

SAS Doctors Development – Guidance 2019 – 2020

This document sets out the strategy for the development of SAS Doctors within Health Education England, east of England local office.

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Introduction

This document sets out the strategy for the development of SAS doctors within Health Education England (HEE), east of England (EoE) local office. Whilst it is recognised that individual employers have a responsibility to support the development of their own employees, HEE, east of England, recognises its own role in supporting employers to assist the development of this group of doctors.

This document sets out the opportunities for employers and heads of school to support and develop this important group of doctors. This strategy supports the delivery of the following HEE Mandate objectives;

Objective 2: Creating the safest, highest quality health and care services

Objective 3: Maintaining and improving performance against core standards while achieving financial balance

Objective 4: Improving efficiency and productivity of the health and care system

Objective 6: Supporting research, innovation and growth

Objective 8: Building and developing the workforce

This document should be seen in the wider context of the on-going work to develop sustainable delivery plans and support workforce development.

The SAS Charter

[The SAS Charter](#) sets out clearly what SAS doctors can expect from their employers and what employers can expect from them.

In collaboration with NHS Employers, Health Education England and the Academy of Medical Royal Colleges, the BMA published the SAS Charter in 2014, requesting that it be used as guidance to set out the optimal working conditions for SAS doctors.

Background

This important group of senior doctors and dentists is comprised of specialty doctors, associate specialists, staff grades, hospital practitioners, clinical assistants, senior clinical medical officers and clinical medical officers. This group of staff is referred to as the Staff, Associate specialists and Specialty doctors (SAS) group.¹

Historically, the allocation of funds to support the development of SAS doctors has been based on the evidence of the previous year's spend as demonstrated by Trusts in twice annual returns, and by providing Activity and Budget Planners in line with Annual Development Planning within Specialty Schools.

This fund has been traditionally used for the personal development and career progression of SAS doctors, examples include; funding for top up training for CESR applications, and various courses across leadership, management, training, teaching, and communication skills provided by both in-house trainers and commercial course providers. The funding has been used effectively to benefit a number of individual doctors.

¹ (BMA SAS Charter 2014).

Opportunities

There are several opportunities to review current practice and improve the support for SAS Doctor's development. By focussing on; career progression, local and regional development plans, Trust-wide skills development and Specialty specific training opportunities, it is hoped that there will be increased engagement from SAS doctors in continuing professional development.

There is an opportunity to ensure that current funding is used efficiently and effectively, maximising the number of individuals who are able to access professional development and avoiding unnecessary duplication of courses.

The different ways of accessing development opportunities:

- Local Trust funding
- Individual support for personal development via HEE EoE
- Development Days and programmes tailored to SAS Doctors needs
- MIAD CESR course bursary
- PGCert bursaries

Funding arrangements for 2019/2020

Local Trust funding

As in previous years funding for local education and training events at Trusts is available. Similar to last year, the funding allocation process has been streamlined and aligned with the annual development planning process used by Specialty Schools.

SAS Tutors are to work collaboratively with Medical Education Managers (MEMs) in order to plan developmental opportunities for SAS Doctors for the entire financial year.

An Activity and Budget Planner is to be completed by the SAS Tutor and submitted to the SAS mailbox (SAS.eoe@hee.nhs.uk) in order to be assessed by the Associate Dean for SAS doctors. Any monies agreed will be issued on a provisional basis until the budget has been officially confirmed. Once the budget is confirmed, actual approval can be granted, and the funds will be released to the Trust via the next available Learning Development Agreement (LDA).

For more details about courses and events in your Trust please get in touch with your SAS Tutor or Manager of Medical Education. The list of SAS Tutors can be found [here](#).

Individual support for personal development

Learning opportunities will be identified by the individual SAS Doctor and an application for funding support will be made by the SAS Doctor to the SAS mailbox (SAS.eoe@hee.nhs.uk) for processing and approval. Opportunities for development may include; SAS induction and mentorship and access to a variety of courses.

A small number of SAS doctors may wish to pursue a CESR application. For these doctors, engagement in curriculum skills development through the use of e-portfolios designed by Royal Colleges will be essential.

The application form must be completed electronically and submitted no less than four weeks prior to the event taking place for approval to be granted. If this timeframe is not adhered to applications may be declined.

The SAS Doctor must obtain their local SAS Tutors approval on the application form prior to submission. Contact details of all SAS Tutors can be found on the [SAS pages of the HEE, EoE website](#).

Examples of funding arrangements include:

- Development of personal and clinical skills
- Generic skills development
- For doctors wishing to pursue CESR, engagement in curriculum skills development using e-portfolios designed by Royal Colleges will be essential and support may be provided to aid this.
- Cross-professional learning and working across organisational boundaries

Successful applications will be issued a letter of approval and their signed application form via email, their Trust and SAS Tutor will be copied in. *Please note that funding will be allocated to the Trust based on the successful application, and the SAS doctor will need to follow their usual expense claim process to access the funding from their Trust.*

Excluded expenses

Whilst HEE is committed to supporting SAS Doctors development, we must be aware of the following excluded expenses, which are in line with the HEE Trainee Doctor Study Leave Policy. Any applications for funding to support the below expenses will be declined.

