**SAS Doctors Steering Group Minutes**

**Date and time:** Wednesday 25th January 2017, 9.00 – 12.30

**Venue details:** Nightingale Room, east 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, Suman Bandela, Gopalakrishnan, Husam Al-Fallouji, Sharon Richardson, Boby Sebastian, Rachna Bansal, Victor Udo, Caroline Cooper, Katy-Jayne Pain, Wendy Wood, Margaret Short, Sajida Ajjawi, Pradeep Sahare, Shaukat Mirza, Padmanabha Syam, Syed Kabeer, Sharmila Poovali, Amit Chawla, Anna King. |
| **Apologies:** | Barbara Petri, Alison Jenaway, Catherine Lee, Clive Lewis, Deborah Mullaly, Denise Pora, Dionne Saxon, Farrukh Sheikh, Irene Walker, Kirsty Saunders, Lindsey Holman, Mary Archibald, Mary Burgess, Michaela Turner-Douglas, Peter Simmons, Richard Smith, Rosie Smithson, Venkat Reddy, Vamsi Velchuru, Rita Chotia |

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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 declared. |  |
| 3 | **Review of Membership**   * Body Sebastian (BS) has taken on the role of SAS Tutor at West Suffolk. BS to be added to the committee list. |  |
| 4 | **Approval of previous minutes and matters arising from last minutes**   * Accepted as a true record of the meeting that took place on 29th September 2016. |  |
| 5 | **Review of action log**  5.1 CESR Panel (EPR)   * Following from the previous meeting, RS plans to have a look at the development of the EPR panel in the next financial year.   5.2 Overseas courses   * RS has advised Tutors to continue sending any overseas courses through to the [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) inbox for RS to assess and approve. | Tutors |
| 6 | **Trusts underspend of SAS Development funding**  6.1 Remaining allocations   * HEE are not able to accept the return of any unspent funds. If your Trust has a significant underspend, please contact [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) as a matter of urgency to discuss this further. * RS advised that it is better to hold networking events within the Trusts to utilise any unspent funds. * SK informed that at Basildon they are working closely with simulation to provide more combined training at the Trust. This is going very well.   6.2 Advertising the new SAS development fund strategy.   * RS asked that all Tutors promote the new SAS Doctor’s development strategy and encourage their SAS doctors to visit the SAS pages of the HEE website: <https://heeoe.hee.nhs.uk/sas_home> | Tutors  Tutors |
| 7 | **Challenges around current funding**  7.1 Carrying funds over to the new financial year   * Hinchinbrooke Hospital is due to merge with Peterborough and Stamford Hospitals which means that the funds cannot be carried over. In future years there may just be one SAS Tutor. RS to discuss with SM regarding the SAS Tutor position. * PAH has explained that they are able to carry funds over to the next financial year providing the funds have been committed. However if the funds have not been committed, the Trust will absorb this.   7.8 Responsibility for approving SAS applications.   * It is the SAS tutor’s responsibility to approve applications for access to the Development fund. This is not down to the Trust. This fund is not ring-fenced for those applying for CESR. | RS |
| 8 | **Any other business**  8.1 O&G CESR Study day   * SA organised and executed a very successful O&G CESR study day which was advertised on the website. Advertising of this event was predominately done via word of mouth. * In total 22 SAS doctors attended, 20 of which were O&G specialists. * The day was structured into three parts, doctors planning on applying for CESR, those currently in the process of applying for CESR and those nearing the end of their application. * The event was very well received and requests have been made to organise another similar event.   8.2 Histopathology CESR study day   * VS was involved with organising a CESR study day for Histopathologists. This event was held offsite and was very well received.   8.3 Training the Trainer Day   * CN and RS have organised a training the trainer day for SAS Doctors on the 21st March 2016. This is now at full capacity. * This event is in demand and RS will be looking at ways to organise something similar in the next financial year.   8.4 CESR Champions   * CESR champions have been identified in different specialties. RS is still looking for people to volunteer to be a CESR champion for their specialty for those who have not yet been identified. Tutors to contact [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) if they have any volunteers. * Currently CESR Champions can be found on the HEE website: <https://heeoe.hee.nhs.uk/node/1359> * PAH had been discussing the possibility to fast-track senior SAS level doctors through the CESR process in the shortage specialties. HAF is raising this at the SAS Board meeting to see whether there are any doctors who would be interested in taking part. * There is a requirement for further training during the CESR application which needs to be organised in terms of secondments and backfill cover. RS explained that HEE are unable to fund backfill positions. CN and RS to work on organising secondment information and backfill arrangements.   8.5 Induction   * Providing inductions for new SAS doctors is the responsibility of the SAS tutor. It would however be helpful to the SAS doctor to appoint a representative in each department as a ‘buddy’. * CN to produce a generic induction pack and upload this to the SAS pages of the HEE website.   8.6 Facilitators and course providers   * During the meeting we went around the room asking for recommendations of good course providers. CN will collate this information and develop a list of recommended course providers. SAS tutors are welcome to contact [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) to request recommendations for upcoming events. * Many tutors have asked their colleagues to come and speak at events instead of using external providers. * RS asked that all tutors contact [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) with any other recommendations for course providers. It would also be useful to have the details of course providers that tutors were disappointed in order to avoid spending money on course providers that are not very good. * RB asked for recommendations for any neurologists that are able to train other SAS doctors. Please contact RB with details.   8.7 SAS Development Days   * RS and CN have organised 3 Development Days across the region in three different localities in order to increase attendance at the events and hopefully benefit a larger number of SAS doctors. There were 70 spaces at each event totalling 210 SAS doctors in comparison to the 100 spaces available in previous years. These were arranged at Colchester (12th January 2017) Norwich (26th January) and Cambridge (2nd March). * The Colchester event was very successful, and the feedback was greatly positive. The attendance was also very good. * Ideas for topic to cover in future Development days include: breaking bad news, communication skills and human factors. * There are occasions where SAS tutors advertise courses and training to SAS doctors in their Trust and end up being under subscribed. Therefore CC suggested advertising the courses to all SAS doctors in the region and then giving priority to SAS doctors in their Trusts. Others can then be added to a waiting list.   8.8 Funding opportunities for SAS doctors   * It is important to increase exposure to the opportunities available to SAS Doctors to ensure that the group of SAS Doctors who are hesitant to get the support they need to be able to develop. There is however some groups of SAS doctors who are not engaged or who are close to retirement and do not wish to progress their careers further.   8.9 SAS tutor PA funding   * It was confirmed that the SAS Doctor’s development fund is non-recurring and therefor HEE is unable to commit to funding for more than one year. * Some tutor’s PAs are coming from the Trust, whereas the majority of PAs are coming from the SAS Development funding. * RS has agreed to write a letter to the Trusts regarding SAS tutors PA payments and study leave. This is to then be sent to medical directors with the SAS tutors copied into the email. * Historically a small amount of the SAS funding has been allocated for admin support. As there is not the availability for additional funding for admin support, some SAS tutors have been very generous and split their PA allocation in order to fund the admin support they need.   8.10 SAS Specialty Leads   * SAS Specialty Leads have been identified for all specialties except Medicine and Paediatrics. Please contact [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) if you are aware of any SAS doctors who would be interested in taking up this role.   8.11 Future meetings   * AK suggested that the start time of future SAS Steering Group meetings are pushed back to 10am in order for attendees to get there on time without having to leave especially early. RS agreed this was a good idea. | Tutors  RS & CN  Tutors  CN  Tutors  Tutors  RS  Tutors |
| **Date and time of next meeting: 27th June 2017, 09:00 – 12:30** | | |

