

Advancing Practice in the South East Region

A guide to implementing and funding advanced practice 2022-2023



HEE South East Faculty of Advancing Practice

Foreword

This South East (SE) Advancing Practice guidance is to support organisations in our region to develop advanced practice across services and to help build the advanced practice workforce of the future.

Our investment is aligned with the HEE Business Plan 2021/22, NHS People Plan, and NHS Long Term Plan to ensure that across the South East region there are the right numbers of staff, with the skills, values, and behaviours, available at the right time and in the right place, to deliver high quality care to our population.

Our focus in the South East Region will be:

- Working in collaboration with our ICS/STP system partners and our SE Workforce Education Transformation team to identify workforce demand, enable the transformation of patient care and invest in workforce education and training development.
- Assure the quality of advanced practice education and training by commissioning high quality programmes and supporting the supervisory needs of learners.

We know the past and coming year has been, and will continue to be, challenging across healthcare as organisations, teams, and individuals work to recover from the impacts of COVID-19. To support recovery planning, advanced practitioners have an important contribution to make in responding to patient service priorities. Our aim is to drive education and training quality to ensure advanced practitioners are not only fit for 21st century care but that best use is made of their skills and expertise in the post-Covid-19 recovery period to address these priorities.

We want to thank all our colleagues and partners who work with us. Our continued shared passion and determination will mean we can make a difference for the people in the SE.



Sarah Goodhew

Faculty Lead, South East Region Faculty of Advancing Practice.

Annual Funding Timeline

This is a summary of the timeline of key activities for the development and funding of trainee ACPs by the South East Region of Advancing Practice. This is intended a guide for organisations within the region to understand the annual processes for applying for funding and where this fits in with the commissioning cycle and organisational workforce planning. It also details the scheduled key educational quality checks between the Faculty and organisation.

Process	Owner	Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HEE SE Faculty of Advancing Practice sends first communication for 22/23 funding offers to organisation ACP leads.	Org	Organisation begins internal recruitment and selection processes for trainee ACP.	■											
Faculty sends second communication for 22/23 funding offers to ACP leads.	Org	Organisation identifies ACP MSc apprentices who may qualify for supervision fee. Organisation identifies trainee ACPs who require dissertation or HEE recognised credential to complete their training.		■										
Funding window open 1st - 31st March for 22/23.	Org	Organisation completes Faculty application process for successful trainees from internal recruitment and selection process for full MSc / top-up dissertation/ supervision fee/credential.			■									
Funding decisions communicated to organisations by 30th April.	Org	Funding decisions for 22/23 communicated to organisations by 30th April. No changes to trainee names or application requests after this date.				■								
Scoping process for 23/24	HEE	Region begins employer led scoping process for commissioning clinical education activity for ACP programmes for 2023/2024				■								
Faculty trainee ACP progress check-in call with ACP lead.	HEE	ACP Lead and Faculty meet to review progress of current HEE funded trainee ACPs.				■								
Organisation accepts funding offers.	Org	Organisation accepts funding offer for 22/23. Completes additional documentation - MUST BE completed by 30th May. Failure to complete process by this date will result in funding offer withdrawn. Successful trainees apply to HEI.					■							
Review and analysis of clinical education activity scoping	HEE	Review and analysis of clinical education activity scoping for 23/24 ACP programmes – input from ICS and HEE programme leads					■	■						
Regional clinical education activity model submitted	HEE	Regional clinical education activity model submitted into the 23/24 Multi-Professional Education and Training Investment Plan (METIP).							■					
Develop business plans for ACP roles	ORG	Organisations develop business plans for ACP roles, if needed, to secure organisational funding commitment for 23/24.								■				
Refining of clinical education activity	HEE	Refining of clinical education activity model for 23/24 – further input from ICS and HEE programme leads.								■	■	■		
Organisation workforce planning	Org	Organisation works with ICS & workforce planning to identify service need for AP for 23/24. Organisation completes learning needs analysis and begins process to inform HEE of clinical education programme activity requirements for ACP for 23/24.										■		
Faculty trainee progress check-in call with ACP lead.	Org	ACP lead and Faculty meet to review progress of current HEE funded trainee ACP.											■	
Final regional activity model submitted	HEE	Final regional activity for 22/23 model submitted into the Multi-Professional Education and Training Investment Plan (METIP)											■	
ACP scoping and preparation for recruitment and selection.	Org	Job plans and job descriptions for ACP roles agreed. Organisation uses 2022 scoping process for commissioning clinical education activity for ACP programmes to inform selection and recruitment of trainees for full commissions.												■

