

SAS Doctors & Dentists Charter for Employment Incorporating

**Guidelines for the Allocation of Training Funding for SAS Doctors and Dentists
(Outside of standard SAS Doctors Study Leave allowance)**

(MD23)

If you require a copy of this policy in an alternative format (for example large print, easy read) or would like any assistance in relation to the content of this policy, please contact the Diversity & Inclusion Officer on 01803 656705.

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Date of Issue:	October 2022	Next Review Date:	October 2024
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Author:	Medical Workforce		
Directorate:	Workforce and Organisational Development		
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JLNC		January 2018	
JLNC		Nov 2020	
JLNC		October 2022	
Links with other policies:			
Job Planning Policy			
Development of Senior SAS role			
Certificate of Eligibility for Specialist Registration. (CESR)			

Amendment History

Issue	Date	Reason for Change
1	Jan 18	New policy template & General Update
1.1	Nov 2020	General Review change to job titles
1.2	October 2022	Review due to SAS 2021 Contract

Rapid (E)quality Impact Assessment (EqIA) (for use when writing policies)

Title (and number)		Specialty Doctor & Specialist Charter		Version and Date		Oct 2022 v1.2	
Author		Medical Workforce					
An (e)quality impact assessment is a process designed to ensure that policies do not discriminate or disadvantage people whilst advancing equality. Consider the nature and extent of the impact, not the number of people affected.							
Who may be affected by this document?							
Patients/ Service Users <input type="checkbox"/>		Staff <input checked="" type="checkbox"/>		Other, please state...		<input type="checkbox"/>	
Could the policy treat people from protected groups less favorably than the general population? <i>PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below</i>							
Age	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Gender Reassignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Sexual Orientation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Race	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Disability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Religion/Belief (non)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Gender	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pregnancy/Maternity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Marriage/ Civil Partnership	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Is it likely that the policy could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers ¹ ; travellers ² ; homeless ³ ; convictions; social isolation ⁴ ; refugees)							Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide details for each protected group where you have indicated 'Yes'.							
VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion							
Is inclusive language ⁵ used throughout?						Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Are the services outlined in the policy fully accessible ⁶ ?						Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>	
Does the policy encourage individualised and person-centered care?						Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>	
Could there be an adverse impact on an individual's independence or autonomy ⁷ ?						Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>	
EXTERNAL FACTORS							
Is the policy a result of national legislation which cannot be modified in any way?							Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)							
Outlines Trust's commitment to SAS doctors							
Who was consulted when drafting this policy?							
Patients/ Service Users <input type="checkbox"/>		Trade Unions <input checked="" type="checkbox"/>		Protected Groups (including Trust Equality Groups)		<input type="checkbox"/>	
Staff <input checked="" type="checkbox"/>		General Public <input type="checkbox"/>		Other, please state...		<input type="checkbox"/>	
What were the recommendations/suggestions?							
Does this document require a service redesign or substantial amendments to an existing process? <i>PLEASE NOTE: 'Yes' may trigger a full EIA, please refer to the equality leads below</i>							Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
ACTION PLAN: Please list all actions identified to address any impacts							
Action				Person responsible		Completion date	
AUTHORISATION:							
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them							
Name of person completing the form			Medical HR Manager				

Please contact the Equalities team for guidance: For Torbay and South Devon NHS Trusts, please call 01803 656676 or email pdf.sdhct@nhs.net. This form should be published with the policy and a signed copy sent to your relevant organisation.

¹ Consider any additional needs of carers/ parents/ advocates etc, in addition to the service user
² Travelers may not be registered with a GP - consider how they may access/ be aware of services available to them
³ Consider any provisions for those with no fixed abode, particularly relating to impact on discharge
⁴ Consider how someone will be aware of (or access) a service if socially or geographically isolated
⁵ Language must be relevant and appropriate, for example referring to partners, not husbands or wives
⁶ Consider both physical access to services and how information/ communication is available in an accessible format
⁷ Example: a telephone-based service may discriminate against people who are d/Deaf. Whilst someone may be able to act on their behalf, this does not promote independence or autonomy

