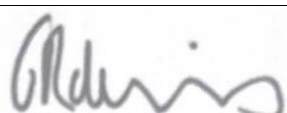


TRUST POLICY FOR DEVELOPMENT OF SAS DOCTORS AND DENTISTS

Reference Number CL-RM/2014/029	Version: 5		Status: Final	Author: Mr Fuad Abid – SAS Tutor RDH Mr Ajay Bajoria – SAS Tutor QHB Dr Tracy Tinklin – Medical Director of Postgraduate Medical Education
Version / Amendment History	Version	Date	Author	Reason
	5	January 2024	Deb Price	3-year review
Intended Recipients: <ul style="list-style-type: none"> All medical and clinical staff 				
Training and Dissemination: Dissemination will be via the intranet.				
To be read in conjunction with: <ul style="list-style-type: none"> Medical Appraisal Policy to Support Revalidation for Non-Training Grade Doctors - TrustPolicy Medical & Dental Staff Combined Leave - UHDB Trust Policy Freedom to Speak Up (Raising Concerns at Work) - UHDB Trust Policy and Procedure 				
In consultation with and Date: <ul style="list-style-type: none"> Medical Education Group (MEG) – December 2023 Local Negotiating Committee (LNC) – December 2023 				
EIRA stage One	Completed	Yes		
stage Two	Completed	No		
Approving Body and Date Approved			Interim Executive Medical Director Approval - January 2024	
Date of Issue			August 2014	
Review Date and Frequency			January 2026 - every 3 years	
Contact for Review			SAS Tutors	
Executive Lead Signature			 Dr Gisela Robinson Interim Executive Medical Director	

CONTENTS PAGE

	SECTION	PAGE NUMBER
1.	Introduction	Page 3
2.	Purpose and Outcomes	Page 3
3.	Definitions Used	Page 7
4.	Monitoring, Compliance and Effectiveness	Page 7
5.	References	Page 7

TRUST POLICY FOR DEVELOPMENT OF SAS DOCTORS AND DENTISTS

1. Introduction

The Trust is committed to the development of Specialty and Associate Specialist (SAS) doctors and dentists and supports the full implementation of the SAS Charter and its associated documents.

A guidance document “Maximizing the Potential: essential measures to support SAS doctors” was published by Health Education England (HEE), the General Medical Council (GMC), Academy of Medical Royal Colleges, and NHSE/I in February 2019. This guidance sets out how HEE and partners should support, value, and develop SAS doctors, to ensure they are offered fulfilling and varied careers with genuine development opportunities.

The British Medical Association (BMA), British Dental Association (BDA), HEE, the Academy of Medical Royal Colleges and NHSE/I have worked together to produce this guidance on the development of SAS doctors and dentists in the NHS in England to help ensure that this important group of doctors are helped to remain fit to practice and develop in their careers. This guidance was originally published in 2017 and updated in 2020⁶. Specific sections are targeted at NHS boards, Medical Directors, SAS clinicians, Medical Staffing, and Human Resources teams.

2. Purpose and Outcomes

This Policy applies to SAS doctors and dentists employed by the Trust as covered by the terms and conditions of the national contracts and includes

- Staff Grade and Specialty doctors
- CESR specialty doctors
- Associate Specialist doctors including locally employed Associate Specialists
- Specialist doctors

The aim of the Policy is to:

- 1) Ensure implementation all elements of the SAS Charter and development guide
- 2) Ensure that SAS doctors are supported to deliver safe, high quality patient care, working within their competencies
- 3) Ensure that SAS doctors have appropriate support and developmental opportunities
- 4) Improve the profile of SAS doctors and promote it as a positive career choice
- 5) Support SAS doctors' health and well-being.

The SAS Charter includes:

2.1 Ensuring patient safety and care

SAS doctors will carry out their duties, workload and work patterns to ensure patient safety and high-quality care. SAS doctors will engage in revalidation, appraisal and job planning processes. They will carry out their duties with care and compassion in compliance with GMC guidance on Good Medical Practice and locally agreed policies and procedures.

2.2 Recognition for the SAS group

The LNC should have membership that proportionally represents the medical workforce of the Trust. This should include SAS doctors to fully represent the local characteristics of the workforce.

SAS tutors should be part of Medical Education Group (MEG), Postgraduate Medical Education Group (PGMEG) and Medical Training Group (MTG).

SAS doctors should also have representation in different Trust Committees. All medical leadership and academic positions are open for SAS doctors with the appropriate skills to apply.

