

## NATIONAL HEALTH SERVICE

### HOSPITAL SERVICE STATISTICS

*Summary.* This memorandum announces the various statistical returns required for 1957; the supply of forms for those returns; the changes made in the forms and in the notes thereon and further changes which will apply to the returns for 1958, and the arrangements to be made for the collection of the statistics in Wales.

1. *Statistics for 1957.*—Hospital Management Committees and Boards are asked to submit, not later than 31st January, 1958 (except in the case of S.H.8, which should be submitted not later than 31st March, 1958) statistics for the year 1957.

The various forms for this purpose are listed below and will be distributed under separate cover in the appropriate quantities to the authorities concerned. The Ministry will require only one copy of each return. (Special arrangements with regard to Wales are explained in Item 6 of this Circular.)

Hospital authorities are asked to notify their requirements for any extra forms needed.

S.H.3. Hospital Return.—For every Management Committee, and Board of Governors on the basis of five copies for every hospital, clinic, etc., making a separate return (four for completion, one to serve as a typing draft). Where the responsibility for running clinics has not been delegated to a Management Committee, Regional Hospital Boards are asked to complete three copies of the return—one for the Ministry, one for retention and one to serve as a typing draft.

Notes on Form S.H.3.—Separate notes will be forwarded in sufficient quantities to provide one copy for each hospital, clinic, etc., Management Committee and Board completing S.H.3.

S.H.5. Junior Medical, Junior Dental, Professional and Technical Staff.—For every Management Committee and Board of Governors on the same basis as S.H.3. Regional Hospital Boards are asked to notify their requirements for clinics.

Notes on Form S.H.5.—Separate notes will be forwarded on the same basis as Notes on Form S.H.3.

S.H.6. Administrative and Clerical Staff (group return).—Four copies for every Management Committee and Board of Governors for completion by them (three for completion and one for a draft).

S.H.7. Regional Hospital Board Headquarters Staff.—Three copies for each of the Regional Hospital Boards for completion by them (two for completion and one for a draft).

S.H.8. Domiciliary Specialist Service.—Three copies for each of the Regional Hospital Boards for completion by them (two for completion and one for a draft).

*To: Regional Hospital Boards,  
Hospital Management Committees,  
Boards of Governors.*

S.H.9. Contractual Arrangements.—Three copies for each of the institutions under contractual arrangements with Regional Hospital Boards for completion by them (two for completion and one for a draft).

S.H.12. Senior Medical and Dental Staff.—For every Regional Hospital Board and Board of Governors for completion by them on the basis of five copies (four for completion and one for a draft) for each hospital clinic, etc.

Notes on Form S.H.12.—Separate notes will be forwarded in quantities sufficient for the use of each Board.

S.H.13. Works and Maintenance, Laundry, Farm and Garden, Catering, Ward Orderlies and other staff.—For every Management Committee and Board of Governors on the same basis as S.H.3. Regional Hospital Boards are asked to notify their requirements for clinics.

Notes on Form S.H.13.—Separate notes will be forwarded on the same basis as Notes on Form S.H.3.

S.H.16. Group transmission return.—For every Management Committee and Board of Governors for completion by them (three for completion and one for a draft).

Tuberculosis Form T.145 (group return to the Ministry).—For every Management Committee and Board of Governors having sanatoria and hospitals (including orthopaedic and convalescent hospitals for tuberculous patients) with specific allocations of beds for tuberculosis and/or having chest clinics. The basis will be four copies (three for completion and one for a draft), plus extra copies to enable each group to secure an individual return from each hospital or clinic in the group. Copies of the individual returns, as well as of a group summary, should be sent by Management Committees to Regional Hospital Boards, but a group summary only should be sent to the Ministry.

Venereal Diseases Form V.D.(R).—Copies of these forms will be sent to Regional Hospital Boards and Boards of Governors for distribution to the medical officers of treatment centres.