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1. Statement

- 1.1 This document sets out what Specialty, Specialists and Associate Specialist (SAS) Doctors and Dentists can expect from the Trust and what the Trust expects of them in return.
- 1.2 It includes recommendations around contracts, job planning, development, involvement in organisational structures and recruitment.
- 1.3 In December 2014 Health Education England, NHS Employers, the Academy of Royal Colleges and the British Medical Association published “A charter for staff and associate specialist and specialty doctors” which sets out the minimum SAS doctors should expect from employers and what employers can expect from them. A further document entitled “SAS doctor development” was also agreed by these organisations and published in February 2017.
- 1.4 This guide has been agreed by the Trust and Medical Staff representatives via the JLNC and seeks to build on the national and previous local and regional initiatives to provide a clear statement of the measures that will be taken by the Trust and which recognises the SAS group’s diversity and its major contribution to patient care. This guide has been reviewed in 2022 in light of the new national contract arrangements for Specialty and Specialist doctors (The New SAS Contract April 2021).

2. Scope

- 2.1 This document applies to all SAS Doctors and Dentists employed in a substantive post by Torbay & South Devon NHS Foundation Trust.
- 2.2 The SAS group comprises Specialists, Associate Specialists and Specialty doctors and also includes any (SAS) doctors employed on local Terms and Conditions who meet the entry requirements for the Specialty doctor grade.

3. Equality and Diversity Statement

- 3.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.
- 3.2 The Trust is committed to ensuring all services, policies, projects and strategies Undergo equality analysis.

4. SAS Doctors Definition

- 4.1 The SAS doctors and dentists include within our Trust specialty doctors, specialist doctors, and associate specialists. This group of staff is referred to as the Staff, Associate specialists and Specialty doctors (SAS).

5. Responsibilities of SAS Doctors

- 5.1 SAS doctors will carry out their duties, workload and work patterns to ensure patient safety and high-quality care. SAS doctors will engage in revalidation, appraisal and job planning processes. They will carry out their duties with care and compassion in compliance with GMC guidance and locally agreed policy and procedures.
- 5.2 Doctors will be expected to be flexible and to cooperate with reasonable requests to cover for their colleagues' absences where they are safe and competent and where it is practicable to do so. Under most circumstances, cover for the unexpected absence of colleagues where they are part of the same rota should be for no longer than 72 hours from the time the cover begins, unless mutually agreed, after which suitable locum cover should be found or clinical activities rescheduled

6. Responsibility of Torbay & South Devon NHS Foundation Trust

- 6.1 The Trust employs a substantial number of SAS doctors and dentists and wishes to provide a working environment which recognises their diversity of background, the major contribution they make to the delivery of care to patients and one which adequately rewards, motivates, and develops this essential group of doctors. The Trust is committed to ensuring that the role of SAS doctors it employs is fully acknowledged and respected by the management, colleagues, and patients.

7. SAS Representation

- 7.1 The Trust management recognises the SAS group.
- 7.2 The Trust has the following SAS roles:
- SAS Tutor
 - SAS Advocate
 - SAS JLNC Chair
- 7.3 This group shall meet regularly as a constituted body, and elect a Chairperson who will represent the group and work to ensure that these recommendations are implemented. It will also act as a policy-setting group for SAS Practitioners and a forum for discussion, making recommendations to be referred to the Joint Local Negotiating Committee (JLNC) for agreement.
- 7.4 The group will be represented at JLNC meetings.
- 7.5 There should be an adequate representation of SAS Practitioners in all

departments where appropriate.

- 7.5 Attendance at Departmental/ISU level by SAS representatives should be facilitated by the Trust.
- 7.6 As senior hospital practitioners, all SAS Practitioners are entitled to attend and fully participate in meetings of the Trusts' Medical Staff Committee and shall be included in the circulation list for agendas.

8. Recruitment of SAS Doctors

- 8.1 The recruitment of SAS doctors will be as per the national terms and conditions of service and based on entry criteria for each grade. The SAS JLNC Chair and SAS Tutor will receive notification of all SAS posts being advertised.
- 8.2 It is an expectation that the SAS JLNC Chair, SAS Tutor or SAS Advocate be invited to be a panel member for SAS appointments. In circumstances where they are unable to attend it is important that their expert advice has been sought prior to interview.
- 8.3 It is an expectation that all staff should receive an appropriate induction both at Trust and local level, to ensure they understand their role, responsibilities and line management arrangements.
- 8.4 All SAS Doctors will be expected to complete the Consultant & SAS Development Programme run internally by the Trust.

