

**SAS Steering Group Meeting**

Thursday 29th September 2016

09:30 – 12:30

Oak Room, West Wing, 2-4 Victoria House, Fulbourn, Cambridgeshire,

CB21 5XB

In Attendance: Rupal Shenoy, Susan Knight, Sophie Hall, Chloe Nicholson (minute taking), Suman Bandela, Sharmila Poovali, Vamsi Velchuru, Sharon Richardson, Alison Jenaway, Peter Simmons, Rachna Bansal, Caroline Cooper, Pradeep Sahare, Mary Archibald, Mary Burges, Balendra Kumar, Sajida Ajjawi, Vasi Sundaresan, Margaret Short

1.APOLOGIES: Syed Kabeer, Farrukh Sheikh, Jaan Panesar, Rita Choita, Padmanabha Syam, Abdel Reda, Sachin Navarange, Amit Chawla, Anna King, Victor Udu, Deborah Mullaly, Michaela Turner-Douglas, Wendy Wood

**Minutes**

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| **Item No.** | **Agenda Item** | **Action** |
| **2** | New Funding Process – Presentation & Ideas   * Please find the short presentation attached. * There was feedback across Trusts that SAS Doctors who have been in post for a number of years have exhausted generic skill development and are therefore far less engaged when it comes to attending generic courses/training. * The level of engagement from SAS Doctors is generally low, and it tends to be the same doctors attending meetings and training. SAS Tutors to look at improving ways of engaging all SAS Doctors at their Trust. * The presentation provided some examples of courses that could be held through each of the funding streams. General consensus that this was very useful. Request for this information to be added to the HEE SAS website. * Clarification that the new bidding process and 2 page application/bidding forms have been designed in accordance with other HEE processes for accessing funds. The application forms were derived from the simulation fund bidding forms which Heads of School are required to complete in order to access simulation funding for trainee doctors. A very similar process is also used for access to School Based Study Leave (SBSL) funding for Junior Doctor’s. The application forms provide an essential audit trail for finance purposes and also provide robust evidence should an appeal against a funding decision be made. * The difference between the three funding streams was discussed. Confirmed that should a SAS Doctor wish to develop their specialty skills, they should be signposted to their specialty lead. | Tutors  CN |
| **3** | SAS Pages on HEE Website   * The SAS pages on the HEE website have been updated to reflect the recent changes. The information available includes all documentation and application forms for the three funding streams. All to familiarise yourselves with this information and signpost SAS Doctors to these pages: <https://heeoe.hee.nhs.uk/sas_home> * SAS Tutors to email [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net) with further suggestions for FAQs on the SAS homepage of the website. * SAS Tutors and Specialty Leads to email [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net). with a photo to be added to the contacts sections * PS suggested a function that briefly explains the different streams of funding when you hover over the link on the funding homepage of the website. CN to discuss with the Webofficer to find out if this is possible. * PS also suggested that adding the NHS values onto the funding application forms would be beneficial, and ask for doctors to briefly explain how these will be met. | All  Tutors  Tutors/  Leads  CN  CN |
| **4** | Funding Discussions   * 1. Responsibility for approving applications from SAS Doctors at Trusts * Tutors present at the meeting confirmed that it is their own responsibility at their Trust to approve applications for funding for individual SAS Doctors development. It is not the responsibility of the Medical Education Manager, Director of Medical Education (or similar) to approve individual applications for funding held at the Trust. * If any Tutors are experiencing difficulties with this at their Trust or having trouble accessing the funds held at their Trust, please contact us: [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net).   1. Challenges for SAS Doctors accessing funding at Trust level * No issues Tutors are aware of currently. * Some Trusts mentioned challenges with spending their whole allocation. If this is the case, please let HEE know so we are able to adjust allocations appropriately.   1. Carrying over funds to following financial year * Funding should always be utilised in the current financial year where possible. * MB informed us that she has had problems in the past with being able to carry over unspent funds from the SAS Development Fund into the new financial year, however this was resolved. * SB mentioned that SAS Funds at Colchester are not allowed to be carried over to the next year, a return of funding to HEE or a request to be able to carry over the funds would have to be looked into. | Tutors  RS |
