



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 notifies employing bodies that we seek bids for additional staff to reduce the hours of doctors and dentists in the training grades.

Action

- Health Boards and Trusts should submit bids on the attached form no later than 3 March 1995.
- Trusts should ensure that this letter is copied to Medical Directors and Clinical Directors for action as necessary. Health Boards should ensure that this letter is copied to Unit General Managers and Clinical Directors for action as necessary.
- Details of what is required are set out in Annex A attached.

Yours sincerely

Francis Brewis

for M R SIBBALD
Director of Human Resources

*MR. - MSD
BTS
SAS
SCIEH*

31 January 1995

Addressees:

For action:

Chief Executives,
NHS Trusts

Chief Executives
Designate,
NHS Trusts

General Managers,
Health Boards

General Manager,
Common Services Agency

General Manager,
State Hospital

Director, Scottish
Council for
Postgraduate Medical
and Dental Education

For information:

General Manager,
Health Education Board
for Scotland

Enquiries to:

Miss I Bowie
Directorate of Human
Resources
NHS Management
Executive
Room 61A
St Andrew's House
EDINBURGH
EH1 3DG

Tel: 031-244-2476
Fax: 031-244-2837

COMMON SERVICES AGENCY	
RECEIVED	
- 1 FEB 1995	
FILE No	
REFERRED TO	ACTION TAKEN

JUNIOR DOCTORS' HOURS OF WORK

Additional Funding

1. The Management Executive is making available £4m in 1995-96 to help reduce the hours of work of junior doctors and dentists. Ministers' targets were set out in the Chief Executive's letter of 1 September 1994 to Chairmen of NHS Trusts and Health Boards. Further details were given in MEL(1994)118 on 15 December.

2. Evidence suggests that the single most effective element of the expenditure to reduce junior doctors' hours is consultant expansion. Bids in the current round may be for nursing and midwifery staff, ward clerks and phlebotomists as well as consultants. The criteria are set out in paragraph 5 below.

Statistical Returns

3. The number of on-call rota training grade doctors contracted in hard-pressed specialties for over 72 hours in Scotland was reduced from 985 in March 1994 to 507 in September. Further significant reductions are expected when the December returns, called for in MEL(1994)87, are analysed.

Posts Approved in Sixth Round of Bid

4. £1.2m was allocated in 1994-95 for additional posts to help reduce juniors' hours. Allocations were made for 23 consultants (2 of these would replace posts previously approved as staff grade, but for which no suitable candidate had been recruited), 10.5 staff grades, 3.5 midwives, 3.1 nurses (Grade F) and 1.5 phlebotomists. The recurring expenditure committed to these extra posts will be a first charge on the 1995-96 funding.

Criteria

5. The criteria for the 1995-96 funding are that the additional posts or other expenditure should show at least one of the following:

