



POLICY FOR EXPENSES INCURRED BY SAVES MEMBERS WORKING TOWARDS BECOMING ACTIVE RESPONDERS

Background

SAVES responders are volunteers who give their time freely to respond in support of South Western Ambulance Service NHS Foundation Trust (SWASFT). SAVES as a charity raises funds to support responders and, also in a voluntary capacity, works to support their professional development and to provide peer support.

The SAVES Management Committee have agreed the principle that active SAVES responders should be reimbursed certain expenses so that, they are not “out of pocket” as a result of their work. For those members of SAVES who are actively working towards becoming responders for the scheme, certain expenses are also incurred in terms of training. The Management Committee have agreed the importance of covering the costs of key expenses.

Expenses Covered

Funding is only for individuals who wish to become active responders and demonstrate an active commitment to doing so.

The proposed responder is required to join SAVES and BASICS, before the charity commits to financial support towards training. SAVES will cover the cost of individual BASICS membership for up to two years whilst they are in training. This would entitle them to a discount on the Immediate Care Course, so must be arranged before booking any BASICS courses.

Funding is split into 3 sections;

- Funding for a foundation-level training course consistent with that required by the BASICS South West/SWASFT new responder policy.
- Emergency Driver Training.
- Subsistence and travel costs

Foundation-Level Training Course:

The BASICS 5-day Immediate Care Course is SAVES’ recommended course. If available, this course may be taken in modular form, if preferred. In cases where the proposed responder already has specific training/experience in pre-hospital emergency medicine, a shorter course may be required, with the agreement of the Medical Committee. SAVES will fund the cost of foundation-level training required, up to the cost of the BASICS 5-day Immediate Care Course (with BASICS member

discount). Educational courses count as continuing professional development and can be used to contribute towards revalidation. As such, *time* for attendance is not reimbursed by the charity.

Training required for response driving:

The cost of an initial driver training course for “blue-light” driving is covered by South Western Ambulance Service. However, it does require a time-commitment which may require the potential responder to be away from their normal place of work. Providing some recompense to employers or partnerships may help to support them to release doctors from duties to attend such a course. As such, if the proposed responder is provided with time off work to undertake the training, then SAVES will provide an honorarium for employers or partnerships of up to £300 per half day towards employment of locum cover. This payment will be made directly to the practice or employer, in response to evidence of expenses incurred for this purpose. Employers and partnerships can choose whether to claim the honorarium, or waive it as a “donation” to the charity.

Subsistence and travel costs:

SAVES will contribute up to £50 per night towards subsistence costs for all the above courses and training that require an overnight stay. SAVES will not reimburse travel costs.

Expected Commitment from a Potential Responder

Where support is being provided by SAVES as above, SAVES expects a commitment to remain a member of SAVES and to be actively involved in the charity’s activities for at least two years after the foundation-level training course has been completed. This could include actively responding, fundraising and raising the profile of the charity. In addition, they should demonstrate active progress towards becoming a medical responder, including attendance at SAVES continuing professional development meetings.

Selection

In order to ensure that only appropriate candidates receive funding, proposed responders will be asked to submit a CV, together with a reference from their place of work and a covering letter explaining why they would like to respond and confirming their commitment to the charity. We would also ask that they confirm their agreement to the conditions to receive funding.

We recommend that potential responders discuss the role with existing responders and attend some SAVES CPD meetings, prior to either party committing to the training process for new responders

All such applications will be considered by the SAVES management committee, taking into consideration the requirements of BASICS South West and South Western Ambulance Service. The committee will then approve or reject the application and feedback to the applicant.