| **5** | Overseas Courses – Approval   * All agreed each overseas request will be assessed on an individual basis. Providing attendance can be justified and evidence can be provided that this will benefit the career progression of the doctor, funding can be considered. * Travel will not automatically be funded and when writing the policy on this, care must be taken to ensure it meets Equality Act requirements. * It may be possible to fund the course fees and contribute to the accommodation costs (up to a maximum of £80 per night). * Evidence of attendance is essential and must be provided in English. * CN to investigate the HEE policy on funding for overseas courses and look at producing some short generic guidance with RS. Must ensure this doesn’t breach the Equality Act. * Applications to be approved by HEE for now, where amounts exceed £1,000 or where further clarification or justification of a spend is required. | CN |
| **6** | e-Portfolio for SAS Doctors  [*www.nes.scot.nhs.uk/media/3080136/****eportfolio****\_sas\_doctors\_final\_jan\_2015.doc*](http://www.nes.scot.nhs.uk/media/3080136/eportfolio_sas_doctors_final_jan_2015.doc)   * The above link will be circulated to SAS Tutors and SAS Doctors and added to the SAS pages of the website. * EPortfolio can be used as a way of tracking career progression for appraisal and as evidence towards CESR. * A suggestion was made to make the use of ePortfolio mandatory and funding the use of this will encourage SAS Doctors, thus removing barriers. However it may be difficult to implement this on existing SAS Doctors. * The use of ePortfolio should certainly be mentioned and encouraged in inductions. * RCOA do not currently allow access to ePortfolio for SAS Doctors whereas all other Royal Colleges do. SB to contact RCOA to negotiate allowing SAS Doctors access (see link above for evidence). | CN  All  SB |
| **7** | CESR Panel Discussion – please see attached   * The CESR application process is very challenging and time consuming. With the use of ePortfolio doctors will be able to evidence their work in a structured and organised way. * Agreed that we will refer to this as the EPR panel (ePortfolio review panel) rather than CESR panel moving forwards. * The EPR will take place on an annual basis for those who are thinking of applying or are currently applying for CESR. The objective of the EPR is for the SAS Doctors to meet with their SAS Tutor, SAS Specialty Lead and the SAS Associate Postgraduate Dean to review their evidence. Any missing requirements or information can be discussed and a plan can be put in place to address this prior to the application being submitted. |  |
| **8** | Any other Business  8.1 SAS Tutor and SAS Specialty Lead photos   * CN will email all SAS tutors and SAS Specialty Leads requesting headshots for the website. Please submit a photo to [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net)   8.2 Good quality course facilitators and providers   * A centralised list detailing good course providers and facilitators would be extremely useful for all SAS tutors/Specialty Leads in the hopes of avoiding poor facilitators or course providers. * CN to discuss good providers with PS and VV and begin to put together a centralised list.   8.3 SAS Development Days   * HEE is organising a SAS Development Day which will be mirrored across three localities in the hopes of maximising attendance; Colchester (12/01/2017), Norwich (26/01/2016) and Cambridge (02/03/2016). * These Development Days will be focusing on Job Planning, Appraisal and Revalidation and Complaints Management. * RS is happy to hold a ‘transition from SAS to consultant’ course if there is an interest from SAS Doctors. Tutors to discuss with their SAS Doctors and feedback to RS if there is interest.   8.4 Funding for SAS Tutors   * RS has discussed funding for SAS Tutors being paid by Trusts with Bill Irish (EoE Postgraduate Dean) who supports this. RS to ask Bill Irish to write a statement to be included in the contract at the Trust to state that Trusts are obliged to provide a SAS Tutor for SAS Doctors. * Postgraduate centre Administrator’s provide valuable support to some SAS Tutors, however funding from HEE for this is not currently available. RS suggested splitting the PA funding with the SAS Tutor. * RS asked for information on how many hours per week SAS Tutors and admin support spend on SAS activity. SAS Tutors to gather this information and send it to the generic SAS inbox, [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net) * MS advised that she has received full support from her Medical Directors and they have agreed to fund her position. * CN to circulate a grid asking for information from Tutors – i.e. how long they have been in post, PA allocation whether or not the Trust has agreed to fund their positions. * CN to request an updated list of SAS Doctors contact details in each Trust, which includes their specialty.   8.5 Specialty Leads   * SP to speak with colleagues with regards to being the Ophthalmology Specialty Lead instead of RS. * Some of the larger Schools may need to be allocated more than 1 Lead (e.g. Surgery & Medicine). * VS to suggest a specialty lead for T&O. * CN to resend contact details of all HoS to SAS Tutors and SAS Specialty leads . | CN/ Tutors/ Leads  CN  Tutors  RS  Tutors  SP  VS  CN |
| **9** | Date(s) and Time of Next Meeting(s)   * January – TBC |  |

