

SAS DOCTOR HANDBOOK



Introduction

Who are SAS Doctors¹?

SAS doctors include specialty doctors, associate specialists, staff grades and a number of other career grades. While SAS doctors fall within a wider group of doctors who are employed in the NHS and are neither consultants nor in a formal training program, they differ significantly in terms of career aspiration and the services they provide to patients. As a result, their support and development needs differ considerably from other doctors in the group.

What they do¹?

SAS doctors provide specialist clinical services, and at the time of first appointment normally have a minimum of four years' full-time postgraduate training (or equivalent). At least two of these will have been in a training program in a relevant specialty, including as a fixed-term specialty trainee or equivalent experience and competencies. These doctors form a wide and varied group of staff, often performing highly specialised roles, sometimes with a narrower remit than consultants. Many are widely recognised as senior and autonomous decision-makers in employer organisations, playing a vital role in the NHS.

Job titles and grades¹

Within the wider group of SAS doctors are a range of job titles and grades, derived from changing structures and contractual arrangements in recent years. The most common title is specialty doctor, a grade that is open to new appointees and the national title to which all new SAS doctors should be appointed. Several national grades and titles are now closed (including associate specialist, staff grade, clinical medical officer, hospital practitioner and clinical assistant), although some employers are still appointing doctors on local associate specialist terms and conditions. Doctors appointed to the associate specialist and staff grade role before the grade closed in 2008 may also still be employed on terms linked to that grade.

This handbook aims at facilitating new SAS doctors starters by giving them the main information needed to join the Trust and settle in smoothly. We hope you will find it helpful. If you would like to amend or add anything to future editions please email: zina.lechevallier1@nhs.net

This handbook was written and compiled by Dr Zina Lechevallier with the help of the following contributors: Dr Aimalohi Borha, Dr Kurt Buhagiar, Paul Carton, Makeda Crawlle-Wright, Dr Protiva Datta, Dr Iris Gibson, Kam Mander, Klair Netu, Joe Saunders.

¹ https://www.hee.nhs.uk/sites/default/files/documents/SAS_Report_Web.pdf
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Bedfordshire & Luton Mental Health and Wellbeing Services provided by ELFT

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Coral Ward ☐ 01582 657505

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Dr Kurt Buhagiar

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Dr Olubunmi Gisanrin

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Community Teams

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Dr

☐

Dallow Downs CMHT ☐ 01582 709152

Dr

☐

Dunstable CMHT ☐ 01582 709200

Dr Mitesh Shah

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Leighton Buzzard CMHT ☐ 01525 631370

Dr David Middleton

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☐

Early Intervention Service

Early Intervention Service Duty ☐ 01234 315690

Dr Sangeetha Koli

☐ sangeetha.koli@nhs.net

Dr Konstantinos Stagias

☐ konstantinos.stagias@nhs.net

Crisis Team

Crisis & Home Resolution Team–Bedford ☐ 01234 315691

Dr Thilaka Ratnayake
□ t.ratnayake@nhs.net

Crisis & Home Resolution Team –Luton □ 01582 556971

Dr Seanna Eisenhandler
□ seanna.eisenhandler@nhs.net

Drugs & Alcohol Service

Path 2 Recovery –Central Beds □ 01582 501780

Path 2 Recovery –Bedford Borough □ 01234 352220

Psychiatry Liaison Services

Psychiatry Liaison Service –Bedford □ 01234 299940

Dr Maria Filippidou
□ maria.filippidou@nhs.net

Dr Carol Wilson
□

Psychiatry Liaison Service –Luton □ 01582 498802

Dr Muffazal Rawala
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Dr Paul Lomax
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Old Age Inpatient & Community

Bedford OPCMHT □ 01234 880345

Dr Aneeba Anwar
□ aneeba.anwar@nhs.net

Fountains Court □ 01234 310798

Dr Gavin Watt
□

Luton OPCMHT □ 01582 657590

Dr Sen Kallumpuram
□ sen.kallumpuram1@nhs.net

Mid Bedfordshire OPCMHT □ 01767 224181

Dr Lakshmi Malepati □ lakshmi.malepati@nhs.net

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□ m.blackley@nhs.net

South Beds OPCMHT □ 01582 707591

Dr
□

Child & Adolescent Services

Bedford Borough CAMHS □ 01234 310040

Dr Miles Clapham
□ miles.clapham@nhs.net

Central Beds (North) CAMHS ☐01234 310800

Prof. Frank Besag

☐ frank.besag@nhs.net

Central Beds (South) CAMHS ☐01582 707635

Dr Uttom Chowdhury

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Luton CAMHS ☐01582 708140

Dr Mahesh Kulkarni

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Dr Hilary Gahan

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Perinatal Mental Health

Dr Sonia Sangha ☐01767 223237/01767 223153

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Mother and Baby Unit (Based in Homerton, E9 6SR but accepts referrals from Bedfordshire)

Dr Olivia Protti ☐02085108151

☐ olivia.protti@nhs.net

The service is available to women who may be either experiencing a mental health condition or at risk of becoming mentally unwell in the perinatal period.