South East Region Faculty of Advancing Practice

FAQ 2022/23

These are some frequently asked questions and answers to assist organisations in the South East when developing advanced practice roles and to prepare for submitting applications for Advanced Clinical Practitioner (ACP) funding in 2022/23.

If you have other questions not included in this document and need an answer prior to submitting an application, please contact ACPenquiries.SE@hee.nhs.uk.

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Section 1 - Advanced Clinical Practitioners in the Workforce

Q1. What is an advanced clinical practitioner?

Answer: Advanced Clinical Practice (ACP) is delivered by experienced, registered health care practitioners. It is a level of practice characterised by a high degree of autonomy and complex decision making. This is underpinned by a master's level award or equivalent that encompasses the four pillars of clinical practice, leadership and management, education, and research, with demonstration of area specific clinical competence. ACP's come from a range of professional backgrounds such as Nursing, Pharmacy and Allied Health Professionals. The [ACP Multi-Professional Framework](#) provides a clear and consistent approach to the development of advanced clinical practice across England.

Q2. How do I know if I need an advanced clinical practitioner role in my service?

Answer: For successful delivery of high-quality services that are focused on meeting person and population need, it is important that a structured workforce planning process is used to identify where advanced practice will have the greatest impact in a person's journey through health and care pathways, and the types of ACP roles that may exist or need to be developed.

The advanced practice workforce should be developed and deployed in a way which meets population, and therefore service, demand.

Many [Workforce Planning and Modelling Tools](#) exist, which will support you to understand the needs of your population and how to build a workforce that meets these needs. It may be helpful depending on your focus to have commissioners, HR, finance, management, and clinicians to contribute to these discussions.

The [HEE Star](#) tool supports workforce transformation, helping providers understand their workforce requirements and providing a range of potential solutions.

Q3. How do I develop an advanced clinical practitioner role?

Answer: The ACP Lead in your organisation should be aware of staff currently working in advanced practice roles, be able to help managers understand the need for these roles and how they may transform services. In order to establish advanced clinical practice (ACP) roles, you will need to articulate the business case for this investment, in collaboration with your ACP Lead, to take into account population and system need. Job descriptions should be mapped to the [ACP Multi-Professional Framework](#) and job plans should support the four pillars of advanced practice. The [HEE ACP Toolkit](#) has further resources to support you with the development of ACP roles.

Section 2 – Training an Advanced Clinical Practitioner

Q4. What commitment is expected of the trainee ACP whilst studying?

Answer: Trainees are required to attend university teaching days, practise clinical skills in their workplace and complete work-place based assessments of competencies. They will also need time to meet their supervisor regularly to plan their individual educational needs and monitor their progress. The requirements of supervisors are explained in more detail in the [Workplace Supervision for Advanced Clinical Practice](#) document and [videos](#). It is expected that each trainee will dedicate many hours to independent study to become successful in achieving the qualification. The notional number of hours of study and teaching expected is approximately 100 hours per 10 academic credits (which includes both contact hours and independent study hours) however, the actual time spent may be more, or less, dependent on individual learners. It is therefore important for ACP trainees have sufficient work-based learning time to develop their advanced skills.

Q5. How much time will the trainee ACP be away from their job studying?

