



NHS Management Executive
St. Andrew's House
Edinburgh EH1 3DG
19 August 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 30 September.

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 per week by 31 December 1996 (and to 56 and 64 hours per week for those on full and partial shifts respectively);
 - 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, in consultation with junior doctors' representatives, that they have monitoring systems in place to identify the actual hours of work of junior doctors, and ensure that on average they do not exceed 56 per week;
 - note the improved layout of the forms which now include the Specialist Registrar grade, and the addition of a new form seeking information on juniors on hard-pressed on-call rotas eligible for Class 2 ADH payments;
 - provide statistical returns for the half year to 30 September by 18 October;
 - ensure that requests for outstanding 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

M R SIBBALD
Director of Human Resources

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Addressees

For action:
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General Managers,
Health Boards

General Manager,
Common Services Agency

General Manager,
State Hospital's Board for
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For information:
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Enquiries to:

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COMMON SERVICES AGENCY	
RECEIVED	
20 AUG 1996	
FILE No	
REFERRED TO	ACTION TAKEN

JUNIOR DOCTORS' HOURS OF WORK

1994 Target Outcome

1. The December 1994 target that no junior doctor should be employed on an on-call rota in a hard-pressed post has been met by the majority of Trusts. Those who still have juniors contracted for more than 72 hours in hard-pressed on-call rota posts must now reduce the hours of duty of these posts to within the required level as a matter of urgency. If juniors are contracted for over 72 hours simply because they are on protected salaries, their contracts should be amended to reflect the actual hours. Similar reductions must also be made where there are juniors employed on full and partial shifts whose contracted hours exceed 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. For ease of reference, definitions of "hours worked" and "hard pressed" are presented in the Appendix.

The Present Position

3. The statistical returns on juniors' hours as at 31 March 1996 (summary attached) show that 2,798 doctors were involved in on-call rotas. Of these, 51 were hard-pressed posts still contracted for more than an average of 72 hours per week. In addition, the 213 non hard-pressed posts over 72 hours must have their hours reduced if the 31 December target is to be met. The number of these posts has increased from 170 at 30 September 1995 and thus a reduction is now required as a matter of urgency.

Doctors in Higher Specialist Training

4. Doctors in higher specialist training in non-hard pressed posts may continue to contract for a maximum average of 83 hours per week when they wish to benefit their training, 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, as opposed to the contracted hours, of training grade doctors should not exceed 56 per week on average regardless of work intensity and pattern. All employing bodies should by now have arrangements in place to monitor actual hours of work. For those who do not, it is strongly recommended that managers should consult with representatives of junior doctors to devise arrangements to collect the required information.

Statistical Returns

6. A set of 7 forms for statistical returns as at 30 September is attached. They have been revised to clarify the layout and to expand the notes on completing them. The Specialist Registrar grade is included for the first time.

7. In addition, an eighth form is now provided to request information on the number of posts receiving Class 2 ADH payments for intensive on-call rotas. The requirement for this information was notified in NHS MEL(1996)23. Trusts are now expected to monitor the work intensity of junior doctors employed in hard-pressed on-call rotas and the new form asks whether it has been reduced as a result of the payments.

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

8. Trusts are reminded that the outstanding 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.

9. Trusts and Health Boards should ensure that all forms are completed, entering NIL if appropriate, and forwarded to Mrs I Wight, Management Executive, Room 62, St Andrew's House, by 18 October 1996. Clarification of what is required may, if necessary, be obtained from Mr K McMillan at the Management Executive.

DEFINITIONS OF "HARD-PRESSED" & "HOURS WORKED"1. Hard-Pressed

"Hard-pressed posts are those in which the emergency workload outside normal working hours is high and are generally, but not exclusively, found in posts in general professional training in the main acute specialties of general medicine, general surgery, accident and emergency medicine, obstetrics and gynaecology, trauma and orthopaedic surgery, paediatrics and anaesthetics."

2. Hours of Work

"Hours of work is the actual time spent by junior doctors pursuing clinical, educational and other duties required by their employers. It would not include formal breaks where doctors' duties had been taken over by colleagues and where they were not expected to be called (except in an emergency), nor would it include periods of rest where doctors were available on-call but had not been called. Activities which must be included in an assessment of actual hours of work include:

- all clinical duties including ward rounds, clinics, theatre sessions, talking to relatives etc;
- time spent waiting at the workplace for results, admissions, patient transfers etc;
- periods of formal organised study (but not study leave);
- periods of training including educational activities eg, lectures, seminars and tutorials;
- audit and research activities;
- meetings and committee attendance deemed necessary by the employer;
- attendance at trade union activities.