Women can be admitted from 32 weeks into pregnancy or with infants up to 10 months old. Referrals can be made at any time to the unit. Senior nurse and medical staff are happy to arrange assessments where clinically appropriate. The senior nurse on duty on site has the authority to accept admissions in emergencies and out of hours.

They welcome referrals from mental health professionals including secondary levels of care. This could be the professional who has responsibility for the co-ordination of the mental health care for the woman at the time of referral).

To refer, please call: 020 8510 8420 alternatively please complete a referral form.

The unit does not offer formal parenting assessments.

Women with primary substance misuse, alcohol misuse or personality disorders with co-morbid mental illnesses will be considered on a case by case basis.

ECT Service

Dr Mehraj Shah ☐ 01582 657563

☐ mehraj.shah@nhs.net

Safeguarding

Tony Alston (for Central Bedfordshire) ☐01582 708919

tony.alston@nhs.net

Suzaan Jenkinson (for Bedford Borough) ☐01234 316716

suzaan.jenkinson@nhs.net

Dinh Padicala (for Luton) ☐01582 708919

dinh.padicala@nhs.net

Luton Borough Adult Safeguarding Team ☐01582 547730

adultsafeguarding@luton.gov.uk

Bedford Borough Safeguarding Team ☐01234 276222

adult.protection@bedford.gov.uk

Central Bedfordshire Safeguarding Team ☐ 0300 300 8122
Adult.protection@centralbedfordshire.gov.uk

Emergency Duty Team ☐ 0300 300 8123

Mental Health Act Department

Guy Davis (Associate Director) ☐ 020 7655 4046
GuyDavis@nhs.net

David Markovitch (Manager) ☐ 01582 709171
dmarkovitch@nhs.net

Pharmacy/JAC

elft.pharmacyluton@nhs.net

'JAC' is the new 'Electronic Prescribing and Medicines Administration' (EPMA) system that is replacing paper drug charts on all the inpatient wards within the Trust. All nurses, doctors and pharmacists working on the wards need to have JAC training before they can use it. That includes all doctors who will be doing on-calls on the wards. The training takes about 1 hour and you'll be provided with your login details during the session. Please note you that you won't have access to the EPMA system until you've received your training. If you have any queries about JAC, please contact Lewis.Pope@nhs.net and Tania.Saheed@nhs.net

Key roles

Medical Director of Research and Medical Education

The Medical Director for our Trust Research, Innovation and Medical Innovation is Professor Frank Röhrich along with Neetu Klair, Medical Education Manager.

who is based in London and bears overall responsibility for Medical Education.

In Bedfordshire & Luton we have an Associate Director for Medical Education, Dr Seanna Eisenhandler, who is based in Luton, and is responsible for Medical Education locally.

The Associate DME's role is:

- To develop and maintain an educational environment which enables the Trust and Health Education East of England to demonstrate that training standards are being met.
- To support training programmes and associated activities, and oversee the quality improvement process.
- To act as an advocate of medical education within the Trust, and with partner organisations.
- To manage the processes that address underperformance in medical education.
- To support the Training Programme Director and College Tutors

Medical Staffing

The Medical Staffing department is led by Kam Manager kam.mander1@nhs.net ; 07984474023

The Medical Staffing Advisor for Beds & Luton is Sue Brown, who is based in London three days a week, and in London Road, Luton, on Thursdays. Medical Staffing handles all the new starter processes and will send you your contract.

[Sue Brown: sue.brown27@nhs.net](mailto:sue.brown27@nhs.net), 0203 738 7293

Clinical Supervisor

This is the named trainer who holds the responsibility for the supervision of a SAS doctor's clinical work, clinical training and assessments. It is likely to be the consultant you work with.

- They will meet their SAS Doctor on a regular basis (ideally weekly for new SAS doctors) for a dedicated hour of supervision.
- Be responsible for arranging the local Induction for the SAS Doctor to the workplace and Team members.
- Will agree the learning objectives set out in your Work Schedule, and agree any optional objectives that may also be set here.
- Will conduct, monitor and assess workplace based assessments (WBPA).

SAS Tutor

Dr Dewi Pritchard

dewi.pritchard1@nhs.net

The SAS Tutor's key responsibilities are:

1. To provide support to SAS doctors in relation to their development needs where required.
2. To identify specialties where SAS development requires improvement.
3. To assist the Medical Director(s) in providing a quality assessment of the Trust support of SAS doctor development by developing and providing a SAS doctor-centered perspective.

4. To work with other members of the educational team to support the development of Educational and Clinical Supervisors within specialties.
5. To assist SAS doctors to identify and support the needs of trainees who might otherwise become ‘trainees in difficulty ’
6. To develop an on-going program of the developmental needs of SAS doctors in common areas such as training responsibilities and managerial responsibilities.

