



National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

JUNIOR DOCTORS' HOURS OF WORK

Summary

1. Employing bodies must comply with the Ministerial requirement for junior doctors' hours to be reduced to a maximum of 72 per week by 31 December 1994.

Action

2. **General Managers of Health Boards and Chief Executives of Trusts must take personal responsibility for ensuring that:**

- the average hours of duty of junior doctors on on-call rotas in hard-pressed posts are reduced to no more than 72 per week by 31 December 1994 (and to 56 and 64 hours per week respectively for those on full and partial shifts);
- by 31 December 1994 no junior doctor employed full-time is required actually to work for more than an average of 56 hours per week;
- statistical returns for the 3 month period from 1 October to 31 December 1994 are submitted by 20 January 1995;
- a report on each individual post remaining outwith the December 1994 limits is provided along with the returns;
- this letter is copied to Unit General Managers and Medical and Clinical Directors for action as necessary.

3. Details of what is required are set out in Annex A attached.

Yours sincerely

M R Sibbald

M R SIBBALD
Director of Human Resources

15 December 1994

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

Director, Scottish
Council for
Postgraduate Medical
and Dental Education

Enquiries to:

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JUNIOR DOCTORS' HOURS OF WORK

1994 TARGET

1. MEL(1994)87 reminded Health Boards and Trusts of the 31 December 1994 target for the reduction of junior doctors' hours to an average of 72 per week for all hard-pressed on-call rota posts (and to 56 and 64 hours respectively for full and partial shifts) and that no junior should actually work for more than an average of 56 hours per week from that date. The Government remain fully committed to these targets and employing authorities must do everything possible to ensure that they are achieved in their area.

The Present Position

2. The statistical returns of juniors' hours as at 30 September 1994 (summary attached) show that 1,499 doctors were involved in on-call rotas in hard-pressed posts of whom 992 (66%) were contracted for 72 hours of duty per week or less. This leaves 507 (34%) whose hours must be reduced to that level by 31 December. The September returns show that 11 posts remained contracted for over 83 hours. If these posts have not already been reduced to within the required limits, steps must be taken to do so immediately; this means a maximum of 83 hours for non-hard pressed posts straight away and 72 hours by 31 December for those in the hard-pressed category. A report on any posts remaining contracted for over 83 hours must accompany the 31 December 1994 statistical returns along with a timetable within which the necessary reductions will be achieved.

Doctors in Higher Specialist Training

3. Doctors in Higher Specialist Training may continue to contract for duty of up to a maximum average of 83 hours per week when it would be to the benefit of their training (in terms of the "English" Clause). Detailed guidance on this was given in MEL(1994)87 and also in "The New Deal".

Statistical Returns

4. As forewarned in MEL(1994)87, a special statistical return is required for the 3 month period from 1 October to 31 December 1994 to show the extent to which the 72 hour target has been achieved. This must be submitted to the Management Executive no later than 20 January 1995. Health Boards should provide one consolidated return for all directly managed units where they have them. Likewise, NHS Trusts should provide a consolidated return for all their units. All returns must be completed fully and checked for accuracy before they are submitted. Any statistics which are forwarded uncollated, inaccurate or incomplete will be returned by the Scottish Implementation Group Secretariat for amendment. The most common errors were listed in MEL(1994)8 to which reference should be made to ensure they are not repeated.

5. In addition, the following mistakes were found in the September 1994 returns:

5.1 All senior registrars being listed on the form headed "Doctors in Higher Specialist Training" instead of only those who came under the "English Clause".

5.2 One consolidated return showing all grades by specialty instead of separate forms for Senior Registrars, Registrars, Senior House Officers and Pre-Registration House Officers.

5.3 An almost total disregard of the column which calls for the number of posts where hours actually worked exceed 56 per week.

6. It is essential that the staff responsible for completing these important statistical returns have access to and study carefully the instructions set out in the aforementioned MELs and on the forms themselves so that valuable time and resources are not wasted correcting elementary errors and omissions.