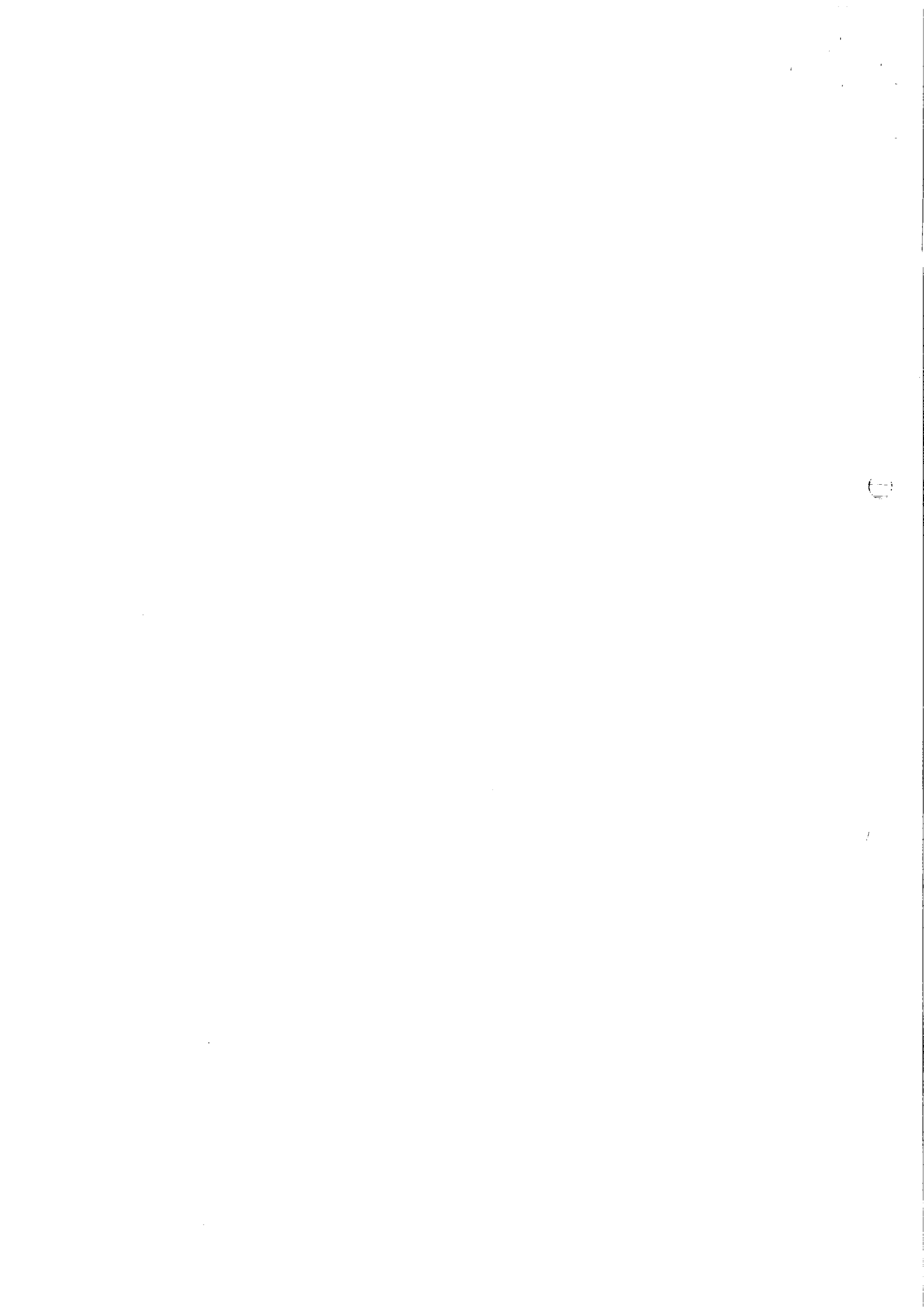
5.1 a direct effect in reducing junior doctors' (or dentists') contracted or actual hours of work;

5.2 organisational change which will facilitate reductions in hours;

5.3 that the post is necessary to support other posts intended to reduce hours;

5.4 contribution through organisational change to sustaining hours' reductions already achieved; and

5.5 contribution to improving the educational and training content of junior doctors' work.



6. Only 7 bids per Trust or Directly Managed Unit should be put forward. Each post should count as a single bid. The bids should be listed in priority order. Trusts and 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.

7. Within the 7 bid limit Trusts and Directly Managed Units may bid for top-up funding for consultant posts where they are having difficulty in recruiting staff grades approved in a previous round. Such applications should be able to justify the upgrading to consultant and must also indicate the round in which the staff grade post was approved.

8. The following points on bids should be particularly noted:

8.1 bids should be submitted entirely on the form attached to this MEL with a separate form for each bid. No additional information will be considered;

8.2 bids should give clear but brief information on current and proposed rotas, shifts or partial shifts (as appropriate);

8.3 bids must reach the Management Executive in hard copy by 3 March.

