



SCOTTISH EXECUTIVE

Health Department
Human Resources Directorate

Dear Colleague

FEES AND ALLOWANCES PAYABLE TO DOCTORS FOR SESSIONAL WORK IN THE COMMUNITY HEALTH SERVICES, MEDICAL SERVICES TO LOCAL AUTHORITIES (UNDER COLLABORATION ARRANGEMENTS), MEDICAL EXAMINATIONS OF PROSPECTIVE EMPLOYEES, FAMILY PLANNING WORK AND NOTIFICATION OF INFECTIOUS DISEASES AND FOOD POISONING

Executive Summary

1. This circular authorises revised rates for items of service traditionally set out in Appendix 3 of the former Terms and Conditions of Service for Public Health Medicine and Community Health and constitutes an addendum to Appendix IV of the Terms and Conditions of Service for Hospital Medical and Dental Staff and Doctors in Public Health Medicine and the Community Health Service. The new rates come into effect from 1 April 2003 (rather than, as in previous years, from 1 July).

Action

2. Trusts and NHS Boards are asked to ensure that:
- the increase in fees and allowances set out in the Appendix are paid from 1 April 2003;
 - this circular is brought to the attention of consultants in Public Health Medicine and others who have an interest in its contents.
3. Details of what is required are set out below in the attached Appendix IV and Annexes A and B.

Yours sincerely

MICHAEL PALMER
Assistant Director of Human Resources (Workforce and Policy)

30 June 2003

Addresses

For action

Chief Executives, NHS Trusts and Boards and Special Health Boards

Chief Executive, State Hospital Board for Scotland

Chief Executive, Common Services Agency

For information

Chief Executive, NHS Education for Scotland

Enquiries to:

Ms L. McWilliams
Directorate of Human Resources
GFR
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244 2327

Fax: 0131-244 2837

E-Mail:

Louise.mcwilliams@scotland.gsi.gov.uk



1. Background

Section 15(1)(c) of the National Health Service (Scotland) Act 1978 sets out the statutory basis for the collaborative arrangements. NHS Circular PCS(DD)1997/3 informed Trusts and NHS Boards that fees for items covered under the collaborative arrangements were, from 1 July 1997, to be set at a national level. The revised rates from 1 April 2003 are set out in Appendix IV.

2. Notification of Infectious Diseases and Food Poisoning

Under Section 11 of the Public Health (Control of Diseases) Act 1984, doctors have a statutory duty to notify cases and suspected cases of certain infectious diseases to the local authority. A direction is attached under Section 12 of the Act authorising a specified fee be paid by NHS Boards to doctors notifying them in accordance with Section 11.

3. Examinations and reports in a form recommended by the British Agencies for Adoption and Fostering

Revised forms recommended by the British Agencies for Adoption and Fostering (BAAF) have been issued. These cover the following examinations and reports; form AH replaces forms Adult 1, AH2 (Adult 2) replaces Adult 2, form IHA replaces form R and form M/B replaces forms B1, B2, and B3 and form MH is no longer applicable in Scotland.

4. The replacement pages, for Appendix IV of the Terms and Conditions of Service issued in April 2003, should be recorded as Amendment No 2.

ANNEX B

1. Trusts and NHS Boards are asked to note the following:-

- 1.1 Consultants

Practitioners should only be paid at rates specified as payable to consultants if they hold or have previously held an appointment as an NHS consultant or if before 15 October 1980 they had been paid at consultant rates for these services.

- 1.2 Protection of Conditions of Service for Transferred Officers

The provisions of this circular are without prejudice to a practitioner's rights under the arrangements relating to the protection of conditions of service of transferred officers as described in HSR(74)C1 or, in respect of doctors transferred from the Family Planning Association, in NHS Circular No 1974(GEN)5.

2. The changes set out in Appendix IV have been approved by the Scottish Ministers under Regulation 2 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (SI 1991 No 537).