7. Revised and more comprehensive statistics forms are attached and should be used for the 31 December 1994 return. Please note carefully the information required; in particular, that separate returns are needed for Senior Registrars (Form 1), Registrars (Form 2), Senior House Officers (Form 3) and Pre-registration House Officers (Form 4) and a summary of the information in Form 5.

Actual Hours of Work

8. As stated in paragraph 1, regardless of work pattern and intensity no junior must actually work more than 56 hours per week after 31 December 1994. As a guide, actual hours of work might be considered as the time spent by junior doctors pursuing clinical, educational and other duties required by their employers. It would not include formal breaks where doctors' duties had been taken over by colleagues and where they were not expected to be called (except in an emergency) nor would it include periods of rest where doctors were available on-call but had not been called.

9. Part 2 of the statistics calls for a return of actual hours of work. In order to obtain as accurate an assessment as possible, it is strongly recommended that management should involve representatives of local junior doctors in collecting and collating these returns. Where Trusts have already set up their own local Implementation Group to drive forward the hours initiative, it would be appropriate for the junior doctor representative(s) on the Group to undertake this task.

Employing bodies may care to consider that:

9.1 a diary could be kept by juniors themselves;

9.2 sample measuring of working hours by a small number of juniors over a short period of time. The juniors themselves would have to say whether the hours worked during the sample period were typical.

9.3 monitoring of average hours worked and the maximum length of undisturbed rest.

Reports on Posts not meeting the Targets

10. The statistical returns must be accompanied by a written report on all posts shown as not meeting the 31 December 1994 targets of 72 contracted hours of duty for those in the hard-pressed category and 56 hours of actual work for all junior posts. The report should indicate the reason why the post remains outwith the New Deal limit; what action management is taking to resolve the difficulty; and the timescale within which the required reduction will be effected. These reports will be considered by SIG at its next meeting in February 1995.

Conclusion

11. It is the responsibility of Health Boards and Trusts to deliver the reductions in junior doctors' hours to which the Government remains fully committed. It is essential that employing bodies ensure that the contracted hours of juniors in hard-pressed posts are reduced to an average of no more than 72 hours per week by 31 December 1994 and that junior doctors are not actually working for more than 56 hours a week by that date.

DENTISTS AND DENTISTS IN TRAINING - HOURS OF WORK - AS AT 30 SEPTEMBER 1994

HEALTH BOARD/TRUST: _____

SCOTLAND (FINAL FIGURES)

PART 1 (POSTS)

| Col 1 | Col 2 Total No of funded posts in grade as at | Col 3 Total No of funded posts by form of working | | (c) rota | Col 4 No of posts worked as on-call rota | | | | | | | |
|------------------|--|--|--|-------------|---|----------------------------------|-------------------------------------|---|-------------------------------|-------------------------------|-----|-------|
| | | (a) full shift 56 hrs or less | (b) partial shift over 64 hrs or less | | (a) over 83 hrs hard pressed | (b) 83 hrs hard pressed | (c) 73-82 hrs hard pressed | (d) 72 hrs or less hard pressed | (e) non hard pressed | (f) non hard pressed | | |
| SENIOR REGISTRAR | 397.5 | 2 | 6 | 21 | 359 | 1 | 9 | 14 | 34 | 26 | 70 | 205 |
| REGISTRAR | 723.75 | 15 | 33 | 57 | 598 | 3 | 24 | 20 | 94 | 53 | 108 | 296 |
| SHO | 1893 | 12 | 76 | 202 | 1436.5 | 4 | 43 | 57 | 229 | 132 | 528 | 441.5 |
| PRHO | 629 | 13 | 24 | 180 | 406 | 1 | | | 71 | 9 | 286 | 39 |
| TOTAL | 3643.25 | 13 | 139 | 460 | 2799.5 | 3 | 76 | 91 | 428 | 220 | 992 | 981.5 |

PART 2 (POST HOLDERS)

| Col 1 | Col 2 | Col 3 | Col 4 |
|----------------------------|-----------------------------|-----------------------------|-------------------------|
| No of honorary staff as at | No of full-time staff as at | No of part-time staff as at | Total No of staff as at |
| | | | |
| | | | |
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PART 1 - NOTES

∅ Dentists to be included in a single speciality of dentistry.

