

**AGENDA MANAGEMENT SHEET**

***Name of Committee***                      **Health Overview And Scrutiny Committee**

***Date of Committee***                      **28 March 2007**

***Report Title***                                **National Health Service Acronyms**

***Summary***                                      Following a request from Councillor John Ross at the meeting of the Committee held on the 24 January 2007, Alwin McGibbon, Health Scrutiny Officer, prepared the attached list of acronyms used in the National Health Service.

***For further information  
please contact:***                      Phil Maull  
Senior Committee  
Administrator  
Tel: 01926 412834  
philmaull@warwickshire.gov.uk

## List of NHS Acronyms

### A

**A4C** - Agenda for Change, NHS pay, terms and conditions for staff

**A&C** - Administrative & Clerical

**A&E** - Accident and Emergency

**ACAS** - Advisory, Conciliation & Arbitration Service

**ACC** - Association of County Councils/Ambulatory Care Centre

**ACPCs** - Area Child Protection Committees

**AHC** - Association of Healthcare Communicators

**AHP** - Allied Health Professional

**AICU** - Adult Intensive Care Unit

**AIP** - Aids Information Project

**ALA** - Association of Local Authorities

**AMA** - Association of Metropolitan Authorities

**ANHSO** - Association of National Health Service Officers

**APH** – Association for Public Health

**APIR** - Assessment, Planning, Implementation and Review

**ASH** - Action on Smoking & Health

**Accident** - a traumatic incident involving any part of the body

**Accident and Emergency** - usually referred to in its abbreviated form this covers the range of services immediately available in the specialist department of a hospital for patients requiring urgent treatment. Patients requiring immediate treatment or who are referred as an emergency, will usually be assessed here first, before receiving treatment, being referred to another department for admission or discharged, as appropriate

**Action for Young Carers** - a programme of support for young people who are responsible for providing care - for example for a family member with a disability - in the home

**Acute** - describes a disease of rapid onset, severe symptoms and brief duration.

**Area Child Protection Committees** - are statutory sub-committees of Social Services Committees with specific responsibility for overseeing the work of all statutory agencies working with children

**Advocacy** - a range of support available to patients and users of services to enable them to have access to a volunteer, or other designated person who will speak for them and ensure that their interests are represented

**Angina** - a sense of suffocation or suffocating pain in the chest, neck or arm, associated with heart disease, and usually brought on by exercise

**Antenatal services** - those provided before the birth of a child, for example midwifery services, parentcraft classes.

**Anticoagulants** - drugs to prevent blood clotting

**Assertive Outreach Teams** – An active form of treatment delivery services are taken to service users rather than expecting them to attend for treatment.

**Assessment** – taking a history of basic information from a patient in order to ascertain their needs for future treatment

**Assessment, Planning, Implementation and Review** - strategies for the assessment of children in need and provision of 'packages' of support

**Aspirin** - widely used drug that relieves less severe types of pain such as headache and toothache, and also reduces inflammation and fever. Low daily doses can be used in the prevention of coronary thrombosis and strokes

**Atrial Fibrillation** - irregular heart beat; rapid and irregular heart and pulse rates

**Audit** - a continuous process of assessment, evaluation and adjustment

## **B**

**BA** - Benefits Agency

**BBV** – Blood borne virus

**BDA** - British Dental Association/British Dietician Association/British Diabetic Association

**BEM** - Black & Ethnic Minorities

**BM** - Business Manager

**BMA** - British Medical Association

**BMI** – Body mass index

**BMJ** - British Medical Journal

**BPAS** - British Pregnancy Advisory Service

**BPL** - Blood Products Laboratory

**BTS** - Blood Transfusion Service

**BUILD** - Black People United in Learning Development

**BUPA** - British United Provident Association

**Barnardos** - a children's charity, whose services include finding new families for children with special needs, helping homeless young people, giving disabled children better opportunities and supporting young carers

**Baseline** - the continuous level of funding, year-on-year before additional resources are taken into account

**Bed blocking** – Where patients are fit for discharge remain in acute hospital beds when other more suitable forms of care are not being provided

**Behavioural Support Plans** - individual plans to manage children with behavioural difficulties or special needs. Usually drawn up with the help of teachers, child educationalists, social services and parents

**Better Services for Vulnerable People** – a Department of Health policy statement which requires health and social services to work together on the provision of services which meet the continuing and community care needs of local people

**Blood Cholesterol** - the measure of fat intake to the body. High levels are linked to narrowing of the coronary arteries

**Blood Products** - components of whole blood routinely used in surgery and other medical procedures. They are purchased by NHS organisations from the National Blood Transfusion Service

## **C**

**CAB** - Citizens Advice Bureau

**CAMHS** - Child & Adolescent Mental Health Services

**CCP** - Community Care Plan

**CDO** - Chief Dental Officer

**CfPS** – Centre for Public Scutiny

**CHD** - Coronary Heart Disease

**CHI** – Commission for Health Improvement  
**CJD** - Creutzfeldt-Jacob Disease  
**CMO** - Chief Medical Officer/Clinical Medical Officer  
**CNO** - Chief Nursing Officer  
**CoH** - College of Health  
**COPD** - Chronic Obstructive Pulmonary Disease  
**COSHH** - Control of Substances Hazardous to Health  
**COI** - Central Office of Information  
**CPA** - Care Programme Approach  
**CPD** - Continuing Professional Development  
**CPN** - Community Psychiatric Nurse  
**CPP** - College of Pharmacy Practice  
**CPPIH** – Commission for the Patient and Public Involvement in Health  
**CPR** - Child Protection Register  
**CPSM** - Councils for the Professions Supplementary to Medicine  
**CRC** - Clinical Research Council  
**CSP** - Chartered Society of Physiotherapy  
**CTAAC** - [Cancer Trials Awards and Advisory Committee](#)  
**CVCP** - Committee of Vice Chancellors & Principals  
**CVS** - Council for Voluntary Service  
**CWP** - Changing Workforce Programme

**Cancer Services Steering Group** - comprises representatives from the Cancer Centre, purchasing authorities and Local Medical Committees, whose functions include developing a strategic approach for both provision and commissioning of cancer services and agreeing development priorities for cancer services.

