

Reference Number: UHB 515 Version Number: 1	Date of Next Review: 12.09.2026 Previous Trust/LHB Reference Number: N/A
Waiting List Initiative Procedure Medical & Dental Staff	
Introduction and Aim To ensure the Health Board delivers its aims, objectives, responsibilities and obligations transparently and consistently, this document sets out the procedure to be followed in relation to booking, authorising and recording Waiting List Initiative work.	
Objectives <ul style="list-style-type: none"> • To ensure there are effective processes in place for planning, authorising, recording and monitoring the arrangements for Waiting List Initiatives. • To provide for timely and accurate payment to medical and dental staff for additional work undertaken outside of core contracted hours. 	
Scope This procedure applies to all medical and dental staff engaged to deliver Waiting List Initiative work within Cardiff & Vale University Health Board in all locations including those with honorary contracts. For the avoidance of doubt, this does not apply to non-medical / dental staff employed on Agenda for Change terms and conditions.	
Equality and Health Impact Assessment	An Equality and Health Impact Assessment has not been completed. This is because the procedural guidance is covered by the Adaptable Workforce Policy EHIA which found there to be a positive impact.
Documents to read alongside this Procedure	<ul style="list-style-type: none"> • Amendment to the National Consultant Contract in Wales; • Terms & Conditions relating to the Cardiff and Vale UHB Medical and Dental Staff Bank; • Directorate specific WLI procedures (where applicable).
Accountable Executive or Clinical Board Director	Executive Director of People and Culture
Author(s)	Medical Workforce Sustainability Group

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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	12.09.2023 by the People & Culture Committee	10.10.2023	New document

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1	Introduction
	This procedure details arrangements for planning, authorising, recording and monitoring Waiting List Initiative (WLI) work in relation to medical and dental staff.
2	Definition of a Waiting List Initiative
	<p>A Waiting List Initiative (WLI), as referenced in section 2.36-2.39 of the Amendment to the National Consultant Contract in Wales (2003), is an additional clinic or list undertaken outside of core contracted hours to alleviate or reduce patient waiting times and one which has been identified and agreed in accordance with the UHB's Planning Cycles or via additional Welsh Government funding (see section 5).</p> <p>WLI work is temporary and will be undertaken on a voluntary basis. It does not form part of the Consultant job plan.</p>
3	Purpose
	<p>The purpose of this document is to:</p> <ul style="list-style-type: none"> • Detail the procedure to be followed by operational managers and staff when authorising or undertaking WLI activity. • Ensure robust arrangements exist in relation to agreeing, recording and monitoring WLI activity and that there is a clear audit trail.
4	Responsibilities
	<p>Managers should ensure that:</p> <ul style="list-style-type: none"> • they understand and comply with this procedure as pertaining to them and their role; • all relevant medical & dental staff are aware of this procedure; • there are appropriate and robust systems in place to approve all WLI work prior to it being undertaken; • all medical and dental staff have equal opportunity to participate in WLI arrangements and that any additional work is allocated accordingly; • there is an up to date job plan in place to evidence that any WLI activity is undertaken outside of agreed contracted time. In the event that WLI work is agreed and undertaken through the temporary displacement of SPA commitments outside of the job plan, this must be recorded. • Arrangements are in place to approve payments pertaining to WLI work in accordance with the UHB's Medical & Dental Staff Bank system.