Total of Col 3 should equal total of Col 2.

Col 4(a) - 1:3 rota with prospective cover or worse.

Col 4(b) - 1:3 rota without prospective cover.

Col 4(c) - 1:4 rota with prospective cover.

Col 4(d) - 1:4 without prospective cover or better.

* As defined in Annex D of circular SOHID/DCM(1991)16.

PART 2 - NOTES

Total of Col 1 should not be included in any other Col.

Total of Col 2 and 3 should equal total of Col 4.

9.5 SR's no out of hours cover

16.75 R's no out of hours cover

12 SHO's no out of hours cover

6 PRHO's no out of hours cover

1 Registrar Vacancy

(2 SHO's working Registrar rotas)

DOCTORS AND DENTISTS IN TRAINING - HOURS OF WORK AS AT 31 DECEMBER 1994

DOCTORS IN HIGHER SPECIALIST TRAINING
WORKING MORE THAN 72 HOURS PER WEEK
(The "English Clause")

HEALTH BOARD/TRUST _____

| POST ¹ (GRADE) | SPECIALTY | HOSPITALS | WORK ² PATTERN | CONTRACTED HOURS | | HOURS ACTUALLY WORKED |
|------------------------------|-----------|-----------|------------------------------|------------------|---------------------|-----------------------------|
| | | | | HARD PRESSED | NON-HARD PRESSED | |
| | | | | | | |

- NOTES:-**
1. List each post by Grade on a separate line.
 2. Indicate on-call rota, full shift or partial shift.
- For explanation of the "English Clause" see paragraph 4 of Mel(1994)87 and Paragraph 6 of Annex A of the "New Deal".

DOCTORS AND DENTISTS IN TRAINING - HOURS OF WORK - AS AT 31 DECEMBER 1994
SUMMARY

HEALTH BOARD/TRUST _____

PART 1 (POSTS)

PART 2

PART 3 (POST HOLDERS)

| Col 1 | Col 2 Total No of Funded Posts In Grade As At | CONTRACTED HOURS | | | | | | Col 4 No of posts worked as on-call rota | Col 1 No of honorary staff as at | Col 2 No of full-time staff as at | Col 3 No of part-time staff as at | Col 4 Total No of staff as at |
|------------------|--|--|-------------------|------------------------|---------------------|-----------------------------|------------------|---|-------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|
| | | Col 3 Total No of Funded posts by form of working | | Col 4 (A) 83-73 hrs | | Col 4 (B) 72 hrs or Less | | | | | | |
| | | (A) Full Shift | (B) Partial Shift | (A) over 83 hours | * hard pressed | hard pressed | non hard pressed | | | | | |
| | | Over 56 hrs | Over 64 hrs | 64 hrs or Less | 56 hrs or Over Less | | | | | | | |
| SENIOR REGISTRAR | | | | | | | | | | | | |
| REGISTRAR | | | | | | | | | | | | |
| SHO | | | | | | | | | | | | |
| PRHO | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

PART 1 - NOTES

φ Dentists to be included in a single specialty of dentistry.

Total of Col 3 should equal total of Col 2.

Col 4(a) - 1:3 rota with prospective cover or worse.
 Col 4(b) - 1:4 rota with prospective cover or better.
 Col 4(c) - 1:4 without prospective cover or better.

* As defined in Annex D of circular SOHED/DCM(1991)16.

PART 3 - NOTES

Total of Col 1 should not be included in any other Col.

Total of Col 2 and 3 should equal total of Col 4.

Please Note - The totals of Forms 1 to 4 should be entered here and added together to give the grand total of all Senior Registrars, Registrars, Senior House Officers and Pre-Registration House Officers employed in the relevant Trust or Health Board.

