



THE SCOTTISH OFFICE

Home and Health Department

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NHS:  
MEL(1994)71

COMMON SERVICES AGENCY	
RECEIVED:	
- 1 JUL 1994	
FILE No.	
REFERRED TO	ACTION TAKEN

Chief Scientist Office  
St. Andrew's House  
Edinburgh EH1 3DG

Telephone 031-244  
Fax 031-244 2683

28 June 1994

**Addressees**

**For action:**  
General Managers,  
Health Boards

Chief Executives, and  
Chief Executive  
Designate, NHS Trusts

**For information**  
General Manager,  
Common Services Agency

General Manager, State  
Hospital

General Manager,  
Health Education Board  
for Scotland

To be copied to Unit  
General Managers for  
information

**Enquiries to:**

Dr M O Clark  
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Fax: 031-244 2683

**Further copies from:**

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Dear Colleague

**IMPLEMENTATION AND EVALUATION OF NOVEL HEALTH SERVICES**

**Summary**

1. This letter outlines a scheme for supporting the **implementation and evaluation of pilot projects of innovative health care services** and invites applications for funding.

**Action**

2. NHS Trusts and provider units are invited to submit by 18 November applications for funding from 1 April 1995. The deadline will be strictly observed.

3. Applications and all enquiries should be addressed to Dr Margaret Clark, Scottish Office Home and Health Department, Chief Scientist Office, Room 219, St Andrew's House, Edinburgh EH1 3DG (031 244 2320).

**Other Information**

4. Further information and details of the format in which applications should be submitted is set out in the appendix to this letter. It is envisaged that those projects judged to be successful will serve as models which could be disseminated as tested developments in health services and priority will be given to proposals which represent the best value for money and which are likely to become integrated into the Health Service.

5. The scheme will be administered by Chief Scientist Office of the Scottish Office Home and Health Department. Applications must be accompanied by a written statement(s) from the relevant Purchaser(s) confirming:

that the Purchaser(s) will fund 50% of the costs of the pilot project;

that the project is consistent with the Board(s) purchasing intentions and that if the objectives of the pilot project are realised the Purchaser(s) will thereafter purchase that development.

The remaining 50% of the costs of the project will be disbursed by the Chief Scientist Office by means of service agreement similar to those used for small scale national services.

6. This letter is being copied to Health Board General Managers and Directors of Public Health.

Yours sincerely



A T B MOIR  
Director/Deputy Chief Scientist

## **GUIDANCE NOTES FOR APPLICATION FOR PILOT PROJECTS FOR THE IMPLEMENTATION AND EVALUATION OF NOVEL HEALTH SERVICES**

### **1. REVIEW OF APPLICATION**

1.1 Applications will be developed by Trusts/Provider Units and should be submitted to the relevant Health Board(s). The Health Boards will decide which applications they would be willing to cofund and these should be sent forward to the Chief Scientist Office. In the event of a Health Board submitting more than one application, the Board will be invited to identify their order of priority.

1.2 Applications will be judged on the basis of their novelty; their value to the NHS in Scotland; and on the validity and rigour of the evaluation. Applications will be sent to external referees and final decisions taken by a Committee comprising representatives of the NHS in Scotland, the Management Executive, and the Chief Scientist Office.

### **2. FORMAT OF APPLICATION**

Applications should be typewritten on A4 size paper and set out under the following headings:

2.1 Name of Trust or Provider Unit.

2.2 Title of project.

2.3 Names, position and location of senior personnel involved and their responsibilities for the project (curricula vitae are NOT required)

2.4 Detailed description of the project - not to exceed 3,000 words and including:

a. Summary - 100-200 words.

b. Introduction summarising previous or on-going work relevant to the new service and which justifies the requirement(s) for the new service; the research base which supports its introduction; the alternative method(s) by which the new service might be met; and/or the consequences of not providing the novel service.

c. The aims and objectives of the project with particular reference to how the health status of the population served would be improved, or their health needs met more fully, or how services would become more efficient.

d. The methods and techniques to be adopted for implementing the new service including the estimated timetable for the project and where the project is to be carried out.

e. The methods and techniques to be used in evaluating the outcomes and value for money of the new service.

f. The facilities which are available including resources for supervision and evaluation, equipment, space and personnel.

g. Justification for all costs (totals should be less than £100,000 for any project) and set out as:

(i) Capital

(ii) Recurrent - staff (including grade, salary and length of appointment) consumable supplies etc.

h. Proposals for disseminating in Scotland the results and conclusions of the pilot novel health service.

i. Relevant references should be indicated in the text and attached as an appendix.