2.3 Minimum conditions

Every SAS doctor should have the following conditions as a minimum:

a) Appropriate job plan and contract

- A contract of employment which should always mirror national terms and conditions
- An appropriate mutually agreed job plan specific and relevant to their role. This can only be changed by mutual agreement between the SAS doctor and the Clinical Director / Assistant Clinical Director (in accordance with the Trust's Job Planning Policy), taking into consideration any recommendations following appraisal. This should be reviewed as a minimum annually
- A job plan that contains appropriate SPA time for the role. This may changeover time and should be reviewed as appropriate. Recommendations of the relevant Medical Royal College may be considered. The terms and conditions for doctors on the Specialty Doctor or Associate Specialist/Specialist grades (2008 and 2021) contract state there should be a minimum of one SPA for full time doctors, however additional time may be required provided the need is established in the job plan
- SPA time underpins Direct Clinical Care and may include amongst other things audit, continues professional development (CPD), local clinical governance activities, training, formal teaching, appraisal, job planning and research. As a doctor becomes more experienced and takes on a broader role the Trust will need to keep all elements of the job plan under review. The Trust should ensure that SAS doctors have the support needed for career progression and contribution to a wider role which may require reassessment of the balance between SPA and Direct Clinical Care duties and allocations
- Work commitments and scheduling which recognise the importance of an appropriate balance between daytime and out of hours work depending on specialty / individual job plan
- An annual appraisal. This can provide supporting information for the SAS doctor's current level of practice. It may, with the approval of the Trust, describe responsibility for patients, lists or clinics, or any extra support the doctor may require.

b) Support

- Appropriate access to resources including office accommodation and technology to enable SAS doctors to do their jobs effectively and efficiently. This may include email, other software packages, and suitable storage facilities for confidential work, related papers, books etc;
- Appropriate secretarial / administrative support
- Appropriate and effective induction into their role and location with a clear and effective reporting structure. These should be explained as part of local induction
- SAS doctors should be made aware of the SAS advocate and Freedom to Speak Up (Raising Concerns at Work) - UHDB Trust Policy and Procedure
- Appropriate IT support to ensure transparency of NHS data and provision of

care as well as attribution of work to appropriate clinicians. This will include coding of patients and work activity under a SAS doctor's name where applicable, guidance on how to code appropriately and access to this data when required

- Access to pastoral support to be facilitated through the SAS advocate
- Access to specialist Occupational Health provision
- Access to SAS tutors. The SAS tutor is the point of contact for all SAS doctors to offer advice and guidance on career related issues, education and development and the use of SAS funding. They act as a link to Medical Director of Medical Education and Trust's senior leadership
- The SAS advocate acts as a point of contact to provide support for SAS colleagues well-being and signpost to relevant bodies for issues pertaining to contract, job planning and other work-related conflicts including bullying and harassment
- Access to appropriate (and individualized where available) data for appraisal and revalidation
- As per Academy of Medical Royal College Guidance on Taking Responsibility², the Trust should ensure that where a SAS doctor is the clinician responsible for a patient's care this should be appropriately displayed e.g. in outpatient clinics, theatres and ward. This will be in circumstances where senior SAS doctors have the expertise and ability to take responsibility for patients without consultant supervision
- The Trust should ensure that clinical activity is coded accurately to individual, who performed the clinical activity, this is important for patient safety and clinical governance
- The wellbeing of a SAS doctor not only affects the individual but also the employer and patient care. The Trust supports the recommendations of the Academy of Medical Royal Colleges¹⁰ which are based on the principles of autonomy, belonging, competence, development support, excellence. recognition and reward.

c) Development

- Access to support and guidance relating to application for Certificate of Eligibility for Specialist Registration (CESR) should they wish it and support to apply for study leave budget. If CESR is achieved, this would be recognized and acknowledged in the same way as for new Certificate of Completion of Training (CCT) holders
- Adequate support and time allocation to allow SAS doctors to fully participate in the annual appraisal process (including access to new to NHS course and appraiser training where applicable) and the necessary CPD and study leave requirements, which naturally arise from appraisal. SAS doctors will have the same access as their consultant colleagues to internal and external CPD activities, study leave time and budget (Please refer to Medical and Dental Staff Combined Leave Trust Policy and Procedure)
- Access to a SAS tutor, clinical lead and a mentor for professional and personal development needs as well as appropriate support and time to learn new skills. In addition to this access to SAS advocate as a visible point of support within the organisation

- SAS doctors may wish to undertake secondments and this will be considered in line with the Medical Appraisal Policy to Support Revalidation for Non-Training Grade Doctors - Trust Policy
- Accountability arrangements should be commensurate with the seniority of the practitioner. Trust governance systems would consider BMA Policy which supports appropriately skilled and experienced SAS doctors working autonomously. NHS Employers and the GMC have confirmed that there is no contractual or regulatory impediment to SAS doctors working autonomously within defined local governance systems.

