



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

23 January 1996

Dear Colleague

JUNIOR DOCTORS' HOURS OF WORK

Summary

1. This letter reminds Trusts and Health Boards of the 31 December 1996 target date for reducing junior doctors' hours to 72 per week and calls for further statistical returns as at 31 March.

Action

2. Trusts and Health Boards should:
- ensure that the contracted hours of junior doctors on on-call rotas are reduced to no more than 72 by 31 December 1996 (and to 56 and 64 hours per week respectively for those on full and partial shifts);
 - take immediate steps to reduce the hours of duty of any hard-pressed posts still not complying with the limits set for 31 December 1994;
 - ensure that they have monitoring systems in place to identify the actual hours of work of junior doctors, in consultation with their representatives, and ensure that on average those do not exceed 56 per week.
 - provide statistical returns for the half year to 31 March 1996 by 19 April;
 - ensure that requests for progress reports on the filling of posts approved in the 7th and previous rounds are returned completed by the date set for their return.
 - copy this letter to 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
Director of Human Resources

Addressees

For action:
Chief Executives,
NHS Trusts

General Managers,
Health Boards

General Manager,
Common Services Agency

General Manager,
State Hospital's Board for Scotland

For information:
Executive Director,
Scottish Council for Postgraduate
Medical & Dental Education