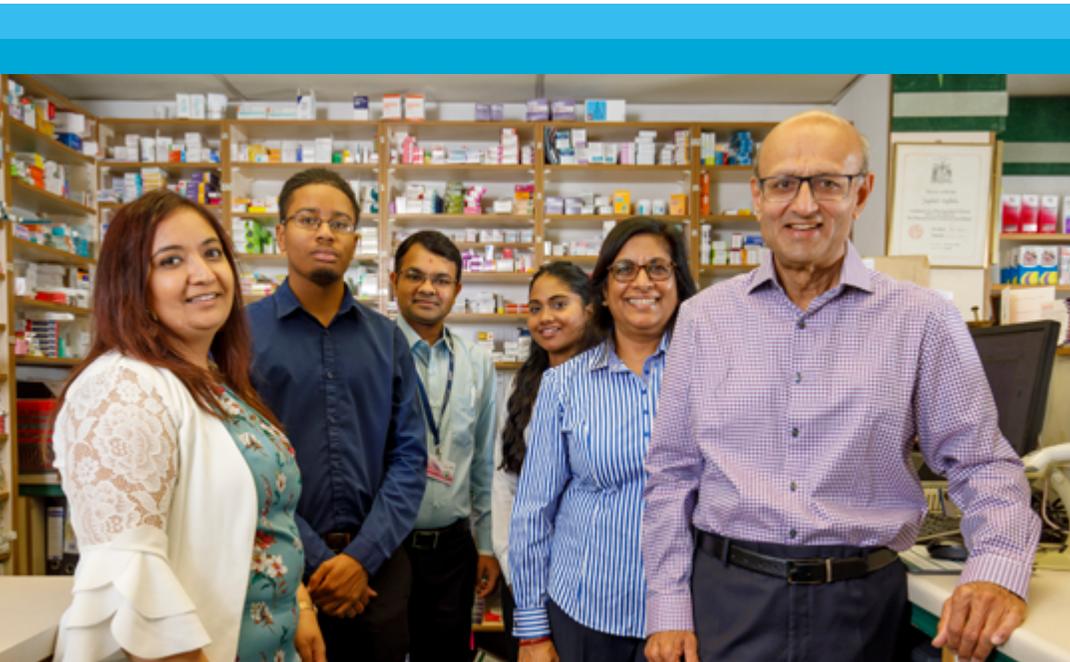
Answer: For trainees on the apprenticeship programme, generally, 80% of an apprentice's time will be training in the workplace with 20% off the job learning. For trainees on the MSc Advanced Clinical Practice programme, employers are expected to provide the trainee with sufficient study leave and protected time for work-based learning per week. The HEI (Higher Education Institute) programme lead will provide information on the total amount of study days required.

Q6. I understand ACP training can include a Non-Medical Prescribing (NMP) element, what happens if I already have it, or I don't need it?

Answer: If a student already has the NMP qualification or doesn't need it the training provider is likely to provide a choice of module(s) that the student can undertake instead and agree this with their employer.

Q7. What supervision is required?

Answer: Good supervision is a key factor for successful completion of training and trainees who are not well supervised can struggle and some have dropped out. Each trainee ACP requires a named supervisor who has completed training in multi-professional supervision and is familiar with the requirements of advanced clinical practice. Supervisors must be willing and have protected time (in their job plan) to support the trainee. Trainees will need time to meet their supervisor regularly to plan their individual educational needs and monitor their progress. The requirements of supervisors are explained in more detail in the [Workplace Supervision for Advanced Clinical Practice](#) document and [videos](#).

