



## SCOTTISH EXECUTIVE

Health Department  
Directorate of Service Policy and Planning

NHS  
HDL (2004) 41

Primary Care Division  
St Andrew's House  
Regent Road  
EDINBURGH  
EH1 3DG

Dear Colleague

### **NHS QUALITY IMPROVEMENT SCOTLAND: STANDARDS FOR THE PROVISION OF SAFE AND EFFECTIVE PRIMARY MEDICAL SERVICES OUT OF HOURS**

#### **Summary**

1. This HDL describes the action required by NHS Board Chief Executives on receipt of the standards and guidance from NHS Quality Improvement Scotland.

#### **Background**

2. From 1<sup>st</sup> January 2005 all providers of primary medical services in the out of hours period will have a statutory requirement to comply with standards contained in guidance issued by NHS Quality Improvement Scotland.

3. NHS Quality Improvement Scotland has published a set of standards and developed a registration and quality assurance process to form the basis of the approach for ensuring all providers are reviewed against the requirements of the standards. During October 2004 NHS Quality Improvement Scotland will be issuing the standards, together with further information on the registration and quality assurance process.

#### **Action**

4. NHS Board Chief Executives are asked to:
- (a) ensure the required action, as set out in the standards and related guidance issued by NHS Quality Improvement Scotland, is taken
  - (b) identify a local co-ordinator who can work with NHS Quality Improvement Scotland and local providers to ensure that the registration and quality assurance arrangements are implemented

**30<sup>th</sup> September 2004**

#### **Addresses**

##### For action

Chief Executives, NHS Boards

##### For information

Chief Executives, Special Health Boards

#### **Enquiries to:**

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- (c) sign-off information provided to NHS Quality Improvement Scotland regarding the provision of out of hours primary medical services in the Board's area
- (d) ensure that any necessary follow-up action is taken following assessment of providers of out of hours primary medical services by NHS Quality Improvement Scotland
- (e) note that out of hours primary medical services can only be delivered by those providers appropriately registered with NHS Quality Improvement Scotland.

Yours sincerely



Michael Palmer  
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Workforce and Policy Division  
Human Resources Directorate



Dr Hamish Wilson  
Head of Primary Care Division  
Service Planning and Policy Directorate