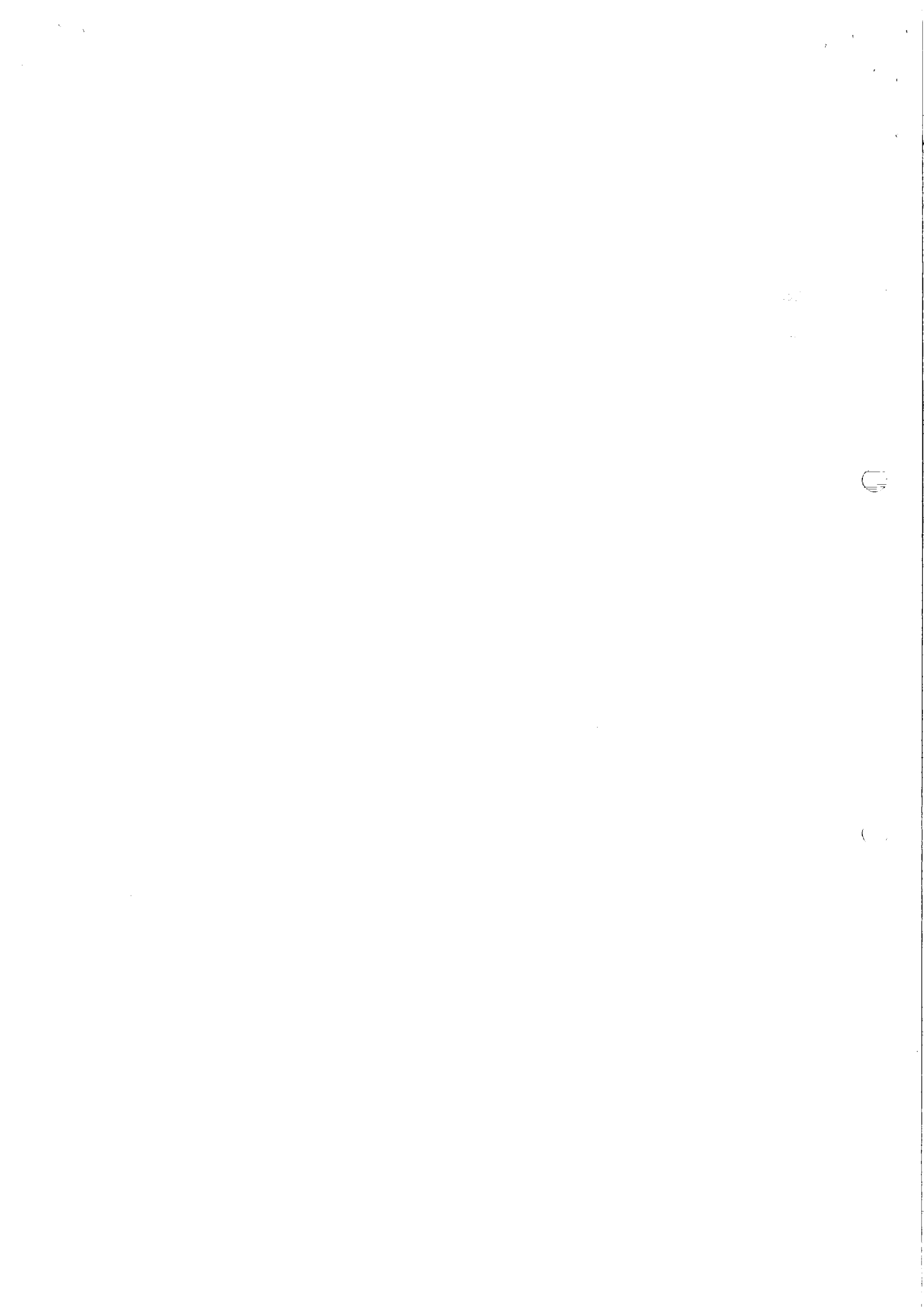
Postgraduate Deans & Directors

General Manager,
Health Education Board for Scotland

Enquiries to:

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NHS Management Executive
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St Andrew's House
EDINBURGH EH1 3DG

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JUNIOR DOCTORS' HOURS OF WORK

1994 Target Outcome

1. The December 1994 target of no junior doctor employed on an on-call rota in a hard-pressed post has not yet been fully met. Those employing bodies who still have juniors contracted for more than 72 hours in hard-pressed on-call rota posts must reduce the hours of duty of these posts to within the required level as soon as possible. Similar reductions must also be made where there are juniors employed on full and partial shifts whose contracted hours are outwith 56 and 64 respectively.

1996 Target