**Caldecott guardian** – All NHS organisations are required to appoint a Caldecott guardian – a person who has a responsibility for policies that safeguard confidentiality of patient information

**Capitation Funding** - level of funding based on the number of people living in the district

**Cardiopulmonary Resuscitation** - life saving technique involving heart massage and mouth-to-mouth breathing

**Cardiovascular** - relates to the circulatory system, comprising of the heart and two other networks of blood vessels, which work together to transport nutrients and oxygen to the tissues and the removal of waste products

**Cash Limited** - where full budgetary responsibility is delegated to local level and where the cash allocation cannot be exceeded

**Child & Adolescent Mental Health Services** – specialist mental health services provided to young people aged under 18.

**Chlamydia** - a bacteria, strains of which are a common cause of sexually transmitted infections. If left untreated, it can lead to infertility

**Chronic Obstructive Pulmonary Disease** – a history of chronic progressive symptoms of coughing, wheezing or breathlessness caused by an obstruction in the airways that does not return to normal with treatment

**Clinical Audit** – a continuous process of assessment, evaluation and adjustment of practice by doctors, nurses and other health professionals

**Clinical Governance** – an initiative introduced in the White Paper, New NHS: Modern, Dependable to assure and improve clinical standards at local level throughout the NHS. This includes action to ensure that risks are avoided, that

adverse events are rapidly detected, openly investigated and lessons learned, that good practice is rapidly disseminated and that systems are in place to ensure continuous improvements in clinical care

**Clinical negligence** – A breach of duty by healthcare practitioners in the performance of their duties

**Clinical network** – A network of health professionals from different NHS organisations working together across institutional and local boundaries to provide optimum care for a particular disease or patient group

**Clinical Psychology** – the assessment and treatment of behavioural and other mental health problems, usually as part of a multi-professional team, for example, including doctors, nurses and social care staff

**Clinicians** - a general term for doctors and nurses working directly with patients in all parts of the health service

**Co-morbidity** – the simultaneous presence of two or more disorders. The term dual diagnosis or complex needs may also be used. The term often refers to combinations of severe mental illness, substance misuse, learning disabilities and personality disorder

**Colorectal Cancer** - cancer of the colon and/or rectum, commonly known as bowel cancer, it the second most common form of cancer in the UK

**Collaborative** – established regional partnership to develop and provide services to address a specific medical condition e.g. cancer collaborative.

**Commissioning** - in this context the process of acquiring services to meet the health needs of the local population. Includes patient and carer focused service planning through reviewing, planning and prioritising service developments, implementing the NHS agenda, monitoring service agreements, allocating funds with service providers and investing/disinvesting appropriately in services. Commissioning is done through PCTs and their collaborative commissioning structure, partner agencies, health service providers and the voluntary sector

**Community based health services** - services provided outside of a hospital setting, usually in clinics, surgeries or in the patient's own home

**Community Care** - the help and support required to enable people to live independently in their own homes, or in housing facilities in the community. Involves health and social services and other local authority services working together

**Community Care Plans** - the inter-agency plans for the provision and delivery of Community Care

**Community Development Strategies** - designed to stimulate social and economic well being, promote inclusion and combat disadvantage in local communities

**Community Nurses** - a collective term for nursing professionals, including practice nurses, district nurses, health visitors and school nurses

**Community Pharmacists** - independent health professionals, commonly known as 'chemists' providing services for the dispensing of prescriptions together with advice on treating common illnesses, sale of non prescription medicines and other ancillary goods and services

**Community Safety** - multi-agency work with communities to reduce the causes of and fear of crime and anti-social behaviour

**Community Safety Strategies** - the practical application of Community Safety. Strategies may include action on drug, alcohol and substance misuse, working with victims or promoting crime prevention

**Connexions** – information and advice service for young people

**Continence Services** – services for people with incontinence – i.e. the involuntary passing of urine causing wetting

**Continuing Care** - a general term used to describe a range of health and social care for patients with longer term illness, for example, older people, adults who are disabled or people with dementia

**Continuing Professional Development** – affects members of professions whose institutes control qualifications and practice registration. Most now apply systems of CPD which require members of that profession to show proof that their skills and knowledge are being updated and maintained and this is shown through the maintenance of a personal development plan and log

**Controls Assurance Statements** – statements regarding compliance on management of non-clinical roles which Boards of Trusts and Health Authorities are required to sign

**Controls Risk Assurance** - the systematic approach to assessing and managing business organisational risks

**Coronary Heart Disease** - disease of the blood vessels surrounding the heart. Main risk factors for developing CHD are high blood pressure, smoking and high blood cholesterol levels. All of these risk factors can be improved by changes in lifestyle and related medical treatments

**Core Risk Assessors** - individuals within an organisation responsible for identifying and assessing risks

**Corporate Governance** - the system by which organisations are directed, accountable and managed

**Cost Improvements** - making savings or reductions through increased efficiency

**Crime and Disorder Audit** - conducted in consultation with the local community and other key partners, this forms the basis of the strategy for crime reduction which is part of the local implementation of the Crime and Disorder Act. The assessment of current crime rates and problems is the starting point for planning effective action over the next three years

**Crime and Youth Justice Partnerships** - social services, the police, education, health, probation and voluntary groups all working together to reduce offending and re-offending by juveniles

**Crisis Intervention/ Home Treatment Teams** – these teams offer intervention and support 24 hours per day, 7 days a week to offer alternatives to admission to psychiatric hospital

