To: Chief Executives
   Human Resources Directors
   Finance Directors of:-
   NHS Trusts
   Local Health Boards

cc: Postgraduate Dean

14 May 2004

Dear Colleague,

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

Summary

1. This letter supersedes AL (MD)W2/03. The increase of 3.225% should be awarded in full from 1 April 2004. The new rates are given in the form of replacement pages, which should be incorporated in the Staff Handbook, the current version of which is available on the Department of Health website at www.dh.gov.uk for non consultants and the HOWIS website for consultants in Wales.

Background

2. Section 26-28 of the 1977 NHS Act sets out the statutory basis for the collaborative arrangements. It is important that the provision of these essential services is maintained, especially in relation to children, disabled people and people with mental health disorders. Mechanisms and responsibility for the reimbursement of fees and allowances should be agreed locally between the parties concerned.

Notification of Infectious Diseases and Food Poisoning

3. 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. A
Direction is attached under Section 12 of the Act requiring that a specified fee be paid by Local Health Boards to doctors submitting notifications in accordance with Section 11.

**Action**

4. Authorities are asked to ensure that the increases in fees and allowances set out in the Annex to this letter take effect from **1 April 2004**.

**Consultants and fee-paying work**

5. As a general principle, work including domiciliary visits, should not attract ‘double payment’ as set out in paragraphs 2.10 and 2.11 of the Addendum contained in the Medical and Dental Staff (Wales) Handbook.

**Further Copies**

6. Copies of this letter can be obtained from the HOWIS website.

**Enquiries**

7. Employees should direct personal enquiries to their employer. Employers should direct enquiries about the content of this letter to by e-mail: to 
[GWENDA.DAVIES@WALES.GSI.GOV.UK](mailto:GWENDA.DAVIES@WLES.GSI.GOV.UK)

Yours sincerely

**STEPHEN REDMOND**

Human Resources Director
DIRECTION UNDER SECTION 12

The Welsh Assembly Government, in exercise of powers conferred by section 12 of the Public Health (Control of Disease) Act 1984 hereby directs that Local Health Boards shall pay the fee set out below to a registered medical practitioner for each certificate duly 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: -

<table>
<thead>
<tr>
<th>Payments made</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>From 1st April 2004</td>
<td>£3.26</td>
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</tbody>
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Signed by authority of the Welsh Assembly Government

STEPHEN REDMOND
Human Resources Director

14 May 2004
MEDICAL PRACTITIONERS UNDERTAKING PART-TIME WORK IN THE COMMUNITY HEALTH SERVICE AND FOR LOCAL AUTHORITIES UNDER THE COLLABORATIVE ARRANGEMENTS

Schedule of fees payable from 1 April 2004

1. **Sessional Fees**
   a. Consultant or specialist work
      i. Full session £111.95
      ii. Short session £72.52
      iii. School ophthalmic work (session of not less than 3 hours) £122.06
      iv. Vasectomy session (full session) £185.29
   b. Clinical refraction work (full session) £82.22
   c. Dental anaesthetic work, where the practitioner has a recognised qualification in anaesthetics (full session) £82.22
   d. Other medical work
      i. Full session £71.38
      ii. Short session £45.99
      iii. Family planning session concerned with patients with marital difficulties or instructing other doctors in family planning (full session) £87.79
      iv. Family planning session concerned with patients with marital difficulties or instructing other doctors in family planning (short session) £72.05
      v. Vasectomy session (full session) £113.81

2. **Examination of Blind or Partially-sighted Persons for the completion of Form BD8**
   a. Examination in consulting room £68.49
   b. Re-examination in consulting room £45.99
   c. Examination in patient’s home £91.35
   d. Re-examination in patient’s home £68.49

3. **Psychiatric examination under Section 105 of the NHS Act 1977 or for the purposes of the Mental Health Act 1983**
   a. Consultant or specialist work, including work carried out by a practitioner approved under Section 12(2) of the Mental Health Act 1983 £167.95
   b. Other medical work £52.08
4. **Children in care, adoption and fostering**

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 4.b below applies)

   i. Initial examination £37.99
   
   ii. Subsequent examination by the same doctor, or his partner, assistant or locum tenens £24.36
   
   iii. Freedom of Infection Certificate only £24.36

b. Examinations and reports in a form recommended by the British Agencies for Adoption and Fostering (BAAF)

   i. Forms C, D, YP or AME (Detailed medical examinations to report on child) £97.91
   
   ii. Form AH (Health Assessment on a prospective carer) £73.86
   
   iii. Form AH2 (Adult 2) (Subsequent reviews from GP records) £24.36
   
   iv. Form IHA (Initial Health Assessment for looked after children) £58.12
   
   v. Form M/B (Obstetric report on a birth mother and Neo-natal report on a baby) £44.95