2. The next target is to ensure that by 31 December 1996 all on-call rota posts involve contracted time of no more than 72 hours duty per week on average. The reduction in contracted hours should also reflect a reduction in actual hours of work and work intensity.

The Present Position

3. The statistical returns on juniors' hours as at 30 September 1995 (summary attached) show that 2,769 doctors were involved in on-call rotas. Of these 1,555 were in hard-pressed specialties. 118 hard-pressed posts were still contracted for more than an average of 72 hours per week. In addition, 120 non-hard-pressed posts will require to have their hours reduced to meet this year's target.

Doctors in Higher Specialist Training

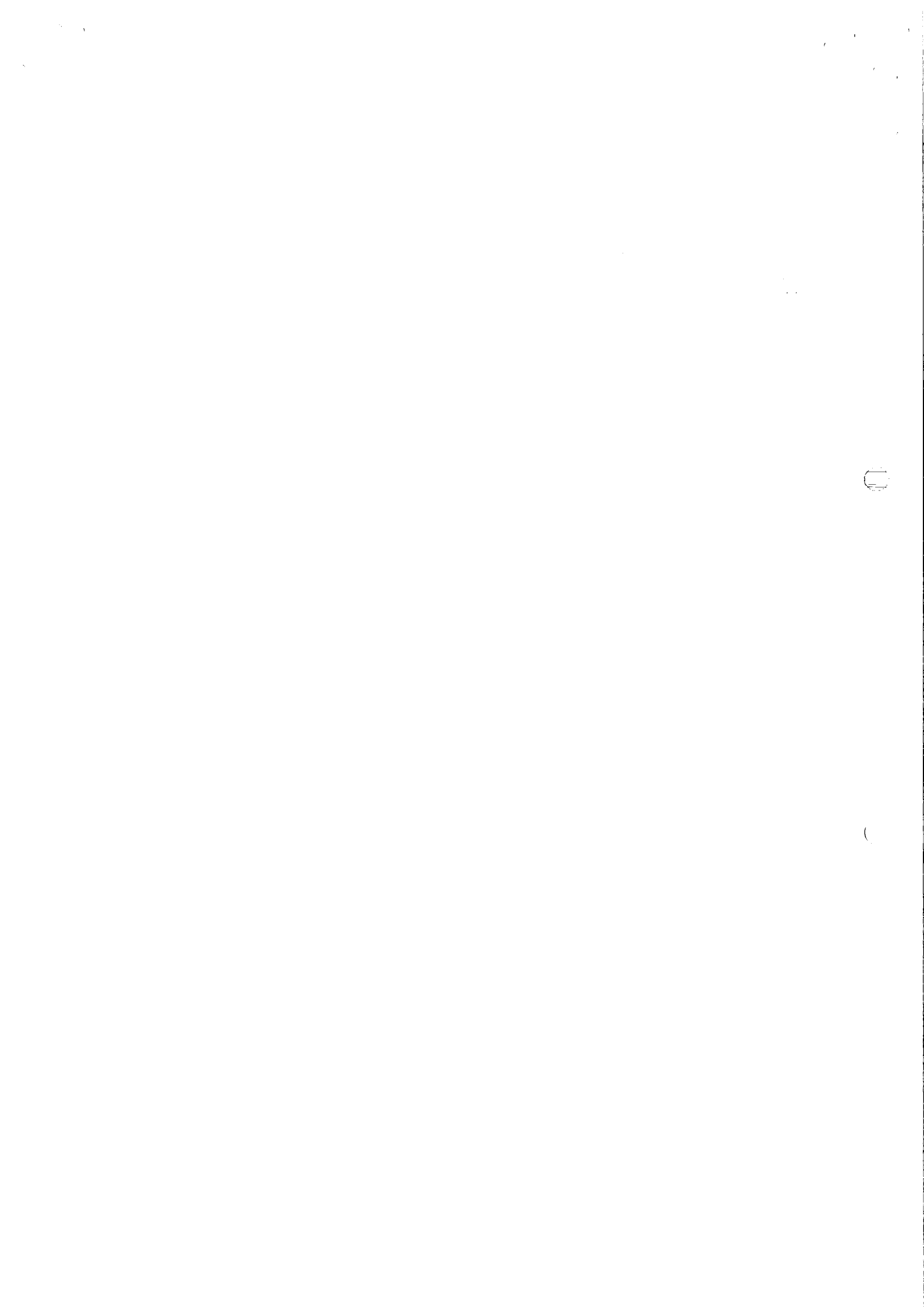
4. Doctors in higher specialist training may continue to contract for duty of up to a maximum average of 83 hours per week when it would be to the benefit of their training and they wish to do so, providing the proper supporting structure exists and the duties are not harmful to either trainee or patient (the "English" clause). The "English" clause trainee should not have to work on average more than 56 hours a week.