## **D**

**DAT** - Drug Action Team

**DAAT** - Drug and Alcohol Action Team

**DEB** - Dental Estimates Board

**DGH** - District General Hospital

**DGM** - District General Manager

**DHA** - District Health Authority

**DISS** - District Information Support Systems

**DMU** - Directly Managed Units

**DN** - District Nurse/Drafting Note

**DNS** - Director of Nursing Services

**DH** - Department of Health

**DPB** - Dental Practices Board

**DPH** - Director of Public Health  
**DPP** - Doctor Patient Partnership  
**DPR** - Data Protection Registrar  
**DPT** - District Planning Team  
**DRO** - Dental Reference Officer  
**DRS** - Dental Reference Service  
**Day-case** - treatment which can be performed in a single day, without the need to admit the patient for an overnight stay in hospital  
**Deprivation** - lacking in direct access to adequate amenities, housing, employment opportunities etc. Levels of deprivation can be assessed by using the standard Townsend measurement, for example, which uses car ownership, unemployment, overcrowding and property ownership as indicators of deprivation  
**Dermatology** - the diagnosis and treatment of skin disorders  
**DETR index** - national 'scoring system' for deprivation.  
**Diagnostic tests** - tests which help determine the nature of a disorder or illness, for example x-rays, laboratory tests etc  
**Disadvantaged communities** - areas characterised by high levels of unemployment, poor housing and high crime  
**Domestic Violence Forum** - representatives from a range of organisations - police, probation service, solicitors etc - which facilitates, encourages and supports inter-agency initiatives on domestic violence  
**Drug Action Team / Drug and Alcohol Action Team** - a partnership between health, local authorities, the police, probation and prison services established as part of the national initiative "Tackling Drugs Together" in 1995. DAT works to increase the safety of communities from drug-related crime, reduce the health risks related to drug misuse and reduce the availability of drugs to young people  
**Drug Action Team Action Plan** - an annual plan, produced by the DAT, which describes what will be done locally to reduce the damage caused by drug misuse. The plan has to address four elements: the availability of drugs locally; how young people can be encouraged to resist drug misuse; how communities can be safer from crime caused by drug misuse; how treatment is made available to enable people to live healthy crime free lives

## E

**ECR** - Extra Contractual Referral  
**EDT** - Emergency Duty Team  
**EHO** - Environmental Health Officer  
**EL** - Executive Letter  
**EMI** - Elderly Mentally Ill (or Infirm)  
**ENB** - English National Board for Nursing, Midwifery and Health Visiting  
**ENT** - Ear, Nose and Throat  
**ERDF** - European Regional Development Fund  
**ESMI** - Elderly Severely Mentally Ill (or Infirm)  
**EXEC** - NHS Executive/Executive

**Education Consortia** - a multi-agency forum bringing together public and private sector organisations with a role in the planning and development of education, and training for the NHS on a regional basis

**Elective Surgery** – an operation which is planned ahead and for which the patient will be given a date to be admitted to hospital

**Electronic Health Record** - information relating to health held on computer. Every person in the country is to get a lifelong electronic health record from cradle to grave. It will stay with them even if they change doctor or move around the country.

Safeguards for patient confidentiality will be guaranteed

**Emergency Duty Team** – the Social Services team which provides a rapid response to anyone in immediate need of social care – for example during holiday periods or out of usual working times

**Endarterectomy** - an operation to unblock an artery

**Endoscopy** - an examination using a 'camera' to view the inside of the body

**Equity Basis** - based on fair share

**Executive Letter** - these were replaced by Health Service Circulars in 1997. Issued by the NHS Executive, they provide mandatory guidance to the NHS

## F

**FHSCU** - Family Health Services Computer Unit

**FMTS** - Financial Management Training Scheme

**FPA** - Family Planning Association - Family Planning Information Service

**Foundation Trust** – NHS Foundation Trusts will be established as a new public interest organisations accountable to local people and free from Whitehall control. Drawing on models from co-operative societies, mutual organisations and charities in Britain and abroad. NHS Foundation Trusts will work for NHS patients and the wider public benefit. Each NHS Foundation Trust will have a board of Governors, including governors elected by members from the local community and NHS staff, to provide accountability to local stakeholders

**Fusion** – information and advice service for young people in North Warwickshire

## G

**GDC** - General Dental Council

**GDP** - General Dental Practitioner/Gross Domestic Product

**GDS** - General Dental Services

**GEH** – George Eliot Hospital NHS Trust

**GM** - General Manager

**GMC** - General Medical Council

**GMS** - General Medical Services

**GMSC** - General Medical Services Committee

**GOS** - General Ophthalmic Services

**GP** - General Practitioner

**GPAQ** - General Practice Assessment Questionnaire

**GPC** - General Practitioners Committee

**GPS** - General Pharmaceutical Services

**GUM** - Genito Urinary Medicine

**Gastrointestinal disease** - disease of the stomach and intestines

**General Medical Services** – the core range of services provided by family doctors (GPs) and their staff. These are defined by an Act of Parliament (Section 29 of the 1997 Act) and outlined in regulation (General Medical Services Regulations 1992)



**Gynaecology** - the study of diseases of women and girls, particularly the reproductive organs

**Gynaecological** - diseases which affect women and girls, particularly the reproductive system

## H

**HA** - Health Authority

**HAA** - Hospital Activity Analysis / Health Action Area

**HAAC** - Health Action Area Co-ordinator

**HAC** - Health Advisory Committee

**HAS** - Health Advisory Service

**HC** - Health Circular/Health Centre

**HCHS** - Hospital & Community Health Services

**HDU** - High Dependency Unit

**HEA** - Health Education Authority

**HES** – Hospital Episode Statistics

**HIG** - Health Implementation Group

**HImpP** - Health Improvement Programme

**HIS** - Health Informatics Service

**HISS** - Hospital Information Support Systems

**HLG** - Hostels Liaison Group

**HLC** – Healthy Living Centre

**HMB** - Health Modernisation Board

**HMR** - Hospital Medical Record

**HN** - Health Notice

**HP** – Health Promotion

**HPA** - Health Promotion Advisor

**HPB** - Health Partnership Board

**HON** - Health of the Nation

**HSE** - Health & Safety Executive

**HSG** - Health Service Guidance

**HSI** - Health Service Indicator

**HSPI** - Health Service Health Services Prices Index

**HV** - Health Visitor

**HWI** – Healthy Workplace Initiative

**Haemoglobinopathy** – the collective name for any group of inherited blood conditions which include sickle cell disease and other related conditions. These diseases result from an abnormality of the production of red blood cells