DIRECTION

Scottish Ministers, in exercise of the powers conferred on them by Section 12 of the Public Health (Control of Diseases) Act 1984, hereby gives to NHS Boards the following Direction:

Registered Medical Practitioners shall be paid the appropriate fees for each certificate sent under Section 11(1) of the Public Health (Control of Disease) Act 1984 (Cases of Notifiable Disease and Food Poisoning to be Reported) as read with Regulation 3 of the Public Health (Infectious Disease) Regulations 1988 which were approved by Scottish Ministers on 30 June 2003 in NHS Circular PCS(DD)2003/5 with effect from 1 April 2003.

Michael Palmer
Assistant Director of Human Resources (Workforce and Policy)

Scottish Executive
Directorate of Human Resources
St Andrew's House
EDINBURGH
EH1 3DG
30 June 2003

FEES&ALLOWANCES



SCHEDULE OF FEES PAYABLE FROM 1 APRIL 2003

Medical Practitioners Undertaking Part-Time Work in the Community Health Service and for Local Authorities under the Collaborative Arrangements

A. SESSIONAL FEES -

(Unless otherwise indicated “full session” means a session normally 1.5-2.5 hours, including where necessary allowance for travelling; “short session” means a session not normally exceeding one hour).

	Fee from 1 April 2003
	£
1. <u>Consultant or Specialist Work</u>	
1.1 Regular, occasional or additional sessions or emergency attendances; per full session or attendance	108.45
1.2 Short session	70.25
1.3 School ophthalmic work (session of not less than 3 hours)	118.25
1.4 Vasectomy session (full session)	179.50
2. <u>Clinical Refraction Work</u>	
Full session	79.65
3. <u>Dental Anaesthetic Work</u>	
Where the practitioner has a recognised qualification in anaesthetics (full session)	79.65
4. <u>Other Medical Work</u>	
4.1 Regular, occasional or additional sessional or emergency attendances; per full session or attendance	69.15
4.2 Short session	44.55
4.3 Family planning session concerned with patients with marital difficulties or instructing other doctors in family planning (full session)	85.05

	Fee from 1 April 2003 £
4.4 Family planning (short session)	69.80
4.5 Vasectomy session (full session)	110.25
4.6 Domiciliary visit for family planning purposes	
a. Visit	23.05
b. Unproductive visit	8.65

B. REMUNERATION ON A PAYMENT PER CASE BASIS

1. Examination and Recommendation Under Part 5 of the Mental Health (Scotland) Act 1984
 - 1.1 For consultant or specialist work (including work carried out by a practitioner approved under Section 20(b) of the Mental Health (Scotland) Act 1984) 162.70
 - 1.2 For medical work other than consultant or specialist work 50.45
2. Certification of the Blind and Partially Sighted
 - 2.1 Fee for completion of form BP1 where it is agreed in advance of certification that a fee will be payable 53.65

**Fee
from
1 April 2003**

£

2.2	For re-certification	53.75
2.3	Completion of Form BP1 as at (1) above in the patient's home	66.80
2.4	For re-certification as at (2) above in the patient's home	66.80
3.	<u>Children in Care, Adoption and Fostering</u>	
a. Examination and reports on children committed or about to be committed to the care of a local authority or received or about to be received into care by a local authority, or about to be fostered (unless sub-section b below applies).		
3.1	Initial examination	36.80
3.2	Subsequent examination by the same doctor, or his partner, assistant or locum tenens	23.60
3.3	Freedom from infection certificate only	23.60
b. Examinations and Reports in a Form Recommended by the British Agencies for Adoption and Fostering (BAAF)		
3.4	Full development assessment and medical report on infant examined for adoption or fostering agency (BAAF Forms C , D ,YP and AME).	94.85
3.5	Form AH (medical examination and report on prospective parent)	71.55
3.6	Form AH2 (Adult 2) Supplementary to form AH, where necessitated by the period of time between initial application and placement	23.60
3.7	Form IHA (Medical examination and report on children committed or about to be committed to the care of the local authority or to be fostered - unless BAAF forms C and D are used)	56.30