DOCTORS AND DENTISTS IN TRAINING - HOURS OF WORK - AS AT 31 DECEMBER 1994
BY GRADE AND SPECIALITY

HEALTH BOARD/TRUST _____

GRADE: REGISTRAR

PART 1 (POSTS)

PART 2

| Col 1 Speciality | Col 2 Total No of Funded Posts In Grade AS AT | CONTRACTED HOURS | | | | | | Col 4 No of posts worked as on-call rota | No of Posts of Where Actual Hours Worked Exceed 56 |
|----------------------------------|--|--|---------------------------|----------------------|--------------------|-------------------|------------------------|---|--|
| | | Col 3 Total No of Funded posts by form of working | | | (A) Over 83 hrs | (B) 83-73 hrs | (C) 72 hrs or Less | | |
| | | (A) Full Shift | (B) Partial Shift | (C) Rota | | | | | |
| | | Over 56 hrs or Over Less | Over 64 hrs or Less | 64 hrs or Less | * hard pressed | * hard pressed | non hard pressed | | |
| A & E Medicine | | | | | | | | | |
| Anaesthetics | | | | | | | | | |
| Clinical Laboratory Specialities | | | | | | | | | |
| Dentistry | | | | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | | | | |
| Obstetrics and Gynaecology | | | | | | | | | |
| Paediatrics | | | | | | | | | |
| Psychiatry | | | | | | | | | |
| Radiology | | | | | | | | | |
| Surgery | | | | | | | | | |
| TOTAL | | | | | | | | | |

PART 1 - NOTES
Dentists to be included in a single speciality of dentistry.

Total of Col 3 should equal total of Col 2.

Col 4(a) - 1:3 rota with prospective cover or worse.

Col 4(b) - 1:4 rota with prospective cover or better.

Col 4(c) - 1:4 without prospective cover or better.

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DOCTORS AND DENTISTS IN TRAINING - HOURS OF WORKING AT 31 DECEMBER 1994
BY GRADE AND SPECIALITY.

HEALTH BOARD/TRUST _____

GRADE: SENIOR REGISTRAR

PART 1 (POSTS)

CONTRACTED HOURS

| Col 1 Speciality | Col 2 Total No of Funded Posts In Grade As At | Col 3 Total No of Funded posts by form of working | | | Col 4 No of posts worked as on-call rota | Col 4 No of posts worked as on-call rota |
|----------------------------------|--|--|---------------------|----------------|---|---|
| | | (A) Full Shift | (B) Partial Shift | (C) Rota | | |
| | | Over 56 hrs or Less | Over 64 hrs or Less | 64 hrs or Less | Over 83 hrs | (B) 83-73 hrs * hard pressed (C) 72 hrs or Less non hard pressed |
| A & E Medicine | | | | | | |
| Anaesthetics | | | | | | |
| Clinical Laboratory Specialities | | | | | | |
| Dentistry | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | |
| Obstetrics and Gynaecology | | | | | | |
| Paediatrics | | | | | | |
| Psychiatry | | | | | | |
| Radiology | | | | | | |
| Surgery | | | | | | |
| TOTAL | | | | | | |

PART 2

| No of Posts Where Actual Hours Worked Exceed 56 |
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PART 1 - NOTES
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DOCTORS AND DENTISTS IN TRAINING - HOURS OF WORK AS AT 31 DECEMBER 1994
BY GRADE AND SPECIALITY.

HEALTH BOARD/TRUST _____

GRADE: SENIOR HOUSE OFFICER

PART 1 (POSTS)

| Col 1 Speciality | Col 2 Total No of Funded Posts In Grade As At | CONTRACTED HOURS | | | | | | Col 4 No of posts worked as on-call rota | Col 4 No of posts worked as on-call rota | No of Posts of Posts Where Actual Hours Worked Exceed 56 | | |
|----------------------------------|--|--|----------------------------|-------------------|----------------------|-------------|--------------------|---|---|--|------------------|--------------------------|
| | | Col 3 Total No of Funded posts by form of working | | (A) Full Shift | (B) Partial Shift | (C) Rota | (A) Over 83 hrs | | | | Col 4 | |
| | | (A) Over 56 hrs or Less | (B) Over 64 hrs or Less | | | | | | | | * Over 83 hrs | * Over 72 hrs or Less |
| A & E Medicine | | | | | | | | | | | | |
| Anaesthetics | | | | | | | | | | | | |
| Clinical Laboratory Specialities | | | | | | | | | | | | |
| Dentistry | | | | | | | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | | | | | | | |
| Obstetrics and Gynaecology | | | | | | | | | | | | |
| Paediatrics | | | | | | | | | | | | |
| Psychiatry | | | | | | | | | | | | |
| Radiology | | | | | | | | | | | | |
| Surgery | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