**Headway** – a national association which promotes understanding of all aspects of head injury and provides information, support and services to people with head injury and their families. Headway House, Nottingham Support Group Day Centre offers similar services and the day centre for adults provides structured social rehabilitation through activities which provide daily living skills

**Health Community** – term to describe all aspects of the NHS in the district, including Health Authority, primary care, hospitals and community services

**Health Improvement Programme** - a new approach to strategic planning with the focus on improving health. Led by the Health Authority, the Programme outlines a

three year rolling cycle of action by NHS, partner agencies and local communities which will deliver both the national and local priorities for improving health

**Health inequalities** - differing socio-economic factors - for example unemployment - which have an impact on the good health of an individual and their access to health care services

**Health Informatics** – the range of Information Technology and information analysis skills and services required in the NHS

**Health of the Nation** - the national long term strategy for health which set out 27 targets for improving the nation's health in five areas: coronary heart disease and stroke; cancers; accidents, mental illness; HIV/AIDS and sexual health. The new national strategy is due to be launched in 1999, following the publication of the Green Paper, "Our Healthier Nation" in 1998

**Health Outcomes** - see Outcome

**Health Partnership** – a multi-agency forum which meets periodically throughout the year with the broad role to agree the vision, priorities and plans for programmes of health action.

**Health Promotion** - actions and information which helps individuals or communities to improve their health

**Health Service Circulars** - replaced Executive Letters in 1997. They are issued by the NHS Executive and provide mandatory guidance to the NHS.

**Health status** - the health (or ill health) of a particular area when compared to other areas or with national data.

**Health Visitors** - health professionals who primarily provide care to families with new born babies and children under five

**Healthcare of the Elderly** - a range of specialist services for older people.

**Healthy Living Centres** - they offer a range of services to enhance the health and well-being of local people.

**Healthy Schools Initiative** - Government initiative aimed at ensuring today's children become the healthy adults of the future. A key component is the promotion and availability of a nutritionally balanced diet, supported through classroom activities and the provision of healthy alternatives in school shops, vending machines and on the menu for school lunches

**Holistic approach** - describing an approach to patient care in which the physical, mental and social factors in the patient's condition are taken into account, rather than just the diagnosed disease. The term is applied to a range of orthodox and alternative methods of treatment

**Hypertension** - high blood pressure above the normal range expected in a particular age group

**Hypotension** - blood pressure below the normal range expected in a particular age group

**Hypothermia** - accidental reduction of body temperature below the normal range

## I

**ICAS** – Independent Complaints Advocacy Service

**ICU** - Intensive Care Unit

**IGS** - Income Generation Scheme

**IHSM** - Institute of Health Services Management

**IM&T** - Information Management & Technology

**IMR** - Infant Mortality Rate

**INFO** - Information  
**IBA** - Indicative Prescribing Budget  
**IPA** - Indicative Prescribing Amount  
**IRP** – Independent Reconfiguration Panel  
**IS** - Information System  
**ISIP** – Integrated Service Improvement Programme  
**IT** - Information Technology  
**ITU** = Intensive Therapy Unit, another name for an ICU

**Illness Prevention** - a range of approaches to reducing the risks of ill health and promoting good health. This can be through education and information, encouraging healthy lifestyle behaviour or access to medication or other interventions which prevent the onset of illness

**Inequalities** - see health inequalities

**Infant Mortality Rate** - the number of deaths of infants under one year of age per 1,000 live births in a given year

**Information for Health** - a comprehensive strategy for health information and information technology over the next 10 years

**In-patient** – a patient who is admitted to hospital for a period of treatment or to undergo an operation. Patients would stay in hospital for 24 hours or more

**Inter-Agency** - joint working between different statutory and voluntary agencies involved in service development and provision

**Inter-departmental government working party on child prostitution** - representatives from health, education and police looking at a new national strategy to support children involved in prostitution

**Independent Reconfiguration Panel** – provides the SoS with advice when issues of substantial variation or development have been referred to them for a decision.

**Intermediate Care** – care provided to a person in their own home which allows for earlier discharge from hospital or prevents admission to hospital in the first place. The care is provided by teams of nurses, therapists and care assistants backed up by medical advice when needed

**Interventions** - the provision of treatment, medication or care carried out with the intention of improving the patient's health

**Internal Market** - established in 1989/90 by the separation of purchasing and provision of NHS services and commonly used to describe intra-NHS trading

## **J**

**JCC** - Joint Consultative Committee

**JCCC** - Joint Consultation and Communications Committee (for staff)

**JCB** – Joint Commissioning Board where two or more commissioning agencies for example PCT and local authority act together to co-ordinate the commissioning of services and jointly take responsibility for translating strategies into actions

**JCGs** - Joint Commissioning Groups

**JIPs** - Joint Investment Plans

**Joined up action** - making links between services where previously organisational or other barriers prevented it. The result should be a seamless service

**Joint Commissioning Executive** - the strategic, priority setting component of the Joint Commissioning Structure, reporting into the Joint Consultative Committee

**Joint Commissioning Groups** - a series of working groups, part of the Joint Commissioning Structure focusing on services for specific client groups or diseases, for example HIV/Aids, Mental Health. The membership is multi-agency