**ACTION LOG**

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| **AGENDA ITEM(S)** | **AGREED ACTION(S)** | **OWNER** | **DEADLINE** |
| **2** | The level of engagement from SAS Doctors is generally low, and it tends to be the same doctors attending meetings and training. SAS Tutors to look at improving ways of engaging all SAS Doctors at their Trust. | **Tutors** |  |
| **2** | The presentation provided some examples of courses that could be held through each of the funding streams. Request for this information to be added to the HEE SAS website. | **CN** |  |
| **3** | The SAS pages on the HEE website have been updated to reflect the recent changes. The information available includes all documentation and application forms for the three funding streams. All to familiarise yourselves with this information and signpost SAS Doctors to these pages: <https://heeoe.hee.nhs.uk/sas_home> | **All** |  |
| **3** | SAS Tutors to email [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net) with further suggestions for FAQs on the SAS homepage of the website. | **Tutors** |  |
| **3** | SAS Tutors and Specialty Leads to email [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net). with a photo to be added to the contacts sections | **Tutors/**  **Leads** |  |
| **3** | PS suggested a function that briefly explains the different streams of funding when you hover over the link on the funding homepage of the website. CN to discuss with the Webofficer to find out if this is possible. | **CN** |  |
| **3** | PS also suggested that adding the NHS values onto the funding application forms would be beneficial, and ask for doctors to briefly explain how these will be met. | **CN** |  |
| **4.1** | If any Tutors are experiencing difficulties with this at their Trust or having trouble accessing the funds held at their Trust, please contact us: [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net). | **Tutors** |  |
| **4.3** | SB mentioned that SAS Funds at Colchester are not allowed to be carried over to the next year, a return of funding to HEE or a request to be able to carry over the funds would have to be looked into. | **RS** |  |
| **5** | CN to investigate the HEE policy on funding for overseas courses and look at producing some short generic guidance with RS. Must ensure this doesn’t breach the Equality Act. | **CN** |  |
| **6** | The ePortfolio link will be circulated to SAS Tutors and SAS Doctors and added to the SAS pages of the website. | **CN** |  |
| **6** | The use of ePortfolio should certainly be mentioned and encouraged in inductions. | **All** |  |
| **6** | RCOA do not currently allow access to ePortfolio for SAS Doctors. SB to contact RCOA to negotiate allowing SAS Doctors access. | **SB** |  |
| **8.1** | CN will email all SAS tutors and SAS Specialty Leads requesting headshots for the website. Please submit a photo to [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net) | **Tutors/ Leads** |  |
| **8.2** | CN to discuss good providers with PS and VV and begin to put together a centralised list. | **CN** |  |
| **8.3** | RS is happy to hold a ‘transition from SAS to consultant’ course if there is an interest from SAS Doctors. Tutors to discuss with their SAS Doctors and feedback to RS if there is interest. | **Tutors** |  |
| **8.4** | RS to ask Bill Irish to write a statement to be included in the contract at the Trust to state that Trusts are obliged to provide a SAS Tutor for SAS Doctors. | **RS** |  |
| **8.4** | RS asked for information on how many hours per week SAS Tutors and admin support spend on SAS activity. SAS Tutors to gather this information and send it to the generic SAS inbox, [heee.sasdoctors@nhs.net](mailto:heee.sasdoctors@nhs.net) | **Tutors** |  |
| **8.5** | SP to speak with colleagues with regards to being the Ophthalmology Specialty Lead instead of RS. | **SP** |  |
| **8.5** | CN to resend contact details of all HoS to SAS Tutors and SAS Specialty leads . | **CN** |  |