Hours of Work

5. The "New Deal" requires that the actual hours of work of training grade doctors should not exceed 56 per week on average, regardless of work intensity and pattern. All employing bodies must now have arrangements in place to monitor actual hours of work. It is strongly recommended that managers should involve representatives of junior doctors in collecting the information on juniors' hours of work.

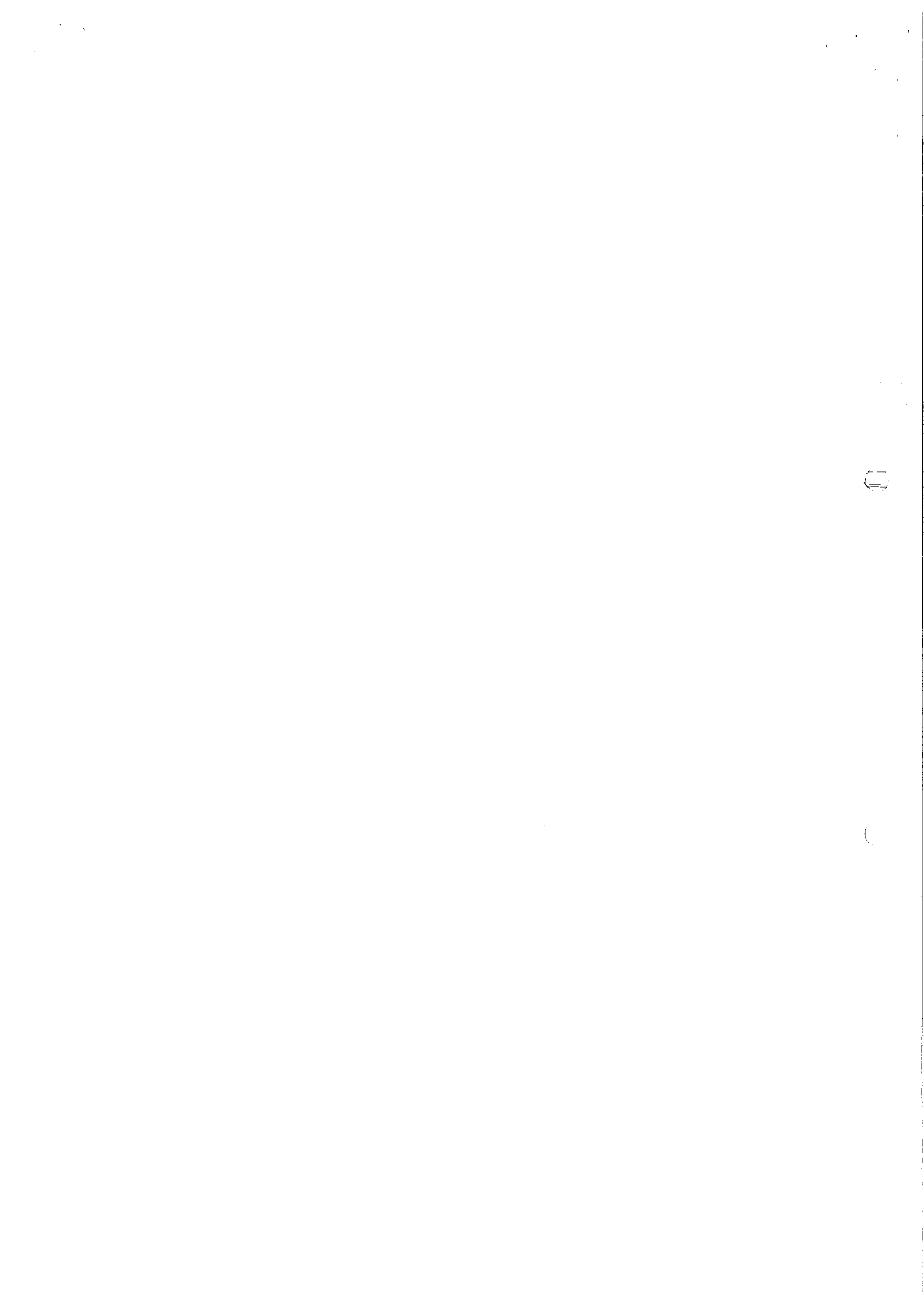
Statistical Returns

6. A set of forms for statistical returns as at 31 March is attached. Trusts should provide a consolidated return for all their medical and dental staff in the training grades as should Health Boards for the staff in their Directly Managed Units. The returns should be completed and sent to Mrs I Wight at the Management Executive by 19 April 1996.



Progress Report on Posts Approved in the 7th and Previous Rounds

7. Trusts are reminded that the pro-forma reports on posts approved in the 7th and previous rounds of bids must be returned fully completed and by the date requested. Where there is a delay in filling a post an explanation should be provided for the delay, with a note on how the money allocated for the post has been spent. When such delays occur, the post should either be filled by a locum or the money spent on providing improvements to the accommodation or working conditions of the junior doctors.



DOCTORS AND DENTISTS IN TRAINING-HOURS OF WORK - AS AT 30 SEPTEMBER 1995
SUMMARY

PART 3 (POST HOLDERS)

| Col 1 | Col 2 | Col 3 | Col 4 |
|-------|---|---|-------------------------------------|
| | Number of Full-Time Staff as at 30.9.95 | Number of Part-Time Staff as at 30.9.95 | Total Number of Staff as at 30.9.95 |
| | 68 | 437 | 468 |
| | 49 | 687 | 707 |
| | 54 | 1981 | 1990 |
| | 2 | 636 | 636 |
| | 173 | 3741 | 2801 |

PART 3 - NOTES

Column 1 figures should not be included in Columns 2 or 3.

Total of columns 2 and 3 should equal number of staff in column 4.

PART 2

| Col 1 | Col 2 | CONTRACTED HOURS | | | | Col 4 | Number of Posts where hours actually worked exceed 56 | | | |
|------------------|---|---|-------------------|---|----------------------|----------------|---|-------|------|-------------------|
| | | Number of posts worked as on-call rota | | | | | | | | |
| | Total Number of funded posts by form of working | Total Number of funded posts by form of working | | Total Number of funded posts by form of working | | 72 hrs or Less | | | | |
| | | (a) Full Shift | (b) Partial Shift | (c) Rota | (d) Non-hard pressed | | | | | |
| | | Over 56 hrs | Over 64 hrs | Over 83 hrs | Over 83 hrs | hard pressed | non-hard pressed | | | |
| | | 56 hrs or less | 64 hrs or less | Over 83 hrs | Over 83 hrs | hard pressed | non-hard pressed | | | |
| Senior Registrar | 462.6# | 14 | 7 | 17.1 | 418.5 | 27 | 23 | 134.5 | 214 | 65 |
| Registrar | 705.25# | 14 | 21 | 72 | 583.5 | 52 | 47 | 214.5 | 270 | 101 |
| SHO | 2000.6* | 212 | 49 | 320.6 | 1409 | 37 | 99 | 756 | 516 | 288 |
| PRHO | 637+ | 27 | - | 247 | 358 | 2 | 1 | 332 | 23 | 153 |
| TOTAL | 3805.45 | 267 | 77 | 656.7 | 2769 | 118 | 170 | 1437 | 1043 | 607 ^{##} |

PART 1 - NOTES

(i) Dentists in the training grades should be included
Total of column 3 should equal total of column 2.