**Joint Commissioning Structure** - the process in which two or more commissioning agencies act together to co-ordinate their commissioning, taking joint responsibility for translating strategy into action. Joint commissioning involves health, social services, housing, education and other agencies

**Joint Investment Plans/JIPs** - a partnership approach to planning and developing services which improves the ability of people to live independently through better co-ordinated local services. JIPs were outlined in the Executive Letter "Better Services for Vulnerable People"

## K

**KSF** - Knowledge and Skills Framework (part of Agenda For Change's appraisal system)

## L

**LA** - Local Authority

**LAA** – Local Area Agreements

**LD** - Learning Disability

**LDC** - Local Dental Committee

**LDP** - Local Delivery Plan

**LEA** - Local Education Authority

**LIFT** - Local Improvement Finance Trust

**LIP** - Local Information Programme

**LIT** - Local Implementation Team

**LISs** - Local Implementation Strategies

**LMC** - Local Medical Committee

**LMR** - Local Modernisation Review

**LOC** - Local Optical Committee

**LPC** - Local Pharmaceutical Committee

**LSCG** - Local Specialised Commissioning Group

**LSP** - Local Strategic Partnerships

**Learning Disability/Learning Disabled** - a collective term for significant life-long conditions which restrict development. Usually resulting in a reduced ability to understand new or complex information or to learn new skills.

**Linear Accelerator/Linac** - equipment which accelerates particles to produce high-energy radiation used in the treatment of tumours, cancers and other malignant disease

**Link worker** - an individual employed to provide a link between the agency and the person accessing the service. A link worker can also offer a supportive role to medical or other professionals and the patient. Link workers may provide language skills or other specific skills and act in a co-ordinating role between different services and agencies

**LINKs** – Local Involvement Networks a new body that will replace the Patient and Public Involvement Forums in 2007/08

**Lithotripter** - equipment which eradicates stones - for example gallstones - using shock waves

**Local Implementation Strategies** - a key component of the delivery of Information for Health. LISs cover the information needs and systems for all local health and social care organisations.

**Local Medical Committee** – a statutory Local Representative Committee representing the interests of all GP's working in the NHS. The boundaries of LMC's are the same as for Health Authorities. Currently a Health Authority is required by statute or guidance to consult on certain issues with its LMC. PCT's are required to consult with the LMC on those issues delegated to it by the Health Authority

**Local Strategic Partnerships** - bodies that bring together different parts of the public, private, business and voluntary sectors to enable different initiatives and services to support each other and work together

**Longer Term Service Agreements** - agreements between Health Authorities or Primary Care Groups and NHS Trusts on the service to be provided for a local population. These replace the NHS annual contracts and cover a minimum of three years to offer greater stability

**Looked After** - the term for children in care

**Lung Cancer** - cancer in the tissue covering the air passages. It is the most common form of cancer in the UK, and is strongly associated with cigarette smoking and industrial air pollutants, for example asbestos

## M

**MDAAG** - Multi-Disciplinary Audit Advisory Group

**MAC** - Medical Advisory Committee

**MAF** - Management Accountancy Framework

**MAFF** - Minister of Agriculture, Fisheries and Food

**MDO** – Mentally disordered offender

**MDS** - Minimum Data Set

**MH** – Mental Health

**MHAC** – Mental Health Act Commission

**MHE** - Mental Health Enquiry

**MHRT** - Mental Health Review Tribunal

**MIS** - Management Information System

**MMR** – Measles, mumps and rubella

**MPC** - Medical Practices Committee

**ME** - Manpower Equivalent

**MPH** - Master of Public Health

**MRC** - Medical Research Council

**MRI** - Magnetic Resonance Imaging

**MSC** - Medical Services Committee

.

**Myloma** - an aggressive form of skin cancer, but can also found in the eye and mucous membranes.

**Mental Health** - to do with the well-being of the mind as opposed to physical well-being. The assessment of likely levels of mental illness in a population and therefore the levels of service required to meet such needs

**Midwife** - trained professionals who provide assistance and medical care to women throughout their pregnancy, labour and childbirth

**Morbidity** - the rate of death in a population during a given period

**Multidisciplinary** - Medical, nursing and other related professionals and non-medical staff such as Social Services and the Voluntary Sector, working together as a team

## N

**NAHFM** - National Association of Health and Facilities Managers

**NAHSPO** - National Association of Health Service Personnel Officers

**NAHSPRO** - National Association of Health Service Public Relations Officers (now known as Association of Healthcare Communicators)

**NAO** - National Audit Office

**NAWCH** - National Association for the Welfare of Children in Hospital

**NCH** - National children's charity

**NCRN** - National Cancer Research Network

**NDT** - National Development Team

**NHS** - National Health Service

**NHSCR** - National Health Service Central Registrar

**NHSE** - National Health Service Executive/National Health Service Estates

**NHSPA** - National Health Services Pensions Agency

**NICE** - National Institute for Clinical Excellence

**NPHS** - National Public Health Service

**NPSA** - National Patient Safety Agency

**NRT** - Nicotine Replacement Therapy

**NSFs** - National Service Frameworks

**National Electronic Library for Health** - one of the initiatives included in Information for Health will provide instant access 24 hours a day for doctors, nurses and other health professionals, so they can be kept up to date with the latest advancements in treatments and care

**National Institute for Clinical Excellence** - organisation that promotes clinical and cost effectiveness and produces and disseminates clinical guidelines

**National Priorities Guidance** - the NHS Priorities and Planning Guidance sets out the key areas for development in health care. From 1999/2000 the priorities are joint with Social Services and are set out in Modernising Health and Social Services

**National Service Frameworks** - the national definition of provision of service, standards and performance for specific areas of health and related care. The first two NSFs related to Coronary Heart Disease and Mental Health and were published in 1999. The NSF for Older People was published in 2001. The blue print for services covers the relevant ill health prevention, treatment, care and allied services with the aim of defining minimum standards across the whole country and setting a model for excellence