9. Bids should be sent to NHS Management Executive, Room 62, St Andrew's House, Edinburgh, EH1 3DG, by 3 March.

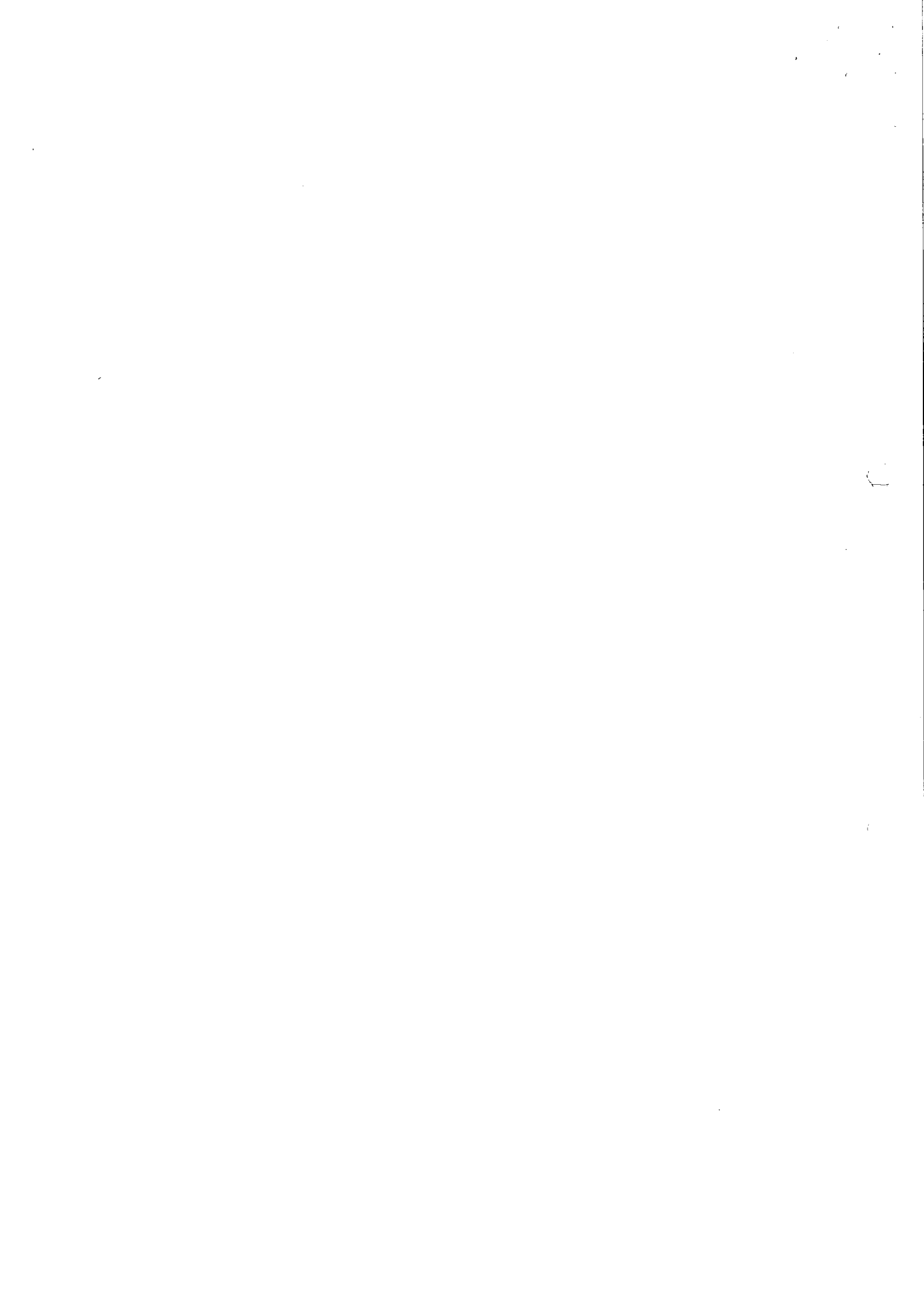
GUIDANCE NOTE FOR COMPLETION OF BIDS

Criteria on which bids will be judged

1. direct effect in reducing juniors' contracted or actual hours of work;
2. post will contribute to organisational change which will facilitate reduction in juniors' hours;
3. post is necessary to support other post(s) intended to reduce hours;
4. contribution, through organisational change, to sustaining hours' reductions already achieved;
5. contribution to improving the educational and training content of juniors' work.

Notes on completion of the form

1. please use the attached form for bids. Please use a separate form for each bid. **No additional information should be enclosed.**
2. bids should give clear information on current and proposed rotas, shifts or partial shifts (as appropriate); the information should be kept brief.
3. there should not be more than 7 bids from each Trust or DMU. Each post will count as a single bid. The bids should be listed in priority order.
4. bids should be sent in by **post** (or by hand) to reach the Management Executive no later than **3 March**.
5. no late bids will be accepted.



