

SAS Charter implementation toolkit

V1.5



Change control table

Version	Amendment Description	Date	Updated by
1.1	<ul style="list-style-type: none"> • Updated NHSWE Logo on front cover • Addition to toolkit check list: <ul style="list-style-type: none"> ○ When a new role is advertised, a proposed job plan should be in place pending mutual agreement ○ For doctors on the 2021 contract, rotas should reflect the 40% limit on working time out of hours stipulated in the 2021 contract, alongside other rota design requirements ○ All Health Boards/Trusts in Wales should appoint an SAS advocate ○ Right to transfer from 2008 to 2021 speciality contract 	August 2024	Kirsty White (NHS Wales Employers)
1.2	<ul style="list-style-type: none"> • Update definition of SAS in introduction • Rewording of following points in checklist: <ul style="list-style-type: none"> ○ A proposed job plan is in place (pending mutual agreement) when any new role is advertised ○ For doctors on the 2021 contract, all rotas reflect the 40% limit of working time out of hours stipulated in the contract, alongside other rota design requirements ○ A process is place for the contractual right for speciality doctors on the 2008 contract to 	August 2024	Rodney Berman (BMA Cymru Wales)

	<p>transfer to the 2021 speciality doctor contract. Doctors wishing to transfer will apply in writing to their employer, any increase in pay will be backdated to the date of written expression of interest</p> <ul style="list-style-type: none"> • Addition of new point to checklist: <ul style="list-style-type: none"> ○ A job plan review is undertaken within 3 months for every specialty doctor on the 2008 contract who applies under the agreed process to transfer to the 2021 contract 		
1.3	<ul style="list-style-type: none"> • Addition of reporting process for assessment completion • Addition of Health boards to resource and appoint and SAS advocate • Addition of details transfer process 	September 2024	Kirsty White (NHS Wales Employers)
1.4	<ul style="list-style-type: none"> • SAS Good Practice Guide link updated • Addition of Specialist to introduction section • Amendment to read 'SAS doctors are supported should they need to raise concerns in line with the Speaking Up Safely framework' • Two points combined to one - A proposed job plan is in place (pending mutual agreement) when any new role is advertised. SAS job descriptions are defined as sessional 	December 2024	Kirsty White (NHS Wales Employers)

	commitments when jobs are advertised.		
1.5	<ul style="list-style-type: none"> Updated links embedded within document as current links have expired 	March 2025	Kirsty White (NHS Wales Employers)

SAS Charter Evaluation Tool

Introduction

Specialist, 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, specialists, specialty doctors, hospital practitioners, clinical assistants, senior clinical medical officers and clinical medical officers.

The charter for specialist, associate specialist and specialty (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 by your health board or trust in terms of implementing the SAS charter for Wales and devising any necessary action plan to achieve this. 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 LNCs and ensure that actions have the support of the workforce.

Reporting Process for Assessment Completion

Joint Agreement

Findings will be presented quarterly to the Local Negotiating Committee (LNC) for discussion, with SAS advocates and SAS representatives on LNCs being involved in the determining of these findings. The LNC will work towards reaching a joint agreement on the proposed implementation status and any necessary actions required.

Overall Compliance

Each September, the employer's Fatigue and Facilities Charter lead will prepare an annual report for the LNC outlining the organisation's overall compliance with the charter and steps required to achieve full compliance. Before finalising the report, it will be shared with the LNC Chair or a nominated representative for review and comment. The final report, including the LNC's feedback, will then be submitted to the Medical and Dental Business Group (MDBG) to provide oversight on compliance across Wales.

Review and Update

- Ensure that the charter remains a standing item on the LNC agenda.
- Provide updates on agreed actions at each LNC meeting, discussing and agreeing on further actions as needed.
- Regularly update the toolkit to reflect organisational changes by revisiting steps 1-4 of the Fatigue and Facilities charter.

National Monitoring

The organisational annual reports will be compiled into a national report every December. This report will allow the BMA, Welsh Government, and NHS Wales Employers to monitor implementation and compliance across Wales through the MDBG.

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		
A proposed job plan is in place (pending mutual agreement) when any new role is advertised. SAS job descriptions are defined as sessional commitments when jobs are advertised.		
SAS Advocates or SAS Tutors are involved in the recruitment process of SAS doctors		
SAS doctors are provided with a contract of employment which incorporates national terms and conditions in accordance with the Welsh SAS Good 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 receive education around values and behaviours expected of the organisation in line with NHS Wales Core Principles		
For doctors on the 2021 contract, all rotas reflect the 40% limit of working time out of hours stipulated in the contract, alongside other rota design requirements		
A process is in place for the contractual right for speciality doctors on the 2008 contract to transfer to the 2021 speciality doctor contract. Doctors wishing to transfer will apply in writing to their employer, any increase in pay will be backdated to the date of written expression of interest		
For specialty doctors requesting transfer from the 2008 specialty doctor contract to the 2021 specialty doctor contract who do not already have a job plan that is fully compliant with the 2021 TCS, a job plan review is conducted in accordance with the agreed 2021 specialty doctor contract transfer process and within the timeframes specified thereof		

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		
All Health Boards/Trusts in Wales should resource and appoint an SAS advocate.		
SAS doctors are supported should they need to raise concerns in line with the Speaking Up Safely framework		

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 national/local policies		
SAS doctors are supported in undertaking credentials or being accredited with credentials if available		
Mechanisms should be in place (i.e. activity recording) 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:			