

SAS PROFESSIONAL DEVELOPMENT FUND

Health Education England North West

Funding Principles and Guidelines

Updated October 2021

These principles explain the process by which applications to the SAS Development Fund are considered and ensure an honest, transparent and consistent system which is fair and equitable across the HEE NW footprint.

It is the responsibility of the Employing Trust to ensure that SAS doctors have access to CPD, study leave and funding according to the Terms of Service. SAS doctors should have access to a minimum of one (1) PA per week to support professional development in accordance with the Department of Health Guidance.

The SAS Development Fund is available to support career progression and professional development of SAS doctors over and above the maintenance of current professional practice. It should not be used as an alternative to Trusts providing appropriate study leave funding to support CPD requirements for appraisal and revalidation.

The SAS Development Fund can provide support for the development of extended roles e.g. clinical, educational or leadership roles, ultimately allowing SAS doctors to maximise their contribution to the delivery of excellent patient care.

Application Process

Applications are accepted from Trusts or individuals, using the application forms available on the website: <https://www.nwpgmd.nhs.uk/sas-doctors/applying-sas-development-fund>

All applications must be typed. Handwritten applications will not be accepted. Completed application forms, with all supporting documents, should be sent to sasdoctors.nw@hee.nhs.uk. They must be submitted a minimum of four weeks before the start of the course, though earlier application is encouraged if possible. Retrospective applications will not be considered.

For courses extending over more than one financial year, funding can only be approved for one year at a time and a fresh application needs to be made annually. Where funding has been granted for the first year of a course, applications for funding for subsequent years will be given priority, as long as the previous year(s) were completed successfully and there is sufficient funding available in the SAS Development Fund budget.

The funding panel will review applications on a monthly basis. Applications must be submitted at least 3 working days prior to the panel review date. Any applications received after the submission deadline will be reviewed the following month. Submission deadlines and panel review dates can be found on the website: <https://www.nwpgmd.nhs.uk/sas-doctors/applying-sas-development-fund>

The applicant will be notified in writing of the panel decision, usually within 2 to 3 weeks of the panel review date.

Application documents

There are 3 different application forms. Please ensure that the correct form is completed.

- **Application Form A** – application for trusts to host an event
- **Application Form B** – application for an individual to attend a short course or conference
- **Application Form C** – application for an individual to undertake a postgraduate university qualification e.g. PG Certificate, PG Diploma or Masters degree.

Applications for trusts to host an event:

1. The application should give full details of the proposed event, including detailed costings.
2. Any other sources of funding should be identified.
3. A copy of the course programme should be included in the application.
4. Details must be provided of how the event is expected to contribute to the career development of SAS doctors in the region.
5. Courses must be aimed primarily at the development of SAS doctors, who should be given priority for attendance. However, any unfilled places may be offered to other staff for whom the course could be beneficial e.g. Locally Employed Doctors.

Applications for individuals to attend a short course or conference, or to undertake a postgraduate university qualification:

1. Applicants must be working currently as a SAS doctor (specialty doctor, staff grade, associate specialist or specialist grade) in the area covered by HEE NW.
2. Applicants must have utilized their Trust study leave budget fully, and the SAS Development Fund should not be used as an alternative to the Trust providing appropriate study leave funding to support CPD requirements for appraisal and revalidation.
3. The application form should identify how funding will contribute to an individual's personal development plan (PDP) and how it will improve patient care.
4. The application must have the approval of the Department and Trust, and the applicant's Clinical Director or supporting clinician and the Trust SAS Lead/ Tutor must sign the form to provide evidence of their support.
5. Confirmation of study leave approval should be submitted with the application.
6. A copy of the course programme with a proper breakdown of the funding requested must be included in the application.
7. For postgraduate university qualifications, information should be provided about each module, including the dates these will be undertaken. Funding can only be approved for one year at a time, and for courses extending over more than one year, a fresh application must be submitted annually.

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8. A maximum of £3000 will be funded for any individual SAS doctor per financial year. If applying for funding for a course which costs more than £3000, the SAS doctor must ensure their application includes how the remaining course costs will be met.
9. **For courses outside of the NW region:**
 - **Applications to attend courses outside the region will only be approved if no suitable course exists locally.**
 - **Travel** – a maximum of 50% of the following costs may be applied for:
 - Rail: Standard rate travel only (unless first class is cheaper).
 - Taxi: Reimbursed for short journeys where deemed necessary, i.e. from train station to course venue.
 - Air: Only funded for overseas courses, except where it is cheaper than travel by train or car.
 - Car: The shortest practicable route should be taken and payment will be at public transport rate, which is currently 56p per mile. Car parking fees will be reimbursed on production of receipts.
 - **Accommodation** – a maximum of 50% of the cost may be applied for:
 - For accommodation within London or overseas, a maximum amount of £75 per night (i.e. 50% of £150) will be remunerated
 - For accommodation in the UK but outside of London, a maximum amount of £60 per night (i.e. 50% of £120) will be remunerated.
 - Applicants are expected to make their travel and accommodation arrangements based on optimum value for money. **Subsistence costs will not be funded.**

Educational activities that can be supported by the SAS Professional Development Fund

1. Generic skills, including leadership and management training, communication skills, coaching and mentoring skills, medical ethics and education.
2. Top-up training and revision courses to meet requirements for CESR.
3. Postgraduate university qualifications e.g. PG Certificates, Diplomas or Masters degrees.
4. Educational and supervisory skill courses.
5. Courses to help build a portfolio towards career progression.
6. Specialty specific training opportunities or requirements that can be shown to be an important part of career development may be supported.

Activities that will not be supported by the SAS Professional Development Fund

1. Mandatory courses e.g. Advanced Life Support.
2. Courses to support appraisal, such as appraisee or appraiser skills courses.
3. Examination fees.
4. CESR application fees.

5. Books, journals, library services, computer equipment and software.
6. Funding for backfilling, Locum costs or Trust Grade costs when SAS doctors are seconded for training purposes.

Evaluation and Reimbursement Process

Successful applicants to the SAS Development Fund are required to complete an evaluation form following completion of the course before the funding can be released. Forms are available on the website: <https://www.nwpgmd.nhs.uk/sas-doctors/applying-sas-development-fund>

Reimbursement for both Trust and individual applications will be made through the Learning and Development Agreement (LDA) following the completion of the course and submission of an evaluation form. For modular courses, such as postgraduate diplomas and Masters degrees, reimbursement can be made after each module subject to the completion of a separate evaluation form for each module.

The educational impact of courses and educational events will be discussed annually at the SAS Education Committee Meetings.

Constitution of the SAS Development Fund Panel

1. Associate Dean for SAS Doctors.
2. Four doctors elected from the members of the SAS Education Committee, two from the Manchester, Lancashire and South Cumbria SAS Education Committee and two from the Mersey SAS Education Committee. The term of office for each panel member will be for three years at a time and may be renewed for a further period of three years by agreement of the relevant SAS Education Committee. When a panel member is demitting from the funding panel, an overlap period with their replacement of at least 3 months should occur if at all possible.
3. Administrative support will be provided by the Programme Support Administrator for SAS Doctors, who will produce an agenda, and copies of the applications for discussion at the funding meeting.
4. An Administrative Manager (currently Frances McLaughlin) will be responsible for ensuring that due process is followed.

For any queries about the SAS Development Fund

Contact the Programme Support Administrator for SAS Doctors by email to sasdoctors.nw@hee.nhs.uk

Right of Appeal

Applicants wishing to appeal against an unsuccessful outcome should submit their appeal in writing to:

Dr Roisin Haslett
Deputy Postgraduate Dean
HEE NW