PART 2

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|--|--|--|--|--|--|--|--|--|--|--|
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DOCTORS AND DENTISTS IN TRAINING - HOURS C
BY GRADE AND SPEC. **DT**

HEALTH BOARD/TRUST _____

GRADE: PRE-REGISTRATION HOUSE OFFICER

PART 1 (POSTS)

PART 2

| Col 1 Specialty | Col 2 Total No of Funded Posts In Grade As At | CONTRACTED HOURS | | | | | | Col 4 No of posts worked as on-call rota | No of Posts Where Actual Hours Worked Exceed 56 | |
|----------------------------------|--|--|----------------------|--------------------|--------------------|-----------------------|-------------------|---|---|-------------------|
| | | Col 3 Total No of Funded posts by form of working | | (A) Over 83 hrs | Col 4 83-73 hrs | | * hard pressed | | | * hard pressed |
| | | (A) Full Shift | (B) Partial Shift | | (B) 83-73 hrs | (C) 72 hrs or Less | | | | |
| Over 56 hrs | 56 hrs or Over Less | Over 64 hrs | 64 hrs or Less | * hard pressed | non hard pressed | * hard pressed | non hard pressed | | | |
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| Obstetrics and Gynaecology | | | | | | | | | | |
| Paediatrics | | | | | | | | | | |
| Psychiatry | | | | | | | | | | |
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THE SCOTTISH OFFICE

National Health Service in Scotland
Management Executive

MEL (1994) 118
7050
St. Andrew's House
Edinburgh EH1 3DG

Telephone 031-244
Fax 031-244 2683

Chief Executives of Trusts
General Manager, State Hospital
General Manager, CSA
General Manager, Health Board

15th December 1994

Dear Colleague

Please find attached an NHS MEL and Annex on Junior Doctors' Hours, in which I ask for your support in the continuing effort to reach our targets by year end as per Government policy.

You will be aware of the pressure that has been exerted and we have made significant progress during 1994 but we remain some 15% short of the targets in the hard-pressed posts and with significant exposure as far as work intensity is concerned.

I would be grateful for your support in bringing this matter to the attention of all your senior colleagues to enable us to achieve the targets which we have set.

Yours sincerely

M R Sibbald

M R SIBBALD
Director of Human Resources



THE SCOTTISH OFFICE

NHS
MEL(1994) 118

National Health Service in Scotland Management Executive

St. Andrew's House
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Dear Colleague

JUNIOR DOCTORS' HOURS OF WORK

Summary

1. Employing bodies must comply with the Ministerial requirement for junior doctors' hours to be reduced to a maximum of 72 per week by 31 December 1994.

Action

2. **General Managers of Health Boards and Chief Executives of Trusts must take personal responsibility for ensuring that:**

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M R SIBBALD
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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

Director, Scottish
Council for
Postgraduate Medical
and Dental Education

Enquiries to:

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EDINBURGH EH1 3DG
Tel: 031-244 2476
Fax: 031-244 2683

JUNIOR DOCTORS' HOURS OF WORK

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HEALTH BOARD/TRUST: _____
 SCOTLAND (FINAL FIGURES) _____

EXTRACTS AND DENTISTS IN TRAINING - HOURS OF WORK - AS AT 31 DECEMBER 1994

PART 1 (POSTS)

