**SAS / Specialty Doctor Pay Progression Review**

The SAS / Specialty Doctor Pay Progression Review form should be used to support Pay Progression conversations between a SAS / Specialty Doctor and their Clinical Line Manager. The details of this form should be copied into ESR.

Details on how to complete the ESR process can be found: **How to Record a Speciality Doctor Pay Progression Review in ESR?**

For full details, see Terms and Conditions Specialty Doctor (Wales) 2021 Schedule 13 <https://www.nhsconfed.org/system/files/2023-04/Specialty%20doctor%20TCS%20-%20v3.pdf>

For full details, see Terms and Conditions SAS Doctor (Wales) 2022 Schedule 13

[Terms and Conditions of Service - Specialist (Wales) February 2022 (Version 2)\_0.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nhsconfed.org%2Fsystem%2Ffiles%2F2022-03%2FTerms%2520and%2520Conditions%2520of%2520Service%2520-%2520Specialist%2520%2528Wales%2529%2520February%25202022%2520%2528Version%25202%2529_0.docx&wdOrigin=BROWSELINK)

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| --- | --- |
| SAS / Specialty Doctor Name: |  |
| Clinical Line Manager Name: |  |
| Department: |  |
| Completion Date: |  |

1. Doctors Summary

*Doctors Summary section should include;*

* *An update on job plan (what has been met / not achieved for reasons beyond the doctor’s control / made every reasonable effort to do so)*
* *An update on medical appraisal process (set out in ‘Good Medical Practice’ where the outcomes are in line with organisational standards and objectives)*
* *An update on mandatory training, or where this is not achieved for reasons beyond the doctor’s control, made every reasonable effort to do so*

1. Clinical Manager Summary

*Clinical Manager section should include;*

* *Comments on doctor’s job plan*
* *Comments on doctor’s medical appraisal process*
* *Comments on doctor’s mandatory training*

1. Action Plan and Timescales

*Action Plan and Timescales section should include;*

* *What are the next steps for the doctor?*
* *What should be achieved over the next 12 months?*
* *How is this going to happen?*

1. (If Applicable) Progression through Higher Threshold (Speciality Doctors only)

*High Threshold section should include:*

* *How the doctor has demonstrated an increasing ability to take decisions and carry responsibility without direct supervision*
* *Provide evidence to demonstrate how the doctor has contributed to the wider role, for example, meaningful participation in or contribution to relevant;* 
  + *Management or Leadership*
  + *Service development and modernisation*
  + *Teaching and training (of others)*
  + *Committee work*
  + *Representative work*
  + *Innovation*
  + *Audit*

*The above is not an exhaustive list but is intended to give an indication of the types of evidence of contributing to a wider role that a doctor could provide.*

*The aim should be that doctors will acquire the skills and experience to allow them to meet the criteria for passing through the higher threshold, with appropriate support and development through Job Plan review, appraisal, and Supporting Professional Activities.*

SAS / Speciality Doctor – Signature and Date

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Clinical Line Manager – Signature and Date

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