

TIME AND COMMITMENT GUIDELINES FOR SAC MEMBERS

This paper is designed to act as an aid for all current and prospective SAC members as to the amount of time which is needed to ensure that SAC responsibilities are carried out. It should be read in conjunction with Sections A, C3 and C4 of A Manual of Higher Surgical Training April 2005. A new guidance document addressing StRs appointed from 2007 will be published shortly.

If Committee Members do not feel that they are able to allocate the necessary time to SAC duties, they may be asked by the Chairman to or should consider stepping down from the SAC.

SAC and Programme Directors Meetings

There are 4 SAC meetings a year and usually 1 Programme Directors meeting (sometimes integrated into an SAC meeting). Attendance at the Programme Directors meeting is not mandatory, but recommended. Each meeting, including preparation and resulting actions will usually take up approximately 11 hours, plus travel time to London.

Involvement in ad hoc SAC Projects

This will vary greatly, but members may be asked to lead or participate in special projects regarding the ISCP, syllabus, assessments, curriculum delivery, etc.

Article 14/ CESR

PMETB themselves will make the final decisions on applications, but panels of evaluators from the SACs will be asked to consider the applications and make recommendations.

It is difficult to predict how many applications will be received over the next year, as there still exist some backlogs and the workload has been difficult to predict. However, current SAC members estimate at least 2-3 hours of work per application, which tend to be quite lengthy. Some specific evaluation days may also be held to tackle the Article 14 workload.

Specialty-specific guidance for the surgical specialties are available on the PMETB (www.pmetb.org.uk) and JCST websites.

For further discussion and information regarding Article 14 contact Megan Wilson at mawilson@jcst.org.

Trainee Issues

At a local level, SAC Liaison members should be involved with RITA and ARCP reviews, and may be asked to attend STC meetings and StR interviews; this requirement will differ from deanery to deanery.

There are approximately 2 standard RITA/ARCP reviews per year with each round lasting between 2-5 days. In addition there are approximately 3 extraordinary reviews held during the year for those trainees on a RITA D or E, each lasting 4 days.

Local Meetings	Approximate Amount of Time per Year
Attending Standard RITA/ARCP	28-70 hours ie 4-10 days plus travel time
Attending extraordinary RITAs	9-12 hours ie 2 days plus travel time
Attending STCs	12-16 hours ie 2-3 days plus travel time
Attending StR Interview	14 hours ie 2 days plus travel time
Total	Up to 17 days per year

Quality Assurance and Requests for Educational Approval

PMETB visits

As the QA process working in conjunction with Deaneries is still evolving, it is difficult to predict how often these will happen. It is expected that Deaneries will involve the SAC in quality management processes and indeed this has already been happened with several triggered visits.

Republic of Ireland (ROI) visits

As PMETB does not have jurisdiction in the Republic of Ireland, the SAC can still manage the visit process. There is usually one regional visit every five years. Each regional visit tends to last 2-3 days, with approximately 6-8 visitors needed in total. In addition, an SAC member in their role as a Liaison Member will act as lead visitor when their liaison region is being visited. Lead visitor responsibilities will add approximately an extra 24 hrs onto their time commitments.

Educational Approval for New Posts

PMETB now requires College (SAC) support when granting educational approval for new posts. Liaison members may be asked to consider paperwork appropriate to these requests.

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