| Col 1 | Col 2 | Total No of funded posts by form of working | | | | Col 3 | Col 4 | No of posts worked as on-call rota | | | | | | | |
|------------------|---------|---|-------------------------------------|----------|-----------------------------------|--------|-------|------------------------------------|------------------------------|---------------------------------|--------------------------------------|----------------------|----------------------|----------------------|----------------------|
| | | (a) full shift 56 hrs or less | (b) partial shift 64 hrs or less | (c) rota | (d) over 83 hrs * hard pressed | | | (a) non hard pressed | (b) 83 hrs * hard pressed | (c) 73-82 hrs * hard pressed | (d) 72 hrs or less * hard pressed | (a) non hard pressed | (b) non hard pressed | (c) non hard pressed | (d) non hard pressed |
| SENIOR REGISTRAR | 197.5 | | 2 | 6 | 21 | 359 | | 1 | 9 | 14 | 34 | 26 | 70 | 205 | |
| REGISTRAR | 723.75 | 1 | 15 | 33 | 57 | 598 | | 3 | 24 | 20 | 94 | 53 | 108 | 296 | |
| SHO | 1893 | 12 | 156.5 | 76 | 202 | 1436.5 | | 4 | 43 | 57 | 229 | 132 | 528 | 441.5 | |
| PRHO | 629 | | 13 | 24 | 180 | 406 | | 1 | | | 71 | 9 | 286 | 39 | |
| TOTAL | 3643.25 | 13 | 186.5 | 139 | 460 | 2799.5 | | 3 | 76 | 91 | 428 | 220 | 992 | 981.5 | |

PART 2 (POST HOLDERS)

| Col 1 | Col 2 | Col 3 | Col 4 |
|----------------------------|-----------------------------|-----------------------------|-------------------------|
| No of honorary staff as at | No of full-time staff as at | No of part-time staff as at | Total No of staff as at |

PART 1 - NOTES

6 Dentists to be included in a single speciality of dentistry.
 Total of Col 3 should equal total of Col 2.

- Col 4(a) - 1:3 rota with prospective cover or worse.
- Col 4(b) - 1:3 rota without prospective cover.
- Col 4(c) - 1:4 rota with prospective cover.
- Col 4(d) - 1:4 without prospective cover or better.

- 9.5 SR's no out of hours cover
- 16.75 R's no out of hours cover
- 12 SHO's no out of hours cover
- 6 PRHO's no out of hours cover
- 1 Registrar Vacancy

(2 SHO's working Registrar rotas)

PART 2 - NOTES

Total of Col 1 should not be included in any other Col.
 Total of Col 2 and 3 should equal total of Col 4.

DOCTORS AND DENTISTS IN TRAINING - HOURS OF WORK AS AT 31 DECEMBER 1994

**DOCTORS IN HIGHER SPECIALIST TRAINING
WORKING MORE THAN 72 HOURS PER WEEK
(The "English Clause")**

HEALTH BOARD/TRUST _____

| POST ¹ (GRADE) | SPECIALTY | HOSPITALS | WORK ² PATTERN | CONTRACTED HOURS | | HOURS ACTUALLY WORKED |
|------------------------------|-----------|-----------|------------------------------|------------------|---------------------|-----------------------------|
| | | | | HARD PRESSED | NON-HARD PRESSED | |
| | | | | | | |

NOTES:-

1. List each post by Grade on a separate line.
2. Indicate on-call rota, full shift or partial shift.

For explanation of the "English Clause" see paragraph 4 of Mel(1994)87 and Paragraph 6 of Annex A of the "New Deal".

DOCTORS AND DENTISTS IN TRAINING - HOURS OF WORK - AS AT 31 DECEMBER 1994
SUMMARY

PART 1 (POSTS)

PART 2

PART 3 (POST HOLDERS)

| CONTRACTED HOURS | | | | | | | | | | | | |
|---|--------------------------|---|---------------------|----------------|------------------------------------|--------------------------|---------------------------------|---|----------------------------|-----------------------------|-----------------------------|-------------------------|
| Col 1 | Col 2 | Col 3 | | | Col 4 | | | No of posts where hours actually worked exceed 56 | Col 1 | Col 2 | Col 3 | Col 4 |
| | | Total No of Funded posts by form of working | | | No of posts worked as on-call rota | | | | | | | |
| Total No of Funded Posts In Grade As At | Full Shift/Partial Shift | (A) | (B) | (C) | (A) | (B) | (C) | No of posts where hours actually worked exceed 56 | No of honorary staff as at | No of full-time staff as at | No of part-time staff as at | Total No of staff as at |
| | | Over 56 hrs or Less | Over 64 hrs or Less | 64 hrs or Less | over 83 hours | * 83-73 hrs hard pressed | 72 hrs or Less non hard pressed | | | | | |
| SENIOR REGISTRAR | | | | | | | | | | | | |
| REGISTRAR | | | | | | | | | | | | |
| SHO | | | | | | | | | | | | |
| PRHO | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

PART 1 - NOTES

φ Dentists to be included in a single speciality of dentistry.

