



NHS Management Executive
St. Andrew's House
Edinburgh EH1 3DG
17th March 1998

Dear Colleague

**JUNIOR DOCTORS' HOURS: RETURNS FOR
31 MARCH 1998**

Summary

1. This letter requests the completion and return of the attached data sheets on junior doctors' hours for the 6 months to 31 March 1998.
2. The presentation of the New Deal 4 Software Package for monitoring junior doctors' actual hours of work which we held in December last year was well attended and generated a lot of interest. We are now arranging for a project manager to introduce the package into all Trusts. Negotiations are nearing completion and Trusts will be informed of the outcome shortly.

Action

3. Trusts and Health Boards should:
 - provide statistical returns for the 6 months to 31 March 1998 by 17 April 1998 at the very latest. We are aware that some Trusts have had difficulty in complying with deadlines in previous rounds, but it is essential to have this information on time;
 - provide further information on compliance with the New Deal non-hours standards, on class 2 ADH payments for intensive on-call rotas and whether work intensity has been reduced, and on numbers contracted under the English clause;

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 and Dental
Education

Postgraduate Deans and Directors

Chief Executive, Health Education
Board for Scotland

Enquiries to:

Mr K McMillan
Directorate of Human Resources
NHS Management Executive
Room 61A
St Andrew's House
EDINBURGH EH1 3DG

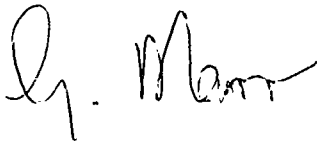
Tel: 0131-244 2476

Fax: 0131-244 2837

- ensure that the validation sheet is considered and signed by both a junior doctors' representative and the Chief Executive to give confidence that reliable figures are returned to the Management Executive. Any disagreement should be reported by one or other signatory. If, in exceptional circumstances, the signature of a junior doctors' representative cannot be obtained, return the forms with a letter of explanation;
- if the information requested is unknown, or known to be inaccurate, supply a letter of explanation which details the Trust's plans to remedy this information gap;
- copy this letter to Medical, Clinical and Human Resource Directors for action as necessary.

4. Details of what is required are set out in Annex A attached.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gerry Marr', written in a cursive style.

GERRY MARR
Director of Human Resources

JUNIOR DOCTORS' HOURS OF WORK

Statistical Returns for 30 September 1997

1. The main findings of the monitoring exercise at 30 September 1997 were as follows:

Compliance with contracted hours target

81 posts (2.1%) in 8 Trusts did not comply with the contracted hours target compared with 86 (2.2%) in March 1997.

Compliance with the actual hours worked target

198 posts (5.4%) in 18 Trusts did not comply with the actual hours target compared with 214 (7%) in March 1997. 2 Trusts presented "unknown" returns.

Compliance with the non-hours standards

14 Trusts (28%) failed to meet the 3 non-hours standards of accommodation, catering and security. 8 Trusts did not comply with one standard and 6 did not comply with 2 standards.

Statistical Returns for 31 March 1998

2. A set of forms for completion at 31 March 1998 is attached. If any data is thought to be inaccurate or is not known, please forward a letter to explain the nature of the problem and to describe what action is to be taken to resolve it.
3. All returns must be validated by a nominated juniors' representative and the Trust Chief Executive. This gives both staff and management an opportunity to amend or comment on the returns in order to increase their reliability. Where significant problems are being encountered by Trusts or Units in reaching the targets, please give further details.
4. Trusts and Health Boards should ensure that all forms are completed and validated and then forwarded, along with any additional, explanatory information, to Mr K McMillan, Directorate of Human Resources, Room 61A, St Andrew's House, Edinburgh EH1 3DG by **17 April 1998**. Further advice may be obtained, if necessary, from Mr McMillan on 0131-244 2476.

FORM 1

**DOCTORS AND DENTISTS IN TRAINING
STATISTICAL RETURNS FOR HOURS OF WORK
VALIDATED POSITION AS AT 31 MARCH 1998**

Trust/Health Board: _____

SUMMARY

Grade	Total Number of Posts	Number of Posts meeting		Number of Posts Not Meeting Contracted and Actual Hours Targets								
		Contracted Hours Targets	Actual Hours Targets	Contracted Hours			Actual Hours					
				Full Shifts	Partial Shifts	Rotas	Full Shifts	Partial Shifts	Rotas			
Senior Registrar												
Registrar												
Specialist Registrar												
SHO												
PHRO												
TOTAL												

FORM 2

**DOCTORS AND DENTISTS IN TRAINING: STATISTICAL RETURNS FOR HOURS OF WORK
VALIDATED POSITION AS AT 31 MARCH 1998
BY GRADE AND SPECIALTY**

Trust/Health Board: _____

Grade: **PRE-REGISTRATION HOUSE OFFICER**

Specialty	Total Number of Posts	Number of Posts meeting		Number of Posts <i>Not</i> Meeting Contracted and Actual Hours Targets									
		Contracted Hours Targets	Actual Hours Targets	Contracted Hours			Actual Hours						
				Full Shifts	Partial Shifts	Rotas	Full Shifts	Partial Shifts	Rotas				
Medicine													
Surgery													
O&G													
Pathology													
Anaesthetics													
Paediatrics													
A&E													
Psychiatry													
Dentistry													
TOTAL													

FORM 3

**DOCTORS AND DENTISTS IN TRAINING: STATISTICAL RETURNS FOR HOURS OF WORK
VALIDATED POSITION AS AT 31 MARCH 1998
BY GRADE AND SPECIALTY**

