

# Principles for inclusive job planning

1. Ensure SAS colleagues across all grades and stages of career are [involved in service level planning meetings and conversations](#) and are able to fully contribute their expertise and diversity of experience into the service to help drive innovation.
  2. [Protect time for clinical and educational supervision roles](#) that SAS colleagues in the team have, through formally job planning the time taken to conduct those roles.
  3. [Protect time for appraiser roles](#) that SAS colleagues in the team have, through formally job planning the time taken to conduct in those role.
  4. Through team-based SPA discussions, explore opportunities for [leadership roles to be shared and rotated across members of the team](#).
  5. Formally [protect and recognise any Additional NHS Responsibilities or External Duties undertaken by SAS colleagues](#) in their job plans, including trust or national leadership roles.
  6. As with consultants, ensure [SAS job planning is a fully collaborative process](#), based on a partnership approach with mutual agreement.
  7. Understand the differences in the 2008 and 2021 SAS contracts and [take account of changes to the 2021 contracts relevant to job planning](#), including changes related to out of hours, on-call availability supplement and the removal or temporary schedules and penalties for not offering additional PAs to their employer.
  8. Ensure the team are [aware of safeguards introduced in the 2021 contracts](#) that allow work patterns to balance flexibility and support the health and wellbeing of SAS doctors.
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