

**JOB DESCRIPTION****SAS TUTOR**

**Accountable to:** Director of Medical Education or equivalent and Associate Postgraduate Dean for SAS Doctors, Health Education England – East of England Office (HEE, EoE).

**Reports to:** Director of Medical Education or equivalent and Associate Postgraduate Dean for SAS Doctors 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.

**Remuneration:** Up to 1 PA dependent on the number of SAS Doctors in the Trust. 1 PA should be reserved for those Trusts where the number of SAS Doctors exceeds 50. Tutors responsible for 20-30 SAS doctors may be allocated 0.5 PA with some local flexibility permitted.

**Job Purpose:**

The SAS Tutor will provide;

- Support and guidance to Associate Specialist, Staff Grade and Specialty Doctors (SAS) in the Trust, in collaboration with their Lead Clinicians and the Clinical Tutor.
- Leadership in both the professional development of SAS Doctors and the contribution of SAS doctors to education and training in relevant specialties.
- Organisation of internal and external developmental programmes to improve and support the developmental needs of SAS Doctors.

**Appointment Process:**

New appointments should be planned and made in advance so that a period of overlap with the outgoing Tutor may occur (where possible). All current Tutors or other senior SAS Doctors 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 Doctors. The appointment must be ratified by the Associate Postgraduate Dean for SAS Doctors 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 / 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 Doctors.
- To work locally and regionally with key groups and stakeholders to organise, attend and host development events across the region, and ensure effective engagement and responsiveness from SAS Doctors.
- 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 Doctors undertaking 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 SAS Specialty Leads to identify specialties where further specialty-specific development of SAS Doctors is required, stressing the importance of teamwork and human factors.
- To identify generic skill gaps and take a lead with with planning generic education and development sessions that benefit wider groups of SAS Doctors.

### **SAS Doctor's Management**

To fulfil the following duties:

- To oversee the management of SAS Doctor's at the Trust and advise the Associate Dean for SAS Doctors and DME on SAS Doctor's matters and concerns.

- To provide structured feedback to the Clinical Tutor / DME on the quality of Trust support for SAS Doctors 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.
- 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 Doctors in educational and workforce development elements, including;

- Ensuring SAS Doctors have the necessary training, skills and time to perform their role, identifying areas for improvement and offering guidance and support with this in collaboration with the Clinical Tutor / DME and HEE EoE as necessary.
- Use available resources and funding to support SAS Doctor's to fulfill their full potential.
- Taking a lead with planning generic education and development sessions that benefit wider groups of SAS Doctors in collaboration with SAS Tutors at neighboring Trusts.
- Working in collaboration with SAS Specialty Leads to identify specialties where further development of SAS Doctors is required. Paying particular attention to the improvement of patient safety and quality of healthcare.
- To support the development of SAS Doctors to take on roles such as Educational & Clinical Supervisors for trainees in the Foundation Programme and, where appropriate, in Specialty Training.
- Encouraging and supporting SAS Doctors in developing roles in other non-clinical roles such as management, research, and clinical governance.
- To assist SAS Doctors to identify and support the needs of trainees requiring additional support through local monitoring, escalation as required, and referral to appropriate services.
- Providing support with local induction, job planning, funding and awareness of opportunities available for career progression for new SAS Doctors.
- Support and guide SAS Doctors wishing to apply for entry to specialist training or to apply for the Certificate of Eligibility for Specialist Registration (CESR), sign posting to the relevant CESR champion or specialty specific lead SAS Tutor as necessary.
- Provide support to the Trust in ensuring all SAS Doctors undergo annual appraisal.
- Develop an appropriate education PDP to be discussed and approved at annual appraisal. The post-holder is required to undergo regular appraisal in respect of this role with the Director of Medical Education.

**Financial Responsibilities**

- The SAS Tutor is responsible for the use and administration of funding for individual SAS Doctor's personal development. This funding is allocated to the Trust by HEE EoE and responsibilities include;
  - Assessing and approving local applications from SAS Doctors for Individual personal development funding (using the application form and score sheet templates provided by HEE EoE).
  - Accurately record spending and report at the end of the financial year to HEE EoE as instructed (using templates provided by HEE EoE).
  - Ensuring any successful applicants for funding complete a mandatory evaluation form to justify spending.
  
- The SAS Tutor is also responsible for identifying generic skill gaps in wider groups of SAS Doctors and applying to HEE EoE for additional SAS funding for generic education and development sessions to address this. These sessions/courses/events should be run in collaboration with neighbouring Trusts where possible to encourage attendance of a wider group of SAS Doctors and avoid duplication of common themes.
  
- The SAS Tutor 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 Doctors
- Linked HEE Deputy Dean
- HEE EoE SAS Administrator
- Directors of Medical Education (DME)
- Medical Education Centre Manager/staff
- Other SAS Tutors
- SAS Specialty Leads & Heads of School
- 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 Tutors**

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