

SAS Charter implementation toolkit

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SAS Charter Evaluation Tool

Introduction

Staff grade, associate specialist and specialty (SAS) doctors and dentists are a diverse group with a wide range of backgrounds, skills and experience. They work as staff grade doctors, associate specialists, specialty doctors, hospital practitioners, clinical assistants, senior clinical medical officers and clinical medical officers.

The [charter for specialty and associate specialist \(SAS\) doctors](#) sets out what SAS doctors can expect from employers and what employers can expect of them. It includes good practice around contracts, job planning, support and recruitment.

This evaluation tool is designed to help you assess current progress in terms of implementing the charter for SAS and action plan. It is a stage in the continuous improvement cycle which should be repeated regularly to track improvements and continue action planning for success.

Who should complete the checklist?

It is recommended that Medical Directors or Workforce Directors, takes overall responsibility for this piece of work drawing on feedback from SAS doctors and departments to create a wider organisational response.

It is also recommended that trade unions are involved in the assessment process and that findings are shared at local negotiating committee (LNC) meetings. This will be in keeping with the partnership ethos of the Joint Negotiating Committee (JNC) SAS and ensure that actions have the support of the workforce.

Please use a RAG (Red, Amber, Green) rating to fill out the 'Completed' column.

Appropriate Contract, Job Plan and activities	Completed (RAG)	Further action required
Recruitment and appointment processes for SAS are fair, open and effective		
SAS job descriptions define sessional commitments and are at the point of application		
SAS doctors are involved in the recruitment process of other SAS doctors		
SAS doctors are provided with a contract of employment which incorporates national terms and conditions in accord with the all Wales practice guide		
SAS doctors have an appropriate mutually agreed job plan specific and relevant to their role which takes in to account the importance of an appropriate work/life balance and is reviewed annually		
SAS doctors have access to individualised data on work activities to aid the revalidation process		
SAS doctors are recognised as the responsible senior clinician in charge of patient care (where applicable)		
SAS have access to the necessary protected time for SPA		
SAS doctors are supported should they should need to raise concerns (whistleblow)		
SAS doctors receive education around values and behaviours expected of the organisation in line with NHS Wales Core Principles		

Useful links:

- [Welsh SAS Contract](#)
- [SAS Job planning guidance](#)
- [The Welsh SAS Good Practice Guide](#)

Support	Completed (RAG)	Further action required
SAS doctors receive an effective induction on taking up their role		
SAS doctors are offered access to a mentor or "buddy" to support their professional and personal development needs		
SAS doctors have access to appropriate office accommodation and technology.		
SAS doctors have access to appropriate secretarial/admin support		

Useful links:

- [GMC Welcome to the UK](#)
- [eLearning for Health – Induction for International Doctors](#)
- [Staff Health and Wellbeing](#)
- [Raising Concerns](#)
- [SPF Collective Call to Action](#)
- [BMJ Preventing bullying and harassment](#)
- [BMJ Understanding resilience in the workplace](#)
- [BMJ Dealing with conflict](#)

Development	Completed (RAG)	Further action required
SAS doctors have access to a SAS tutor or clinical lead		
SAS doctors are provided with targeted support and guidance relating to applications for Certificate of Eligibility for Specialist Registration (CESR		
SAS doctors are supported to undertake secondments opportunities for top up training		
SAS doctors are supported to achieve and maintain relevant specialist competencies, and to develop as clinicians		
SAS doctors have opportunities to work autonomously in line with local policies		
SAS doctors are supported in undertaking credentials or being accredited with credentials if available		
Mechanisms should be in place to ensure appropriate attribution of clinical activities to SAS doctors		
SAS doctors have opportunities to become appraisers		

Enable the SAS doctor to achieve and maintain relevant specialist competencies and develop as clinicians

Accountability arrangements – local government systems should consider BMA policy which supports appropriately skilled and experienced SAS doctors working autonomously

Useful links:

- [GMC CESR Guidance](#)
- [AoMRC Guide on Taking Responsibility](#)
- [BMA Autonomy for SAS Doctors](#)
- [BMA Wales SAS Development Fund](#)
- [BMA CESR Guidance](#)
- [Threshold guidance](#)

Involvement in management structures	Completed (RAG)	Further action required
SAS doctors are encouraged to apply for opportunities to get involved in the management of their directorates and in wider corporate duties (where appropriate)		
SAS doctors are invited to attend Directorate meetings		
SAS doctors are supported and encouraged in taking up academic positions (where appropriate)		
SAS doctors are supported and encouraged to take up positions as educational supervisors (where appropriate)		
SAS doctors have access (in the same way as other colleagues) to time off for external, civic and trade union duties		
SAS doctors are represented on their local negotiating committee (LNC)		
SAS doctors appointed to management posts are remunerated appropriately. This may include a responsibility payment		

Action planning – what do you need to do to improve in this area?	Short Term	Medium Term	Long Term
Revalidation, appraisal and job planning			
Minimum conditions of employment			

Involvement in management structures			
Please use this opportunity to highlight any areas of best practice around the implementation of the Charter within your organisation:			