**SAS Career Progression (Regrading) Form**

**Please note, the Word version of this form is provided to assist in the drafting of responses.**

**Once you have drafted your responses you should transfer these to the** [**SAS Career Progression (Regrading) Form**](https://forms.office.com/Pages/ResponsePage.aspx?id=uChWuyjjgkCoVkM8ntyPrpzB-curW4dAi91z0JCepsVUOURBU1RYQjNWSzdMVFhPWVhDUFNBNzIwTCQlQCN0PWcu)**.**

**Please note that there is a limit of 5 files per section that requires an upload. The criteria for the files are:**

**File number limit: 5 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio**

The Welsh Government BMA Cymru and NHS Wales Employers have collaborated to develop a policy enabling the career development of speciality Doctors to Specialist Doctors with the aim of improving career progression and retention of senior doctors.

Policy Link: <https://www.nhsconfed.org/wales/nhs-wales-employers/medical-and-dental-w-pay-terms-and-conditions-service/specialty>

The core principle of this policy is that if a doctor is determined to process the skills and experience required for the Specialist Grade and there is a demonstrated need for the post, the doctor will progress to Specialist grade as per criteria in the policy. If a Speciality Doctor feels they fulfil the criteria set out in the policy, they must follow the process and complete the below form.

Two key elements must be met for the successful regrading: Meeting the eligibility criteria set out in the policy. Demonstrating a service need for a Specialist post.

You must complete the application form in full.

# Personal Details:

1. Health Board / Trust \*

[ ] Aneurin Bevan UHB

[ ] Betsi Cadwaladr UHB

[ ] Cardiff & Vale UHB

[ ] Cwm Taf Morgannwg UHB

[ ] Hywel Dda UBH

[ ] Powys THB

[ ] Public Health Wales

[ ] Swansea Bay UHB

[ ] Velindre University NHS Trust

1. Full Name \*

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1. Contact Email Address \*

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1. GMC / GDC Registration Number \*

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1. Role / Job Title \*

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1. Date of primary qualification (Medical Degree) obtained. \*

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1. Date of commencement in the NHS (or equivalent if overseas) \*

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1. Date of commencement in Specialty Doctor role \*

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1. Date of most recent appraisal \*

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1. Name and contact details of Appraiser. \*

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1. Date of most recent Job Plan review \*

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**Guidance on completion of form**

You should be able to demonstrate your suitability for the role through various forms of evidence. This can include logbooks, job planning activities, 360-degree reviews, appraisal history, e-portfolios, and references from senior colleagues. It is expected that you provide evidence using more than one of these sources. References should specifically include one from the most recent position, authored by a senior doctor on the GMC Specialist Register who has worked with you (such as a consultant, specialist, clinical director, or medical director), as well as your clinical manager.

There are options to upload evidence at the end of each section, as well as at the end of the document.

# Professional values and behaviour, skills, and knowledge

Please describe how you meet the following criteria in the answer boxes below.

1. Practices with the professional values and behaviours expected of all doctors as set out in GMC Good Medical Practice and the Generic Professional Capabilities Framework (or equivalent for Dentists). \*

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1. Demonstrates the underpinning subject-subject specific competencies ie, knowledge, skills and behaviours relevant to the roles setting and scope. \*

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1. Clinically evaluates and manages a patient, formulating a prioritised differential diagnosis, initiating an appropriate management plan, and reviewing and adjusting this depending on the outcomes of the treatment. \*

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1. Manages the difficulties of dealing with complexity and uncertainty in the care of the patient: employing expertise and clinical decision-making skills of a senior and independent/ autonomous practitioner. All senior doctors/dentists (including consultants and GPs) work independently / autonomously to a level of defined competencies, as agreed within local clinical governance frameworks. \*

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1. Critically reflects on own competence, understands own limits, and seeks help when required. \*

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1. Communicates effectively and is able to share decision making with patients, relatives and carers; treats patients as individuals, promoting a person-centered approach to their care, including self-management. \*

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1. Respects patients dignity, ensures confidentiality, and appropriate communication where potentially difficult or where barriers exist, eg, using interpreters and making adjustments for patients with the communication difficulties. \*

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1. Demonstrates key generic clinical skills around the areas of consents, ensuring humane interventions, prescribing medicines safely and using the medical devices safely. \*

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1. Adheres to professional requirements, participating in annual appraisal, job planning and reviews of performance and progression. \*

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1. Awareness of legal responsibilities relevant to the role, such as around mental capacity and deprivation of liberty; data protection; equality and diversity. \*

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1. Applies basic principles of public health; including population health, promoting health and well being, work, nutrition, exercise, vaccination and illness prevention, as relevant to their specialty. \*

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1. **At the end of this section you will have the opportunity to upload up to 5 supporting files.**

File number limit: 5 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

# Leadership and Teamworking

Please describe how you meet the following criteria in the answer boxes below.

1. Awareness of their leadership responsibilities as a clinician and demonstrates appropriate leadership behaviour, managing situation that are unfamiliar, complex or unpredictable and seeking to build collaboration with, and confidence in, others. \*

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1. Demonstrates understanding a range of leadership principles, approaches and techniques so can adapt leadership behaviours to improve engagement and outcomes – appreciates own leadership style and its impact on others. \*

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1. Develops effective relationships across teams and contributes to work and success of these teams – promotes and participates in both multidisciplinary and interprofessional team working. \*

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1. Critically reflects on decision-making processes and explains those decisions to others in an honest and transparent way. \*

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1. Critically appraises performance of self, colleagues or peers and systems to enhance performance and support development. \*

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1. Demonstrates ability to challenge others, escalating concerns when necessary. \*

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1. Develops practice in response to changing population health needs, engaging horizon scanning for future development. \*

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# Patient safety and quality improvement

Please describe how you meet the following criteria in the answer boxes below.

