



NHS Management Executive  
St. Andrew's House  
Edinburgh EH1 3DG

22 January 1996

Dear Colleague

**CLINICAL INVOLVEMENT IN CONTRACTING**

**Summary**

1. A handbook of good practice on the involvement of clinicians in the contracting process is attached for information. Although it was published by the NHS Executive in England, its messages are equally relevant to the enhancement of effective clinical involvement in contracting north of the Border.

**Action**

- 2. Health Boards and NHS Trusts are expected to take account of the enclosed guidance in improving existing arrangements for the involvement of clinicians in the contracting process.
- 3. Please ensure that the handbook is circulated to relevant managers and clinicians for their information, and is made available to GP fundholders.

**Background**

4. The publication was produced in response to concerns expressed by clinicians that they were not being fully involved and that issues raised in the contracting process were not relevant to their clinical practice. The handbook is structured in 3 sections which are intended to:

- 4.1 specify the "guiding principles" for establishing the pre conditions for effective clinical involvement in contracting;

**Addressees**

For action:  
General Managers, Health Boards

Chief Executives, NHS Trusts

For information:  
Secretary, Scottish Joint Consultants Committee

Secretary, Scottish General Medical Services Committee

General Manager, Commons Services Agency

General Manager, Health Education Board for Scotland

General Manager, State Hospitals Board for Scotland

Executive Director, SCPMDE

**Enquiries to:**

Mr A Inglis  
Directorate of Purchasing  
NHS Management Executive  
Room 275  
St Andrew's House  
EDINBURGH EH1 3DG

Tel: 0131-244 2625  
Fax: 0131-244 2683

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4.2 outline the contracting cycle and provide examples of good practice; and

4.3 provide a checklist for managers and clinicians to review their present arrangements for involving clinicians in the contracting process.

Yours sincerely

A handwritten signature in black ink, appearing to read 'DR K Woods', written in a cursive style.

DR K WOODS  
Director of Purchasing