2. *Changes in the layout of forms for 1957.*—The following changes have been made:—

S.H.3. This form has been slightly revised:—

- (i) "Geriatrics" is now shown as a separate department. For 1957 it is intended that this line should be used by those hospitals which have previously shown "Geriatrics" under "Other Specialist Units". Entries should, however, only be made under this heading if the conditions referred to in paragraph 4 below are satisfied.
- (ii) The spaces for "special kinds of work" and "other foot-notes affecting the statistics" have been transferred to the reverse of the form.
- (iii) The Notes to Form S.H.3.—Additional notes, indicated by marginal lines, have been included to explain the addition to the form. Some notes have also been slightly curtailed or rearranged, but in these cases no alterations of substance have been made.

S.H.6. This form has been enlarged, but no other alterations have been made.

T.145. This form is slightly different from the specimen which was circulated to hospital authorities on 11th December, 1956. Part III of the form ("Subsidiary Data") has been omitted entirely for 1957 and will not be included until next year, 1958, when it will appear in a slightly revised form.

3. *Classification of hospitals.*—Attention is again drawn to Section III of the Appendix to H.M. (54) 99, (now also attached to Notes to S.H.3). All hospitals should normally be classified for 1957 as they were for 1956, unless a change can legitimately be made. *Any such change should be agreed between Management Committees and Boards, before submitting the returns, which should be accompanied by a statement explaining the circumstances.*

4. *Changes to be introduced from 1st January, 1958:—*

S.H.3. (i) Geriatrics.—This will be shown in future as a separate department in Part 2 of the form. Entries should, however, be made only where (a) the department is staffed by a geriatric physician or where a general physician with a definite part of his contract for geriatrics has been specifically appointed, and (b) complete facilities exist for the diagnosis, treatment and rehabilitation of those patients.

(ii) Out-patient treatment in Dental Teaching Hospitals and Dental Departments of Teaching Hospitals.—It has been decided in consultation with the Association of Dental Hospitals of Great Britain and Northern Ireland that Dental Teaching Hospitals and Teaching Hospitals with Dental Departments should be asked in future to submit supplementary information regarding out-patient treatment. Specimen copies of the form which will be used for this purpose will be sent to the Teaching Hospitals concerned as soon as possible. The form is intended to supplement the information which is at present given in the out-patient section of Form S.H.3. It will be issued for the first time in respect of the year ending 31st December, 1958.

(iii) Pathological Departments.—From 1958 the present system of using unit values in pathology departments will be discontinued. Instructions on the future method of recording this work is being announced in a separate memorandum.

T.145. The information required in Part III of the form under the heading "Subsidiary Data" has been reconsidered. As a result the following information will be required in Part III of the form in respect of the year ending 31st December, 1958:—

- (i) Number of clinic attendances during the year.
- (ii) Number of persons examined during the year whose bronchopulmonary secretion was positive and who were not at the time in an institution.
- (iii) Number of persons examined for the first time during the year by:—
  - (a) complete examination
  - (b) X-Ray only.
- (iv) Number of persons examined as contacts for the first time during the year.

V.D.(R). As from the year ending 31st December, 1958, an additional item "YAWS . . . (n)" will be included in the section of the form dealing with "Other Conditions". The present items (n), (o) and (p) will be retained in the form without letter designations.

Boards and Committees are requested to keep their records with effect from 1st January, 1958, in a form which will enable them to comply with these alterations.

5. *Completion and submission of returns for 1957.*

*The top copy of each form should be sent to the Ministry.* Subsequent amendments or corrections to figures submitted should be sent by those responsible for completing the returns to all recipients of copies of the returns, immediately any errors are detected.

Wherever possible, a complete set of returns (unfolded) should be sent to the Ministry in one packet but if, in order to avoid undue delay, it is necessary to send them in piecemeal, extra copies of Form S.H.16 should be requested.

6. *Arrangements in Wales.*—The above paragraphs refer to the arrangements for the collection of statistics in England. *These arrangements also apply to Wales except that two copies of all returns are required by the Welsh Board of Health and that all returns for Wales should be sent to the Welsh Board of Health, Cardiff.*

MINISTRY OF HEALTH,  
SAVILE ROW,  
LONDON, W.1.

5th November, 1957.

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