**New Deal for Communities** - Government initiative to tackle the causes and effects of deprivation in a co-ordinated way with local communities making decisions about spending priorities

**NHS Direct** - a 24-hour telephone advice line staffed by nurses. It provides 'on the spot' information, advice and help. Three pilot helplines began in March 1998. NHS Direct went "live" in Nottingham on February 8 1999 as part of the second wave of pilot sites. The service was rolled out nationally during 2000

**NHS Executive** - the management arm of the Department of Health, organised across eight regions, with its headquarters in Leeds. Nottingham comes within the Trent

region, which covers the East Midlands (though not Northamptonshire), South Yorkshire and Humberside

**NHS Information Highway** - known as the NHSnet, this is an Intranet for all NHS organisations. Only NHS personnel can gain access. The Internet can be reached via NHSnet but NHSnet cannot be accessed via the Internet

**NHS Trust** – a statutory, self governing NHS organisation providing health care services to the NHS. They provide services for the local population and may also develop specialist services for a wider, regional population. Their income is derived from service agreements with Health Authorities, Primary Care Groups or Primary Care Trusts. They have freedom to decide staff numbers and rates of pay and some powers to invest and borrow money.

**NHS Warwickshire** – Warwickshire PCT

**Nicotine Replacement Therapy** - available in the form of patches and creams, together with counselling and support they can provide a gradual withdrawal from nicotine to enable the individual to successfully quit smoking

**Non Melanoma Skin Cancers** - the most common type and rarely fatal, although they can be disfiguring

## Q

**OATS** - Out of Area Treatments

**OD** - Organisational Development or Operating Department

**OHN** – Our Healthier Nation

**ONS** - Office for National Statistics

**OOHs** - Out of Hours

**OPCS** - Office of Population and Censuses and Surveys

**OPSS** - Office of Public Service and Science

**OSC** - Ophthalmic Service Committee/Overview and Scrutiny Committee

**OSG** - Officer Support Group

**Obstetrics** - the branch of medical science concerned with the care of women during pregnancy, childbirth and for about six weeks after the birth, when the reproductive organs are recovering

**Oncology** - the study and practice of treating tumours

**Ophthalmology** - the branch of medicine devoted to the study and treatment of eye diseases

**Osteoporosis** - loss of bony tissue resulting in bones that are brittle and liable to fracture. Common in the elderly and women following the menopause

**Otorhinolaryngology** - the study of ear, nose and throat diseases

**Out of Area Treatments** - formerly known as Extra Contractual Referrals, these are services usually purchased from outside the district on an individual patient basis and for which there is no existing service agreement in place

**Outcome** - the effect of treatment on a patient, which may be measured in a number of ways such as mobility after operation or survival rate

**Outpatient Care** – provided by a hospital department on an appointment basis without the need to be admitted to or stay in hospital. An outpatient appointment may be used to assess further treatment or to follow up a patient after they have had a period of treatment or an operation. Outpatient services can also be provided in GP surgeries or other community settings

## P

**PAC** - Public Accounts Committee  
**PACE** - Purchasing Authority Chief Executives  
**PACT** - Prescription Analysis and Cost  
**PALS** - Patients Advice and Liaison Services  
**PAMs** - Professions Allied to Medicine  
**PAS** - Patient Administrative System  
**PBC** – Practice based commissioning  
**PbR** – Payment by results  
**PCA** - Parliamentary Commissioner for Administration (the Ombudsman)  
**PCIP** - Primary Care Investment Plan  
**PCG** - Primary Care Group  
**PCT** - Primary Care Trust  
**PDP** - Personal Development Plan  
**PEC** - Professional Executive Committee  
**PES** - Public Expenditure Survey  
**PFI** - Private Finance Initiative  
**PHel** – Public Health Electronic Library  
**PHLS** - Public Health Laboratory Service  
**PID** - Project Initiation Document  
**PMS** - Personal Medical Services  
**PODS** - Pharmacy, Ophthalmic, Dental and Superannuation  
**PPA** - Prescription Pricing Authority  
**PPF** – The Priorities and Planning Framework  
**PPI** - Patient and Public Involvement  
**PPIF** – Patient and Public Involvement Forum  
**PRB** - Pay Review Body  
**PRP** - Performance Related Pay  
**PS** - Pharmaceutical Services  
**PSB** – Provider Strategy Board  
**PSC** - Pharmaceutical Service Committee  
**PSD** - Patient Services Department  
**PSNI** - Pharmaceutical Society of Northern Ireland  
**Pt** - Patient  
**PTS** - Patient Transport Services

**Paediatrics** - the general medicine of childhood

**Paramedic** - a professional closely linked to a medical professional and working in conjunction with them. Such professionals need expert knowledge and experience in certain fields, but no medical degree. Paramedical personnel in hospital include radiographers, physiotherapists and dieticians, also ambulance service staff

**Partnership in Action** – a discussion document which aims to encourage collaboration working between agencies by removing barriers in the existing system, introducing new incentives for joint working and achieving better monitoring

**Patient Partnership Strategy** – the blueprint for user and carer involvement in health service planning and delivery in Nottingham. Launched in 1999, the strategy aims to give clear direction to the future role of users and carers as an integral part of health service objectives



**Patient Records** - can be either a manual or computer record in which information relating to a patient's health and medical treatment is recorded and kept

**Patient's Charter** - the national guarantees of service which patients can expect from the NHS. The Patient's Charter covers all NHS services. There are also specific charters for mental health and children's services

**Patient Transport Services** – Provision of non-emergency transport for patients being admitted/transferred/discharged from hospital or attending Outpatients/Day Care facilities

**Performance Agreement** - an annual commitment by the whole health community to co-ordinated initiatives to meet the national priorities. Performance by the Health Authority and Trusts is measured against a series of agreed target areas by the NHS Executive

**Peripatetic** - resources or services which are flexible, being able to be deployed where and when they are needed, rather than from one fixed place

**Personal, Social and Health Education programmes** - non subject specific programmes used by schools to teach topics relating to personal development and education, for example smoking, bullying. See also National Curriculum

**Planning for Real** - a scenario planning methodology, used by the Office of Public Management, to facilitate the implementation of action

**Podiatry** – treatment of disorders of the foot

**Prevalence** - the likely spread or incidence of a disease or illness in the population

**Primary Care** - the collective term for all services which are the first point of contact for the patient, for example the GP

**Primary Care Investment Plan** – a costed three year rolling plan outlining the PCG/PCT's overall intentions for the development of primary care across its area

**Primary Care Trusts**—succeeded PCGs with responsibilities for improving the health of the community, developing primary and community health services and commissioning secondary care services.

