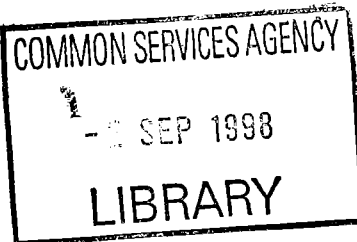




THE SCOTTISH OFFICE

Department of Health



NHS
MEL(1998)59

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

Dear Colleague

JUNIOR DOCTORS' HOURS: RETURNS FOR 30 SEPTEMBER 1998

Summary

1. This letter requests the completion and return of the attached data sheets on junior doctors' hours for the 6 months to 30 September 1998.
2. The New Deal 4 Software Package for monitoring junior doctors' actual hours of work has now been issued to all Trusts and DMUs. Due to the high level of interest shown in the system, training seminars have been arranged in September for those staff who will be using the software. We are hopeful that more accurate returns will be provided as Trusts become more familiar with New Deal 4.

Action

3. Trusts and Health Boards should:
 - provide statistical returns for the 6 months to 30 September 1998 **by 19 October 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 and on class 2 ADH payments for intensive on-call rotas. Please note the new form 8 for this information which has been redesigned to reflect more accurately the requirements of the Review Body on Doctors' and Dentists' Remuneration. The number of juniors contracted under the English clause is also requested.

1st September 1998

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

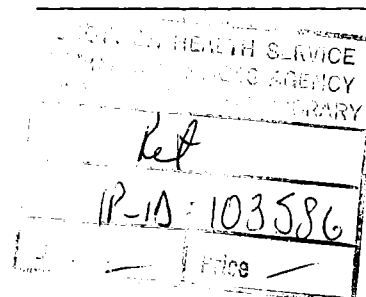
Postgraduate Deans and Directors

Chief Executive, Health Education Board for Scotland

Enquiries to:

Mr K McMillan
Directorate of Human Resources
NHS Management Executive
Room 65
St Andrew's House
EDINBURGH EH1 3DG

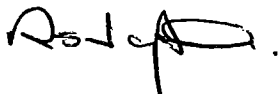
Tel: 0131-244 2476
Fax: 0131-244 2837



- ensure that the **validation sheet is considered and signed by both a junior doctors' representative and the Chief Executive/General Manager** 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 proposals 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



ROBIN NAYSMITH
Directorate of Human Resources

JUNIOR DOCTORS' HOURS OF WORK

Statistical Returns for 31 March 1998

1. The main findings of the monitoring exercise at 31 March 1998 were as follows:

Compliance with contracted hours target

102 posts (2.7%) in 9 Trusts did not comply with the contracted hours target compared with 81 (2.1%) in September 1997.

Compliance with the actual hours worked target

263 posts (7%) in 20 Trusts did not comply with the actual hours target compared with 198 (5.4%) in September 1997. Two Trusts presented "unknown" returns.

Compliance with the non-hours standards

16 Trusts (33%) failed to meet the 3 non-hours standards of accommodation, catering and security. Twelve Trusts did not comply with one standard and 6 did not comply with 2 standards.

Statistical Returns for 30 September 1998

2. A set of forms for completion at 30 September 1998 are 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/General Manager. 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 and 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 65, St Andrew's House, Edinburgh EH1 3DG by **19 October 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 30 SEPTEMBER 1998**

Trust/Health Board: _____

SUMMARY

Grade	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					
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 30 SEPTEMBER 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 30 SEPTEMBER 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 30 SEPTEMBER 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 30 SEPTEMBER 1998
BY GRADE AND SPECIALITY**

Trust/Health Board: _____

Grade: REGISTRAR

Speciality	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													

FORM6

**DOCTORS AND DENTISTS IN TRAINING: STATISTICAL RETURNS FOR HOURS OF WORK
VALIDATED POSITION AS AT 30 SEPTEMBER 1998
BY GRADE AND SPECIALTY**

Trust/Health Board: _____

Grade:	SENIOR REGISTRAR	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									
Specialty																			
Medicine																			
Surgery																			
O&G																			
Pathology																			
Anaesthetics																			
Paediatrics																			
A&E																			
Psychiatry																			
Dentistry																			
TOTAL																			

**DOCTORS AND DENTISTS IN TRAINING: STATISTICAL RETURNS FOR HOURS OF WORK
VALIDATED POSITION AS AT 30 SEPTEMBER 1998
BY GRADE AND SPECIALTY**

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.

FORM 8

**DOCTORS AND DENTISTS IN TRAINING: STATISTICAL RETURNS FOR HOURS OF WORK
VALIDATED POSITION AS AT 30 SEPTEMBER 1998
CLASS 2 ADH PAYMENTS FOR INTENSIVE ON CALL ROTAS BY SPECIALTY**

Trust/Health Board: _____

SUMMARY

Col 1 Specialty	Col 2 Total of on-call or hybrid posts not complying at 30 September	Col 3 PRHO POSTS			Col 4 SHO POSTS			Col 5 HST POSTS			Col 6 Number of claims currently in payment at 30 September	Col 7 Column 6 as a % of Column 2
		Applied	Approved	Resolved	Applied	Approved	Resolved	Applied	Approved	Resolved		
				A	B			A	B			
Medicine												
Surgery												
Paediatrics												
O&G												
Anaesthetics												
Others												
TOTAL												

Notes:

Col 2 - This should show the total number of *juniors' posts* involved, rather than the numbers of joint claims by specialty or rota, even though many claims are pursued jointly

Cols 3, 4 & 5 - These should show the number of *juniors' posts* where claims have been processed under NHS MEL(1996)23.

Definitions:

Applied: Posts where the junior applied at any stage from 1 April 1996 to 30 September 1998

Approved: Posts where payment was made or agreed (even if not yet paid), including posts where such payment has now ceased for any reason

Resolved: Outcome should be broken down between moving on to a shift (A) or reducing intensity while remaining on-call (B)

FORM 9

**DOCTORS AND DENTISTS IN TRAINING
STATISTICAL RETURN FOR HOURS OF WORK
AS AT 30 SEPTEMBER 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	<table border="1"> <tr> <td colspan="2">CONTRACTED HOURS</td> </tr> <tr> <td>HARD PRESSED</td> <td>NON-HARD PRESSED</td> </tr> </table>	CONTRACTED HOURS		HARD PRESSED	NON-HARD PRESSED	HOURS ACTUALLY WORKED
CONTRACTED HOURS									
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.

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 Chief Executive/General Manager. 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/General Manager for signing.

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/General Manager.

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: _____