**Fee
From
1 April 2003
£**

3.8	Form M/B (Obstetric/neonatal reports on child under 5)	43.55
4.	<u>Medical Examinations and/or reports for purposes not specified above, required under arrangements between NHS Boards and Local Authorities, normally from a General Practitioner (eg in connection with applications for services for the Disabled or for Priority Housing)</u>	
4.1	From consultants	70.25
4.2	From other doctors (full medical examination including report and opinion)	36.80
4.3	From other doctors (report and opinion only)	23.60
4.4	Emergency attendance by consultants	108.45
4.5	Emergency attendance by other doctors	69.15
5.	<u>Medical Examinations of Prospective NHS Employees</u>	
5.1	Full medical examination including report and opinion	36.80
5.2	Report and opinion only	23.60

6. Visiting Medical Officers to Establishments maintained by Local Authorities

		Fee From 1 April 2003
		£
a	<u>Payment on a salary basis</u>	
i	1 hour per week	1,788.75
ii	2 hours per week	3,241.95
iii	Each individual hour over 2	1,386.35
b	<u>Emergency Visits</u>	
i	Between 9am and 8 pm	24.10
ii	Between 8pm and 9 am	48.85

7. MISCELLANEOUS (Schedule C and D)

C.	FEE FOR THE NOTIFICATION OF INFECTIOUS DISEASES OR FOOD POISONING	3.15
D.	LECTURERS	
	For elementary lectures (normally of 60 minutes duration) to the lay public eg first-aid to the injured, home nursing, child care or hygiene, for each lecture.	54.95

SUPPLEMENT

TERMS AND CONDITIONS OF SERVICE FOR DOCTORS UNDERTAKING SESSIONAL WORK IN THE COMMUNITY HEALTH SERVICES, PROVIDING MEDICAL SERVICES TO LOCAL AUTHORITIES UNDER THE COLLABORATIVE ARRANGEMENTS AND UNDERTAKING MEDICAL EXAMINATIONS OF PROSPECTIVE NHS EMPLOYEES.

1. These terms and conditions of service do not form part of the terms and conditions of service of hospital medical and dental staff and doctors in public health medicine and the community health service. Doctors covered by the terms and conditions of service set out in this supplement are entitled only to the fees and allowances at the rates contained at Appendix IV.
2. Where an employing authority has requested a doctor to carry out a domiciliary visit for which a fee is payable and the examination cannot be carried out because the patient is not at home at the pre-arranged time, the doctor shall be reimbursed at the rate of 50% of the appropriate fee.

DEFINITION OF SESSION AND INTERPRETATION OF TRAVELLING TIME

3.1 A full session means a session of normally 1.5 - 2.5 hours, where necessary, allowance for travelling time. This does not imply that in all instances a full session could not exceed 2.5 hours or that payment of the full session rate could be considered sufficient; rather this gives Trusts and NHS Boards flexibility to adapt the terms of the circular to their own particular requirements. In certain circumstances there would be no objection to working sessions continuously; e.g. a period of, say, 3.5 hours including travelling could be treated as one full and one short session, or up to 5 hours regarded as 2 full sessions. It is for Trusts and Boards to ensure that the sessions are arranged in the most economical way possible.

3.2 A maximum of half-an-hour's travelling time each way should be included in the assessment of a full session. Short sessions contain no provision for travelling time.

3.3 Where large amounts of sessional work are being undertaken, Trusts and Boards should give consideration to the establishment of part-time posts.

SESSIONAL FEES (Schedule A1 - 4)

4. Doctors undertaking family planning sessions, including sessions concerned with birth control IUD insertions, sub-fertility and research, and interviewing doctors at vasectomy sessions, should be paid at the rates shown in Appendix IV.

5. Attendance at case conferences arranged by Social Services Departments (but not at the volition of the attending medical practitioner) in connection of non-accidental injury to children should be treated as sessions for which a fee for "other medical work" according to the length of the conference is payable for each attendance except where such attendance would be part of the practitioner's normal duties, e.g. as part of a multi-disciplinary team.

6. Sessional fees are also payable for emergency attendance.

EXAMINATIONS OF BLIND OR PARTIALLY-SIGHTED PERSONS FOR THE COMPLETION OF FORM BP1 (Schedule B 2)

7. These fees are payable if the doctor has taken steps to ascertain that the patient is not already registered, or where it is proposed to recommend that a registered patient be transferred from one category of register to another, and it has been decided in consultation with the local authority concerned (by telephone if necessary) that the examination should be carried out other than in the course of sessional arrangements.

