

SAS Charter implementation checklist

This checklist is designed to help employers and SAS doctors work together to implement the charter and provide a positive working environment that recognises the diversity of SAS doctors and the major contribution they make to patient care.

<input type="checkbox"/>	Measure current performance
	<ul style="list-style-type: none">- Use the evaluation toolkit to measure the organisation's current performance in implementing the charter.- Hold engagement sessions with staff side and SAS doctors to seek additional feedback around their experiences.
<input type="checkbox"/>	Support from stakeholders
	<ul style="list-style-type: none">- Use the results of the evaluation and feedback to seek buy-in from key stakeholders to implement the charter such as:<ul style="list-style-type: none">• a medical director or SAS tutor• postgraduate medical director of education staff• SAS doctors• patients• Health Education England associate dean for SAS
<input type="checkbox"/>	Internal project management
	<ul style="list-style-type: none">- Set up a project group with suitable representation from staff side and the local negotiating committee (LNC).- Consider how you will report progress:<ul style="list-style-type: none">• updates to LNC reports• updates to SAS engagement plans and forms• updates for local staff side engagement.- Agree on which of the principles can be implemented immediately and which need further resources and/ or time.

■	Developing a business plan
	<ul style="list-style-type: none"> - Prepare a business case which advocates development of an action plan to implement the charter. - Outline the benefits of implementing the charter and any associated risks. - Build in clear timescales and resources to make it happen. - Build evaluation and clear measurables into your plans. - Consider how you will undertake local equality analysis.
■	Prepare for implementation
	<ul style="list-style-type: none"> - Meet with members of the LNC and seek commitment agreement on the business case and action plan - Develop plans of how you will communicate with clinical directors, service managers and SAS doctors. - Identify appropriate opportunities to raise awareness of the charter and existing resources to support the employment and development of SAS.
■	Recognise your success
	<ul style="list-style-type: none"> - Seek feedback from all staff groups on the improvements to the employment, development and support of SAS doctors. - Present the results of evaluation to members of the LNC to ensure that the charter is signed off as achieved. - Celebrate your success by sharing examples of good practice in the development, support and utilisation of SAS on a local, regional and national basis. - Make plans to repeat the process of evaluation on an annual basis.
■	Update existing information
	<ul style="list-style-type: none"> - Review and update internet and intranet information for SAS doctors - Update job descriptions and job plans for SAS doctors to reflect the principles of the charter. - Review and update materials used for SAS doctors in recruitment campaigns and induction to reflect the principles of the charter. - Consider updates to information around career and development opportunities for SAS doctors.

View the charter and other resources to aid evaluation and implementation on our [website](#).