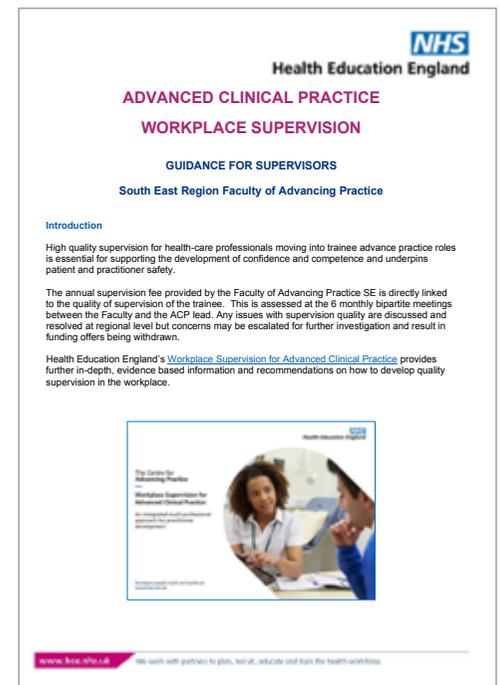


Q8. I have been asked to supervise a trainee ACP. How do I know if I am the right person?

Answer: Supervision is an essential element of training to be an advanced practitioner.

If you have been asked to supervise a trainee advanced practitioner, it is important to ensure you have the experience, knowledge, and expertise to provide good quality supervision. There are tools that can help you decide if you are ready to supervise your trainee or if you need further training to be able to undertake this role. The HEE SE Faculty of Advancing Practice has created a [Supervisor Readiness Checklist](#) to help you self-assess your readiness to supervise a trainee ACP.

There is also guidance on the minimum expected requirements of supervision in the HEE [SE Faculty of Advancing Practice ACP Guidance for Supervisors](#).



Section 3 – HEE Funding

Q9. How does the HEE demand scoping exercise inform the funding process?

Answer: HEE will scope your intention to access the MSc in Advanced Clinical Practice in July 2021. We will ask for you to submit detail of your intention/forward planning to support ongoing discussions across advancing practice, nursing, AHP, pharmacy, transformation and workforce planning and intelligence teams, STP/ICS systems and HEI partners. This helps inform the funding allocation, dependent on HEI capacity.

Funding requests are required to align with and support overarching ICS/STP and organisational workforce plans. It is expected that where individuals are receiving funding to complete an ACP programme of study, they will be enabled to function at advanced level as per the [HEE Multi-professional Framework for Advanced Clinical Practice](#). The funding window will open in March 2022 when the number of commissions you requested in July 2021 should align with your applications for funding.

Q10. I am thinking of employing a trainee ACP, what is HEE South East's funding offer in 22/23?

Answer: HEE is supporting the development of ACP roles in 22/23 by offering a package of funding and support for ACP trainees. There are four potential options and employers are invited to put forward requests for funding, subject to HEE budget constraints, under one of the following offers available.

1. **ACP MSc** – Funding for tuition fees for a period of three years for an Advanced Clinical Practice MSc. HEE will pay the full tuition costs plus an education grant. The education grant is equivalent to approximately £6000 per annum, per individual paid directly to the employer. £2,600 of the education grant must be made available at service level to directly support the supervision of the trainee.
2. **ACP Apprenticeship** – Funding for a national Level 7 Advanced Clinical Practice Apprenticeship programme that has a typical length of 36 months is paid via the apprenticeship levy. HEE will provide a supervision fee equivalent to £2,600 per annum, per individual paid directly to the employer. This must be made available at service level to directly support the supervision of the trainee.
3. **ACP Top Up Modules - Part Qualified Staff** – There is the possibility of funding those who have completed a PgDip in advanced clinical practice (not any other PgDip), to undertake the additional modules to achieve the full MSc mapped to the multi-professional framework. HEE will fund

tuition costs directly to the HEI to staff that have existing academic and workplace capabilities and that can be further supported to achieve the full ACP requirements. This is in recognition that a number of students do not need to embark on the full apprenticeship or Masters programme to achieve all the learning they need to operate as an ACP. Top-up modules must be completed in the academic year, no further funding will be committed.

- 4. ACP credential** – There are a number of HEE endorsed specialty [credentials](#) in development that meet workforce development needs in high-priority areas. HEE will consider funding a credential as an addition to the ACP MSc to meet the specialised training needs of your workforce.

