# Education, training and support for SAS Doctors & Dentists in Yorkshire and the Humber Deanery

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## Section 1: Introduction

Throughout this document, SAS refers to Staff Grade, Specialty, Associate Specialist and Specialist Doctors and Dentists.

These standards and guidelines cover the following areas;

* Appropriate use of the SAS development fund for the purpose of professional and career development
* Feedback mechanism between Yorkshire and the Humber Deanery and Providers
* Appointment and role responsibilities of the SAS Tutors

### 1:1 Background

* SAS training in Yorkshire and the Humber should align to [guidance](https://www.bma.org.uk/pay-and-contracts/contracts/sas-doctor-contract/sas-contracts) set out by the British Medical Association (BMA)
* The SAS development fund has been available since 2008 as part of the SAS 2008 contract deal by the Department of Health to support the development of SAS grade doctors and dentists
* The SAS development fund is for SAS doctors and dentists. Non-standard SAS and Locally Employed Doctors (LED) grades may also benefit through attending organised courses
* To be eligible for funding, SAS doctors and dentists must be engaged for the majority of their working time providing NHS services

### 1:2 Guiding Principles for the use of the SAS development fund

The purpose of these funds is to support the development of SAS grades and raise the profile of SAS across the Deanery. Funding may be used to:

* Develop skills which may be relevant to the current role or to take on more senior position. Areas for development may include clinical, teaching, management and leadership, supervision and working towards a position as a SAS Tutor
* Improve recruitment and retention of SAS grades
* Access career enhancing continuing professional development (CPD) to enable better team working in the clinical setting
* Encourage SAS Tutor appointments to support SAS grades and manage SAS development fund at Trust level

## Section 2: Funding

Yorkshire and the Humber Deanery receives a funding allocation based on SAS headcount, which is subject to annual review.

The Associate Dean for SAS and the SAS Tutors are funded by NHS England via Yorkshire and the Humber Deanery. A separate budget is available for the reimbursement of courses.

Funding for a SAS Tutor is allocated in the Education Funding Agreement (EFA) to each Provider as a contribution of one programmed activity per annum.

Trust medical education teams are required to report on SAS expenditure under the same principles as for training grades. Funding will be allocated via the EFA on a quarterly basis. Reimbursement is retrospective, transferred to the host Trust once the activity has taken place.

The SAS development fund is separate from, and in addition to, Trust-based study leave but is not to be used as a replacement for a Trust-based study leave budget. It should be used for the career and professional development of SAS grades rather than clinical CPD.

SAS development funding may be used for individual bursary applications and high-cost individual events, with the appropriate approval. SAS Tutors should keep transparent documentation of decisions, and funding that is likely to exceed £2,500 should be agreed with the SAS Associate Dean prior to approval.

The courses/conferences arranged from centrally allocated funding within the SAS budget will normally be free to SAS doctors and dentists.

## Section 3: Development Funding Use

It is the responsibility of the SAS Tutor, in collaboration with the Director of Medical Education, to make local decisions on appropriate use of SAS monies. This can be flexible and adapted from year to year, depending on the needs of that group.

The following is a list of examples of appropriate spend (this list is not exhaustive):

* Top-up training to meet requirement for a Portfolio Pathway application
* Management, leadership, teaching and education
* Wellbeing focused courses and activities
* Annual SAS Tutor study days
* Language and communication support
* Assertiveness
* Coaching/mentoring, external supervision
* Time management
* Critical appraisal training
* E- Portfolio development
* Post graduate exam revisions courses
* PGCERT, relevant Masters Degrees, Psychotherapy training, relevant PhD
* Portfolio Pathway support
* Specific Clinical skills training that would lead to professional / career development
* Development required for application for Specialist Grade

**Note: the following should already be locally funded and should not usually necessitate use of the development funding:**

* SAS representation at regional and national level for educational planning purposes
* Training for processes involved in recertification or revalidation
* Work needed for movement between service and training posts
* Support or time for interaction with SAS tutors
* Opportunities to develop new skills that are required for service need
* Support for Trust-based CPD opportunities aimed at SAS Doctors collectively
* Back-filling posts when SAS grades are required by their employer to develop skills for their role
* Hospital equipment

**If in doubt, please discuss any funding requests with the Associate Dean for SAS.**

## Section 4: Reporting from Trusts/Organisations and SAS Tutors to Yorkshire and the Humber Deanery

All SAS Tutors will be required, with the help of their local medical education team, to complete an annual data return. Data collected via the return will be used to inform future decisions on SAS initiatives and support.

## Section 5: Appointment and role of SAS Tutor

Trusts are encouraged to appoint a SAS Tutor to provide support and guidance to their SAS doctors and dentists. More information on the role of the SAS Tutor is available in the following documents.

[Sample SAS Tutor Job Description](https://heeoe.hee.nhs.uk/sites/default/files/sas_tutor_jd_june_2020.pdf)

[Maximising the potential: essential measures to support SAS Doctors – Feb 2019](https://www.hee.nhs.uk/sites/default/files/documents/SAS_Report_Web.pdf)

[The SAS Charter](https://www.bma.org.uk/advice-and-support/career-progression/best-practice/the-sas-charter)

**Role of a SAS Tutor**

* Develop effective working relationships within the Trust/employing organisation.
* Communicate with the Associate Dean for SAS
* Provide support and guidance for SAS colleagues within the Trust
* Be aware of local and national policies and processes relating to SAS grades
* Advocate for the SAS grades within your Trust/employing organisation.
* Promote the professional development of SAS grades
* Provide advice to Trusts/employing organisations
* Plan the most appropriate use of SAS development funding
* Attend the SAS Tutor training facilitated locally by the Associate Dean for SAS and other relevant training for the role e.g. equality and diversity, supporting the doctor in difficulty, bullying and harassment, whistle blowing, personal wellbeing
* Attend the quarterly SAS Tutor meetings (minimum expected attendance 2 meetings)
* Attend and contribute to the Regional SAS Conference organisation and delivery
* Provide requested annual feedback (SAS Tutor return) to the Associate Dean for SAS
* Alongside the Director of Medical Education and Medical Education Manager, keep transparent records of local SAS development spend
* Carry out a training needs analysis of the SAS grades within the Trust when required

**Appointment of an SAS Tutor**

* The SAS Tutor should ideally be a SAS grade or may be a consultant via the Portfolio Pathway route
* The SAS Tutor may receive administrative support via the local Medical Education team (e.g. though the Medical Education Centre).  Agreements on provision should be via local discussion.