SAS representatives

Dr LUNAWAT Vinod (Chair)
vinod.lunawat@nhs.net

Dr BORHA, Aimalohi (Secretary)
aimalohi.borha@nhs.net

Dr LECHEVALLIER Zina (LNC representative)
zina.lechevallier1@nhs.net

Medical Education Office

Neetu Klair
Medical Education Manager
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Mamta Misra
Medical Education Coordinator Newham
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07584555365

Christal Hallal
Medical Education Administrator
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07584 555414

Appraisal/Revalidation

Colin Lovett

Medical Revalidation Manager
East London NHS Foundation Trust
colin.lovett@nhs.net
020 7655 4199

Luton Appraisal Lead

Dr Kurt Buhagiar
07786313202, 01582700343
kurt.buhagiar@nhs.net

Mandatory training

Cleon Lord

Learning and Development Officer - Luton and Bedford (inc Bedford Community)
East London NHS Foundation Trust
020 7655 4015
M 07789 494047
cleon.lord@nhs.net

On-call key contacts

Ass. CD & Rotas Consultant Lead

Dr Kurt Buhagiar 01582 700343 □ kurt.buhagiar@nhs.net

EA to Luton CD & Rota Coordinator

Shamim Parkar 01582 707315 □ shamim.parkar1@nhs.net
Julie Baker 07580703841 julie.baker1@nhs.net

Before Starting

IT Account

Before each SAS Doctor starts their placement we arrange for an IT account to be created for them. This will include an NHS Mail email address and training for and access to our patients records system, RiO. All SAS Doctors who have pre-existing NHS Mail email accounts should inform Medical Staffing beforehand so that we can arrange for that address to be linked to our Trust for the duration of the rotation/training.

Trust IT accounts can be logged into on any Trust computer, in the following way:

- Username = smithj
- Password = first time password / change to your own choice

Use the shortcut on the desktop to launch and log into your NHS mail. Please check this regularly in order not to miss the important information, requests, and handovers that are sent on a daily basis. Use the Profile page to update your information. You can also change your password from this screen.

RiO Access and smartcard

The patient records system our Trust uses is RiO. Training on this system is arranged for all new SAS Doctors on starting and this is also mandatory to attend. Without this training access will not be granted to RiO, nor will SmartCards be activated, which will severely affect a doctor's ability to work.

To log into RiO:

- Insert your SmartCard into the reader on the keyboard
- Enter your password in the pop-up window

We would encourage you to take the greatest care of your SmartCard. If you lose it you will need to pay to have it replaced, and in the meantime, it would hinder your ability to work properly. You can carry your SmartCard from Trust to Trust once it has been activated, so this is a valuable resource and should be appropriately cared for.

You will need to undertake the **RiO training** before your smartcard is activated by emailing elft.riotraining@nhs.net

If you have been trained or had access to **RiO** in this Trust before, there will be no need to retrain, but may need to contact elft.clinicalsystems@nhs.net to be reactivated within **RiO**.

For Smartcard queries, please email the IT Service Helpdesk or call 0207 655 4004

Induction

Prior to commencing your post you will be contacted by Human Resources, to provide information about your post and also more general information about the Trust.

All new starters to the Trust are also required to attend mandatory training usually based at the Trust HQ in London, which may also entail web based learning due to CV19 (at time of writing).

Locally your consultant/ clinical supervisor will offer you induction to your roles and responsibilities and this book will hopefully offer you additional information to support starting in your new post.

The Medical Education website also has information specific to Induction to the Trust and a section where you can find information and links for SAS specific issues.

Local SAS reps and colleagues will also be able to offer you guidance and advice to familiarise yourself with your new place of work.

You are also welcome to join the biannual local inductions run for new Core and Higher trainees at the beginning of August and February.

ESR Account

<https://my.esr.nhs.uk>

The Electronic Staff Record or ESR is an Oracle-based human resources and payroll database system currently used by 586 units of the National Health Service (NHS) in England and Wales to manage the payroll for 1.2 million NHS staff members.

You will be allocated an ESR account, where you will be able to register for mandatory training, access your payslips, update your details etc.

I

Appraisal account and Revalidation

<https://eastlondon.sardjv.co.uk>

If your SARD account is not activated, please contact:

Colin Lovett

Appraisal and Revalidation Administrator

Medical Revalidation Manager

East London NHS Foundation Trust

colin.lovett@nhs.net

020 7655 4199

Revalidation is the process by which the GMC is assured by a Trust of a doctor's fitness to practice. The GMC fixes the date for the first revalidation, after which it takes place every 5 years. This is based on the information sent to the GMC for each doctor by the Responsible Officer (RO) for the Trust. This is in turn based on the evidence provided in annual appraisals.

The Trust uses SARD as its electronic platform for appraisal. Every SAS doctor (regular or NHS locum contract) is expected to complete the required sections on SARD every 12 months and then have an appraisal meeting with their appraiser.

The process takes a considerable amount of time and should include all aspects of the doctor's work.

Support, training and guidance is available from Colin Lovett, Appraisal and Rehabilitation Administrator at colin.lovett@nhs.net

Online assistance is also available from the SARD team.

Support is also available from the local SAS representative and the SAS Tutor.

Please refer to the Appraisal and Rehabilitation policy which is available on the Trust Intranet under the section of Medical Staffing.

Your development

Mandatory trainings

Accessible via your ESR account (The Self Service capability within ESR enables NHS employees to access their personal data through an easy to use browser-based interface that can be accessed in the workplace or on the move via the internet.)

