**Transferring to the 2021 Specialty Doctor and Specialist grade contract**

This checklist sets out the information that employers will need to provide their SAS doctors to enable them to make an informed choice about moving to the new contract.

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| Action  |  |
| Eligibility SAS doctors will need to be aware of which 2021 contract they will be eligible to transfer to based on their current contract of employement.  |  |
| Changes to the roleProvide the key contractual changes and make doctors aware a job plan review will take place in advance of moving to the 2021 contract to incorporate any necessary changes. |  |
| PayDoctors will need to know how their pay will change if they move onto the new contract.  |  |
| Pay protectionWhere an Associate Specialist transferring to the new Specialist contract has a previous basic salary higher than the top of the new proposed Specialist grade, their pay, as of 31 March 2021 would be pay protected on a marked time basis. |  |
| PensionExplain [employee pension contribution rates](https://www.nhsemployers.org/pay-pensions-and-reward/pensions/pension-contribution-tax-relief#Employer), so doctors can assess whether they are likely to move into a higher contribution bracket as a result of any change. |  |
| Entry requirements2008 Associate Specialist and pre-2008 Associate Specialist grades moving to the new Specialist contract, must evidence that they meet the entry requirements for the Specialist grade. |  |
| Timeframe for decisionInform staff that they will have six months (1 April 2021- 30 September 2021) to decide whether to express an interest in moving to the new contract. After this date they loose their right to transfer. Exceptional circumstances will be considered for those who are absent from work for a significant period of time during the choice window. Employers should ensure they have identified these doctors and make the necessary arrangements to contact them.  |  |

A model template letter is available below for employers to send to their SAS doctors. It outlines their eligibility to transfer, as well as setting out the timeframe to do so and a point of contact.

Dear [INSERT NAME],

**RE: Transferring to the 2021** Specialty Doctor/Specialist [delete as appropriate] contract

Following the agreed introduction of the 2021 Specialty Doctor/Specialist [delete as appropriate]contract, current SAS doctors employed on National Terms and Conditions of Service will be given the option to transfer to the equivalent revised terms and conditions or remain on their current terms and conditions.

We are therefore writing to you to inform you of your eligibility to transfer onto the 2021 Specialty Doctor/Specialist [delete as appropriate] contract.

Information on the Specialty Doctor/Specialist [delete as appropriate] contract is available on the [NHS Employers](https://www.nhsemployers.org/pay-pensions-and-reward/medical-staff/sas-doctors/sas-contract-reform) and [BMA website](https://www.bma.org.uk/pay-and-contracts/contracts/sas-doctor-contract/sas-contract-negotiations) and we would encourage you to read the following documents:

* SAS contract reform framework agreement
* Terms and conditions of service
* Pay and conditions circular

[Specialist grade only, delete as appropriate] In order to transfer to the Specialist grade, you must evidence that you meet the entry criteria detailed in Schedule 1 of the Specialist grade terms and conditions of service.

You will have a six-month window (1 April 2021-30 September 2021) to confirm with us your expression of interest to move to the new contract. Alternatively, you can decide to remain on your current terms and conditions with no detriment.

Your expression of interest is not legally binding nor will it oblige you to transfer to these terms and conditions of service, but it shall signify that you wish to commence the job planning process in good faith and in the expectation of transferring.

If we do not receive your expression of interest before close of play 30 September 2021, we will presume that you intend to remain on your current terms and conditions. Please note that if you miss the deadline of 30 September 2021, you will lose your eligibility to transfer to this contract as per the transitional arrangements that are set out in Schedule 20 of the terms and conditions of service.

Please send any expressions of interest or questions regarding transfer to the new contracts to our medical staffing department [INSERT CONTACT DETAILS].