Dear Colleague

PAY AND CONDITIONS OF SERVICE FOR HOSPITAL MEDICAL AND DENTAL STAFF AND DOCTORS AND DENTISTS IN PUBLIC HEALTH MEDICINE AND THE COMMUNITY HEALTH SERVICE

Summary

1. This Circular informs NHS employers of changes, with effect from the date of this Circular, to the national pay and conditions of service of hospital medical and dental staff and doctors and dentists in public health medicine and the community health service.

Action

2. Doctors on Foundation training programmes are to be called Foundation House Officer 1 and Foundation House Officer 2. The new pay scales should be used with immediate effect for all new appointments to these grades.

3. Employers should also ensure that trainees in Foundation Programmes currently paid under Senior House Officer and PRHO pay scales are moved onto the new scales (Annex A) at the earliest opportunity; it is not anticipated that any adjustment of actual pay will be necessary. Current Senior House Officers not in Foundation Programme posts will remain unaffected by these changes and will continue to be paid under the existing pay scale for SHOs.

4. Paragraphs 3, 4, 5 and 6 of the guidance in the appendix to PCS(DD)2001/4 dated 23 March 2001 are replaced by the amended guidance attached at Annex B. Employers are asked to take note of this guidance when deciding whether the public transport rate should apply.

19 September 2006

For action
Chief Executives, NHS Boards and Special Health Boards,
Directors of Human Resources
NHS Boards and Special Health Boards

For information
Members: Scottish Partnership Forum

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Training grades closing to new entrants

5. Doctors appointed to higher specialist training as Specialist Registrars before 1 January 2007 will be able to complete their training in that grade (subject to satisfactory progress). The Specialist Registrar grade will be closed to new entrants from 1 January 2007.

6. No new appointments should be made to the Senior House Officer grade extending beyond 31 July 2007 when entry to this grade will close. Contracts already issued to Senior House Officers that extend beyond that date will be honoured.

Terms and Conditions of Service for trainees on the Foundation Programme

7. Existing Terms and Conditions of Service for Hospital Medical and Dental Staff and Doctors and Dentists in Public Health Medicine and the Community Health Service shall be taken to also refer to trainees in Foundation Programmes.

New pay scales for trainees on the Foundation Programme

8. Following discussion in the Joint Negotiating Committee (Juniors) (JNC(J)) for Hospital, Medical and Dental Staff, agreement has been reached on pay scales to be used when employing trainees on the Foundation Programme. These scales, headed Foundation House Officer 1 and 2, (FHO1 AND FHO2) are included in the table attached as Annex A Section 1, which replaces the table in Appendix 1 of Circular PCS(DD)2006/3.

Guidance on the payment of mileage allowances

9. PCS(DD)2001/4 offers guidance on the payment of mileage allowances; since its issue there has remained some uncertainty over payments to doctors in training on rotation in respect of excess travel. Following discussion at JNC(J) the guidance has been amended to remove doubt in this area. The amended guidance which replaces that issued under paragraphs 3, 4, 5 and 6 in PCS(DD)2001/4 is attached as Annex B to this circular.

Enquiries

10. Employees should direct their personal enquiries to their employer.

11. Employers are asked to make their own arrangements for obtaining any additional copies of this circular which is available on the SHOW website at www.show.scot.nhs.uk/sehd/publications.asp.

Yours sincerely

ALEX KILLICK
Associate Director for Workforce
Employment and Retention
Annex A

RATES OF PAY EFFECTIVE FROM 1 APRIL 2006
HOSPITAL MEDICAL AND DENTAL STAFF AND DOCTORS AND DENTISTS IN PUBLIC HEALTH MEDICINE AND THE COMMUNITY HEALTH SERVICE IN SCOTLAND