Funding for single modules will not be provided. Trusts may use alternative HEE workforce development or CPD funding to support standalone modules for individuals.



Overview of funding

Training pathway	Tuition fees	Additional funding
ACP MSc	Full tuition fees paid to the HEI for a period of 3 years practice	An education grant of approximately £6,000 per annum paid directly to the employing organisation via the education contract. (£2,600 of this must be available at service level to support trainee supervision)
ACP Apprenticeship	N/A (paid by the employer through the apprenticeship levy)	£2,600 per annum to support trainee supervision
ACP Top-up modules	Tuition fees paid to the HEI for named modules agreed between HEE and the employer. Modules must be completed within a single academic year and must upskill the individual to fully meet the Multi Professional ACP Framework	None
ACP credentials	Any module that meets the HEE endorsed credential criteria.	None

Q11. I am considering employing a trainee ACP, why would I choose the apprenticeship route rather than the existing MSc Advanced Clinical Practice programme?

Answer: HEE funding for Advanced Clinical Practice programmes is limited and therefore levy paying employers are encouraged to adopt the apprenticeship programme and consider apprenticeships as their primary option. This will enable support to be provided for an increased number of applicants. To view the Apprenticeship Standard for an Advanced Clinical Practitioner, [click here](#). Employers should ensure that individuals put on to an apprenticeship route are committed to completing the full programme.

Q12. What is the education grant and what is the responsibility of the employer on receiving this?

Answer: The education grant MUST be used to ensure the infrastructure around the trainee which enables their supported learning in practice. This list is not exhaustive, but examples may include:

- To enable regular clinical supervision between trainee and supervisor
- To develop a local education faculty for advanced practice
- To develop advanced practice action learning sets
- To develop in house education resources to support advanced practice development
- To enable trainee to attend and present at local/national conferences

Q13. What is the supervision fee and what is the responsibility of the employer on receiving this?

Answer: The £2,600 supervision fee is available to support trainees on a full ACP pathway, to contribute to organisational costs of supporting an ACP. It is based on the equivalent cost of 0.25PA at consultant level per week.

A lack of support often results either in individuals withdrawing from the programme or seeking alternative employment; employers should consider whether they can fully support individuals before seeking funding for training.

The supervision fee should be made available at service level to support individual supervision of the trainee. The supervision fee is directly linked to the quality of supervision and assessment of the trainee. This will be assessed at the 6 monthly bipartite meetings between HEE SE Faculty of Advancing Practice and the ACP Lead. Issues with supervision quality will be dealt with at regional level but may be escalated and managed accordingly for further investigation and could result in funding offers being withdrawn.

The expectations of employers in return for the supervision fee are:

- Sufficient study leave for university training. It is not acceptable for ACP trainees to be taking unpaid or annual leave for dedicated training days.
- Supervision provided by an appropriately trained supervisor. The expectation is that ACP trainees will have a minimum of 0.25PA (1 hour) of supervision per week over the course of their training.
- Inclusion of postgraduate medical education department in discussion of supervision where appropriate, to enable suitable job-planning.
- Sufficient work-based learning opportunities to gain clinical competence at an advanced level.

- Appropriate governance in place in line with the [Multi-Professional Advanced Clinical Practice Framework](#).

The supervision fee must not be used for equipment or capital costs.

At the end of the year, employers will be required to report on their use of the supervision fee in meeting these expectations. Where the expectations are not met, funding may be discontinued and where there is a pattern within an employer of ACP trainees not being supported appropriately, future funding for ACP may be fully withdrawn from the employer.

Q14. How and when does the education grant/supervision fee get paid to the employer?

Answer: A data validation exercise between HEE and the employer will take place to confirm trainee enrolment. The education grant/supervision fee will be paid as below:

- Trusts: The fee will be paid directly to the employer via the Education Contract finance schedules after an individual has enrolled and started the programme, based on the validation exercise.
- Primary Care: Fees will be paid after an individual has enrolled and started the programme, based on the validation exercise. The payment mechanism is dependent on the ICS and Training Hub you are in. Please email ACPenquiries.SE@hee.nhs.uk if you require more detail.