**Action Log**

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| **Action Number** | **Ref.** | **Agreed Action(s)** | **Owner** | **Timeline** |
| **5.2** | **Overseas applications** | RS has advised Tutors to continue sending any overseas courses through to the [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) inbox for RS to assess and approve. | **Tutors** |  |
| **6.1** | **Un-spent funds** | HEE are not able to accept the return of any unspent funds. If your Trust has a significant underspend, please contact [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) as a matter of urgency to discuss this further. | **Tutors** |  |
| **6.2** | **SAS Development Strategy** | RS asked that all Tutors promote the new SAS Doctor’s development strategy and encourage their SAS doctors to visit the SAS pages of the HEE website: <https://heeoe.hee.nhs.uk/sas_home> | **Tutors** |  |
| **7.1** | **Hinchingbrook merge with Peterborough and Stamford** | Hinchinbrooke Hospital is due to merge with Peterborough and Stamford Hospitals which means that the funds cannot be carried over. In future years there may just be one SAS Tutor. RS to discuss with SM regarding the SAS Tutor position. | **RS** |  |
| **8.4** | **CESR Champions** | CESR champions have been identified in different specialties. RS is still looking for people to volunteer to be a CESR champion for their specialty for those who have not yet been identified. Tutors to contact [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) if they have any volunteers. | **Tutors** |  |
| **8.4** | **CESR** | RS explained that HEE are unable to fund backfill positions. CN and RS to work on organising secondment information and backfill arrangements. | **RS, CN** |  |
| **8.5** | **Induction** | Providing inductions for new SAS doctors is the responsibility of the SAS tutor. It would however be helpful to the SAS doctor to appoint a representative in each department as a ‘buddy’. | **Tutors** |  |
| **8.5** | **Induction** | CN to produce a generic induction pack and upload this to the SAS pages of the HEE website. | **CN** |  |
| **8.6** | **RB request for speaker** | RB asked for recommendations for any neurologists that are able to train other SAS doctors. Please contact RB with details. | **Tutors** |  |
| **8.8** | **SAS Doctors opportunities** | It is important to increase exposure to the opportunities available to SAS Doctors to ensure that the group of SAS Doctors who are hesitant to get the support they need to be able to develop. | **Tutors** |  |
| **8.9** | **SAS Tutor PA payments** | RS has agreed to write a letter to the Trusts regarding SAS tutors PA payments and study leave. This is to then be sent to medical directors with the SAS tutors copied into the email. | **RS** |  |
| **8.10** | **Specialty Leads** | SAS Specialty Leads have been identified for all specialties except Medicine and Paediatrics. Please contact [sas.eoe@hee.nhs.uk](mailto:sas.eoe@hee.nhs.uk) if you are aware of any SAS doctors who would be interested in taking up this role. | **Tutors** |  |