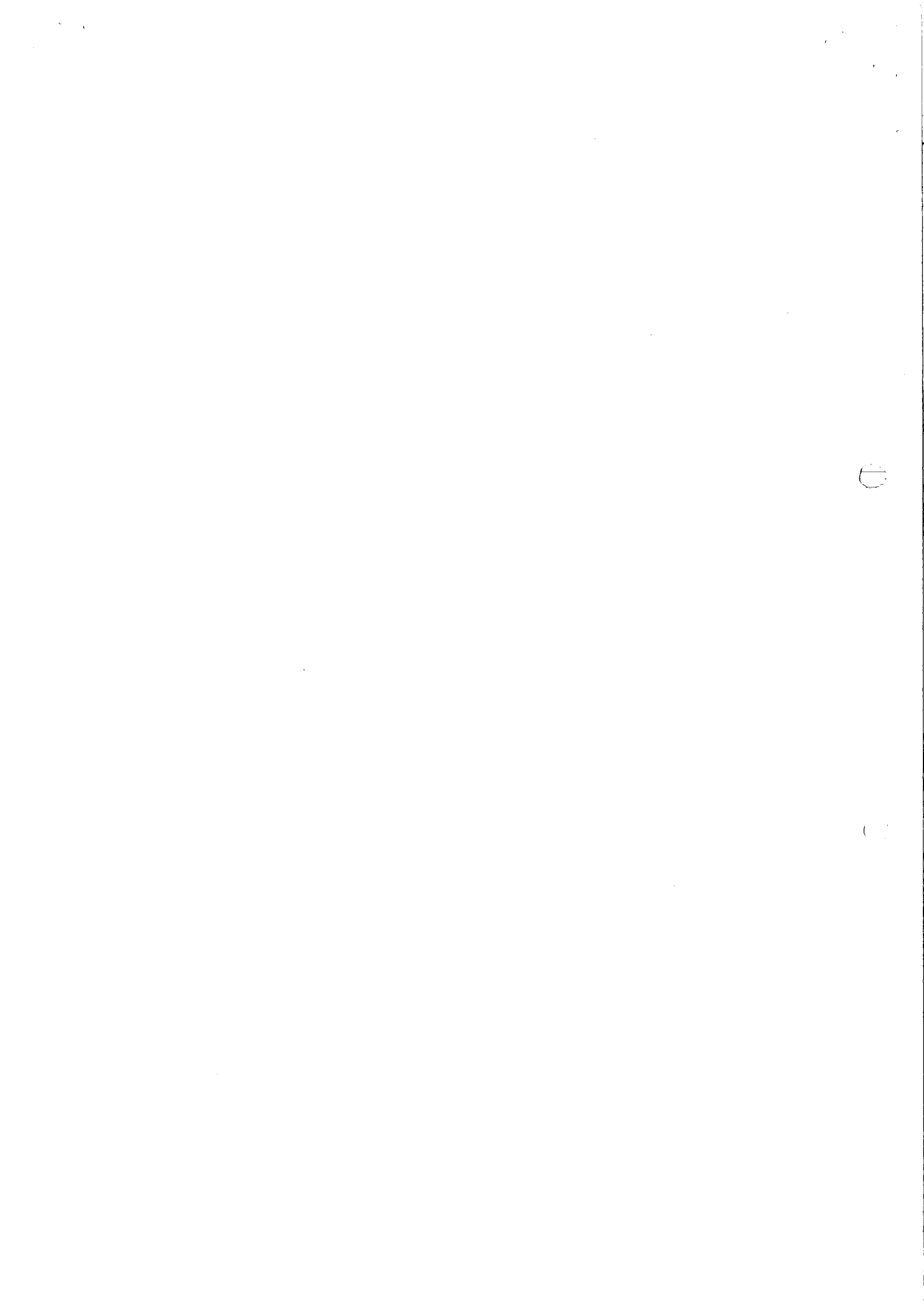
Col 1(a) - 1.3 rota with prospective cover or worse.
Col 1(b) - 1.4 rota with prospective cover or worse.
Col 1(c) - 1.4 without prospective cover or better.

