



National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

HOURS OF WORK OF JUNIOR DOCTORS AND
DENTISTS

Summary

1. This letter reminds employing authorities of the continuing drive to reduce junior doctors' and dentists' hours of work and indicates the further action required in this connection.

Action

2. Health Boards and Trusts should:
- take steps to ensure that no junior doctor or dentist on an on-call rota is contracted for more than an average of 83 hours per week after 1 April 1993 (and 72 hours or 60 hours for those on partial or full shifts);
 - ensure that juniors do not work non-contracted hours in excess of these limits;
 - provide statistical returns for the half-year to 31 March 1993 by 13 April 1993 at the latest;
 - submit bids for additional staffing, on the revised forms, also by 13 April 1993;
 - copy this letter to Unit General Managers for action as necessary.
3. Details of what is required are set out in Annex A attached.

Yours sincerely

A J MATHESON
Director of Manpower

29 March 1993

Addressees

For action:

General Managers,
Health Boards

General Manager,
Common Services Agency

General Manager, State
Hospital

Chief Executives, NHS
Trusts

For information:

General Manager, Health
Education Board for
Scotland

Enquiries to:

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ANNEX A

Target date for Reduction of Hours to 83 per week

1. Health Boards and Trusts are reminded that no junior doctor or dentist working on an on-call rota must be contracted for more than an average of 83 hours of duty per week after 1 April 1993. The limits for those on partial and full shifts are 72 and 60 hours of duty respectively. Employing authorities should ensure that all new contracts comply with the hours controls. If employing authorities find themselves unable to reduce juniors' hours to the required limit by 1 April 1993, they must inform the Management Executive immediately.

Non-contracted Hours of Work

2. The targets for hours reductions are expressed in terms of contracted rather than actual hours of duty. There is, however, evidence to suggest that a number of juniors are working a considerable number of non-contracted hours, in many cases unpaid, in excess of the limits set out in the "New Deal". Ministers are determined that there should be no such breach of the spirit of the "New Deal" and employing authorities should therefore take steps to ensure that improvements in juniors' hours are real and demonstrable.

Statistical Returns

3. Employing authorities are reminded that their statistical returns for the half-year to 31 March 1993 must be submitted to the Management Executive no later than Tuesday 13 April 1993 in view of the likely public and Parliamentary interest in whether the NHS will have met the 1 April 1993 target.

Bids for Additional Staffing 1993-94

4. Employing authorities are reminded that all bids for additional staffing to help reduce junior's hours must also be submitted to the Management Executive by 13 April 1993. The bids must be forwarded on the attached [revised] application form. It should be noted that no late bids will be accepted.

GUIDANCE NOTES FOR COMPLETION OF BIDS

Main Criteria on which Bids will be Judged

1. Clear reduction in hours for hard-pressed posts, with the initial priority of reducing hours to 72.
2. Reduction in hours reduces the length of the working day.
3. Clear information on current and proposed rotas given where appropriate.
4. Details of new post(s) and how juniors' work loads will be changed because of new post(s).
5. Whether other options were considered and giving reasons for rejection.

SCOTTISH IMPLEMENTATION GROUP

Notes for Completion of Bids Request Forms

1. Please use the attached revised form when submitting bids.
2. Please use a separate form for each post requested, and enter the number of sessions required.
3. The information for each bid should be confined to this form (except for the provision of an appendix as detailed in item 3, if appropriate).
4. Please note that all bids must reach St Andrew's House by the date stipulated. No late bids will be accepted.
5. No bids will be considered unless submitted on these forms.

JUNIORS' HOURS OF WORK

BID FOR ROUND

Application for Medical/Non-Medical Post (delete as appropriate)

..... HEALTH BOARD/TRUST

..... HOSPITAL

1. Title, Type and Hours of Post Required

2. Description of Duties currently undertaken by Junior Doctor(s) which would be transferred to this New Post

3. How will this New Post reduce Juniors' Hours?

(Please provide specific examples of how the hours will be reduced, attaching, if appropriate, old and new rotas and examples of shift working and what proportion involve hours actually worked rather than hours on duty etc as an appendix to your submission.)

4. What other options have been considered?

5. Why have these options been rejected?

Date Signed
..... Position

Have you read the attached notes on the completion of this form?