**Minutes of the Health Education England SAS Steering Group Meeting**

**A committee of the HEE Board**

**Date and time:** 10:00 – 13:00, Tuesday 27th June 2017

**Venue details:** Redwood room, West Wing

**Full address:** Victoria House, 2-4 Capital Park, Fulbourn, Cambridgeshire, CB21 5XB

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| **In attendance:** | Rupal Shenoy (chair), Chloe Nicholson (minute taking), Sophie Hall, Boby Sebastian, Anna King, Alison Jenaway, Margaret Short, Victor Udu, Husam Al-Fallouji, Farrukh Sheikh, Aman Khan, Vamsi Velchuru, Padmanabha Syam, Shaheen Shora, Rachna Bansal, Caroline Cooper, Heather Slater, Shaukat Mirza. |
| **Apologies:** | Abdel Reda, Amit Chawla, Arvind Arora, Barbara Petrie, Catherine Lee, Clive Lewis, Debbie Blundell, Deborah Mullaly, Elizabeth Jephcott, Katy-Jayne Pain, Lauren Bennifer, Mary Archibald, Mary Burgess, Michaela Turner-Douglas, Pora Denise, Richard Smith, Rita Chotai, Rosa Lombardi, Rosie Smithson, Sajida Ajjawi, Sharmila Poovali, Sharon Richardson, Syed Kabeer, Dionne Saxon, Susan Knight, Tom Picton, Trevor Broughton, Vasi Sundaresan, Venkat Reddy, Katie Palmer. |

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| **Ref.** | **Item** | **Action Owner** |
| 1 | **Welcome & Apologies for Absence**  Apologies were received as noted above |  |
| 2 | **Register and declarations of conflict of interests**   * No conflicts of interest were declared. |  |
| 3 | **Review of Membership**   * RS welcomed Shaheen Shora (SS) to the committee. SS is the new SAS Tutor at Hertfordshire Partnership Foundation Trust. |  |
| 4 | **Approval of previous minutes and matters arising from last minutes**   * Accepted as a true record of the meeting that took place on 25th January 2017. |  |
| 5 | **Review of action log**   * CN to develop a standardised Induction for SAS Doctors and upload this to the SAS pages of the Health Education England (HEE), east of England (EoE) website. * The merge between Hinchingbrooke Hospital and Peterborough and Stamford Hospitals has now taken place. A singular SAS Tutor is yet to be identified and so in the interim both SAS Tutors are continuing to provide support. | CN |
| 6 | **SAS Development Funding 2017/18**  6.1 2017-18 funding update   * RS confirmed financial support would be made available again by HEE in order to support the development of SAS doctors. * The SAS Doctors Development Fund will be held centrally and can be accessed via a bidding process similar to previous years. * Further information around the processes for accessing the available funds will be circulated by HEE in due course.   6.2 Process for applying to access funds going forwards   * The proposed application process will invite all SAS Tutors, Specialty Leads and Medical Education Managers (MEMs) to apply to RS/HEE for funding to support locally held training events, for example; coaching, leadership and IT skills. * Priority will be given to applications supporting a number of SAS doctors. * It was suggested that prior to making an application, the organiser may want to gather expressions of interest for the potential event which can support their application and make it easier to gauge how many SAS Doctors would like to attend the event. * The organiser of an event must obtain a quote for their event, as HEE will be unable to approve an application based on uninformed estimates. * As in previous years, once an application has been approved a confirmation letter will be sent detailing the invoicing instructions. The Trust that the applicant is based at will then need to raise an invoice addressed to HEE for the approved amount. The finance team at the Trust will be copied into this confirmation. The applicant must then access the funds using the Trusts local process.   6.3 Ideas to best utilise the SAS Doctor’s Development Fund   * AK suggested a way to be more cost effective is to invite consultants from within the Trust to come and do a talk or presentation. * Royal College’s host specialty specific knowledge based development days which are available for SAS Doctors to attend. SAS Doctor’s attendance at these development days should be supported through the Trust’s study leave budget. * It may be possible to organise similar events locally by inviting speakers to attend an event in the EoE. Specialty Leads could apply for funding and organise specialty specific development days. * RS agreed to circulate an email to all Specialty Leads and Head of School (HoS) to confirm that SAS doctors are keen to attend training courses being held for trainee doctors. * CN to circulate a list of all HoS to SAS Specialty Leads in order to begin networking and forming a collaborative approach to development for SAS Doctors and trainees.   6.4 CESR   * VV is interested in working with FS to arrange a Surgery specific CESR day that allows 1:1 time with individuals who are either currently in the process of applying for CESR or will be applying in the near future. RS agreed that this was a very good idea.   6.5 SAS Tutor Programme Activity (PA)   * As discussed in previous SAS Steering Group meetings, SAS Tutor PAs will no longer be funded through the SAS Development Fund. Reassuringly, some Tutors have managed to negotiate local funding or support through alternative routes with their Trusts. * RS advised all SAS Tutors to have a discussion with the Director of Medical Education (DMEs) at their Trust and negotiate either funding for their SAS role or their job plan to incorporate their SAS sessions. * HS reported that The Queen Elizabeth Hospital, Kings Lynn (QEHKL) have refused to support the SAS Tutor role. RS asked that HS or SR sends the details of who to contact and RS will contact the Trust. * RS agreed to write a letter to all DMEs encouraging Trusts to either fund the SAS Tutor PA or include SAS Tutor responsibilities in their job plans. * RS advised SAS Tutors to invite DMEs and other senior managers to their SAS Doctors meetings in order to discuss ways to move forwards with the new strategy.   6.6 SAS Doctor’s contact details   * CN to request all SAS Doctor’s details from each Trust with specialty specific details. | CN  RS  CN  VV, FS  Tutors  HS/SR  RS  CN |
| 7 | **EPR Panel**  7.1 CESR Champions   * FS has volunteered to be the Paediatrics CESR champion and agreed to his contact details being share on the CESR page of the HEE website. * RB explained that with an already busy workload, it may not be possible to adopt the role of Psychiatry CESR champion, however this will be considered. * MK advised that there is an Emergency Medicine CESR lead in Luton and has agreed to share their details with RS.   7.2 CESR Day for SAS Doctors   * RS reported that the recent CESR day for SAS Doctors that was held at HEE on 31st March was very well received. The feedback was greatly positive. | MK |
| 8 | **Any other business**  8.1 Educational Supervision for SAS Doctors   * Concerns were raised that there may not be sufficient educational supervision for SAS Doctors in most Trusts. RS will raise this at the next HoS meeting. * Suggestions for SAS Tutors to attend development events like Educational and Clinical Supervisors for trainees.   8.2 Admin support for SAS Doctors   * RS thanked all MEMs and Lead Administrators for their support over the years   8.3 SAS Faculty Development Days   * CN and RS to begin organising a SAS Tutors development event to follow on from the next SAS Steering Group meeting. * Leadership was suggested as a topic to cover.   8.4 Hertfordshire Partnership Newsletter ***Please refer to the attached ‘SAS Newsletter November 2016’***   * The former SAS tutor at Hertfordshire Partnership Foundation Trust, Peter Simmons, had been exemplary in contributing to the SAS Development during his tenure. RS would like to express her appreciation and gratitude to Peter Simmons and the group wish him well in the future. | RS  CN/RS |
| **Date and time of next meeting: Monday 27th November 2017 10:00 – 12:00** | | |