Continuing Professional Development (CPD) and Peer Groups

Continuing professional development is any learning outside of undergraduate education or postgraduate training that helps a doctor maintain and improve their performance. Every SAS doctor is encouraged to improve their knowledge and progress in their career.

Documented proof of at least 50 hours of CPD activities is required in each appraisal year.

The Royal College of Psychiatrists' CPD scheme is open to current Members, Fellows, Associates and Specialist Associates, who can use the College's programme to show that they are in good standing for CPD by undertaking at least 50 hours of CPD activity annually. The certificate of good standing for CPD from the College is not essential but desirable for annual appraisals.

A CPD Peer Group is a group of psychiatrists who come together at least 4 times in a year to discuss the development needs of the members of the group and consider how these needs can be met.

Bedfordshire and Luton have nearly 20 SAS doctors working in different units either in the community or in inpatient wards. There are 3 Peer groups and new SAS doctors would be expected to join 1 of the Peer groups according to their place of work and / or convenience.

The document on Continuing professional development, Guidance for psychiatrists available on the Royal College of Psychiatrists website and is available to all doctors.

On-call opportunities

If you wish to participate in on-call then you can add your name to the local bank of Drs willing to undertake extra duties (within EWTD regulations) by contacting the rota manager in your locality.

Training & Learning Opportunities

In addition to the training opportunities, the SAS Doctors have in post, the Trust offers additional learning experiences and activities, which it is the SAS Doctor's responsibility to access and arrange. For example, with the relevant Clinical Supervisor's authorisation, it is entirely possible for a SAS Doctor to spend time visiting other of our services.

It is also the SAS Doctor's responsibility to ensure that they are up to date with all required mandatory training. A link for booking any courses that cannot be done online can be found on the Trust Intranet. Online courses can be completed via the 'My Learning Zone' link on every Trust computer.

To book a place on any course, or for any queries about required mandatory training please email: elft.trainingdevelopment@nhs.net

Special interest

As a SAS Doctor, you can also have allotted time for Special Interest sessions, many of our Services can offer these. You should in the first instance discuss these options with your Clinical Supervisor:

- Drug and Alcohol Service
- Forensic Psychiatry
- Rehabilitation Psychiatry
- Liaison Psychiatry
- Liaison and Diversion Service

- Eating Disorders Service
- ECT
- Old Age Psychiatry
- Psychiatric Intensive Care Unit (PICU)
- Learning Disability
- Perinatal Mental Health Services

SAS Doctors Forum

The SAS Doctors Forum occurs every 3 months within the medical education department. Locality representatives, the SAS Tutor and HR representatives attend.

There are local SAS meetings chaired by local reps where issues can be raised and the reps can then take to the Trustwide forum if not resolved locally.

Local Academic Programme

The Trust holds a county-wide academic programme on the first, third and 4th Wednesday afternoons of most months (August being the main exception). This is also held at Wrest Park and runs from 2pm. A weekly email is sent out by the Medical Education office detailing the events of the following Wednesday. There is also a monthly programme run in St Bartholomew's Hospital for the Trust and all Drs, including Trainees are encouraged to attend this whenever possible. In order to make this monthly event more accessible to Clinical staff in Bedfordshire and Luton we are looking into streaming it live to Wrest Park.

Psychotherapy

Psychotherapy teaching are held at Wrest Park from 11.30am every Wednesday.

Dr Katherine Papaspirou, Consultant Medical Psychotherapist and Psychotherapy Tutor will soon run Balint groups for SAS doctors once a month for 1 hour. Time to be confirmed.

MRCPsych Course

In the East of England, Regional MRCPsych courses are run in Cambridgeshire and Hertfordshire. There is also an ELFT MRCPsych course held in London or virtually. Attendance to both MRCPsych courses for SAS doctors need to be on a case by case basis and will require approval from both clinical supervisor and clinical director.

Clinical Skills Training (CASC)

Here in the East of England, an ongoing programme of Clinical Skills Training is organised by Dr Albert Michael, Consultant Psychiatrist with the Norfolk & Suffolk Foundation Trust. Our SAS Doctors are encouraged to attend as many of these sessions as possible and the details of upcoming dates can be found on the Health Education East of England website: <https://heeeo.hee.nhs.uk/node/5087>

Electro-Convulsive Therapy

Our Trust runs an ECTAS Accredited (renewed 2017) ECT service in Luton, and the Team is led by a Consultant Psychiatrist, Dr Mehraj Shah (mehraj.shah@nhs.net).

Electro Convulsive Therapy, or ECT as it is more commonly termed, is a treatment option that today bears no resemblance to the negative perceptions of the past.

You can discuss with your clinical supervisor and arrange to attend at least one clinic.

Library

We do not have a formal Library service in Bedfordshire, instead the Medical Education office at Calnwood Court holds a collection of books, which any SAS Doctor is welcome to borrow from. SAS Doctor based in the Bedford area may register with the Bedford Hospital Library if they wish, and Luton based SAS Doctor are welcome to browse the COMET Library at the Luton & Dunstable Hospital.