- Statutory and mandatory training required by employers
- Other employer-related leave
- Professional examination fees.
- Interview Leave
- Overseas travel expenses past UK point of entry
- Applications for courses/events that take place outside of the current financial year
- Fees for courses that are booked and not attended
- Enrolment on to training programme and payment for portfolio access

Travel, accommodation and subsistence guidance

- Travel In line with the HEE and Trust policies around trainee expenses, HEE encourages the use of the most cost-effective mode of transport. Travel costs may only be approved for overseas courses/events up to the point of exit from the UK. Receipts must be retained and provided when requested from the Trust.

Please note that overseas travel expenses past UK point of entry will not be reimbursed under any circumstance.

- Accommodation - In line with the HEE Trainee Doctor [Study Leave Policy](#), accommodation costs can be considered for courses/events that take place over more than one day. HEE will consider up to £100 per night for accommodation, limited to the duration of the event plus one night either before or after the event date. Anything over this amount will not be approved, unless there are exceptional circumstances, in which case approval from the Deputy Postgraduate Dean responsible for SAS will be required. – overseas accommodation for clarity

- Lunch - HEE understands that most courses/events will provide food for delegates at lunchtime. In cases where lunch is not provided, a maximum of £10 subsistence may be applied for in order to purchase a lunchtime meal. Receipts must be retained and provided when requested from the Trust.
- Subsistence - up to a maximum of £35 meal allowance (including £5 lunch time meal) per 24-hour period may be considered. Receipts must be retained and provided when requested from the Trust.
Please note that reimbursement for alcoholic beverages will not be reimbursed under any circumstances.

SAS Doctor's Development Days

Following the excellent feedback from the 2018-2019 SAS Doctor's Development Days, HEE will continue to organise two separate Development Days which will both be mirrored in different locations. The aim is to increase accessibility by moving these around the region.

The Activity and Budget Planners completed by Trusts and SAS tutors and the 2019 SAS Doctors Survey will aid in the process of identifying which topics will be covered in the Development Days.

Once arrangements have been made, the SAS Development Days will be advertised via email to all SAS Doctors, SAS Tutors and MEMs. This will include an initial 'Save the Date' email once dates have been confirmed and will be followed by specific information on each event with booking instructions.

Leadership Development Days

In order to provide access to Leadership Development skills, HEE will organise a Leadership Development Day which will be mirrored in four locations across the region, with the aim to increase accessibility. These days will be spread across the year as much as possible and will be facilitated by an external speaker.

Once arrangements have been made, the SAS Leadership Days will be advertised via email to all SAS Doctors, SAS Tutors and MEMs. This will include an initial 'Save the Date' email once dates have been confirmed and will be followed by specific information on each event with booking instructions.

MIAD CESR course bursary

For doctors wishing to pursue CESR (Article 14), we will be continuing to support a bursary for attending the MIAD CESR course which takes place several times a year in different localities. This course delivers an introduction to CESR and explores the entire application process. For more information, please visit the [MIAD website](#).

To register interest in attending this course, the SAS doctor will be required to email the SAS mailbox (SAS.eoe@hee.nhs.uk) with the following details:

- Full name
- Job title
- Employing Trust
- Telephone number

- The date you would ideally like to attend (a list of course dates and location is available by clicking [here](#)).
- Any special access requirements

Details of reasonable travel, accommodation and subsistence can be found in individual support for personal development section of this document.

PGCert Bursaries

This year we have decided to fund five PGCert bursaries for SAS Doctors from the East of England region. All interested individuals would need to complete HEE EoE bursary application form. Successful candidates would be granted up to £3,000, funding would be released directly to the chosen HEI, subject to offer letter being issued. We are currently finalising application form and candidate specification form. Once arrangements have been made, the SAS PGCert bursaries will be advertised via email to all SAS Doctors, SAS Tutors and MEMs.

Please note that in this financial year there is no funding for PGDip or Masters.

Coaching and Mentoring for SAS Doctors

The Local NHS Leadership Academy provide access to Coaching and Mentoring via their 'National Coaching and Mentoring Collaborative'. HEE strongly encourages SAS doctors to access the services that are provided via the east of England NHS Leadership Academy in order to receive support in their careers for varying reasons.

To access these services, SAS doctors must visit the [east of England Coaching and Mentoring website](#) and contact the Local Leadership Team.

Document History

Version	Date	Remarks
1.0	02.05.2019	First draft Chloe Nicholson
1.1	28.05.2019	Revision and edit Kasia Calka
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