The fees for re-examination should be paid if the previous BP1 is available at the time of the re-examination

8. Where Form BP1 is completed in the course of or following a domiciliary consultation for hospital purposes without a further visit being necessary, the combined fee should be paid by the doctor's employing authority at the rate shown in Appendix I to the Terms and Conditions of Service.

EXAMINATION AND RECOMMENDATION UNDER PART 5 OF THE MENTAL HEALTH(SCOTLAND) ACT 1984 (Schedule B 1)

9. These fees should be paid in all cases where the practitioner has carried out the examination, whether or not a recommendation is made.

CHILDREN IN CARE, ADOPTION AND FOSTERING (Schedule B 3)

10. The fees for the completion of all BAAF forms include payment for the provision of a written report to the court where a separate report is requested.

OTHER EXAMINATIONS AND REPORTS (Schedule B 4)

11. Medical Examinations and/or reports for purposes not specified elsewhere, required under arrangements between NHS Boards and Local Authorities, normally from a General Practitioner (e.g. in connection with applications for services for the Disabled or for Priority Housing).

**VISITING MEDICAL OFFICERS TO ESTABLISHMENTS
MAINTAINED BY LOCAL AUTHORITIES (Schedule B 6)**

12. The types of establishment covered by this scale are as follows:

- a. Day nurseries accommodating children aged 5 years and under.
- b. Nursery schools accommodating children aged 2-5 years.
- c. Residential special schools and boarding homes accommodating children with disabilities of various types.
- d. Local authority boarding schools.
- e. Reception and assessment centres for children taken into care.
- f. Children's homes.
- g. Mother and baby homes.
- h. Residential accommodation provided under Part 4 and under Section 59 of the Social Work (Scotland) Act 1968.
- i. Reception centres for accommodating persons without a settled way of living.
- j. Teacher training and other residential colleges.

13. Remuneration for regular and routine attendances or such non-GMS work should be by annual salary or sessional fee at the discretion of the employing authority. Where the sessional basis is adopted, fees shall be paid. Where the salary basis is adopted the remuneration shall be based on the number of hours per week spent at the establishment.

14. The number of hours per week to which the annual salary is related shall be a matter for agreement from time to time between the employing authority and the doctor concerned. Agreements embodying periods of half an hour or any other period of less than an hour (with proportionate rate of payment) are not precluded.

15. A doctor remunerated by annual salary shall be responsible for providing a locum, at his/her own expense, when he/she is unable to carry out the duties himself/herself.

16. A visit carried out in an emergency at the special request of the establishment and outside the regular and routine attendance and which falls outside the provisions of general medical services shall be entitled to a fee.

MISCELLANEOUS FEES (Schedule C and D)

17. The fee for the notification of infectious diseases or food poisoning is payable to all notifying doctors.

18. A fee is payable for elementary lectures (normally of 60 minutes duration) to the lay public on first aid to the injured, home nursing, childcare or hygiene.

MILEAGE ARRANGEMENTS

19. A doctor whose principal employment is subject to the terms and conditions of service for hospital medical and dental staff and doctors in public health medicine and the community health service and who is also remunerated by the same employing authority in respect of work referred to in Appendix IV shall receive mileage allowances as if the work had been undertaken as part of his principal employment. All other doctors shall receive travelling expenses, and standard rate mileage allowances, and passenger allowances in accordance with Sections 23 and 24 of the General Council Conditions of Service provided that the doctor is entitled to allowances for travel between his practice premises or his home, whichever is the nearer, and the clinic or other premises visited.

SUPERANNUATION

20. Fees for work done under the collaborative arrangement will not normally be regarded as superannuable remuneration in the NHS Superannuation Scheme. Fees for sessional work in family planning and the community health services will normally be superannuable unless a doctor is continuing to receive sessional fees which were not superannuable prior to the sessions being transferred to the NHS on 1 April 1974 and his or her entitlement to continue on that basis has been accepted under the NHS Superannuation Scheme.