All of our SAS Doctor in Bedfordshire also have access to the Newcomb Library based in Homerton Hospital in London. As well as print books and journals, they have a growing collection of e-books that are available to Trust staff and those on placements with us. Please access the Medical Education pages on the intranet for further information.

All SAS Doctors in the Trust have access to *Athens* and an account can be created or logged in to via our Intranet service, available on every Trust computer. All details are available on the Medical Education intranet page.

Research

SAS doctors can participate in research projects which are led under the joint supervision of the Luton Research Hub and the Unit for Social and Community Psychiatry.

The Unit for Social & Community Psychiatry is jointly operated by Queen Mary University London and East London NHS Foundation Trust and is a World Health Organisation Collaborating Centre (the only one specifically for Mental Health Service Development worldwide). The main research interest in our research group is social and community psychiatry, with a focus on evaluating innovative interventions. However, additional expertise can be sought locally or through links with other academic partners should the trainee express research interests outside that of our group.

The research project will ideally need to be focussed, in order to achieve completion within the year allocated for special interest. This can take the form of a systematic review with or without meta-analysis, or a secondary analysis of the extensive datasets that have been collected previously from other large-scale studies. Publication of the study in an international peer-reviewed journal would be the main aim. Training sessions to assist with research methodologies can be attended at no additional costs via Noclor, a joint venture between various research centres and academically-oriented NHS Trusts in the South East.

Location: Calnwood Court, Luton and/or Unit for Social & Community Psychiatry, Newham Centre for Mental Health; remote working possible and encouraged.

Supervisor details: Kurt Buhagiar, Stefan Priebe

Consultant and SAS Doctors– Study Leave guidance

(If any query, please contact Jo Saunders)

Preamble

The Medical Education Team is committed to providing a reliable and effective support to doctors. Standards underpinning study leave guidance have been reviewed, taking into account guidance from Royal College of Psychiatrists, examples of good practice from other trusts and also doctor's changing educational / training needs.

This process is currently under review to devolve to locality Clinical Directors. Any changes to the process will be communicated accordingly.

Entitlement

£1,000 per annum or £3,000 every years

10 days per annum or 30 days every 3 years

Subject to the following conditions, study leave will normally be granted to the maximum extent consistent with maintaining services in accordance with the recommended standards, or may, exceptionally be granted under the provisions below.

The Trust allows leave with pay and expenses up to the maximum annual allowance of **£1,000 per individual, per annum** and a **maximum of 10 days per annum** for study purposes. Where possible the £1,000 and 10 days should be used within the year, however in circumstances where this cannot, the maximum expenditure would be £3,000 and 30 days within the 3 year period.

From first April 2019 - The annual budget and days will be calculated calculated in line with the financial year (1st April to 31st March the following year) and will be pro rata'd for those commencing employment within the budgeted year. The annual allowance will commence as of April 2019.

Financial entitlement cannot be carried forward to the following 3 yearly cycle even if it is entirely unused or only partly used in the years in which it is allocated.

Claims will only include course/conference fees, travel and accommodation costs which have original receipts of payments attached as proof. Submissions for expenses made without proof will not be approved.

Provisions

The Trust may at their discretion grant study leave in the United Kingdom above the period recommended with or without pay and with or without expenses or with some proportion thereof.

The Trust may at their discretion grant study leave outside the United Kingdom with or without pay and with or without expenses or with any proportion thereof. Expenses for travel and accommodation should not exceed course fees. Doctors are encouraged to use the study leave budget predominantly for fees associated directly with their CPD needs (courses etc.)

Study Leave

Requirements for study leave are to be discussed within the PDP peer group and aligned with appraisals and job planning with at least six weeks' advance notification. Individuals are encouraged to take their full entitlement for study leave (10 days per annum) in order to maintain Professional Standards, subject to the conditions in this Procedure.

Study leave includes:

- Study, usually but not exclusively or necessarily on a course or programme
- Research
- Training
- Visiting clinics
- Professional conferences
- A consultant may be allowed study leave for approved postgraduate purposes (e.g. TPD / College Tutor)

Where study with pay is granted, the individual must not undertake any remunerative work, during the leave period, without the special permission of the Trust.

Where an individual is employed by more than one NHS organisation, the leave and the purpose for which it is required must be approved by all the organisations concerned. Individuals who work part time for East London NHS Foundation Trust and part time for another Trust will be entitled to study leave on a pro rata basis. Study leave will be granted as laid out in the conditions and subject to appropriate discussions at appraisal and Peer discussion.

Professional Leave

Professional Leave relates to duties in relation to postgraduate educational activities outside the Trust, for example, duties as an officer, committee member or member of a working party of a Royal College, Care Quality Commission Inspector, visits to hospitals outside the Region for the purpose of assessing training facilities.

The arrangement for Professional Leave will be a joint decision, with the individual and the relevant Consultant (for SASG doctors) or Clinical Director, and will be granted consistent with maintaining essential services.

Professional leave (a maximum allowance of 5 days per annum – in addition of the allocated 10 days per annum) must be discussed and mutually agreed at the job planning review and included as far as possible in the job plan.

