

# SAS Development Programme Application Process Flow Chart

#### 1) ELIGIBILITY

SAS doctor / dentist contacts SAS Education Adviser for advice/ guidance

The applicant is a substantive grade SAS doctor or dentist

The application is not for retrospective activity, research or service related audit

Clinical Fellow, Clinical Research Fellow, Teaching Fellow, LAS or any doctor/ dentist not on substantive SAS terms and conditions are not eligible

Retrospective activity, research and service related audit cannot be considered

## 2) DRAFTING THE APPLICATION

EA and applicant discuss application, and EA advises applicant to seek support from Clinical Lead/ Clinical Director and DME

Applicant submits a draft application pack to EA, who reviews and helps with completion.

Applicant ensures all relevant forms are complete and arranges for formal support from Clinical Director/ Lead and DME/ APGDD

CD/ CL and DME/ APGDD approval is mandatory, and application will not be considered at Programme Board unless these are provided

### ALL applications must include:

- Application form completed in full
- E&D form (SAS officer separates the Equality and Diversity form, for separate analysis)

### If CESR secondment application:

- Appendix 2
- Backfill/additional hours costings form with supporting payslip
- Evidence of advice from the College, GMC, GDC, Deanery or a Training Programme Director to confirm that the activity will meet CESR requirements
- Evidence of the gaps which currently exist in your portfolio and the competencies you are required to achieve, and by when
- Evidence of placement confirmation for top up training
- Evidence of an agreed Supervisor for the top up placement
- Evidence of how your competencies will be recorded

### If non CESR secondment application:

- Appendix 3
- Backfill/additional hours costings form with supporting payslip

Application is submitted by email to SAS Programme officer

SAS officer checks eligibility and completion of all forms. SAS officer contacts applicant (cc'ing EA) if there are items omitted, asking them to provide required information before application can be considered

The application and supporting documents have been received by the deadline date (outlined on website)

All eligible applications are circulated by SAS officer to panel members one week prior to Programme Board, for review and consideration

Applications not received by the deadline date will not be considered, applicant is advised that the application can be held for the next scheduled Programme Board

#### 3) PROGRAMME BOARD

Programme Board takes place; applications are considered against criteria by the panel

The application refers to individual, department, service and patient benefit/ gain.

The application is to extend/ improve knowledge, or learn Applications for 'study leave' new skills to be used in their type courses to simply update clinical team existing knowledge (eg annual specialty meeting) cannot be considered. Applicant is advised such courses should be funded by local study leave The course/ qualification/ secondment will be completed within one year Applicants applying for activity that takes longer than one year to complete, including stages of a qualification, will have to reapply for further funding providing evidence of If activity requires release from satisfactory completion of this service, confirmation of approved release from service has been provided. Applicant must provide confirmation of approval of release from service before funding is issued If the activity requires backfill or additional sessions, the backfill/additional hours costing form has been completed, and If queried by NES finance, the NES finance has approved applicant must liaise with their health board finance section these calculations and ensure the form is corrected and resubmitted before any approved activity can take place For applications requesting additional training for CESR requirements, the applicant has included evidence from Royal College/Specialty Advisory Committee (SAC), GMC, or TPD, as to the relevance of If this has not been included, activity in regards to a SAS officer will ask applicant successful CESR application to provide this; application activity cannot begin without this Programme Board decide whether application is approved, approved in principle, or not approved

#### 4) POST PROGRAMME SAS officer raises a purchase **BOARD** order for the agreed costs associated with the approved application IF the approved application is for CESR / non CESR related backfill/ additional hours funding **AND** duration is to be longer than 3 months **THEN** the applicant must ensure that the named Continuation of funding supervisor completes a SAS requires submission of the secondment review form every SAS review form to ensure 3 months and returns this to the secondment is proceeding as planned and objectives are SAS Officer being met. Applicant submits any **Applicant completes the SAS** approved expenses to funded course / training. SAS office within 12 weeks for reimbursement SAS Officer sends the applicant SAS Officer sends the CD an an online evaluation survey for online evaluation survey for completion, 2 months after funded completion, 2 months after funded activity has ended activity has ended SAS Officer ensures all the evaluation data is collected for all completed training funded by the SAS Programme