Q15. How is the supervision fee calculated for part time staff?

Answer: The apprenticeship and MSc programmes generally require the student to work for a minimum of 30 hours per week. All employers receive the same amount of supervision fee per learner irrespective of whether the student is working full time or part time.

Q16. Can a trainee fund their own ACP programme?

Answer: For most trainees, self-funding a master's level ACP programme is not recommended for several reasons. Advanced practice roles can only make the desired impact on patient care when integrated and fully supported by organisations as a strategic plan, rather than individuals self-funding their own development. In addition, the availability of places on ACP programmes is coordinated by universities in conjunction with HEE and it cannot be guaranteed that places will be available for applicants who are self-funding.

Q17. What are the minimum hours the employee needs to be employed, to be a trainee ACP?

Answer: For the apprenticeship programme it is a minimum of 30 hours per week. For the MSc Advanced Clinical Practice programme, this will differ at each university but again, this will generally be a minimum of 30 hours. If the employer is recruiting a new person as a trainee ACP, then it is suggested they are recruited on a minimum contract of 30 hours. For existing employees, if they work less than 30 hours per week, please contact the relevant programme lead at the HEI to discuss their suitability for the programme.

Q18. Which organisations can apply for funding?

Answer: NHS organisations such as Trusts and GP Practices (via their Training Hub) in the HEE SE region are invited to submit their expressions of interest for ACP training for new learners. Independent providers of NHS services can also be considered.

Q19. What are the conditions that need to be met to qualify for funding?

Answer: The decision by Health Education England South East Region to award funding for advanced clinical practice is on confirmation of the following at Organisation, Trust or Primary Care Hub level:

- Completion of the [Readiness for Advanced Clinical Practice](#) checklist to identify areas for development
- An identified local population/service need for advanced practice workforce development
- Alignment to the key principles in the [Health Education England Multiprofessional Framework for Advanced Clinical Practice \(2017\)](#) and guidance from The Centre for Advancing Practice.
- A positive learning environment with an identified, named supervisor and agreed supervision plan
- An identified lead for advanced practice within the Organisation/Primary Care Training Hub
- Regular communication with HEE SE Advancing Practice Faculty with 6 monthly bipartite meetings between the ACP lead and the Faculty to assess trainee progress.

- A plan to measure and evaluate the impact of this ACP workforce transformation on service and patient outcomes
- A named individual who has the support of the employer, has a named supervisor, and meets the academic requirements to undertake this programme of study.

Q20. Is this funding for new or existing employees and does HEE have a preference?

Answer: The funding offer is for both new and existing NHS staff and HEE welcome applications for both. However, for employers who are planning on recruiting a new member of staff, it is recommended financial commitment for the recruitment is obtained as soon as possible and with plenty of time prior to the HEI admissions process.

The employer should provide assurance that there will be an ACP post on completion of training, demonstrated in the service/division establishment by way of a job description and job plan, to avoid investing in the upskilling of staff who cannot then put their advanced skills into practice. Organisations are asked to confirm if a job description or job plan is in place when submitting their applications for funding.

Q21. How can we ensure new trainees are ready for advanced practice?

Answer: It is essential that anyone applying to become an ACP fully understands the expectations and commitment needed to train for this role. We have developed a [Trainee Readiness Checklist](#) that you can use in your recruitment and selection processes to help aspiring trainees assess if they are ready to become ACPs.

Section 4 – HEE Funding Application Process

Q22. How do I apply for HEE funding?

Answer: All applications are required to be submitted via the provided template emailed directly to the organisation's ACP Lead. Templates which are not completed fully will not be accepted.

Applications open on Tuesday 1st March 2022 and the deadline for submissions is Thursday 31st March 2022. The template should be returned to: ACPenquiries.SE@hee.nhs.uk.