Professional leave is for contributions made outside the trust, such as professional visits, and includes:

- Teaching
- Examining or taking examinations or other medical education work (e.g. TPD / College Tutor)
- Work for DoH, Academic/Professional Colleges, Deaneries
- Management Training

There is no entitlement by right to Professional leave but it is recognised by the Trust as important for the development and operation of the wider NHS and for the profile of the Trust. As a general rule professional leave should be programmed as external duties and allocated PA time accordingly. Individuals are expected to be responsible for the management of their external commitments. When external appointments are anticipated they should ensure that their colleagues and Clinical Director are aware of the likely need to provide cover and where a high commitment is likely, this should be discussed at Appraisal.

E-Learning Courses

A proportion of study leave from the 10 days study leave allowance can be taken in order to undertake relevant e learning modules. Doctors undertaking e-learning must present evidence in the

form of e-learning certificate on returning from study leave. For a full days study leave there should be evidence of at least 5 hours having been spent on CPD modules, for half a day there should be 3 hours.

The above has been compiled taking guidance from the BMA and NHS Employers – 2003 terms and conditions.



**STUDY LEAVE APPLICATION FORM
FOR CONSULTANTS & ASSOCIATE SPECIALISTS**

Please submit (preferably scanned via email) to:

Jo Saunders
Medical Education - Beds & Luton
Calnwood Court, Calnwood Road
Luton, LU4 0ET, 01582 709165
Email: elft.lutonandbedsstudyleave@nhs.net

Applications must be received at least six weeks prior to the proposed study leave dates

PERSONAL DETAILS:

First Name:	Surname:	Grade:
Trust Start Date:	Email Address:	

REQUESTED STUDY LEAVE DATES (dd/mm/yy):

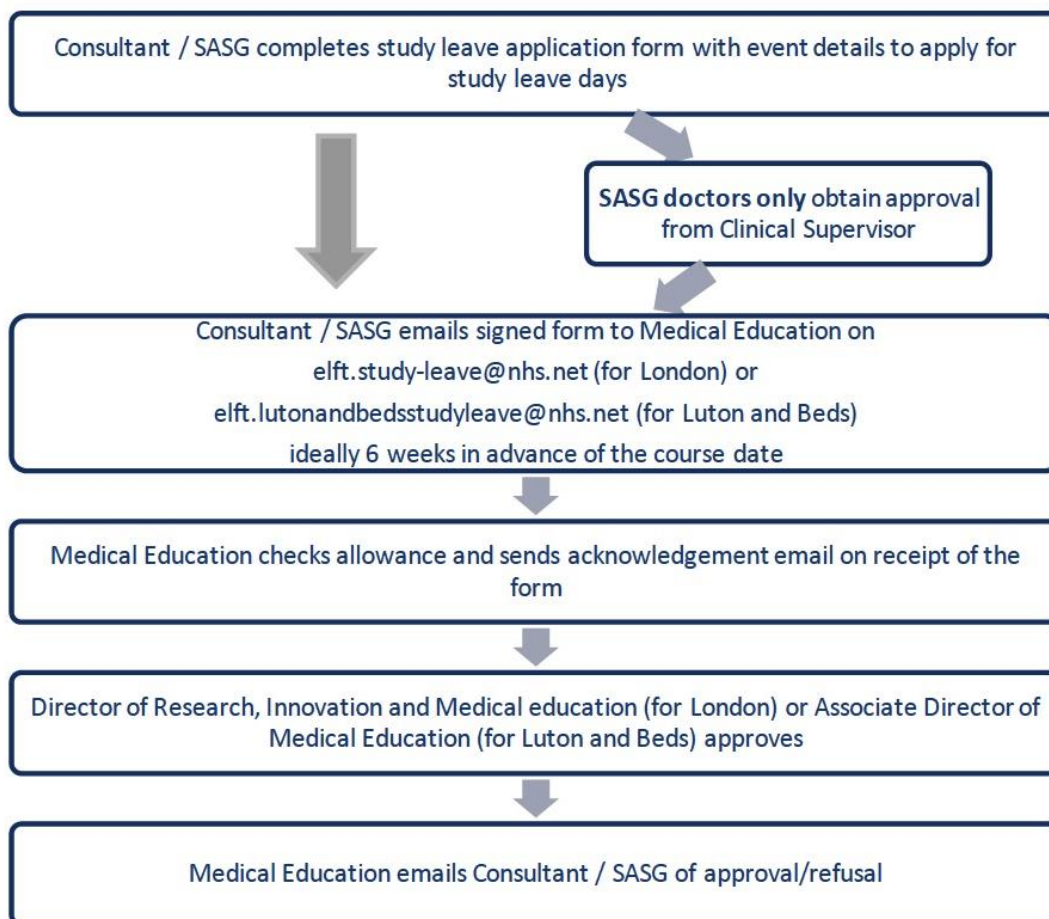
From:	To:	Number of Days:
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REASON FOR STUDY LEAVE (Please tick):