To: Miss Irene Bowie, NHS Management Executive
Room 62, St Andrew's House
EDINBURGH EH1 3DG

JUNIORS' HOURS OF WORK

BID FOR ROUND 7 (1995/96)

Application for Post

..... HEALTH BOARD/TRUST

..... HOSPITAL

1. Funding Requested

Staff group/Specialty:

Full-time/Part-time

If part-time post, please give number of sessions:

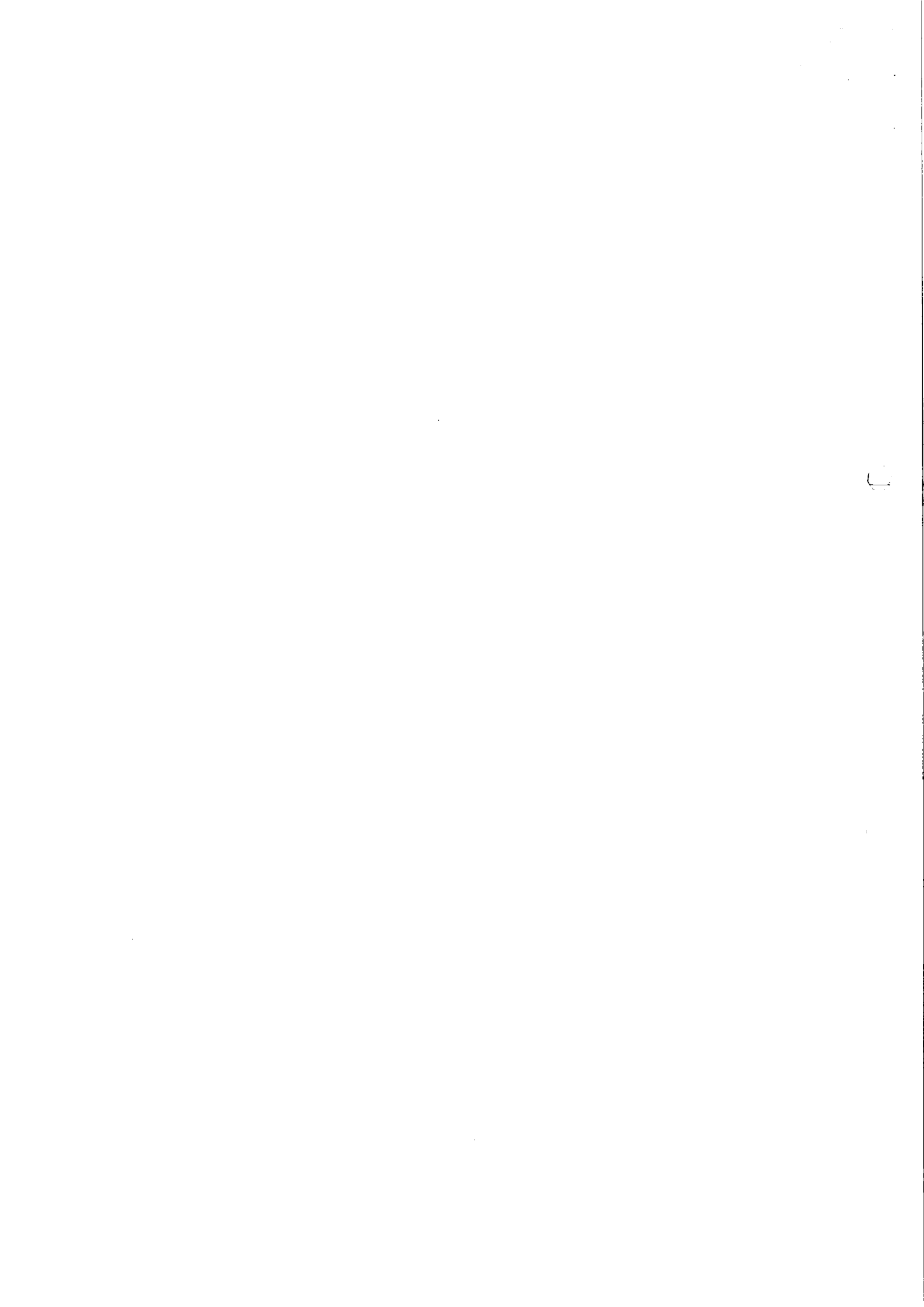
If post can be part-funded by the Trust/DMU, please give level of
funding provided by Trust/DMU: £ per year

If post is request for regrading to consultant from previously approved
staff grade, please give details of round in which staff grade post was
approved.

Details of funding requested must be entered on next page only,
including reasons why it is needed.

Signed Date.....

Position Tel No and Ext



2. How will this funding reduce Juniors' Hours? Please give brief and clear reasons for the submission including what direct effect will this have on reducing juniors' actual or contracted hours of work? Please give brief details of juniors' rota changes or shift/partial shift patterns that will result from the new funding.

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