* As defined in Annex D of circular SO111D/DGM(1991)16.

= 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.

6 Senior Registrars - no on-call commitment
14.75 Registrars - no on-call commitment
10 SHOs - no on-call commitment
5 PRHOs - no on-call commitment

= information not available from the following - (10 in total) Angus NHS Trust, Dundee Teaching Hospitals, NHS Trust, Falkirk & District Infirmary NHS Trust, Hairmyres & Stonehouse Hospitals NHS Trust, Queen Margaret Hospital NHS Trust, Renfrewshire Healthcare NHS Trust, Southern General Hospital NHS Trust, Stirling Royal Infirmary NHS Trust, West Glasgow Hospitals University NHS Trust and Western General Hospitals NHS Trust



DOCTORS AND DENTISTS IN TRAINING-HOURS OF WORK - AS AT 31 MARCH 1996
SUMMARY

HEALTH BOARD/TRUST _____

PART 1 (POSTS)

| PART 1 (POSTS) | | PART 2 | |
|------------------|---|---|---|
| CONTRACTED HOURS | | | |
| Col 1 | Col 2 | Col 3 | Col 4 |
| | Total Number of funded posts by form of working | Number of posts worked as on-call rota | |
| | | (a) Full Shift Over 56 hrs 56 hrs or less | (b) Partial Shift Over 64 hrs 64 hrs or less |
| | | (c) Rota | Number of Posts where hours actually worked exceed 56 |
| | | (a) Over 83 hrs hard pressed | (b) 83-73 hrs non-hard pressed |
| | | (c) 72 hrs or Less hard pressed | non-hard pressed |
| Senior Registrar | | | |
| Registrar | | | |
| SHO | | | |
| PRHO | | | |
| TOTAL | | | |

PART 1 - NOTES

Ø Dentists in the training grades should be included

Total of column 3 should equal total of column 2.

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

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

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

* As defined in Annex D of circular SOHHD/DGM(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 (POST HOLDERS)

| Col 1 | Col 2 | Col 3 | Col 4 |
|---|--|--|--------------------------------------|
| Number of Honorary Staff as at 31.03.96 | Number of Full-Time Staff as at 31.03.96 | Number of Part-Time Staff as at 31.03.96 | Total Number of Staff as at 31.03.96 |
| | | | |
| | | | |
| | | | |
| | | | |

PART 3 - NOTES

Column 1 figures should not be included in Columns 2 or 3.

Total of columns 1, 2 and 3 should equal number of staff in column 4.

DOCTORS & DENTISTS IN TRAINING - HOURS OF WORK - AS AT 31 MARCH 1996
BY GRADE AND SPECIALTY

HEALTH BOARD/TRUST _____

GRADE: SENIOR REGISTRAR _____

| PART 1 (POSTS) | | CONTRACTED HOURS | | | | PART 2 | |
|----------------------------------|--|---|----------------------|------------------------|--|---|-----------------------|
| Col 1 | Col 2 | Col 3 | | | Col 4 | Number of Posts Where Actual Hours Worked Exceed 56 | |
| Specialty | Total Number of funded posts in grade as at 31.03.96 | Total No of funded posts by form of working | | | Number of posts worked as on-call rota | | |
| | | (a) Full-Shift | (b) Partial Shift | (c) Rota | (a) Over 83 hrs | (b) 83-73 hours | (c) 72 hrs or less |
| | | Over 56 hrs Less | Over 64 hrs Less | Over 64 hrs or Less | * hard pressed | * hard pressed | * non hard pressed |
| A&E Medicine | | | | | | | |
| Anaesthetics | | | | | | | |
| Clinical Laboratory Specialities | | | | | | | |
| Dentistry Ø | | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | | |
| Obstetrics & Gynaecology | | | | | | | |
| Paediatrics | | | | | | | |
| Psychiatry | | | | | | | |
| Radiology | | | | | | | |
| Surgery | | | | | | | |
| TOTAL | | | | | | | |

PART 1 - NOTES
 Ø Dentists to be included in a single specialty of dentistry.
 Total of column 3 should equal total of column 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 SOHHD/DGM(1991)16.