Activities which do not fall within the definition of actual hours of work include:

- time spent relaxing in on-call room, whether asleep or not;
- time spent relaxing in the mess;
- time spent asleep;
- time spent in private study."

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

PART 1 (POSTS)

PART 2

Col 1	Col 2	Col 3			Col 4				Number of Posts where hours actually worked exceed 56	
		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 hrs	(c) 72 hrs or Less	hard pressed	non-hard pressed	
	Total Number of funded posts by form of working	Over 56 hrs	Over 64 hrs	64 hrs or less	Over 83 hrs	83-73 hrs	72 hrs or Less	hard pressed	non-hard pressed	
Senior Registrar	x469	13	8	12	13	30	145	145	247	64
Registrar	Ø707.25	14	15	80.5	11	65	200.5	200.5	312.5	107
SHO	▲1984.5	211	10	344	14	118	749	749	517	360
PRHO	#664	25		249	3		331	331	31	198
TOTAL	3804.75	263	33	685.5	51	213	1425.5	1425.5	1107.5	□729

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 - 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.

+ Information not supplied by Western General Hospitals NHS Trust

**DOCTORS AND DENTISTS IN TRAINING
STATISTICAL RETURN FOR HOURS OF WORK
AS AT 30 SEPTEMBER 1996
SUMMARY**

TRUST/HEALTH BOARD _____

PART 2 - HOURS ACTUALLY WORKED
Col 1
Number Posts Where Hours Actually Worked Exceeded 56

PART-1 CONTRACTED HOURS											
Col 1 Grades	Col 2 Number Funded Posts by Grade	Col 3 Number Funded Posts by Form of Working						Col 4 Number Posts Worked at On-Call Rotas			
		(a) Full Shift		(b) Partial Shift		(c) Rota		(d) 73 Hours or Over		(e) 72 Hours Or Less	
		Over 56 Hours	56 Hours or Less	Over 64 Hours	64 Hours or Less			Hard Pressed	Non-Hard Pressed	Hard Pressed	Non-Hard Pressed
Senior Registrar											
Registrar											
Specialist Registrar											
SHO											
PHRO											
TOTAL											

PART 1 - CONTRACTED HOURS - NOTES

- If Nil, Write Nil
- Col 1 - Specialist Registrar grade is now included
- Col 2 - Dentists in the training grades should be included
- Col 3 - The total of Col 3 should equal the total of Col 2.
- Col 4 - i. (d) is defined as a 1:4 rota with prospective cover or worse.
- ii. (e) is defined as a 1:4 rota without prospective cover or better.
- iii. Hard Pressed is defined in the Appendix.

PART 2 - HOURS ACTUALLY WORKED - NOTES

- If Nil, Write Nil
- Entries should derive from monitoring exercises and should not be contracted hours.
- If Unknown, Write UNKNOWN

DOCTORS AND DENTISTS IN TRAINING
 STATISTICAL RETURNS FOR HOURS OF WORK
 AS AT 30 SEPTEMBER 1996
 BY GRADE AND SPECIALTY

TRUST/HEALTH BOARD _____

GRADE: SENIOR REGISTRAR _____

Col 1 Specialty	Col 2 Total Number of Funded Posts in Grade	PART 1 - CONTRACTED HOURS										Col 4 Number of posts worked as on-call rota	PART 2 Number of Posts Where Actual Hours Worked Exceed 56	
		Total number of funded posts by form of working												
		(a) Full-Shift		(b) Partial Shift		(c) Rota		(d) 73 hours or over		(e) 72 hours or less				
		Over 56 hours	56 Hours or Less	Over 64 Hours	64 Hours or Less	Hard Pressed	Non-Hard Pressed	Hard Pressed	Non-Hard Pressed	Hard Pressed	Non-Hard Pressed			
A & E Medicine														
Anaesthetics														
Clinical Laboratory Specialists														
Dentistry Ø														
Medicine (excluding Paediatrics)														
Obstetrics & Gynaecology														
Paediatrics														
Psychiatry														
Radiotherapy														
Surgery														
TOTAL														

PART 1 - CONTRACTED HOURS - NOTES

- If Nil, Write Nil
- Col 2 - Dentists in the training grades are included in a single specialty of dentistry
- Col 3 - The total of Col 3 should equal the total of Col 2.
- Col 4 - i. (d) is defined as a 1:4 rota with prospective cover or worse.
- ii. (e) is defined as a 1:4 rota without prospective cover or better.
- iii. Hard Pressed is defined in the Appendix.

