



National Health Service in Scotland  
Management Executive

St. Andrew's House  
Edinburgh EH1 3DG

Dear Colleague

**PATIENT'S CHARTER: ANNUAL REPORTS**

**Summary**

1. It has come to our attention that in Section 1, Annex B of MEL(1993)30, "number and percentage of operations cancelled by specialty" could be variously interpreted. In order to clarify the position we have approached ISD and they have recommended that we use their definition. This relates to the cancellation of planned admissions from waiting lists which in most cases are people requiring an operation-procedure. If this definition is used the Trust or DMU can show the percentage of cancelled admissions as a proportion of all waiting list admissions during any given period.

**Action**

2. Adoption of this definition is therefore recommended as it provides consistency with ISD records on cancellation.

**WILLIAM MOYES**  
Director of Strategic  
Management

15 September 1993

**Addressees**

For action:  
General Managers,  
Health Boards

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State Hospital

Chief Executives,  
NHS Trusts

For information:  
General Manager,  
Health Education Board  
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To be copied to Unit  
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