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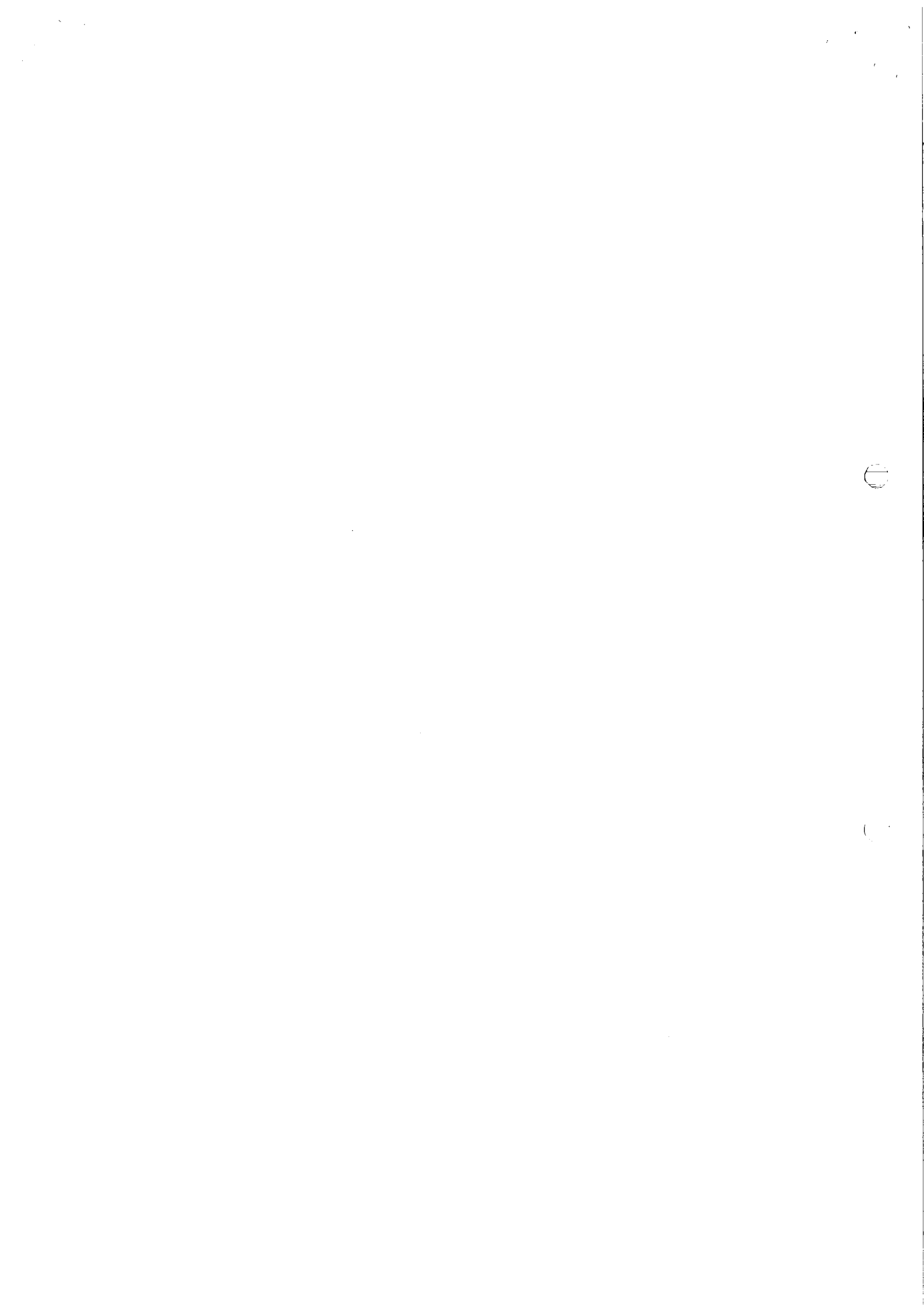
**DOCTORS IN TRAINING - HOURS OF WORK - AS AT 31 MARCH 1996
BY GRADE AND SPECIALTY**

HEALTH BOARD/TRUST _____

GRADE: REGISTRAR _____

| PART 1 (POSTS) | | CONTRACTED HOURS | | | | PART 2 | |
|----------------------------------|--|---|---------------------|--|-----------------|---|------------------------------------|
| Col 1 | Col 2 | Col 3 | | Col 4 | | Number of Posts Where Actual Hours Worked Exceed 56 | |
| Specialty | Total Number of funded posts in grade as at 31.03.96 | Total Number of funded posts by form of working | | Number of posts worked as on-call rota | | | |
| | | (a) Full-Shift | (b) Partial Shift | (c) Rota | (a) Over 83 hrs | (b) 83-73 hours | (c) 72 hrs or less |
| | | Over 56 hrs Less | Over 64 hrs Less | Over 64 hrs or Less | Over 83 hrs | * hard pressed non hard pressed | * hard pressed non hard pressed |
| A&E Medicine | | | | | | | |
| Anaesthetics | | | | | | | |
| Clinical Laboratory Specialities | | | | | | | |
| Dentistry Ø | | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | | |
| Obstetrics & Gynaecology | | | | | | | |
| Paediatrics | | | | | | | |
| Psychiatry | | | | | | | |
| Radiology | | | | | | | |
| Surgery | | | | | | | |
| TOTAL | | | | | | | |

