

ANNEX A

BIDS FOR ADDITIONAL STAFFING 1994-95

1. The Government has made £1.2m available in 1994-95 for additional staffing to help reduce juniors' hours. The criteria for bids will be the same as in 1993, ie bids can include phlebotomists, ward clerks, nursing and midwifery staff as well as career grade posts as part of a package aimed at reducing juniors' hours. Bids should, however, on this occasion be restricted to a maximum of 5 posts per Trust or Directly Managed Unit, either as 5 individual bids, as one or more combined bid involving more than one post or a mixture of both. Within the 5 post bids, Trusts or Directly Managed Units may put forward proposals for part-funded posts, where they are able to provide part of the funding from their own resources. The level of funding that the Trust or Directly Managed Unit can provide for each post must be clearly stated.

2. The following points on bids should be particularly noted:-

- (a) no bids will be considered for training grade posts;
- (b) bids must be submitted entirely on the form attached to this MEL. No additional information will be considered;
- (c) no bids received after 15 March will be considered.

Trusts and Directly Managed Units might find it helpful to know the main criteria on which bids will be judged. These are:-

- (i) clear reduction in hours for hard-pressed posts, with the initial priority of reducing hours to 72 for on-call rotas;
- (ii) reduction in hours reduces the length of the working day;
- (iii) clear information on current and proposed rotas, shifts or partial shifts, given where appropriate;
- (iv) details of new post(s) and how juniors' workloads will be changed because of new post(s);
- (v) whether other options were considered and reasons given for rejection.

Statistical Returns

3. A copy of the collated returns of juniors' hours at 30 September is attached for information at Annex B and a table showing trends since 31 March 1992 is at Annex C. Progress in reducing juniors' hours is encouraging. Less than 1% of juniors are now contracted for more than 83 hours per week. While employing authorities are to be congratulated on their efforts to date they will need to maintain the momentum to achieve the December 1994 targets.

4. The statistical returns for the half year to 31 March 1994 must be submitted to the Management Executive no later than Friday, 15 April. These returns must be collated on a Health Board or Trust basis and must clearly indicate the areas covered by the return. Health Board

returns should cover those units which are directly managed by them at 31 March 1994. Existing Trusts should submit their own returns separately. The returns must be fully completed and checked for accuracy before they are forwarded. Any statistics which are forwarded uncollated, inaccurate or incomplete will be returned for amendment by the SIG secretariat.

The most common errors are:-

- (a) returns forwarded uncollated;
- (b) numbers of staff totalled wrongly on forms;
- (c) staff entered in wrong categories on forms;
- (d) returns incomplete, particularly the honorary staff section;
- (e) numbers of staff varying significantly from previous returns;
- (f) shifts included in rotas and vice versa;
- (g) hospitals missed out;
- (h) hospitals sending in an individual return direct and their return also being included in the return from the Health Board or Trust.

5. A revised statistics form is attached and should be used for the March 1994 and subsequent returns. **Please note the extra information now required for shifts and partial shifts.**

Visits by Representatives of the Scottish Implementation Group

6. Representatives of the Scottish Implementation Group propose making a series of visits to selected Health Boards and Trusts shortly. The purpose of these visits will be to discuss with Local Implementation Group and Management potential problems in making the 31 December 1994 targets. The SIG Secretariat will be contacting the employing authorities concerned shortly to make the necessary arrangements.

HOURS OF WORK OF JUNIOR DOCTORS AND DENTISTS IN SCOTLAND: MARCH 1992- SEPTEMBER 1993

DATE	NO OF POSTS IN GRADE*	OVER 83 HRS	83 HRS	82-73 HRS	72 HRS OR LESS
31/ 3/92	3287	628 (18.7%)	676 (20.14%)	1982 (59%)	-
30/ 9/92	3407	452 (13.46%)	510 (15.19%)	2434 (72.5%)	-
31/ 3/93	3320	131 (3.9%)	562 (16.74%)	2609 (77.7%)	-
30/ 9/93	3378	30 (0.88%)	464 (13.7%)	1115 (33%)	1758 (52%)

* ALL GRADES

DATE	NO OF POSTS IN GRADE*	FULL SHIFT	PARTIAL SHIFT	ROTA
31/ 3/92	3287	135 (4.1%)	64 (1.9%)	3088 (93.9%)
30/ 9/92	3407	178 (5.22%)	221 (6.5%)	2998 (87.9%)
31/ 3/93	3320	189 (5.7%)	358 (10.8%)	2753 (82.9%)
30/ 9/93	3378	180 (5.3%)	538 (15.9%)	2650 (78.4%)

* ALL GRADES

A Z Z E T C

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, shifts and partial shifts 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.

JUNIORS' HOURS OF WORK

BID FOR ROUND 6

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, eg old and new rotas and examples of shift working including the hours actually worked rather than hours on duty.)

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?