

# Checklist for employers

## **Understanding the changes to terms and conditions (TCS)**

- Read the specialty doctor and specialist (SAS) terms and conditions of service, understanding the key changes from the existing contract and the transitional arrangements for existing SAS doctors.

## **Engagement with local staff side colleagues**

- Identify appropriate arrangements to engage with staff side locally.
- Work in partnership to agree how implementation will be managed and reported.

## Choice exercise

- Identify eligible doctors in your organisation on national SAS TCS.
- Prepare letters to go to eligible SAS doctors to a) confirm that the doctor is eligible to transfer to these TCS and b) invite an expression of interest. [[Template available on NHS Employers website](#)]
- Ensure doctors who are on long term leave have been identified and contacted to make sure the necessary arrangements are in place.
- Ensure clinical managers understand key changes to TCS, particularly in Schedule 4 that will affect the job planning discussion (the safeguards set out in the TCS and new on-call availability supplements will need to be discussed and reflected in the job plan).

## Pay and payroll

- Ensure your record of SAS doctors are up to date on ESR.
- NHS Employers has been working with ESR to ensure the new contract pay structure and values are ready for April 2021. Employers will need to prepare to manually transfer staff from the old contract to the new one once they have expressed an interest and been through the transition process.
- Employers will need to undertake the necessary preparations to ensure they can pay any backpay (as per the TCS) as soon as possible when the doctor moves to the new contract, including basic pay, OOH changes and on-call availability supplements.

## Specialist grade

- Discuss how your organisation may utilise and benefit from the new specialist grade.
- Prepare for any recruitment into the new post, using the guidance developed between NHS Employers and the BMA.

## **Communications**

- Inform your board of the key changes and benefits of the new contracts.
- Keep SAS doctors and clinical managers updated.
- Review existing internet and intranet information and update accordingly.
- Review and update recruitment and induction materials relating to the SAS workforce.
- Consider what other changes to communications may need to be made.

## **Pay progression**

- Understand the new pay progression requirements and begin to prepare for the new process that will come into effect in April 2023.