

JOB DESCRIPTION**SAS SPECIALTY LEAD**

- Accountable to:** Associate Postgraduate Dean for SAS Doctor's, Health Education England, East of England office (HEE EoE).
- Reports to:** Associate Postgraduate Dean for SAS Doctor's at Health Education England, East of England office (HEE EoE).
- Tenure:** Normally 3 years, subject to annual review and availability of funds. Job descriptions will be reviewed annually.

Role Purpose:

The SAS Specialty Lead will provide;

- Support and guidance in the given specialty/specialties to Associate Specialist, Staff Grade and Specialty (SAS) Doctor's in the Trust, in collaboration with Heads of School, TPDs, SAS Tutors, Lead Clinicians and Clinical Tutors.
- Leadership in both the professional development of SAS Doctor's and the contribution of SAS Doctor's to education and training in the relevant specialties.
- Organisation of internal and external developmental programmes to improve and support the developmental needs of SAS Doctor's in the given specialty/specialties

Appointment Process:

All current SAS Tutors or other senior SAS Doctor's are eligible to apply for the role. Applicants will be invited to submit a personal statement and summary CV to HEE EoE, and an interview process will be undertaken with a panel that includes the Associate Postgraduate Dean for SAS Doctor's. The appointment must be ratified by the Associate Postgraduate Dean for SAS Doctor's and Postgraduate Dean.

If an alternative process is to be valid, this must be in agreement with the linked Deputy Dean.

KEY AREAS OF RESPONSIBILITY

Leadership

- To provide effective leadership, contributing to the strategic development of the NHS / Health Education England (HEE).
- To contribute to the vision of the local NHS and to enhance patient care by providing leadership and direction with respect to the quality of education and development.
- To be an advocate and a positive role model, by promoting leadership that inspires, motivates and empowers all staff, and demonstrates the values of the NHS.
- To provide expert advice on matters related to SAS Doctor's specialty specific development.
- To work locally and regionally with key groups and stakeholders to organise, attend and host specialty specific development events across the region, and ensure effective engagement and responsiveness from SAS Doctor's.
- To review how multi-professional healthcare teams interact and identify opportunities for different healthcare professions to work more effectively together through education and training.

Corporate leadership

- To support delivery of the specialty specific aspects of the HEE mandate through local initiatives and education programmes.

Quality and Safety

Education and Training Quality Improvement and Performance

- To emphasise the importance and promote the development of a quality learning environment for all SAS Doctor's undertaking specialty specific development.

Patient Safety and Healthcare Quality Improvement

- To support the development of quality processes which are complementary across the healthcare workforce.
- To work in collaboration with Heads of School, Training Programme Directors and SAS Tutors to identify specialties where further specialty-specific development of SAS Doctor's is required, stressing the importance of teamwork and human factors.
- To identify specialty specific skill gaps and take a lead with with planning education and development sessions that benefit wider groups of SAS Doctor's across the region.

SAS Doctor's Specialty Specific Management

To fulfil the following duties:

- To oversee the management of SAS Doctor's in the given specialty/specialties and advise the Associate Dean for SAS Doctor's on SAS Doctor's specialty specific matters and concerns.
- To provide structured feedback to the Associate Dean for SAS Doctor's on the quality of specialty specific support for SAS Doctor's on an annual basis.
- To attend SAS Steering Group Meetings held at HEE EoE as required.
- Facilitate and participate in the Regional SAS Development Day, held once a year.
- Promote and facilitate regional specialty specific development days.
- Comply with data protection, freedom of information and equal opportunities/diversity requirements.