1. BASIC RATES OF PAY PER ANNUM

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum (rate of pay where there is no scale)</th>
<th>Incremental points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant (old contract)</td>
<td>57,944</td>
<td>62,161 66,378 70,595 75,404</td>
</tr>
<tr>
<td>Associate Specialist</td>
<td>34,977</td>
<td>38,788 42,598 46,408 50,219 54,029 59,061 63,422 65,232* 67,593* 69,954* 72,315* 74,676* 77,039*</td>
</tr>
<tr>
<td>Staff Grade Practitioner</td>
<td>31,547</td>
<td>34,131 36,714 39,298 41,882 44,465 47,049 49,632</td>
</tr>
<tr>
<td>Staff Grade Practitioner (1997 contract)</td>
<td>31,547</td>
<td>34,131 36,714 39,298 41,882 44,924 47,049* 49,632* 52,216* 54,800* 57,383* 59,968*</td>
</tr>
<tr>
<td>Senior Registrar</td>
<td>33,325</td>
<td>35,092 36,860 38,628 40,395 42,163 43,931*</td>
</tr>
<tr>
<td>Registrar</td>
<td>28,930</td>
<td>30,395 31,860 33,325 35,092</td>
</tr>
<tr>
<td>Specialist Registrar (1)</td>
<td>28,930</td>
<td>30,395 31,860 33,325 35,092 36,860 38,628 40,395* 42,163* 43,931*</td>
</tr>
<tr>
<td>Senior House Officer (2)</td>
<td>25,882</td>
<td>27,617 29,352 31,087 32,822 34,557* 36,292*</td>
</tr>
<tr>
<td>House Officer</td>
<td>20,741</td>
<td>22,076 23,411</td>
</tr>
<tr>
<td>House Officer with provisional registration</td>
<td>20,741</td>
<td>22,076</td>
</tr>
<tr>
<td>Foundation House Officer 2 (from 19 September 2006)</td>
<td>25,882</td>
<td>27,617 29,352</td>
</tr>
<tr>
<td>Foundation House Officer 1 (from 19 Sept 2006)</td>
<td>20,741</td>
<td>22,076 23,411</td>
</tr>
</tbody>
</table>

\* This pay scale refers to Staff Grade Practitioners employed under the new terms and conditions outlined in NHS Circular PCS(DD)1997/5.

BB003SEPT2006
* Discretionary.
+ Optional.
^To be awarded automatically except in cases of unsatisfactory performance.

(1) No new appointments to be made to Specialist Registrar grade from 1\textsuperscript{st} January, 2007. Doctors appointed to this grade before this date will be able to complete their training in that grade.

(2) No new appointments to be made to Senior House Officer grade extending beyond 31 July 2007 when entry to the grade closes. Contracts already issued to SHOs that extend beyond that date will be honoured.
Guidance on the payment of mileage allowances

The following guidance should be used where mileage allowance is payable.

The public transport rate should be paid where travel by a public service is appropriate but the practitioner prefers to use a private means of transport instead. In all other circumstances, the standard or regular user rates apply.

Employers should use the following criteria in deciding whether the public transport rate should apply:

- the nature of the practitioner’s duties;
- the length and complexity of journeys (including the number of changes and likely waiting times);
- the availability of public transport;
- personal safety;
- the time of day;
- relative journey times (public transport compared with private vehicle);
- any other relevant factors, for example, equipment or luggage to be carried.

In particular, employers should take into account the variable times at which practitioners start and finish work when public transport may not be a viable way of travelling.

If a practitioner needs to use private transport because public transport does not provide a reliable or reasonable way to get to or from work at shift start and end times or because they are travelling on an official journey, the standard or regular user mileage rates should apply (see paragraphs 298 and 290 respectively).

Doctors in training claiming excess mileage as a result of working at a hospital on rotation should receive reimbursement at public transport rate, except for journeys where the use of private transport is necessary or in circumstances as described in the paragraph above; in such circumstances and for those journeys, the standard or regular user mileage rates shall apply.

For general guidance, a journey by public transport which takes over 1 hour or which requires 3 or more changes would be considered unreasonable and the standard or regular user mileage rates shall apply.
DIRECTION

NATIONAL HEALTH SERVICE, SCOTLAND
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE

In accordance with Regulation 2 and Regulation 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (SI 1991 No 537) the Remuneration and Conditions of Service set out in the attached NHS Circular PCS(DD)2006/6 dated 19 September 2006 in respect of Foundation House 1 and Foundation House Officer 2 grades are hereby approved for the purpose of the said Regulations.

ELINOR MITCHELL
(A member of the staff of Scottish Ministers)
(Associate Director)

Scottish Executive
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19 September 2006