9. Contract of Employment

The Trust will work towards every SAS doctor having the following conditions as a minimum:

Contract and Terms & Conditions of Service:

- an appropriate contract of employment incorporating National Terms and Conditions of Service (in accordance with national and local collective agreements)
- SAS doctors employed on the 2008 Specialty doctor grade or on closed SAS grades will be provided with the option to move to the 2021 Specialty doctor contract and Terms and Conditions of Service at any time in their employment
- When appointing to the 2021 Specialty doctor contract, doctors employed on local Terms and Conditions will be able to apply, provided they meet the entry requirements for the Specialty doctor grade and where the requirement for the Specialty doctor post has been confirmed as a service need through an approved business case. Recruitment activity will adhere to the recruitment principles of having fair and transparent processes in accordance with the Trust's Recruitment Policy
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- The Trust will consider appointing to Specialist Grade doctor contracts in accordance with the 2021 TCS and any local agreements. The post will have been confirmed as a service need through an approved business case. Recruitment activity will adhere to the recruitment principles of having fair and transparent processes in accordance with the Trust's Recruitment Policy
- No individual doctor should be disadvantaged by choosing to transfer to the 2021 contractual arrangements or to remain on the pre-2021 arrangements
- The Trust wishes to pursue a policy of consistent and equitable staff benefits for all senior doctors and will therefore provide the same leave entitlements to Consultants and SAS doctors with all grades being entitled to 2 days additional leave after 7 years in a senior doctor grade

10. Job Plans

- 10.1 The Trust believes that there should be common, consistent, and equitable job planning for all senior doctors and will apply the same policy to consultants and SAS doctors including an appropriate allocation of Direct Clinical Care and Supporting Professional Activities.
- 10.2 An effective job plan is based on a partnership approach between the SAS Doctor and the relevant clinical manager that sets out a Clinicians' duties, responsibilities and objectives for the coming year. It should cover all aspects of their professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments. It should include:
- personal objectives, including details of their link to wider service objectives
 - details of the support required by clinicians to fulfil the job plan to include clear provision of office facilities, administrative and other resource support or adjustment required.
- 10.3 The SAS doctor and relevant clinical manager may conduct an interim review of the job plan where duties, responsibilities, accountability arrangements or objectives have changed or need to change within the year. Changes to the job plan will only be by mutual agreement.
- 10.3 The Trust recognises the importance of an appropriate balance between daytime and out of hours. For SAS doctors contracted to work a "full shift" system the total percentage of out of hours work should not exceed 40% unless mutually agreed by the individual doctor and the Trust

11. Professional Development Opportunities

- 11.1 SAS Practitioners have equitable access to further training and developmental opportunities as facilitated by the Trust and /or Associate Dean of the regional HEE.

- 11.2 SAS Practitioners should have equitable access to further development opportunities, in accordance with the Allocation of Training Funding for SAS Doctors and Dentists (see Appendix 1).
- 11.3 SAS Practitioners are supported within the Trust by the SAS Tutor, SAS Advocate and SAS Group Chair.
- 11.4 SAS Practitioners have protected sessions or programmed activity time to promote their professional and educational interests in accordance with the Trust Job Planning policy.
- 11.5 The Trust's approach towards Specialist doctor recruitment should be supportive of internal applicants' progression to this grade (where it responds to the needs of the Trust, its patients and its SAS doctors), whilst adhering to the recruitment principles of having fair and transparent processes in accordance with the Trust's Recruitment Policy
- 11.6 Senior SAS doctors have the opportunity to be recognised as 'Autonomous Practitioners' under the Trust's Development of SAS role policy and apply for Certificate of Eligibility for Specialist Registration. (CESR)

12. Recruitment to Management or Leadership Roles

- 12.1 In addition to the recruitment principles set out in the national charter (referenced) the Trust will ensure that SAS Practitioners are alerted to opportunities to apply for management/leadership roles within the organisation;
- 12.2 Examples of such roles may include clinical management roles, clinical service leads, appraisal lead, appraisers, educational supervisors, trade union roles at Trust level.