PART 1 - NOTES
 Ø Dentists to be included in a single specialty of dentistry.
 Total of column 3 should equal total of column 2.
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DOCTORS & DENTISTS IN TRAINING - HOURS OF WORK - AS AT 31 MARCH 1996
BY GRADE AND SPECIALTY

HEALTH BOARD/TRUST _____

GRADE: PRE-REGISTRATION HOUSE OFFICER _____

| PART 1 (POSTS) | | CONTRACTED HOURS | | | | PART 2 | |
|----------------------------------|--|---|---------------------|--|-------------------|---|------------------------|
| Col 1 | Col 2 | Col 3 | | Col 4 | | Number of Posts Where Actual Hours Worked Exceed 56 | |
| Specialty | Total Number of funded posts in grade as at 31.03.96 | Total No of funded posts by form of working | | Number of posts worked as on-call rota | | | |
| | | (a) Full-Shift | (b) Partial Shift | (c) Rota | (a) Over 83 hrs | (b) 83-73 hours | (c) 72 hrs or less |
| | | Over 56 hrs Less | Over 64 hrs Less | 64 hrs or Less | * hard pressed | non hard pressed | non hard pressed |
| A&E Medicine | | | | | | | |
| Anaesthetics | | | | | | | |
| Clinical Laboratory Specialities | | | | | | | |
| Dentistry Ø | | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | | |
| Obstetrics & Gynaecology | | | | | | | |
| Paediatrics | | | | | | | |
| Psychiatry | | | | | | | |
| Radiology | | | | | | | |
| Surgery | | | | | | | |
| TOTAL | | | | | | | |

PART 1 - NOTES
 Ø Dentists to be included in a single specialty of dentistry.
 Total of column 3 should equal total of column 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 SOHHD/DGM(1991)16.

**DOCTORS & DENTISTS IN TRAINING - HOURS OF WORK - AS AT 31 MARCH 1996
BY GRADE AND SPECIALTY**

HEALTH BOARD/TRUST _____

 GRADE: SENIOR HOUSE OFFICER

| PART 1 (POSTS) | | CONTRACTED HOURS | | | | PART 2 |
|----------------------------------|--|---|---------------------------------------|--|-------------------------------|---|
| Col 1 | Col 2 | Col 3 | | Col 4 | | Number of Posts Where Actual Hours Worked Exceed 56 |
| Specialty | Total number of funded posts in Grade as at 31.03.96 | Total number of funded posts by form of working | | Number of posts worked as on-call rota | | |
| | | (a) Full-Shift | (b) Partial Shift | (c) Rota | (a) 83-73 hours | (b) 72 hrs or less |
| | | Over 56 hrs Less 56 hrs or Less | Over 64 hrs Less 64 hrs or Less | | * Over 83 hrs hard pressed | * non hard pressed |
| A&E Medicine | | | | | | |
| Anaesthetics | | | | | | |
| Clinical Laboratory Specialities | | | | | | |
| Dentistry Ø | | | | | | |
| Medicine (excluding Paediatrics) | | | | | | |
| Obstetrics & Gynaecology | | | | | | |
| Paediatrics | | | | | | |
| Psychiatry | | | | | | |
| Radiology | | | | | | |
| Surgery | | | | | | |
| TOTAL | | | | | | |

PART 1 - NOTES
 Ø Dentists to be included in a single speciality of dentistry.
 Total of column 3 should equal total of column 2.
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 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 SOHHD/DGM(1991)16.

DOCTORS AND DENTISTS IN TRAINING - HOURS OF WORK AS AT 31 MARCH 1996

DOCTORS IN HIGHER SPECIALIST TRAINING
 WHO MAY BE CONTRACTED FOR MORE THAN 72 HOURS PER WEEK
 (The "English Clause")

HEALTH BOARD/TRUST _____

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

- 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".

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②