

Dear Colleague

## SUSPENSION OF MEDICAL AND DENTAL STAFF

1. We are writing to remind you of the procedures relating to the suspension of employed medical and dental staff; particularly with regard to reporting to the Directorate for Chief Medical Officer and Public Health (hereafter referred to as “the CMO’s office”). Recent instances have come to light where procedures have not been followed and, in the context of ensuring effective oversight of safety and quality across our health services, it is important that the Scottish Government is kept apprised of such matters. The active management and monitoring of such suspensions remains a key issue for the Scottish Government.

2. Details of the procedures are in the extant circulars **PCS (DD) 1999/7**, **1990 (PCS) 8** and NHS Circular **PCS (DD) 1994/11** (all attached on email for ease of reference).

3. **PCS (DD) 1999/7** set out a number of principles to guide employers when considering allegations and problems with individual career grade doctors and dentists. These include notifying the CMO’s office as noted in the annex to the circular, point 4 as detailed:-

- that Health Boards should notify the CMO’s office when a doctor or dentist employed by them is suspended. They should give the name of the practitioner, his/her specialty, the date of suspension and the reasons for suspension. Thereafter, monthly progress reports should include information on progress to date, the reasons for any delays in resolving the case, an explanation of how it is proposed to overcome these delays, the costs incurred, and the date anticipated for the conclusion of the disciplinary process.

From the Chief Medical Officer  
Sir Harry Burns MPH  
FRCS(Glas) FRCP(Ed) FFPH  
Deputy Director, Health  
Workforce  
Shirley Rogers

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**Enquiries to:**

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**Addresses**

For action

Directors of Human Resources,  
NHS Boards  
Medical Directors, NHS Boards

For information

Chief Executives, NHS Boards  
Directors of Public Health, NHS  
Boards  
Chairs, NHS Boards

- once the suspension process is over, the Health Board should prepare a final report and submit it to the CMO's office, reviewing the suspension, reporting for example on the delays that have occurred and the time taken to discharge the key stages in the process. This review will help to establish whether any lessons can be learnt from the experiences of different employers in handling suspensions.

## **Action**

4. Addressees are requested to ensure their Boards comply with the notification requirements outlined above, and bring this letter to the attention of relevant staff within their organisation.

5. Reports on suspensions, monthly progress reports and subsequent final reports on the conclusion of each suspension process, should be sent to : Directorate for Chief Medical Officer and Public Health, Room 1E.16, St. Andrew's House, Edinburgh EH1 3DG.

Yours sincerely

*Harry Burns*

*Shirley Rogers*

**HARRY BURNS**

**SHIRLEY ROGERS**