Employers must have completed a [Readiness for Advanced Clinical Practice Checklist](#) before they apply.

Q23. Who should complete the application?

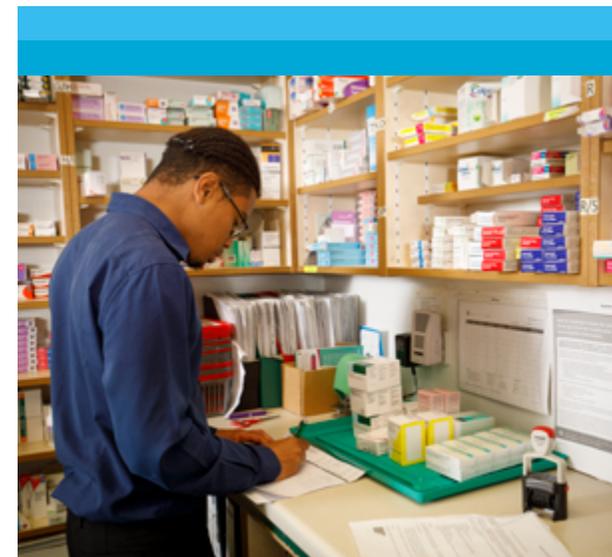
Answer: HEE requires a single ACP Lead (or an individual responsible for ACP within an organisation) contact for each employer to submit applications for this funding. This person will act as the key liaison for all enquiries relating to the applications for funding being applied for. This is to ensure there has been appropriate scrutiny applied to the application including agreement for recruitment (where needed) and alignment with organisational workforce development needs. Applications from individuals seeking funding will not be accepted if not submitted through the organisation ACP Lead.

Q24. What happens after I have submitted my application?

Answer: HEE will review all applications and the indicative demand. Funding will be confirmed where possible, depending on the allocated budget by 30th April 2022. It may not be possible to provide funding for all applications received and where you are not successful, you will be notified. Successful applications must be completed in full. Incomplete applications will NOT be accepted.

Q25. Can I make changes to the application after the closing date?

Answer: **No changes to the names or details will be allowed after the window has closed and the offers have been made.** This is due to the large number of applications received and the validation exercise that must happen between HEE and the HEI.



Section 5 – HEIs and Student Support

Q26. What HEIs in the South East region can individuals study at?

Answer: A list of HEIs that provide ACP programmes in the SE region is shown in [Appendix 1](#). This should be viewed prior to making an application. The HEIs listed includes all those that HEE holds a workforce development contract with, which is the mechanism of payment for ACP funding. Please note it is not a list of recommended HEIs and is not an exhaustive list of HEIs offering ACP programmes. It is possible for learners to study at other HEIs not included in the list if this is the preference or where a specific specialist pathway is delivered e.g., ophthalmology ACP MSc.

When completing the funding applications, organisations are asked to indicate their first and second choice HEI for delivery of training. Please note that this does not guarantee placements with HEIs. It provides HEE with an indication of demand for HEI programmes across the SE.

If funding is agreed by HEE, individuals are responsible for successfully applying to the HEI programmes on a first come, first served basis. Funding will then be paid from HEE to HEIs directly (for those that we hold a workforce development contract with) or paid to a Trust or Training Hub after enrollment of the trainee (for those HEIs that HEE doesn't hold a workforce development contract with).

Q27. What is an HEE Centre of Advancing Practice accredited ACP MSc course?

Answer: To become Centre accredited, programmes meet standards set out in the [Multi-Professional Framework for Advanced Clinical Practice in England](#) and [Standards of Education and Training](#) set by HEE so they consistently meet the standards, put patients at the heart of what we do, and deliver a high quality academic and clinical programme.

HEE accredited programmes are one of the benchmark routes to recognition for practitioners and ensures a consistent level of quality across England.

To find out if the programme you wish to complete has been accredited you should look for the Centre benchmark on the HEI prospectus.

Q28. What are the HEI's admission requirements for a trainee ACP?