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	<p>Medical & Dental staff should ensure that:</p> <ul style="list-style-type: none"> • they understand and comply with this procedure as pertaining to them and their role; • WLI work is not undertaken in time that is already contracted and paid for by the Health Board as per the agreed job plan including periods of on-call and any other additional sessions or work undertaken for which additional payment is claimed. In exceptional circumstances, WLI work may be accommodated through the temporary displacement of SPA commitments to a time outside the approved job plan schedule. The nature of the displaced SPA activity and when this will be rescheduled must be agreed in advance; • they do not undertake any WLI activity whilst absent from work on sick leave or if they are currently excluded from the workplace. • they are aware that any WLI activity is voluntary and may only be undertaken in uncontracted time; • they are aware that remuneration for such work will be at the rate set out in the current Wales national pay circular for medical & dental staff. All aspects of such work will be considered in calculating such sessions, e.g. time taken to see patients pre and post operatively;
5	Operational Procedure
	<p>Needs assessment</p> <p>The need to undertake Waiting List Initiatives should generally be determined through the Health Board's established annual and quarterly Planned Care Planning Cycles or through the Recovery and Redesign Planning cycle. The plans should contain both solutions to address demand and capacity on a sustainable basis, thereby reducing dependence on flexible sessions and also solutions to address the backlog.</p> <p>Before WLI sessions are requested and approved, the opportunities for temporary changes to job plans to incorporate this additional clinical work or other options not dependent on additional activity through WLIs should be exhausted.</p> <p>The need for Waiting List Initiatives to reduce waiting times over and above those agreed through the UHB's Planning cycles may also arise from additional specific Welsh Government funding to reduce waiting times. Where this is the case, the Chief Operating Officer's Operations Team will agree the level of additional WLI activity and associated funding with Directorates / Clinical Boards.</p> <p>The need to provide adequate support resources and the potential impact upon clinical support services and non-clinical support must be considered when planning for WLI sessions.</p>

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Authorisation of Waiting List Initiatives

All Waiting List Initiative work must be agreed in advance and have appropriate managerial approval before proceeding. The approver must be a delegated budget holder and the WLI must be clearly identified.

Managers should maintain a record of all Waiting List Initiatives approved. This should include date of clinic/list, clinic code where relevant, and planned number of patients.

Booking of Waiting List Initiatives

The number of patients to be booked will be defined and agreed in advance with the member of staff undertaking the WLI.

The activity undertaken should, as a minimum, accord with the individual's standard templates and productivity as per their regular job plan.

No private patients will be permitted to be seen in a WLI clinic or list.

WLI activity must not be agreed with medical and dental staff who are currently absent from work due to sick leave or temporarily excluded from the workplace.

Recording Waiting List Initiatives

All activity must be recorded on the Health Board's relevant Patient Management System (PMS).

Where a patient has been booked to attend a WLI clinic and later needs to be re-scheduled, the relevant Patient Management System will be updated and a new appointment letter should be created, printed and utilised.

Remuneration for Medical & Dental Staff

Consultants are to be paid in accordance with the Welsh Amended Consultant Contract at the appropriate Waiting List Initiative sessional rate (Section 2.36 – 2.39 and Annex 1e) and as uplifted in the relevant medical & dental pay circular (£690 per session – as at 2023-24). The session duration is 3.75 hours (£184 per hour as at 2023-24 rates) and payments will be calculated on a pro rata basis. The WLI activity time will include any administrative time necessary to complete the activity.

In the event that a WLI session is cancelled, no payment will be made.

There is no uplift in payment for agreed WLI activity undertaken on weekends or bank holidays – the agreed WLI rate applies in all circumstances.

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Payment criteria

Additional sessions should only be authorised where there is an agreed job plan. Exceptions to this will need to be authorised by the Medical Director or Chief Operating Officer.

Instigating payment to staff for Waiting List Initiatives

The service must create a WLI activity via the Medical and Dental Staff Bank electronic platform. Where the activity is for a standard WLI, the WLI reason code on the Medical and Dental Staff Bank electronic platform is to be selected so the spend is accurately recorded.

Where it is agreed for WLI activity to be accommodated through temporarily displacing SPA commitment to a time outside the agreed job plan, the nature of SPA activity and when it is rescheduled to must be recorded.

Electronic timesheets must be submitted within three months of the work being undertaken.

Reporting

The Directorate will keep a record of actual WLI activity versus planned WLI activity and associated expenditure.

Within three working days of the calendar month end, the Directorate will send this information to the Clinical Board's Finance team with a copy to the Assistant Director of Finance to ensure the ledger position can be adjusted to reflect payments owed but not yet made.

Monthly reports will be created via the Medical and Dental Staff Bank team which will detail the associated costs split by Directorate and month.