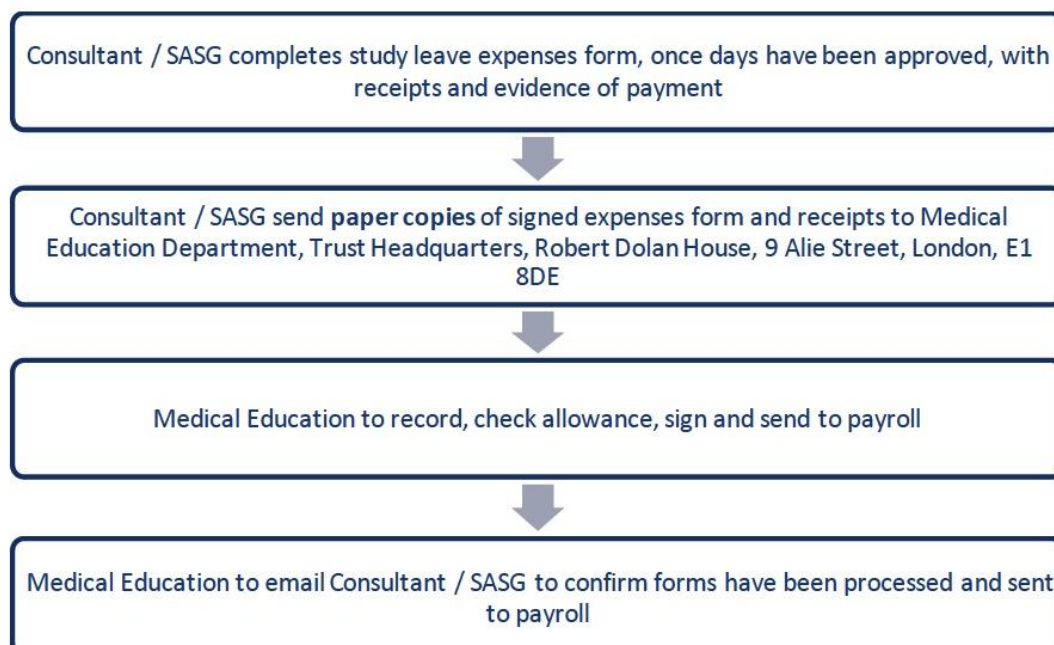
- Course
 Conference
 Meeting
 Private Study Leave
 Presenting a paper
 Online Course

Process for Study Leave

The current process is as follows:



Process for those wanting to claim study leave expenses related to the approved study leave event



Point X title

Internal web page links for study leave forms can be found via:

http://elftintranet/sites/common/Private/Community_View.aspx?id=410&pageid=4610

CONFIRM STUDY LEAVE HAS BEEN DISCUSSED AND AGREED WITH YOUR CLINICAL DIRECTOR

AND COVER ARRANGED WITHIN YOUR SERVICE (IF REQUIRED). Please tick as applicable and confirm cover arrangements:

CD Cover needed or N/A

Name of person covering - _____

Name of Meeting/Course/ Conference/Abstract:	Event Organiser:	Location:
Would you like to claim expenses in the future? YES / NO (Please note that expense claims can only be submitted via the '<u>Study Leave Expense Claim Form</u>' once approval for the relevant study leave has been granted by the DME)		
Registration Fee:	Estimated Accommodation Costs:	Estimated Travel Costs:
Please note any other points you would like to make:		

PLEASE ATTACH FURTHER INFORMATION (NOT REQUIRED FOR PRIVATE STUDY LEAVE):

- Meeting Agenda
- Conference/Course Programme
- Online Course Information
- Presentation Abstract

APPLICANT DECLARATION:

DIRECTOR OF MEDICAL EDUCATION TO COMPLETE:

I approve this application: Yes / No	DME Signature:	Date:
Reason/s for Declining Application:		

After completion and authorisation this form should be sent to the address shown at the top of this form.

Failure to complete ALL relevant sections will result in payment being delayed.

SEE OVERLEAF FOR AUTHORISATION AND GUIDANCE NOTES

CERTIFICATION OF CLAIMANT				CERTIFICATION OF AUTHORISING OFFICER (OFFICE USE ONLY)			
<p>I certify that the total expenses shown overleaf were disbursed wholly, exclusively and necessarily by me in pursuance of my duties on behalf of the Trust.</p> <p>No other claim has been, or will be made by me or any public body for expenses or allowances in connection with the business stated.</p> <p>Business use of my car is covered by insurance which extends to business use.</p>				<p>I approve the claim as detailed and authorise reimbursement of the amount claimed.</p> <p>I confirm that this employee is authorised to use the car detailed overleaf on Trust business and approve the claim for mileage as detailed.</p> <p>I understand that the expenses claimed will be charged in all cases to my study leave expenses budget.</p>			
SIGNATURE				SIGNATURE			
DATE					dd/mm/yyyy		
				JOB TITLE		Medical Director / DME / MEM	
				DATE			
GUIDANCE NOTES							
<p>a) This form can only be authorised by the Medical Education Manager, Director of Medical Education or Medical Director.</p> <p>b) All receipts for payment and travel tickets must be <u>original</u> and attached in support of the claim.</p> <p>c) Credit card payment slips will not suffice as proof of payment.</p> <p>d) This form must be printed/photocopied double-sided with the original signature of the claimant or will not be accepted.</p> <p>e) Full details of journeys undertaken should be provided overleaf i.e. destination, mode of travel.</p> <p>f) For journeys directly from or to home, mileage can only be claimed for the shorter of office to place visited, or home to place visited.</p> <p>g) In the case of meals a full list of attendees should be provided.</p> <p>h) Claims should be submitted on a monthly basis and payment will be made in the claimant's next available salary/wage.</p> <p>i) Photocopies of the form will not be accepted.</p> <p>j) This form is not to be used by staff wishing to claim reimbursement of purchase of goods and/or services.</p>							
FOR EXPENSES USE ONLY							