13. Support

- 13.1 It is an expectation that all new SAS Practitioners will be invited to meet with the SAS JLNC Chair, SAS Tutor and SAS Advocate.
- 13.2 Access to office accommodation, telephone and computer facilities in each department/ISU where SAS Practitioners are employed, to include email and suitable storage facilities for confidential/private work-related papers, books etc.
- 13.3 Adequate secretarial support to enable the efficient discharge of patient related correspondence and other administrative work for the Trust.
- 13.4 Adequate rest facilities particularly for SAS Practitioners who are required to work at night.

14. Training and Awareness

14.1 Any queries regarding this document should be directed to the medical workforce team of the People Directorate.

- sdhct.medicalhr@nhs.net

14.2 Information about this Charter will be disseminated to potential employees as part of recruitment processes.

15. References

15.1 SAS terms and conditions of service

[SAS contract reform - NHS Employers](#)

15.2 A charter for Staff and Associate Specialist and Speciality Doctors 2014
<https://www.bma.org.uk/media/1057/bma-sas-charter-for-england-dec-2014.pdf>

[SAS Charter - NHS Employers](#)

16. Monitoring, Audit and Review Procedures

16.1 This document will be monitored and audited on a regular basis. A full review will take place every two years by the Medical Workforce Team unless legislative changes determine otherwise.

Appendix 1 – Guidelines for the Allocation of Training Funding for SAS Doctors and Dentists **(Outside of standard SAS Doctors Study Leave allowance)**

These guidelines are relevant to eligible SAS doctors and dentists employed by the Trust. To be eligible, doctors or dentists must be engaged for the majority of their professional time working as an NHS employee other than as a consultant, general practitioner or in the training grades.

These guidelines set out the rules and application process for SAS doctors and dentists applying for additional funding for training and professional development. This funding should be used for innovation and opportunities not normally funded by the Trust study leave budget (which should fund the normal CPD expectations of SAS doctors).

The aim of the funding is to support the educational development of SAS. All applications must be supported by the relevant SAS doctor's or dentist's department and identified either at appraisal or an on-going review of training needs in-between annual appraisals.

All applications for funding will be considered by the SAS tutor. High value applications will be considered by the Director of Medical Education, SAS tutor and the SAS chair (SAS fund panel)

Application process

- In accordance with the Trust's leave policy, any leave application that would impact on an individual's daily work must be received a minimum of 6 weeks in advance. Therefore, in order to allow processing time for applications for development money funding, all applications must be received by the SAS tutor a minimum of 8 weeks in advance of when the funding is required. Study leave will need to be agreed by the department prior to an application for funding being made. Applications received with less notice cannot be guaranteed to be considered and directorates may not be able to guarantee leave.
- The application form (appendix 2) will not be accepted unless it has been fully completed and signed by the relevant SAS doctor or dentist and their Clinical Lead or appraiser.
- All Applications should be accompanied by an in year Personal Development Plan, Course flyer and information about the course programme. A declaration of study budget use also needs to be included.
- Applications will only be considered if the activity is not met within the SAS normal study leave allowance.
- In the first instance, the SAS tutor will make decisions regarding applications. For high value applications the SAS fund panel will make a decision based on individual need.

- Decisions on applications will be made within 2 weeks of receipt of the application form.
- Applicants will be notified of the outcome by email from the SAS tutor.
- Invoices etc from approved applications will be processed by Medical Education, Horizon Centre. A claim form should be completed in the same way as for reimbursement of study leave expenses.

Appeals

In the case of an application being refused by the SAS Tutor then the applicant can submit a letter of appeal within two weeks of the refusal to the Director of Medical Education. The applicant will be notified of the outcome within two weeks.

In the case of an application being refused by the SAS fund panel, then the applicant can submit a letter of appeal to the Associate Medical Director.

7. Please state how will you and your personal development benefit from this application?
8. Please state how others / the Trust will benefit from this application?
9. Please provide any additional supporting information

SAS Doctor signature:	
Date:	

10. Clinical Lead / Appraiser supporting statement (if appraiser attach PDP to application)

Clinical Lead name (print) or	
Appraiser name (print)	
Signature	
Date	

Please return applications to: SAS Tutor For Office use only

Date application received:	
Date application reviewed:	
Date application accepted/declined (please circle):	
Amount of funding required:	
Amount of funding granted:	
SAS Tutor signature	
Date	