Educational and Workforce Development

To advise and support the Associate Dean for SAS Doctor's in specialty specific educational and workforce development elements, including;

- Ensuring SAS Doctor's have the necessary specialty specific training, skills and time to perform their role, identifying areas for improvement and offering guidance and support with this in collaboration with the Head of School, Training Programme Directors (TPDs), SAS Tutors and HEE EoE as necessary.
- Working in collaboration with Heads of School, TPDs and Trusts in order to organise specialty specific training and development benefiting SAS Doctor's and trainee Doctor's across the region, using the available funds and resources. Examples may include; specialty specific development days, simulation training, examination preparation courses, specialty specific CESR workshops, facilitation of programmes such as Nightsafe in Emergency Medicine, specialty related multicentre regional research projects.
- Identifying SAS Doctor's who require further support to reach their full potential in the relevant specialty (i.e. coaching or mentoring) ensuring appropriate support and training is provided.
- Supporting SAS Doctor's wishing to apply for entry to specialist training or to apply for the Certificate of Eligibility for Specialist Registration (CESR). This will include annual participation in a panel to support SAS Doctor's in reviewing their competences towards making a CESR application or for their structured career progression.
- Offering support and guidance to help with structured career progression. This may include; the use of ePortfolios, facilitating opportunities for secondments and support with CESR applications.
- To be the point of contact for SAS Doctor's in the region with queries related to the given specialty/specialties.
- Providing opportunities for networking within the given specialty/specialties with facilitation of specialty specific SAS development days where appropriate

Financial Responsibilities

- The SAS Specialty Lead is responsible for the use and administration of funding for specialty specific education and development. This funding is held centrally by HEE EoE and responsibilities include;
 - Identifying course providers who offer the best value for money.
 - Bidding to HEE EoE for funds to facilitate courses/events related to development of specialty specific skills.
 - Accurately recording spending and reporting this at the end of the financial year to HEE EoE as instructed (using templates provided by HEE EoE).
 - Ensuring any attendees at specialty specific courses/events/development days complete a mandatory HEE evaluation form to justify spending and review the quality of the courses.
- The SAS Specialty Lead is responsible for ensuring that any local policy for use of funds is in line with guidance issued by HEE EoE.

Key Relationships

- Associate Postgraduate Dean for SAS Doctor's
- Linked HEE Deputy Dean
- HEE EoE SAS Administrator
- Heads of School & Training Programme Directors (TPDs)
- Other SAS Specialty Leads
- SAS Tutors
- Directors of Medical Education (DME)
- Medical Education Centre Manager/staff
- Course and Event Providers locally/regionally/nationally
- Professional and regulatory bodies
- Wider Stakeholder Network
- Staff at all levels across the geographical area covered by the HEE local office

Person Specification for SAS Specialty Lead

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • GMC Full Registration • Primary clinical healthcare qualification • Membership/Fellowship of a College, Faculty, professional association and/or regulatory body 	<ul style="list-style-type: none"> • Educational qualification such as a Postgraduate Certificate/ Diploma or Masters in Medical Education. • Specialist registration in the relevant specialty-CCT or CESR through Article 14.
Education	<ul style="list-style-type: none"> • Attendance at courses aimed to support educational development (example: educator courses, Train the Trainer, etc.) 	
Employment/ Special Knowledge/ Experience	<ul style="list-style-type: none"> • A minimum of 5 years or more experience in the relevant specialty. • Considerable experience of working with learners or Doctor's in training in an educational context • Experience of clinical and educational leadership and innovation, including managing a multi-professional team • Demonstrable track record of delivery in service and education • Understanding of developments involving the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies • Trained in Equality and Diversity in the last 3 years • Active involvement in, and up to date with, appraisal processes • Knowledge of the NHS, its structures and processes, including an understanding of healthcare/multi-professional workforce matters 	<ul style="list-style-type: none"> • Previous or current appointment as a leader in healthcare education • Awareness of funding streams for healthcare education • Understanding of current health, social care and education policy • Good IT Skills
Skills and abilities	<ul style="list-style-type: none"> • Demonstrable leadership skills and an ability to influence and motivate others • A strong sense of vision and ability to innovate • Politically astute with an ability to sensitively manage complexity and uncertainty • Approachable with an ability to problem solve and maintain objectivity • Strong interpersonal, communication, written and presentation skills • Ability to quickly establish personal and professional credibility with colleagues and other key stakeholders • Excellent organisational and time management skills • Committed to own personal development and motivated to support others to develop and progress 	<ul style="list-style-type: none"> • Evidence of experience in coaching and mentoring, dealing with trainees in difficulty.