Total of Col 3 should equal total of Col 2.

- Col 4(a) - 1:3 rota with prospective cover or worse.
- Col 4(b) - 1:4 rota with prospective cover or better.
- Col 4(c) - 1:4 without prospective cover or better.

* As defined in Annex D of circular SOHMD/DCM(1991)16.

Please Note - The totals of Forms 1 to 4 should be entered here and added together to give the grand total of all Senior Registrars, Registrars, Senior House Officers and Pre-Registration House Officers employed in the relevant Trust or Health Board.

PART 3 - NOTES

Total of Col 1 should not be included in any other Col.

Total of Col 2 and 3 should equal total of Col 4.

DOCTORS AND DENTISTS IN TRAINING - HOURS OF WORK - AS AT 31 DECEMBER 1994
BY GRADE AND SPECIALITY

HEALTH BOARD/TRUST _____

GRADE: REGISTRAR _____

PART 1 (POSTS)

PART 2

| Col 1 Speciality | Col 2 Total No of Funded Posts In Grade As At | Col 3 Total No of Funded posts by form of working | | | Col 4 No of posts worked as on-call rota | | | No of Posts where Actual Hours Worked Exceed 56 |
|----------------------------------|--|--|---|-------------|---|--|---|---|
| | | (A) Full Shift - Over 56 hrs or Less | (B) Partial Shift Over 64 hrs or Less | (C) Rota | (A) Over 83 hrs | (B) 83-73 hrs * hard pressed non hard pressed | (C) 72 hrs or Less * hard pressed non hard pressed | |
| A & E Medicine | | | | | | | | |
| Anaesthetics | | | | | | | | |
| Clinical Laboratory Specialities | | | | | | | | |
| Dentistry | | | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | | | |
| Obstetrics and Gynaecology | | | | | | | | |
| Paediatrics | | | | | | | | |
| Psychiatry | | | | | | | | |
| Radiology | | | | | | | | |
| Surgery | | | | | | | | |
| TOTAL | | | | | | | | |

PART 1 - NOTES
* Dentists to be included in a single speciality of dentistry.

Total of Col 3 should equal total of Col 2.

Col 4(a) - 1:3 rota with prospective cover or worse.
Col 4(b) - 1:4 rota with prospective cover or better.
Col 4(c) - 1:4 without prospective cover or better.
* As defined in Annex D of circular SOHD/DCM(1991)16.

GRADE: SENIOR REGISTRAR

PART 1 (POSTS)

| Col 1 Specialty | Col 2 Total No of Funded Posts In Grade As At | CONTRACTED HOURS | | | Col 4 No of posts worked as on-call rota | No of Posts Where Actual Hours Worked Exceed 56 | | | |
|-------------------------------------|--|---|------------------------------|------------------------------|---|--|---------------------------------------|---|------------------------|
| | | Col 3 Total No of Funded posts by form of working | (A) Full Shift | (B) Partial Shift | | | (C) Rota | | |
| | | | Over 56 hrs or Less | Over 64 hrs or Less | Over 64 hrs or Less | (A) Over 83 hrs | (B) 83-73 hrs * hard pressed | (C) 72 hrs or Less * hard pressed | non hard pressed |
| A & E Medicine | | | | | | | | | |
| Anaesthetics | | | | | | | | | |
| Clinical Laboratory Specialties | | | | | | | | | |
| Dentistry | | | | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | | | | |
| Obstetrics and Gynaecology | | | | | | | | | |
| Paediatrics | | | | | | | | | |
| Psychiatry | | | | | | | | | |
| Radiology | | | | | | | | | |
| Surgery | | | | | | | | | |
| TOTAL | | | | | | | | | |

PART 2

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
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PART 1 - NOTES
♦ Dentists to be included in a single specialty of dentistry.
Total of Col 3 should equal total of Col 2.