**Professions Allied to Medicine** - collective term for medical professionals, other than doctors and nurses, for example, midwives, occupational therapists, paramedics

**Providers** – NHS Trusts, PCTs, GPs, other healthcare professionals Adult Health and Community Services and voluntary agencies that provide services commissioned by NHS and local authorities

**Psychological** - of the mind

**Purchasing Plans** - annual plans which detail the allocation of resources to services. Since 1998/99, these plans have been incorporated into the Service and Financial Framework

## Q

**Quango** - Quasi-Autonomous Non-Governmental Organisation

## R

**RCCS** - Rehabilitation and Community Care Services

**RCGP** - Royal College of General Practitioners

**RCN** - Royal College of Nursing

**RCOG** - Royal College of Obstetricians & Gynaecologists

**RCS** - Royal College of Surgeons

**RCT** - Randomised Controlled Trial  
**RMI** - Resource Management Initiative  
**RNIB** - Royal National Institute for the Blind  
**RNID** - Royal National Institute for Deaf People  
**RPSGB** - Royal Pharmaceutical Society of Great Britain  
**RSCN** - Registered Sick Children's Nurse  
**RSI** - Rough Sleepers Initiative/Repetitive Strain Injury  
**RSL** - Registered Social Landlord

**Reconfiguration** - the rearrangement of services or facilities to achieve the maximum cost, clinical and patient benefit  
**Regional Office** – the management arm of the Department of Health,  
**Rehabilitation** – a process which helps people acquire skills to realise their maximum potential following an accident or because of an illness or injury.  
**Rehabilitation and Community Care Services** – a range of crisis resolution and respite care services in addition to the rehabilitation and continuing care services.  
**Residential Homes** - provide a high level of social care, usually specifically aimed at older people who require a range of support and facilities, but not nursing care. They are registered and inspected by local authorities  
**Respiratory Problems** - problems associated with breathing  
**Respite Care** – a short or medium term period of care designed to support either the patient or their carers / family where the patient has a long term illness or disability  
**Rough Sleepers Consortium** - a multi-agency group, combining voluntary and statutory organisations with an interest in provision of services for the homeless sleeping on the streets.  
**Rough Sleepers Initiative** - initially a Department of the Environment, Transport and the Regions project aimed at reducing the number of people sleeping rough in central London, the same co-ordinated strategies are now being rolled-out to other cities.

## S

**S4BH** - Standards for Better Health  
**SaFF** - Service and Financial Framework  
**SARP** - Social Action Research Project  
**SCODA** - Standing Conference on Drug Abuse  
**'Script** - Prescription  
**SFI** - Standing Financial Instruction  
**SGUMDER** - Standing Group on Undergraduate Medical and Dental Education and  
**SHA/ StHA** - Strategic Health Authority  
**SHHD** - Scottish Home and Health Department  
**SHO** - Senior House Officer  
**SI** - Statutory Instrument  
**SIFT** - Service Increment for Teaching  
**SLTs** - Speech and Language Therapists  
**SMR** - Standardised Mortality Ratio  
**SO** - Standing Orders/ Stationery Office  
**SoS** - Secretary of State  
**SpR** - Specialist Registrar  
**SPT** - Specialist Planning Team  
**SRB** - Single Regeneration Budget

**SSD** - Social Services Department  
**SSI** - Social Services Inspectorate  
**StBoP** - Shifting the Balance of Power  
**SWAG** - Specialist Workforce Advisory Group  
**SWGHT** – South Warwickshire General Hospitals NHS Trust

**Salaried GPs** - employment terms and conditions under which a GP is directly employed by an organisation (and so receives a salary), rather than maintaining the more usual independent contract with the NHS, under which the GP is, in effect, self employed

**"Saving Lives – Our Healthier Nation"** – the white paper published in July 1999 which sets out the strategy for improving the health of the population

**Secondary Care** - hospital or specialist care to which a patient is referred by their GP

**Self Limiting Illness** – an illness or condition which will either cure itself or which will have no long term harmful effect on the health of the individual

**Senior House Officer** – one of the training grade posts a hospital doctor holds after qualifying and before becoming a fully trained specialist (consultant) who accepts total responsibility for patient care in a particular branch of medicine

**Service & Financial Framework** – an annual statement of the resources available for local NHS services and the priorities and agreements for changes in services, funding of services and targets for services which these resources will be used to fund

**Sexually Transmitted Infection** - any infectious disease spread by sexual intercourse any infectious disease spread by sexual intercourse

**Shifting the Balance of Power** - reforms promised in the NHS Plan which result in the dissolution of Health Authorities. Responsibilities are to be shared between Primary Care Trusts and newly formed Strategic Health Authorities. Regional Offices will also discontinue in 2003.

**Standing Group on Undergraduate Medical and Dental Education and Research** - a national committee which is concerned with the links between the NHS and universities, particularly around the training of medical students and the conduct of research. It issues advice to local NHS organisations and universities about how this relationship should develop

**Single Regeneration Budget** - currently in its fifth wave, SRB is the Government's targeted funding for urban regeneration

**Social Action Research Project** - a national project initiated by the Health Education Authority which aimed to develop and use social networks and local partnerships known to generate ideas for improving communities and the health of local people.

