



NHS Management Executive  
St. Andrew's House  
Edinburgh EH1 3DG  
9 February 1996

Dear Colleague

**HOURS OF WORK OF JUNIOR DOCTORS AND DENTISTS**

**Summary**

1. This letter notifies employing bodies that we invite one bid per Trust/DMU for measures to reduce the hours of doctors and dentists in the training grades.

**Action**

- 2. Bids should be submitted on the attached form no later than 1 March 1996.
- 3. Trusts should ensure that this letter is copied to Medical Directors and Clinical Directors for action as necessary.
- 4. Details of what is required are set out in Annex A attached.

Yours sincerely

*MR SIBBALD*

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

Director, Scottish Council  
for Postgraduate Medical  
and Dental Education

For information:

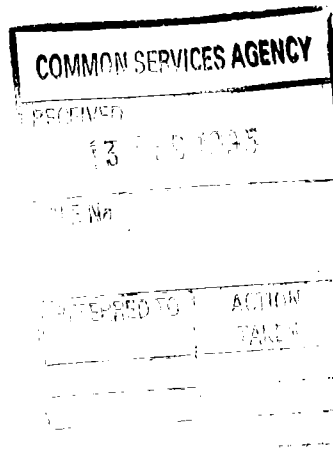
General Manager,  
Health Education Board  
for Scotland

**Enquiries to:**

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

Tel: 0131-244 2476

Fax: 0131-244 2837



## JUNIOR DOCTORS' HOURS OF WORK

Additional Funding

1. The Management Executive is making available £1m in 1996/97 to help reduce the hours of work of junior doctors and dentists.
2. The Scottish Implementation Group has identified the continuing problem of junior doctors carrying out tasks which could more appropriately be undertaken by other staff, who in some cases are already trained to carry out the task or procedure. The problem occurs particularly at night and week-ends ("out of hours") and in the acute services sector. Such calls out of hours clearly affect the hours actually worked by junior doctors and have an impact both on patient services and on the doctors' training.
3. The Group would like to see the funding available in 1996-97 used to support innovative posts or schemes making further progress in meeting the Ministerial commitment on junior doctors hours.

Bids should be prepared with a view to reducing the demands on junior doctors during out of hours cover, and particularly to reducing routine tasks which provide little further training benefit. One bid only is invited from each Trust/DMU up to the value of £50,000. This can be for one or a combination of posts.

4. One bid only will be accepted up to the value of £50,000 and may be for nursing and midwifery staff; ward clerks; phlebotomists; other supporting staff; or generic support worker. Consideration will also be given to bids for consultants, or to part-funding of posts. Detailed costings should also be included in the bids. Bids for training grade medical staff will not be accepted.
5. The following points on bids should be particularly noted:
  - 5.1 each bid should be submitted entirely on the form attached to this MEL. No addition information will be considered;
  - 5.2 bids should give clear but brief information on current and proposed rotas; shifts or partial shifts (as appropriate);
  - 5.3 bids must reach the Management Executive in hard copy by 1 March.
6. Bids should be sent to NHS Management Executive, Room 62, St Andrew's House, Edinburgh EH1 3DG, by 1 March.
7. No late bids or bids sent by fax will be considered.

## GUIDANCE NOTE FOR COMPLETION OF BIDS

### Criteria on Which Bids Will be Judged

1. Direct effect in reducing inappropriate duties, particularly "out-of-hours", at present carried out by junior doctors or dentists.
2. Direct effect in reducing juniors' contracted or actual hours of work.
3. Post will contribute to organisational change which will facilitate reduction in juniors' hours.
4. Post is necessary to support other post(s) intended to reduce hours.
5. Contribution, through organisational change, to sustaining hours' reductions already achieved.
6. Contribution to improving the educational and training content of juniors' work.

### Notes on Completion of the Form

1. Please use the attached form for your bid. **No additional information should be enclosed.**
2. Your bid should give clear information on current and proposed rotas, shifts or partial shifts (where appropriate); the information should be kept brief.
3. Bids should be sent in by **post** (or by hand) to reach the Management Executive no later than 1 March. No faxed bids will be accepted.
4. 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 8 (1996/97)

..... HEALTH BOARD/TRUST

..... HOSPITAL

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1. Funding Requested

Post(s) and Specialty

Full-Time/Part-Time

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

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

If post(s) is request for re-grading 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.

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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.

3. Funding Requested

How would you spend the £50,000 if your bid is successful?

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