5. **Other examinations and reports**

a. Examinations and reports required by local authorities under the collaborative arrangements for purposes not specified above

   i. From consultants £72.52
   
   ii. From other doctors (full medical examination including report and opinion) £37.99
   
   iii. From other doctors (report and opinion only) £24.36
   
   iv. Emergency attendance by consultants £111.95
   
   v. Emergency attendance by other doctors £71.38

b. Medical examinations of prospective NHS employees

   i. Full medical examination including report and opinion £37.99
   
   ii. Report and opinion only £24.36
6. **Visiting Medical Officers to Establishments maintained by Local Authorities**

   a. **Payment on a salary basis**
      
      i. 1 hour per week £1,846.44
      
      ii. 2 hours per week £3,346.50
      
      iii. Each additional hour over 2 £1,431.06

   b. **Emergency visits**
      
      i. Between 9am and 8pm £24.88
      
      ii. Between 8pm and 9am £50.43

7. **Miscellaneous fees**

   a. **Domiciliary visits for family planning purposes**
      
      i. Fee per visit £23.79
      
      ii. Fee per unproductive visit £8.93

   b. **Fee for the notification of infectious diseases or food poisoning** £3.26

   c. **Fee for lecture to the public** £56.72
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 for doctors in community medicine and the community health services. 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 in the Schedule annexed to this Supplement.

2. Where an 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.

3. In the Schedule, unless otherwise indicated, “full session” means a session of normally 1 1/2 to 2 1/2 hours, including, where necessary, allowance for travelling time, and “short session” means a session not normally exceeding one hour.

SESSIONAL FEES (Schedule paragraph 1)

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 at paragraphs 1.a.i, 1.a.ii, 1.d.i and 1.d.ii of the Schedule.

5. Attendance at case conferences arranged by Social Services Departments (but not at the volition of the attending medical practitioner) should be treated as sessions, except where such attendance would be part of the practitioner's normal duties, e.g. as part of a multi-disciplinary team, and a fee paid in accordance with the length of the conference.

6. Sessional fees are also payable for emergency attendance. They are repeated for ease of reference at paragraphs 5.a.iv and 5.a.v of the Schedule.

EXAMINATIONS OF BLIND OR PARTIALLY-SIGHTED PERSONS FOR THE COMPLETION OF FORM BD8 (Schedule paragraph 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 BD8 is available at the time of the re-examination

8. Where Form BD8 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 his employing authority at the rate shown in Appendix I (paragraph 145) to the Hospital Medical and Dental Staff Terms and Conditions of Service.
PSYCHIATRIC EXAMINATION UNDER SECTION 105 OF THE NHS ACT 1983 OR FOR THE 
PURPOSES OF THE MENTAL HEALTH ACT 1983 (Schedule para 3)

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 paragraph 4)

10. Fees for completion of BAAF Forms 3-4 should be settled locally with the doctor 
concerned if their use is necessary.

OTHER EXAMINATIONS AND REPORTS (Schedule paragraph 5)

11. Except where a fee for a particular service is specified elsewhere in the Schedule, 
the fees in paragraph 5.a of the Schedule will cover reports required under the 
collaborative arrangements by local authorities. Where an Authority is in doubt 
whether this is the appropriate fee for the service, the matter should be referred to 
the Regional Personnel Department, who will consult the Department if necessary.

VISITING MEDICAL OFFICERS TO ESTABLISHMENTS MAINTAINED BY LOCAL AUTHORITIES 
(Schedule paragraph 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 2-5 years.
   c. Residential special schools and boarding homes accommodating handicapped 
      children of various types.
   d. Local authority boarding schools.
   e. Community homes.
   f. Mother and baby homes.
   g. Residential accommodation provided under Part III of the National Assistance 
      Act 1948.
   h. Reception centres for accommodating person without a settled way of living.
   i. Teacher training and other residential colleges.

13. Fees are payable only for work that is not covered by general medical services 
under Part II of the National Health Service Act 1977. Remuneration for regular and 
routine attendances or such non-GMS work shall be by annual salary or sessional fee 
at the discretion of the authority. Where the sessional basis is adopted, fees shall 
be paid in accordance with paragraph 1 of the Schedule. Where the salary basis is 
adopted the remuneration shall be based on the number of hours per week spent at 
the establishment and shall be in accordance with paragraph 6.a of the Schedule.

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 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 own expense, when he is unable to carry out the duties himself.

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 in accordance with paragraph 6.b of the Schedule.

MISCELLANEOUS FEES (Schedule paragraph 7)

17. The fee for the notification of infectious diseases or food poisoning (paragraph 7.b) is payable to all notifying doctors except for those serving in the Armed Forces of the Crown or in any Women's Service administered by the Defence Council.

18. The fee shown at paragraph 7.c of the Schedule is for elementary lectures (normally of 60 minute duration) to the lay public on first aid to the injured, home nursing, childcare or hygiene. Where there is doubt whether the cost of such lectures should fall on the Health Authority or the Local Authority, the matter should be referred to the Personnel Department who will consult the Department if necessary.

MILEAGE ARRANGEMENTS

19. A doctor whose principal employment is subject to the terms and conditions of service for hospital medical and dental staff and who is also remunerated by the same authority in respect of work referred to in the annex 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. Consultants

Where consultants carry out work under the collaborative arrangements during NHS Programmed Activities and do not receive a separate fee, the salary paid for the Programmed Activities is superannuable (up to the limit of ten Programmed Activities per week).

21. Fees for work done under the collaborative arrangement will not normally be regarded as superannuable remuneration in the NHS superannuation scheme. Fees for work in the community health service will normally be superannuable under the scheme if contracted and paid for by the NHS. Exceptions to these generalisations include where a previous agreement to the contrary exists.