If employee is a leaver, on unpaid maternity leave or unpaid sick leave the Payroll Section must action					Leaver (✓)	Maternity (✓)	Sick Leave (✓)		
Narrative	SPS Code	Miles	Rate	Amount	Narrative	SPS Code	Units	Rate	Amount
Mileage - Profit Element Taxed at Source					Interview Expenses				
Mileage - Taxable					Relocation Expenses - Non Taxable				
Passenger Miles					Relocation Expenses - Taxable				
Regular User Lump Sum					Course Expenses				
Fares - Non Taxable					Course Expenses				
Fares - Taxable									
Emergency Call Out - Taxable									
Subsistence									
						Input Month/Week No	Input By & Date		
Expenses Administrator Authorisation for Payment					Date				
The Expenses Administrator must indicate if an adjustment has been made on the second (final) payroll run (✓)									

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Consultant and SAS Drs – Sick Leave

You are expected to inform your line manager as soon as possible.

Please also email Makeda Crawlle-Wright when you are off-sick and email her when you return to work. You might be asked to contact Occupational Health

makeda.crawlle-wright@nhs.net

Consultant and SAS Drs – Annual Leave

Your AL entitlement is available on your contract.

The following Annual Leave request form will need to be completed and signed by your consultant and emailed to Makeda Crawlle-Wright .

You might also be asked to update the annual record form.

Leave Application Form

NB Applications for annual leave must be **submitted not less than 6 weeks before** the first intended day of leave, otherwise leave may not be granted.

Type of Leave: Annual Compassionate Paternal
 (please circle)

To be completed by the doctor requesting leave

Name Grade

Department / Base

I wish to take leave from to Number of days.....

On-call dates

I have discussed my proposed leave with the following doctors and they have agreed to provide cover as noted below.

Doctor providing cover for my normal duties:

Name: Phone:

Doctors providing cover for my duty psychiatrist sessions:

Name: Phone: Date/time:.....

Name: Phone: Date/time:.....

Name: Phone: Date/time:.....

Name: Phone: Date/time:.....

Please note here any other arrangements such as swaps, locums, etc:

.....

I now have annual leave days remaining.

I acknowledge that it is my responsibility to ensure that arrangements are made to cover my duties while I am away whether a locum is provided or not.

Signed Date.....

To be completed by your consultant

I approve that leave may be taken as shown above.

Name

Signature Date

Please return this form to your local leave co-ordinator : Makeda Crawlle-Wright

Please do not return it to Medical HR.

Annual Leave Record

1st April 2020 — 31st March 2021

Name	Post: Consultant
Annual Leave Entitlement:	Leave Carried Over:
Total Current Leave Year Entitlement for 2019 / 2020:	
Total Study Leave entitlement:	

DATES				
From	To	Total Days/Hours Re-quested	Balance	Managers Authorising Signature

Study Leave Record

1st April 2020 — 31st March 2021

DATES				
From	To	Total Days/Hours Re- quested	Balance	Managers Authorising Signature

Useful links

Medical Education Homepage (A page dedicated to SAS doctors will soon be available)

<https://www.elft.nhs.uk/medical-education>

Maximising the Potential: essential measures to support SAS doctors

Published by Health Education England and NHS Improvement

https://www.hee.nhs.uk/sites/default/files/documents/SAS_Report_Web.pdf

NHS Health Education England - SAS Doctors

<https://heeo.e.hee.nhs.uk/sas/sas-home>

NHS careers SAS Doctors

<https://www.healthcareers.nhs.uk/explore-roles/doctors/career-opportunities-doctors/sas-doctors>

UK SAS Doctors committee meeting information

<https://www.bma.org.uk/what-we-do/committees#staff-associate-specialist-and-specialty-doctors-committee>

BMA SAS Charter

<https://www.bma.org.uk/pay-and-contracts/contracts/sas-doctor-contract/the-sas-charter>

Quality Improvement

<https://qi.elft.nhs.uk/event/vpqi/>

Clinical guidance

<https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/Clinical-Guidance/ELFT-Guidance>

Mental Health Support

NHS Practitioner Health

<https://www.practitionerhealth.nhs.uk>

Our NHS People confidential staff support line 0300 131 7000,

7.00am–11.00pm 7/7,

Confidential listening and specialist advice-coaching, bereavement care, mental health and financial help.

24/7 text alternative Tel: 0300 131 7000 Text: 'frontline'to 85258

ELFT psychological support service

<https://www.elft.nhs.uk/Professionals/Information-for-ELFT-Staff/People--Culture/Staff-Wellbeing/Emotional-Support-Service>