**Social Capital** - an initiative to target funding at those who are socially excluded

**Social Determinants** - the underlying social and economic conditions which are key factors surrounding an issue

**Social Exclusion/Socially Excluded** - those who experience the consequences of deprivation, resulting in a lack of support which prevents full participation in society

**Social Exclusion Unit** - Government unit which considers research and develops policy to combat the links between poverty and ill-health

**Social Services Department** - a core function of unitary, metropolitan and county councils providing a range of services for vulnerable groups in society

**Specialist Health Promotion Service** - concerned entirely with health promotion activities including co-ordinating multi-agency work, working and consulting with communities and voluntary groups, and developing policy. The service also supports

other professionals, who in their wider roles, also contribute to improving health - for example teachers, health visitors, environmental health officers

**Specialties** - individual units within a hospital which focus on the diagnosis and treatment within a particular field of medicine, disease or client group - haematology is the specialty concerned with the diagnosis and treatment of blood disorders, Health Care of the Elderly with older people etc

**Speech and Language Therapists** - provide services to adults and children with a communication disorder and/or swallowing difficulties. These may include assessment and diagnosis of communication and swallowing disorders, treatment, advice, counselling and provision of alternative communication systems

**Standing Advisory Group on Consumer Involvement** - a national panel set up to advise the NHS Research and Development Programme

**Standing Conference on Drug Abuse** - a national voluntary organisation which aims to reduce the problems caused by drugs through debate and guidance on best practice

**Standing Group on Undergraduate Medical and Dental Education and Research** - a national committee concerned with the interface between the NHS and universities, particularly around the training of medical students, and the conduct of research. It issues advice to local NHS organisations and universities about how this relationship should develop

**Strategic Health Authority** - new organisations which came into force on 1 April 2002 due to Shifting the Balance of Power. Strategic Health Authorities will determine strategy and performance manage Primary Care Trusts and Trusts in their area, replacing Health Authorities and eventually NHS Executive Regional Offices.

**Stress** - any demand or pressure which life places on individuals or groups. Stress can be a positive reaction, but too much stress can result in mental and physical illness

**Stroke** - a sudden attack of weakness affecting one side of the body, the consequence of an interruption to the flow of blood to the brain. The effects can vary in their severity

**Substance Misuse** - collective term for drug, chemical and alcohol use or addiction

**Supporting Families** - a Government consultation document which looks at ways of improving the well-being of children and their families

**Sure Start** - a Government initiative, which has identified 60 disadvantaged districts a Government initiative which has identified 60 disadvantaged districts throughout the country, where local partners will work together to help create equal chances and opportunities for young children and their families

## **T**

**TCP** - Total Commissioning Project

**TOP** - Termination of Pregnancy

**TQM** - Total Quality Management

**Tackling Drugs Together to Build a Better Britain 1998** - a 10-year Government strategy based on a partnership approach involving voluntary and statutory agencies to tackle drugs through education, detection and enforcement

**Target Allocation** - allocation of resources based on a formula assessment of "fair share"

**Task Force to Review Services for Drug Misusers, 1996** - a Government appointed team to assess current service provision

**Telecare/Telemedicine** - high tech facilities offering 'remote' consultation and diagnosis through simultaneous transmission of images from patient in one location to medical professional in another

**Tertiary Care** – Care provided by specialist hospitals or departments (e.g. cancer centres) for patients referred from district hospitals

**Thrombolytic Therapy** - the use of drugs to break down blood clots

**Tobacco Control White Paper** - the Government's programme of action to reduce smoking and its harmful effects

## U, V and W

### U

**UHCW** – University Hospitals Coventry and Warwickshire NHS Trust

**UKCC** - United Kingdom Central Council for Nursing, Midwifery and Health Visiting

**UMT** - Unit of Medical Time

**UNISON** - Health Services and Public Sector Union

**UV** - Ultra Violet

**Ultra Violet Light** – the harmful rays of the sun. Over exposure to UV light can cause skin cancer

**Urological disease** - disease of the kidneys, bladder and urinary tract

**Urology** - the study of the kidneys, bladder and urinary tract

**Utting Report on Looked After Children** - Sir William Utting's report, "People Like Us", published in 1997, recommended a range of safeguards designed to protect children living away from home from abuse or harm. The review was commissioned by the Department of Health and Welsh Office in 1996 following revelations of abuse in children's homes dating back to the 1970s

### V

**VFM** - Value for Money

**VSC** - Voluntary Service Co-ordinator

**Vire** - movement of money from one budgetary category to another

**Voluntary sector** - independent organisations managed by a volunteer committee. Can be very large, professional organisations with high numbers of paid staff or small local societies run purely by volunteers. They are invariably grant, government or charitably funded

### W

**WDC** - Workforce Development Confederation

**WO** - Welsh Office

**WMAS** – West Midlands Ambulance Service

**WRVS** - Women's Royal Voluntary Service

**WTE** - Whole-time Equivalent

**WTEP** - Whole Time Equivalent Post

**Waiting Times** - the period that a patient may be on the waiting list before a routine appointment or admission to hospital is possible. The standards and maximum waiting periods are set nationally under the Patient's Charter

**White Paper "Smoking Kills"** - see Tobacco White Paper

**Winter Pressures** - the seasonal high increase in demand for health and social care services

**Working time directive** – The European working time directive regulations came into force in 1998 and apply to all directly employed NHS workers except junior doctors. They set a working time limit of 48 hours per week

**Working Together** - a Government document which sets out how agencies should work together to consider child protection

## [X, Y, Z](#)

### Y

**YOT** - Youth Offending Team

**Youth Offending Teams** - a co-ordinated approach to the strategic development and provision of services for young people involved in crime/in contact with the criminal justice system. The team includes representatives from social services, education, police, probation and health authority