

*Guides will be issued
NHS: when they come
MEL (1993) 40 to hand*



THE SCOTTISH OFFICE

National Health Service in Scotland Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

DISCHARGE FROM HOSPITALS GOOD PRACTICE GUIDE

SUMMARY

1. The Joint Working Group on Health Care commissioned a guide on the principles of good practice on discharge procedures in hospitals. A copy of the guide is enclosed. While it establishes no novel procedures for the management of discharge it is a very useful summary of best practice. The objective of the guidance is to ensure that best practice is a standard which is achieved by all and I commend it and its widespread application to all of you.

ACTION

2. General Managers are asked to arrange for copies of the guide to be distributed to board members and senior officers, to all officers and staff who are directly involved with discharge procedures and to all GP practices. Directors of social work are asked to distribute copies to staff within social work departments who are directly involved with discharge procedures. Chief Executives and Chief Executives Designate are asked to distribute the guide to trust board members, senior members of staff and to all staff directly involved with discharge procedures.

3. I shall arrange for a bulk supply of the guide to be sent to you. I would be grateful therefore if you could let John Glen know as soon as possible the number you require to meet your needs and the arrangements you would like us to make.

Yours sincerely

DON CRUICKSHANK
Chief Executive

24 March 1993

Addressees

For Action:

General Managers,
Health Boards

Directors of Social
Work

Chief Executives, NHS
Trusts

Chief Executives
Designate, NHS Trusts

For Information:

General Manager,
Common Services Agency

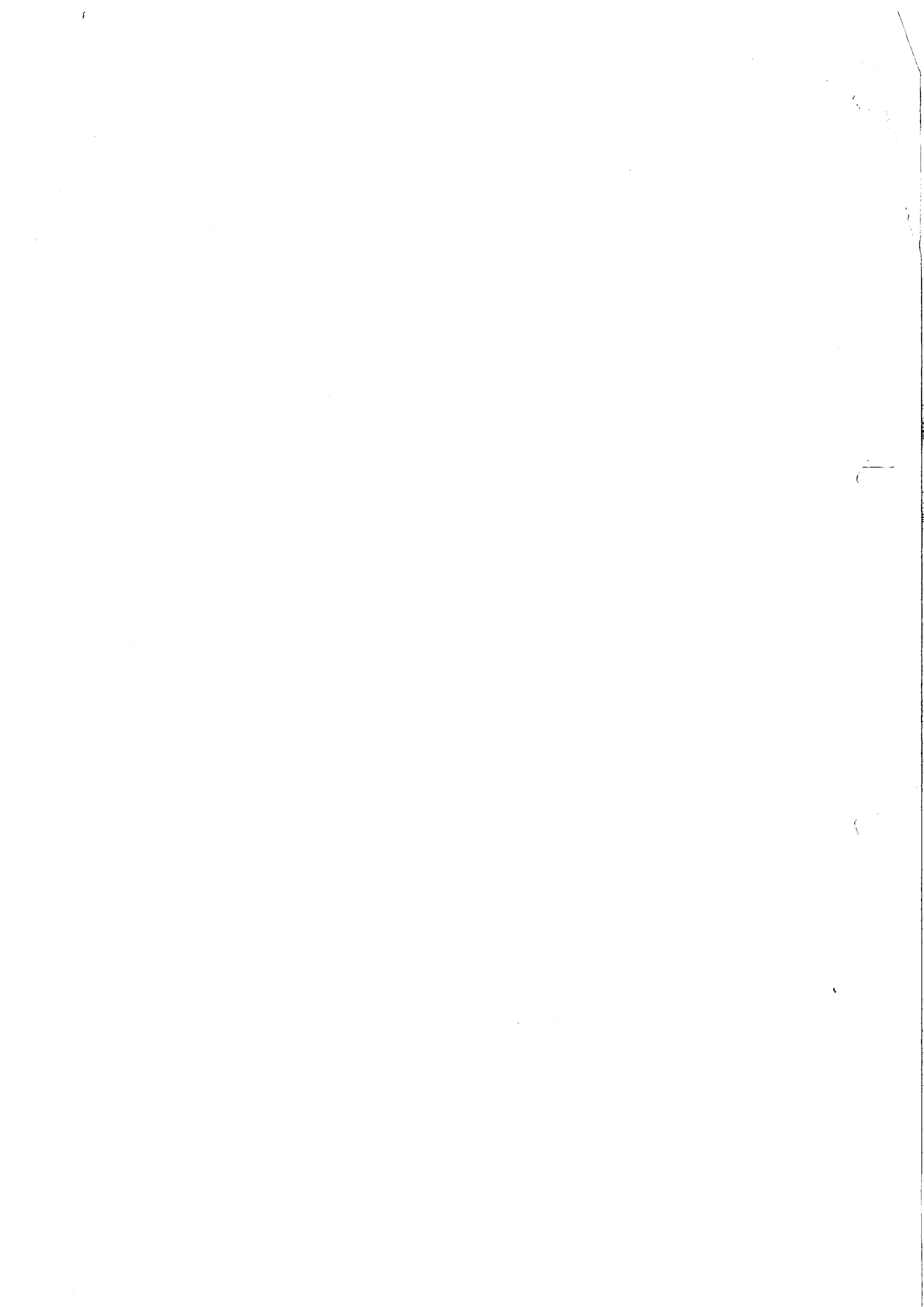
General Manager, State
Hospital

To be copied to:

Unit General Managers
For Information:

Enquiries to:

John Glen
Directorate of Health
Care
Management Executive
Division 4
Room 57B
St Andrew's House
EDINBURGH
EH1 3DG
Tel: 031-244 2516
Fax: 031-244 2326





National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Received 5/4/93

WJ

Dear Colleague

**PUBLIC SECTOR SUPPLY CONTRACTS:
INDICATIVE NOTICE FOR PUBLICATION IN THE
SUPPLEMENT TO THE OFFICIAL JOURNAL OF THE
EUROPEAN COMMUNITIES (OJEC)**

24 March 1993

Summary

Addressees

1. This letter is to remind Health Boards and NHS Trusts of the need to publish **before 1 April 1993** in the Official Journal of the European Communities an indicative notice of their requirements in the financial year 1993-94.

For Action:
General Managers,
Health Boards

General Manager,
Common Services
Agency

Chief Executives and
Chief Executives
Designate,
NHS Trusts

Background

For Information:
General Manager,
State Hospital

General Manager,
Health Education
Board for Scotland

2. The requirement to publish such a notice is set out in Article 9(1) of Directive 77/62/EEC as amended by Directives 80/767/EEC and 88/295/EEC and also in Regulation 9 of the Public Supply Contracts Regulations 1991.

To be copied to:
Unit General Managers
and Supplies Managers
for information

Action

Enquiries to:

3. Health Boards and Trusts are asked to publish an indicative notice for each product area where the total estimated value is not less than ECU 750,000 (£530,366). In calculating the total estimated value individual contracts due to be let in each product area in 1993-94 which have estimated values of £88,802 or more (contracts having a lesser estimated value need not be included) should be totalled. If the end result is £530,366 or more a notice must appear; if less no notice is necessary.

Miss K Glancy
Central Services
Division
NHS Management
Executive
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4. Although "product areas" are not authoritatively defined by the Directives, Health Boards and Trusts may wish to consider grouping goods which would or could be purchased from a single source.

Tel: 031-244 2428
Fax: 031-244 3487

5. Any notices sent should be drawn up in accordance with Annex V, Section D of the Supplies Directive and Part A of Schedule 3 of the Public Supply Contracts Regulations 1991.

6. This letter should be copied to Unit General Managers and Supplies Managers for information.

Yours sincerely

P. G. Tucker

P.P. G TUCKER