management Executive will wish to be assured that there is a sufficient concentration of dental consultant staff for higher specialist training needs in the dental specialties to be met.
7. Paragraph 1 of SHHD/DS(82)1 is cancelled. The Appendices A to F of the same circular have been replaced, as advised in NHS Circular GEN(1992)5.

APPOINTMENT REPORT - CONSULTANT )  
 SENIOR REGISTRAR ) delete as appropriate  
 OTHER )

A. DETAILS OF APPOINTMENT

HEALTH BOARD/TRUST ..... DATE OF AAC .....

SPECIALTY ..... MAIN HOSPITAL(S) 1 .....  
 2 .....

NATIONAL PANELLISTS INVOLVED

1. .... NEW POST YES/NO  
 EXISTING POST YES NO  
 2. .... PREVIOUS POSTHOLDER .....

B. DETAILS OF APPLICANTS (continue on second sheet if necessary)

Name	Sex	Age	Previous Post and Date of Appointment	Medical School		Qualifications (with dates)	Outcome Short List (L) Successful (S)
				UK	Other (Specify)		

Please complete and forward to

Management Executive 9/3  
 Room 69  
 St Andrew's House  
 Edinburgh EH1 3DG



THE SCOTTISH OFFICE

National Health Service in Scotland  
Management Executive

Corrigendum to:  
NHS Circular:  
MEL(1993)8

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

CORRIGENDUM TO NHS CIRCULAR MEL(1993)8  
MEDICAL MANPOWER PLANNING - ESTABLISHMENT  
OF NEW MEDICAL POSTS

I refer to the above circular which was issued on  
29 January 1993.

Please replace the proforma to the circular with the  
amended copy attached. The only difference is that  
the word "OTHER" has been replaced with "STAFF  
GRADE".

Yours faithfully

A J MATHESON

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<b>RECEIVED:</b>	
10 FEB 1993	
FILE No.	
REFERRED TO	ACTION TAKEN

8 February 1993

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Health Boards

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Common Services Agency

General Manager  
State Hospital

Chief Executives and  
Chief Executives  
Designates, NHS Trusts

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APPOINTMENT REPORT - CONSULTANT )  
 SENIOR REGISTRAR ) delete as appropriate  
 STAFF GRADE )

**A. DETAILS OF APPOINTMENT**

HEALTH BOARD/TRUST ..... DATE OF AAC .....

SPECIALTY ..... MAIN HOSPITAL(S) 1 .....  
 2 .....

**NATIONAL PANELLISTS INVOLVED**

	NEW POST	YES/NO
1. ....	EXISTING POST	YES NO
2. ....	PREVIOUS POSTHOLDER	.....

**B. DETAILS OF APPLICANTS (continue on second sheet if necessary)**

Name	Sex	Age	Previous Post and Date of Appointment	Medical School		Qualifications (with dates)	Outcome Short List (L) Successful (S)
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