PART 2 - HOURS ACTUALLY
 WORKED - NOTES

If Nil, Write Nil
 Entries should derive from
 monitoring exercises and should
 not be contracted hours.
 If Unknown, Write UNKNOWN

**DOCTORS AND DENTISTS IN TRAINING
STATISTICAL RETURNS FOR HOURS OF WORK
AS AT 30 SEPTEMBER 1996
BY GRADE AND SPECIALTY**

TRUST/HEALTH BOARD _____

GRADE: REGISTRAR _____

Col 1 Specialty	Col 2 Total Number of Funded Posts in Grade	PART 1 - CONTRACTED HOURS							Col 4 Number of posts worked as on-call rota		PART 2 Number of Posts Where Actual Hours Worked Exceed 56
		Col 3 Total number of funded posts by form of working									
		(a) Full-Shift		(b) Partial Shift		(c) Rota		(d) 73 hours or over		(e) 72 hours or less	
Over 56 hours	56 Hours or Less	Over 64 Hours	64 Hours or Less	Hard Pressed	Non-Hard Pressed	Hard Pressed	Non-Hard Pressed	Hard Pressed	Non-Hard Pressed		
A & E Medicine											
Anaesthetics											
Clinical Laboratory Specialists											
Dentistry Ø											
Medicine (excluding Paediatrics)											
Obstetrics & Gynaecology											
Paediatrics											
Psychiatry											
Radiology											
Surgery											
TOTAL											

PART 1 - CONTRACTED HOURS - NOTES

- If Nil, Write Nil
- Col 2 - Dentists in the training grades are included in a single specialty of dentistry
- Col 3 - The total of Col 3 should equal the total of Col 2.
- Col 4 - i. (d) is defined as a 1:4 rota with prospective cover or worse.
- ii. (e) is defined as a 1:4 rota without prospective cover or better.
- iii. Hard Pressed is defined in the Appendix.

**PART 2 - HOURS ACTUALLY
WORKED - NOTES**

If Nil, Write Nil
Entries should derive from
monitoring exercises and should
not be contracted hours.
If Unknown, Write UNKNOWN

**DOCTORS AND DENTISTS IN TRAINING
STATISTICAL RETURNS FOR HOURS OF WORK
AS AT 30 SEPTEMBER 1996
BY GRADE AND SPECIALITY**

TRUST/HEALTH BOARD _____

GRADE: SPECIALIST REGISTRAR _____

Col 1 Speciality	Col 2 Total Number of Funded Posts in Grade	PART 1 - CONTRACTED HOURS										PART 2				
		Total number of funded posts by form of working										Number of Posts Where Actual Hours Worked Exceed 56				
		Col 3 Partial Shift			(c) Rota		(d) 73 hours or over			(e) 72 hours or less		Hard Pressed	Non-Hard Pressed			
		(a) Full-Shift	Over 64 Hours	64 Hours or Less	Over 64 Hours	Less	Hard Pressed	Non-Hard Pressed	Hard Pressed	Non-Hard Pressed						
A& E Medicine																
Anaesthetics																
Clinical Laboratory Specialists																
Dentistry Ø																
Medicine (excluding Paediatrics)																
Obstetrics & Gynaecology																
Paediatrics																
Psychiatry																
Radiology																
Surgery																
TOTAL																

PART 1 - CONTRACTED HOURS - NOTES

- If Nil, Write Nil
- Col 2 - Dentists in the training grades are included in a single speciality of dentistry
- Col 3 - The total of Col 3 should equal the total of Col 2.
- Col 4 - i. (d) is defined as a 1:4 rota with prospective cover or worse.
- ii. (e) is defined as a 1:4 rota without prospective cover or better.
- iii. Hard Pressed is defined in the Appendix.