**Action Log**

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| **Action Number** | **Ref.** | **Agreed Action(s)** | **Owner** | **Timeline** |
| **5** | **SAS Induction** | CN to develop a standardised Induction for SAS Doctors and upload this to the SAS pages of the Health Education England (HEE), east of England (EoE) website. | **CN** |  |
| **6.1** | **SAS Funding** | Further information around the processes for accessing the available funds will be circulated by HEE in due course. | **CN** |  |
| **6.3** | **Trainee courses to include SAS** | RS agreed to circulate an email to all Specialty Leads and Head of School (HoS) to confirm that SAS doctors are keen to attend training courses being held for trainee doctors. | **RS** |  |
| **6.3** | **HoS contact details** | CN to circulate a list of all HoS to SAS Specialty Leads to start to work together to increase the development opportunities for SAS Doctors. | **CN** |  |
| **6.4** | **Surgery Specific CESR day** | VV is interested in working with FS to arrange a Surgery specific CESR day that allows 1:1 time with individuals who are either currently in the process of applying for CESR or will be applying in the near future. VV reported that the 1:1 time is very beneficial to applicants as it allows them the time to discuss their individual applications. | **VV & FS** |  |
| **6.5** | **SAS Tutor PA** | RS advised all SAS Tutors to have a discussion with the Director of Medical Education (DMEs) at their Trust and negotiate either funding for their SAS role or their job plan to incorporate their SAS sessions. | **Tutors** |  |
| **6.5** | **SAS Tutor PA** | HS reported that The Queen Elizabeth Hospital, Kings Lynn (QEHKL) have refused to support the SAS Tutor role. RS asked that HS or SR sends the details of who to contact and RS will contact the Trust. | **HS/SR** |  |
| **6.5** | **SAS Tutor PA** | RS agreed to write a letter to all DMEs encouraging Trusts to either fund the SAS Tutor PA or include SAS Tutor responsibilities in their job plans. | **RS** |  |
| **6.6** | **SAS Doctors’ details** | CN to request all SAS Doctor’s details from each Trust with specialty specific details. | **CN** |  |
| **7.1** | **CESR Champion** | MK advised that there is an Emergency Medicine CESR lead in Luton and has agreed to share their details with RS. | **MK** |  |
| **8.1** | **Educational Supervision for SAS doctors** | It was identified that there may not be sufficient educational supervision for SAS Doctors in most Trusts. Rupal will raise this at the next HoS meeting. | **RS** |  |
| **8.3** | **Faculty Development** | CN and RS to begin organising a SAS Tutors development event to follow on from the next SAS Steering Group meeting. | **CN/RS** |  |