Trust/Health Board: _____

Grade: **SENIOR HOUSE OFFICER**

Specialty	Total Number of Posts	Number of Posts meeting		Number of Posts <i>Not</i> Meeting Contracted and Actual Hours Targets								
		Contracted Hours Targets	Actual Hours Targets	Contracted Hours			Actual Hours					
				Full Shifts	Partial Shifts	Rotas	Full Shifts	Partial Shifts	Rotas			
Medicine												
Surgery												
O&G												
Pathology												
Anaesthetics												
Paediatrics												
A&E												
Psychiatry												
Dentistry												
TOTAL												

FORM 4

**DOCTORS AND DENTISTS IN TRAINING: STATISTICAL RETURNS FOR HOURS OF WORK
VALIDATED POSITION AS AT 31 MARCH 1998
BY GRADE AND SPECIALTY**

Trust/Health Board: _____

Grade: **SPECIALIST REGISTRAR**

Specialty	Total Number of Posts	Number of Posts meeting		Number of Posts <i>Not</i> Meeting Contracted and Actual Hours Targets									
		Contracted Hours Targets	Actual Hours Targets	Contracted Hours			Actual Hours						
				Full Shifts	Partial Shifts	Rotas	Full Shifts	Partial Shifts	Rotas				
Medicine													
Surgery													
O&G													
Pathology													
Anaesthetics													
Paediatrics													
A&E													
Psychiatry													
Dentistry													
TOTAL													

FORM 5

**DOCTORS AND DENTISTS IN TRAINING: STATISTICAL RETURNS FOR HOURS OF WORK
VALIDATED POSITION AS AT 31 MARCH 1998
BY GRADE AND SPECIALTY**

Trust/Health Board: _____

Grade: **REGISTRAR**

Specialty	Total Number of Posts	Number of Posts meeting		Number of Posts <i>Not</i> Meeting Contracted and Actual Hours Targets										
		Contracted Hours Targets	Actual Hours Targets	Contracted Hours			Actual Hours							
				Full Shifts	Partial Shifts	Rotas	Full Shifts	Partial Shifts	Rotas					
Medicine														
Surgery														
O&G														
Pathology														
Anaesthetics														
Paediatrics														
A&E														
Psychiatry														
Dentistry														
TOTAL														

FORM 6

**DOCTORS AND DENTISTS IN TRAINING: STATISTICAL RETURNS FOR HOURS OF WORK
VALIDATED POSITION AS AT 31 MARCH 1998
BY GRADE AND SPECIALTY**

Trust/Health Board: _____

Grade: **SENIOR REGISTRAR**

Specialty	Total Number of Posts	Number of Posts meeting Contracted and Actual Hours Targets			Actual Hours							
		Number of Posts meeting		Contracted Hours								
		Contracted Hours Targets	Actual Hours Targets	Full Shifts	Partial Shifts	Rotas	Full Shifts	Partial Shifts	Rotas			
Medicine												
Surgery												
O&G												
Pathology												
Anaesthetics												
Paediatrics												
A&E												
Psychiatry												
Dentistry												
TOTAL												

FORM 7

**DOCTORS AND DENTISTS IN TRAINING
RETURNS FOR COMPLIANCE WITH NON-HOURS TARGETS
VALIDATED POSITION AS AT 31 MARCH 1998**

Trust/Health Board: _____

ACCOMMODATION	CATERING	SECURITY

Enter YES in the box if the New Deal standards have been met in full, or NO if they have not. Note below any plans to ensure the New Deal non-hours targets will be met where this is not already the case.

**DOCTORS AND DENTISTS IN TRAINING
STATISTICAL RETURNS FOR HOURS OF WORK
AS AT 31 MARCH 1998**

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

Trusts/Health Board: _____

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			

Examples

3 registrars each working 40 standards hours and 19 ADHs

5 SHOs each working 40 standard hours and 32 ADHs

Total Number of ADHs = 3 x 19 plus 5 x 32 = 57 + 160 = 217

	Number of Posts Receiving Class 2 ADHs	Total Number of ADHs	Have the Payments Reduced Work Intensity? YES/NO
Registrar	3	57	Yes
SHO	5	160	Yes
TOTAL	8	217	

FORM 9

**DOCTORS AND DENTISTS IN TRAINING
STATISTICAL RETURN FOR HOURS OF WORK
AS AT 31 MARCH 1998**

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

Trust/Health Board _____

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.
 3. For explanation of the "English Clause" see attached definition.

VALIDATION SHEET FOR FORMS 1-9

TRUST/HEALTH BOARD: _____

The returns are now required to be validated by a representative of the junior doctors and by the Trust Chief Executive. Before being finalised, the forms should be passed to the junior doctor giving him/her the opportunity to amend or annotate them as appropriate on completion. The following questions should be answered by the juniors' representative before signing and passing to the Chief Executive for his signature.

1. Have forms 1-9 been completed to your satisfaction? YES/NO

2. Are there effective monitoring mechanisms within the Trust or Unit to determine actual hours of duty and actual hours of work? YES/NO

3. Are you satisfied that these monitoring mechanisms are designed to provide an accurate account of the position on contracted hours of duty, actual hours of duty and actual hours of work? YES/NO

4. If the answer to question 3 is YES, have the monitoring mechanisms been used in the completion of forms 1-9? YES/NO

Any other comments (continue on a separate sheet if necessary):

NAME (BLOCK CAPITALS): _____

TRAINING POST HELD: _____

REPRESENTATIVE CAPACITY: _____

SIGNATURE: _____

Please pass this form to the Chief Executive.

I have seen the returns and am satisfied that any necessary checks have been undertaken and any problems concerning their completion have been resolved.

NAME (BLOCK CAPITALS): _____

SIGNATURE: _____

DATE: _____