**PART 2 - HOURS ACTUALLY
WORKED - NOTES**

- If Nil, Write Nil
- Entries should derive from monitoring exercises and should not be contracted hours.
- If Unknown, Write UNKNOWN

DOCTORS AND DENTISTS IN TRAINING
 STATISTICAL RETURNS FOR HOURS OF WORK
 AS AT 30 SEPTEMBER 1996
 BY GRADE AND SPECIALTY

TRUST/HEALTH BOARD _____

GRADE: SENIOR HOUSE OFFICER _____

Col 1 Specialty	Col 2 Total Number of Funded Posts in Grade	PART 1 - CONTRACTED HOURS										PART 2 Number of Posts Where Actual Hours Worked Exceed 56														
		Total number of funded posts by form of working											Col 4 Number of posts worked as on-call rota													
		(a) Full-Shift		(b) Partial Shift		(c) Rota		(d) 73 hours or over		(e) 72 hours or less				Hard Pressed	Non-Hard Pressed											
Over 56 hours	56 Hours or Less	Over 64 Hours	64 Hours or Less			Hard Pressed	Non-Hard Pressed	Hard Pressed	Non-Hard Pressed																	
A & E Medicine																										
Anaesthetics																										
Clinical Laboratory Specialists																										
Dentistry Ø																										
Medicine (excluding Paediatrics)																										
Obstetrics & Gynaecology																										
Paediatrics																										
Psychiatry																										
Radiology																										
Surgery																										
TOTAL																										

PART 2 - HOURS ACTUALLY WORKED - NOTES
 If Nil, Write Nil
 Entries should derive from monitoring exercises and should not be contracted hours.
 If Unknown, Write UNKNOWN

PART 1 - CONTRACTED HOURS - NOTES
 If Nil, Write Nil
 Col 2 - Dentists in the training grades are included in a single specialty of dentistry
 Col 3 - The total of Col 3 should equal the total of Col 2.
 Col 4 - i. (d) is defined as a 1:4 rota with prospective cover or worse.
 ii. (e) is defined as a 1:4 rota without prospective cover or better.
 iii. Hard Pressed is defined in the Appendix.

DOCTORS AND DENTISTS IN TRAINING
 STATISTICAL RETURNS FOR HOURS OF WORK
 AS AT 30 SEPTEMBER 1996
 BY GRADE AND SPECIALTY

TRUST/HEALTH BOARD _____

GRADE: PRE-REGISTRATION HOUSE OFFICER

Col 1 Specialty	Col 2 Total Number of Funded Posts in Grade	PART 1 - CONTRACTED HOURS							Col 4 Number of posts worked as on-call rota	PART 2 Number of Posts Where Actual Hours Worked Exceed 56			
		Total number of funded posts by form of working											
		(a) Full-Shift Over 56 hours or Less		(b) Partial Shift Over 64 Hours 64 Hours or Less		(c) Rota		(d) 73 hours or over			(e) 72 hours or less		
Over 56 hours	56 Hours or Less	Over 64 Hours	64 Hours or Less	Hard Pressed	Non-Hard Pressed	Hard Pressed	Non-Hard Pressed	Hard Pressed	Non-Hard Pressed				
A & E Medicine													
Anaesthetics													
Clinical Laboratory Specialists													
Dentistry Ø													
Medicine (excluding Paediatrics)													
Obstetrics & Gynaecology													
Paediatrics													
Psychiatry													
Radiology													
Surgery													
TOTAL													

PART 1 - CONTRACTED HOURS - NOTES

- If Nil, Write Nil
- Col 2 - Dentists in the training grades are included in a single specialty of dentistry
- Col 3 - The total of Col 3 should equal the total of Col 2.
- Col 4 -
- i. (d) is defined as a 1:4 rota with prospective cover or worse.
 - ii. (e) is defined as a 1:4 rota without prospective cover or better.
 - iii. Hard Pressed is defined in the Appendix.

PART 2 - HOURS ACTUALLY
 WORKED - NOTES

- If Nil, Write Nil
- Entries should derive from monitoring exercises and should not be contracted hours.
- If Unknown, Write UNKNOWN

DOCTORS AND DENTISTS IN TRAINING
 STATISTICAL RETURN FOR HOURS OF WORK
 AS AT 30 SEPTEMBER 1996

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

HEALTH TRUST/BOARD _____

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

- NOTES:-
1. List each post by Grade on a separate line.
 2. Indicate on-call rota, full shift or partial shift.
 3. For explanation of the "English Clause" see paragraph 4 of MEL(1994)87 and Paragraph 6 of Annex A of the "New Deal".

**DOCTORS AND DENTISTS IN TRAINING
STATISTICAL RETURNS FOR HOURS OF WORK
AS AT 30 SEPTEMBER 1996**

**CLASS 2 ADH PAYMENTS FOR
INTENSIVE ON-CALL ROTAS**

GRADE	Number of Posts Receiving Class 2 ADHs	Total Number of ADHs	Have the Payments Reduced Work Intensity? YES/NO
Senior Registrar			
Registrar			
Specialist Registrar			
SHO			
PRHO			
TOTAL			