



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

6th June 1997

Dear Colleague

GOOD PRACTICE GUIDE



1. I am pleased to enclose the Good Practice Guide which describes solutions and innovations developed by Trusts as they work towards implementation of the New Deal.

2. During the course of its work, the Support Project Team noted many actions which Trusts had taken to achieve New Deal standards. We decided that to help Trusts resolve their outstanding difficulties, this knowledge and experience should be shared. Trusts were, therefore, asked to send in examples of their successful changes which we have collated to produce the Good Practice Guide. It aims to facilitate the process of change by encouraging communication between Trusts and by increasing the understanding of inter-related aspects of work patterns, skill mix and training.

3. I urge all concerned to make full use of the Guide. Further examples of good practice will undoubtedly arise and Trusts should forward them so that the Guide can be updated and benefit others. Amendments and comments would also be welcome.

Action

4. Trusts and Health Boards should:

- copy the Guide freely as require;
- notify us of any errors or omissions;
- submit successful examples of good practice as they arise;
- obtain replacement copies from the Management Executive.

Yours sincerely

MISS J A MCGREGOR
Acting Director of Human Resources

**FOR
REFERENCE ONLY**

Addressees

For action:
Chief Executive, 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 and Dental Education

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