d) Involvement in organisational structures

- Encouragement and opportunities for interested senior SAS doctors to get involved in the management of their Divisions and in wider corporate duties. All SAS doctors who meet the essential person specification for management posts in their organisation would be eligible for consideration.
- SAS doctors should be supported adequately
- SAS doctors (permanent staff) should be members of the Medical Staff Committee and should be invited to attend these and Divisional meetings alongside consultants. Interested senior SAS doctors should also be supported to apply for academic positions
- Access (in the same way as other colleagues) to time off for external, civic and trade union duties.

e) Recruitment

- Recruitment and appointment processes should be fair, open and effective
- Job descriptions which define sessional commitments should be available at the point of application
- SAS doctors should be involved in the recruitment of other SAS doctors.

3. Definitions Used

SAS Doctors

This includes Specialty Doctors, Staff Grade Doctors, specialists and Associate Specialists. SAS doctors are a diverse group with a wide range of skills, experience and specialties.

SAS doctors should not be referred to by the term 'middle grade' or 'registrar', as there is no such grade. Instead, they should be referred to by the contract they are on, for example specialty doctors, associate specialist doctors, staff grades, or in short, SAS doctors.

4. Monitoring Compliance and Effectiveness

A 6 monthly report will be made to the Medical Director's Office using the SAS Charter implementation tool.

5. References

<p>1. A Charter for staff and associate specialist and specialty doctors</p>	<p>2014</p>	<p>British Medical Association Academy of Medical Royal Colleges Health Education England NHS Employers https://www.bma.org.uk/media/1057/bma-sas-charter-for-england-dec-2014.pdf</p>
<p>2. Guidance for Taking Responsibility: Accountable Clinicians and Informed Patients</p>	<p>2014</p>	<p>Academy of Medical Royal Colleges https://www.aomrc.org.uk/wp-content/uploads/2016/05/Taking_Responsibility_Accountable_Clinicians_0614.pdf</p>
<p>3. Improving SAS appraisal: a guide for employers</p>	<p>2013</p>	<p>NHS Employers http://www.nhsemployers.org/~media/Employers/Publications/improving-sas-appraisal.pdf</p>
<p>4. A UK guide to job planning for specialty doctors and associatespecialists</p>	<p>2012</p>	<p>BMA & NHS Employers http://www.nhsemployers.org/~media/Employers/Documents/Pay%20and%20reward/job-planning-specialists.pdf</p>
<p>5. Trust Medical Appraisal Policy to Support Revalidation for Non-Training Career Grade Doctors”</p>	<p>Version 5 June2020</p>	<p>https://derby.koha-ptfs.co.uk/cgi-bin/koha/opac-retrieve-file.pl?id=57667579661b36f92e743fcbfe41b114</p>
<p>6. SAS DoctorDevelopment</p>	<p>Sep 2020</p>	<p>British Medical Association British Dental Association Academy of Medical Royal Colleges Health Education England NHS Employers https://www.nhsemployers.org/~media/Employers/Publications/SAS-doctor-development-guide-FINAL.pdf</p>

7. Good Medical Practice	2013 updated 2019	General Medical Council (GMC) https://www.gmc-uk.org/-/media/documents/good-medical-practice---english-20200128_pdf-51527435.pdf?la=en&hash=DA1263358CCA88F298785FE2BD7610EB4EE9A530
8. Maximising the Potential: essential measures to support SAS doctors	Feb 2019	Health Education England NHS Improvement https://www.hee.nhs.uk/sites/default/files/documents/SAS_Report_Web.pdf
9. SAS Charter Monitoring Tool	Nov 2018	https://www.nhsemployers.org/-/media/Employers/Documents/Pay-and-reward/SAS-doctors/SAS-Charter-monitoring-tool---Final.pdf
10. Wellbeing of SAS Workforce	Nov 2020	https://www.aomrc.org.uk/wp-content/uploads/2020/11/Wellbeing_SAS_workforce_301120.pdf
11. SAS REFORM TCS FOR SPECIALTY DOCTORS 2021	Mar 2021	https://www.nhsemployers.org/system/files/media/TCS-for-speciality-doctors-england-2021_0.pdf
12. SAS REFORM TCS FOR SPECIALIST GRADE 2021	Mar 2021	https://www.nhsemployers.org/system/files/media/TCS-for-specialist-grade-england-2021_0.pdf
13. AOMRC 7/12/2023 document on strengthening of SAS workforce document	Jan 2024	https://www.aomrc.org.uk/sas-papers-guidance/