1. Takes prompt action where there is an issue with the safety or quality of patient care, raises and escalates concerns, through clinical governance systems, where necessary. \*

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1. Applies basic human factors principles and practice at individual, team, organisation and system levels. \*

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1. Collaborates with multidisciplinary and interprofessional teams to manage risks and issues across organisation and settings, with respect for and recognition of the roles of other health professionals. \*

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1. Advocates for, and contributes to, organisational learning. \*

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1. Seeks feedback and involvement from individuals, families, carers, communities and colleagues in safety and quality service improvements reviews. \*

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1. Leads new practice and service redesign in response to the feedback, evaluation and need promoting best practice. \*

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1. Evaluations and audits own and others clinical practice and acts on the findings. \*

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1. Reflects on personal behaviour and practice, responding to the learning opportunities. \*

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1. Implements quality improvement methods and repeats quality improvement cycles to refine practice; designing projects and evaluation their impact. \*

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1. Critically appraises and synthesises the outcomes of audit, inquiries, critical incidents or complaints and implements appropriate changes. \*

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1. Engages with relevant stakeholders to develop and implement robust governance system and systematic documentation processes. \*

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# Safeguarding vulnerable groups

Please describe how you meet the following criteria in the answer boxes below:

1. Recognises and takes responsibility for safeguarding children, young people, and adults, using appropriate systems for identifying, sharing information, recording and raising concerns, obtaining advice and taking action. \*

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1. Applies appropriate equality and diversity legislation, including disability discrimination requirements, in the context of patient care. \*

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1. **At the end of this section you will have the opportunity to upload up to 5 supporting files.**

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# Education and Training

Please describe how you meet the following criteria in the answer boxes below.

1. Critically assesses own learning needs and ensures a personal developments plan reflects both clinical practice and the relevant generic capabilities to lead and develop services. \*

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1. Promotes and participates in individual and team learning; supporting the educational needs of individuals and teams for uni-professional, multidisciplinary and interprofessional learning. \*

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1. Identifies and creates safe and supportive working and learning environments. \*

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1. Can act as a role model, educator, supervisor, coach or mentor for medical and non-medical practitioners. \*

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1. Creates effective learning opportunities and provides developmental feedback, both verbally and in writing, to learners and doctors/dentists in training, as required by the role. \*

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1. Plans and provides effective teaching and training activities as required by the role. \*

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1. Understands how to raise concerns about the behaviour or performance of any learner who is under their clinical supervision (leadership). \*

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1. Takes part in patient education. \*

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# Research and Scholarship

Please describe how to meet the following criteria in the answer boxes below.

1. Keeps up to date with current research and best practice in the individual’s specific area of practice, through appropriate continuing professional development activities and their own independent study and reflection. \*

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1. Critically appraises and understands the relevance of the literature, conducting literature searches and reviews; disseminates best practice including from quality improvement projects. \*

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1. Locates and uses clinical guidelines appropriately. \*

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1. Communicates and interprets research evidence in meaningful way for patients to support shared decision-making. \*

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1. Works towards identifying the need for further research to strengthen the evidence base or where there are gaps in knowledge, networking with teams within and outside the organisation. \*

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# Equal Opportunities

It is essential to complete this form.

All information given on this portion will be treated in confidence by the Medical Personnel Department and will not form any part of the appointment process.

1. Please select. \*

[x] Male

[ ] Female

[ ] Prefer not to say

1. Age. \*

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1. Marital Status

[ ] Married

[ ] Widowed

[ ] Single

[ ] Separated

[ ] Divorced

1. How would you describe your ethnic origin? \*

[ ] White – English/Welsh/Scottish/Northern Irish/British

[ ] White – Irish

[ ] Any other White background, please describe below

[ ] Mixed/Multiple ethnic groups – White and Black Caribbean

[ ] Mixed / Multiple ethnic groups - White and Black African

[ ] Mixed/Multiple ethnic groups – White and Asian

[ ] Any other Mixed/Multiple ethnic background, please describe below

[ ] Asian/Asian British – Indian

[ ] Asian/Asian British – Pakistani

[ ] Asian/Asian British – Bangladesh

[ ] Asian/Asian British – Chinese

[ ] Any other Asian background, please describe.

[ ] Black/ African/Caribbean/Black British – Caribbean

[ ] Any other Black/African/Caribbean background, please describe below.

[ ] Other ethnic group

1. If you would like to provide further information on your ethnic background, pleased do so here. \*

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1. **Disability Discrimination Act –**

**This information will be used to ensure appropriate support and access is arranged if you are shortlisted and for no other purpose.**

Do you consider yourself to have special needs or a disability which is relevant to your application? \*

[ ] Yes

[ ] No

1. If you have answered yes, please give details, or any adaptation or adjustment you consider an employer should make to accommodate you. \*

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**Declarations**

Please ensure you have re-read the questions and submitted your answers compressively.

Please upload any additional supporting information you feel is relevant to your application below.

1. **I declare that, to the best of my knowledge, the information given on this Application Form is correct.**

**If appointment I understand that deliberate omissions, incorrect statements, canvassing of members of the Trust Board in connection with this application, could render me liable to dismissal.**

Please enter your full name below. \*

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1. Please input the date the form has been completed. \*

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