Col 4(a) - 1:3 rota with prospective cover or worse.
Col 4(b) - 1:4 rota with prospective cover or better.
Col 4(c) - 1:4 without prospective cover or better.
* As defined in Annex D of Circular SOHD/DM(1991)16.

GRADE: SENIOR HOUSE OFFICER

PART 1 (POSTS)

PART 2

| Specialty | Col 2 Total No of Funded Posts In Grade As At | CONTRACTED HOURS | | | Col 4 No of posts worked as on-call rota | No of Posts where Actual Hours Worked Exceed 56 | | | |
|----------------------------------|--|--|----------------|-------------------|---|---|---------------|--------------------|--|
| | | Col 3 Total No of Funded posts by form of working | (A) Full Shift | (B) Partial Shift | | | (C) Rota | | |
| | | Over 56 hrs | 56 hrs or Less | Over 64 hrs | 64 hrs or Less | (A) Over 83 hrs | (B) 83-73 hrs | (C) 72 hrs or Less | |
| A & E Medicine | | | | | | | | | |
| Anaesthetics | | | | | | | | | |
| Clinical Laboratory Specialities | | | | | | | | | |
| Dentistry | | | | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | | | | |
| Obstetrics and Gynaecology | | | | | | | | | |
| Paediatrics | | | | | | | | | |
| Psychiatry | | | | | | | | | |
| Radiology | | | | | | | | | |
| Surgery | | | | | | | | | |
| TOTAL | | | | | | | | | |

PART 1 - NOTES
 * Dentists to be included in a single speciality of dentistry.

Total of Col 3 should equal total of Col 2.

Col 4(a) - 1:3 rota with prospective cover or worse.
 Col 4(b) - 1:4 rota with prospective cover or better.
 Col 4(c) - 1:4 without prospective cover or better.
 * As defined in Annex D of circular SCHO/DOK(1991)16

GRADE: PRE-REGISTRATION HOUSE OFFICER

PART 1 (POSTS)

PART 2

| Col 1 Specialty | Col 2 Total No of Funded Posts In Grade As At | Col 3 Total No of Funded posts by form of working | | | Col 4 No of posts worked as on-call rota | | | No of Posts Where Actual Hours Worked Exceed 56 |
|----------------------------------|--|--|--|-------------|---|--|---|---|
| | | (A) Full Shift Over 56 hrs or Less | (B) Partial Shift 64 hrs or Less | (C) Rota | (A) Over 83 hrs | (B) 83-73 hrs * hard pressed non hard pressed | (C) 72 hrs or Less * hard pressed non hard pressed | |
| A & E Medicine | | | | | | | | |
| Anaesthetics | | | | | | | | |
| Clinical Laboratory Specialities | | | | | | | | |
| Dentistry | | | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | | | |
| Obstetrics and Gynaecology | | | | | | | | |
| Paediatrics | | | | | | | | |
| Psychiatry | | | | | | | | |
| Radiology | | | | | | | | |
| Surgery | | | | | | | | |
| TOTAL | | | | | | | | |

PART 1 - NOTES
 † Dentists to be included in a single specialty of dentistry.
 Total of Col 3 should equal total of Col 2.

Col 4(a) - 1:3 rota with prospective cover or worse.
 Col 4(b) - 1:4 rota with prospective cover or better.
 Col 4(c) - 1:4 without prospective cover or better.
 * As defined in Annex D of circular SOHH/DGM(1991)16.



THE SCOTTISH OFFICE

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Chief Executives of Trusts
General Manager, State Hospital
General Manager, CSA
General Manager, Health Board

15th December 1994

Dear Colleague

Please find attached an NHS MEL and Annex on Junior Doctors' Hours, in which I ask for your support in the continuing effort to reach our targets by year end as per Government policy.

You will be aware of the pressure that has been exerted and we have made significant progress during 1994 but we remain some 15% short of the targets in the hard-pressed posts and with significant exposure as far as work intensity is concerned.

I would be grateful for your support in bringing this matter to the attention of all your senior colleagues to enable us to achieve the targets which we have set.

Yours sincerely

MR SIBBALD

M R SIBBALD
Director of Human Resources