Answer: Basic entry requirements for HEI courses can be found on their websites. The links to these can be found in [Appendix 1](#). Any questions about HEI entry requirements, course content, their application process or individual modules should be referred directly to the HEI.

Q29. What support can trainee ACPs expect during their studying?

Answer: All HEI programmes will be taught by lecturers and expert clinical practitioners in their field who will offer dedicated academic support and guidance and students will be allocated a named personal tutor. The HEI may also offer support through a dedicated librarian and a comprehensive student support service. Students also find their cohort of colleagues of immeasurable value as a support network. In the case of failing students, the matter would be discussed with the student in the first instance.

The [HEE SE Faculty Trainee in Difficulty flow charts](#) guide trainees and employers where to find support.

Q30. What happens if the employee discontinues their ACP programme before it is completed?

Answer: It is recognised, from time to time, some students may have to suspend their study e.g., for long term sickness, personal reasons etc. Where a student is discontinuing their studying but will be returning to complete this, and have indicated the timescales to the HEI, this is called 'stepping off' and HEE will consider resuming funding when the student returns to study. However, these are reviewed on a case-by-case basis as it is dependent on whether the student is able to complete the course within the timescales available on their return.

Where a student is not returning to study, HEE will discontinue the supervision fee at the point they leave the programme. In all circumstances HEE should be informed immediately by contacting ACPenquiries.SE@hee.nhs.uk

There are implications on the use of levy funding for not continuing an apprenticeship programme and these should be discussed on a case-by-case basis.

Q31. What happens if the trainee ACP leaves the employer that HEE is currently funding for another employer?

Answer: This will be reviewed on an individual basis and no guarantee of continued funding can be provided to either the employer or employee. The funding is linked to a workforce need, not an individual's personal development and so if the trainee moves from the original place of employment funding may stop. HEE would first consider how it can continue funding the current employer who was granted the funding for a trainee ACP and, only where that is not possible, look to see how the trainee ACP can continue to be supported.



Appendix 1

South East Region Higher Education Institutes

The following list of HEIs is not exhaustive and there may be other advanced practice MSc programmes on offer within the region that do not appear on this list. For all questions about courses, programme content, fees etc., please contact the relevant HEI in the first instance.

HEI	WEBSITE
Buckinghamshire New University	www.bucks.ac.uk/courses/postgraduate/msc-advanced-clinical-practitioner
Bournemouth University	www.bournemouth.ac.uk/study/courses/pg-dipmsc-advanced-clinical-practice
Canterbury Christchurch University	www.canterbury.ac.uk/study-here/courses/postgraduate/advanced-clinical-practice
Oxford Brookes University	www.brookes.ac.uk/courses/postgraduate/advanced-clinical-practice/
University of Brighton	www.brighton.ac.uk/courses/study/advanced-clinical-practice-msc-pgdip.aspx
University of Reading	www.reading.ac.uk/ready-to-study/study/2021/pharmacy-pg/msc-advancing-healthcare-practice
University of Southampton	www.southampton.ac.uk/healthsciences/postgraduate/taught_courses/acp-landing.page
University of Surrey	www.surrey.ac.uk/postgraduate/advanced-clinical-practice-msc
University of West London	www.uwl.ac.uk/course/postgraduate/msc-advanced-clinical-practice-reading?start=326&option=34

Appendix 2

Advanced Clinical Practice Workplace Supervision: Guidance for Supervisors

South East Region Faculty of Advancing Practice

Introduction

High quality supervision for health-care professionals moving into trainee advance practice roles is essential for supporting the development of confidence and competence and underpins patient and practitioner safety.

The annual supervision fee provided by the Faculty of Advancing Practice SE is directly linked to the quality of supervision of the trainee. This is assessed at the 6 monthly bipartite meetings between the Faculty and the ACP lead. Any issues with supervision quality are discussed and resolved at regional level but concerns may be escalated for further investigation and result in funding offers being withdrawn.

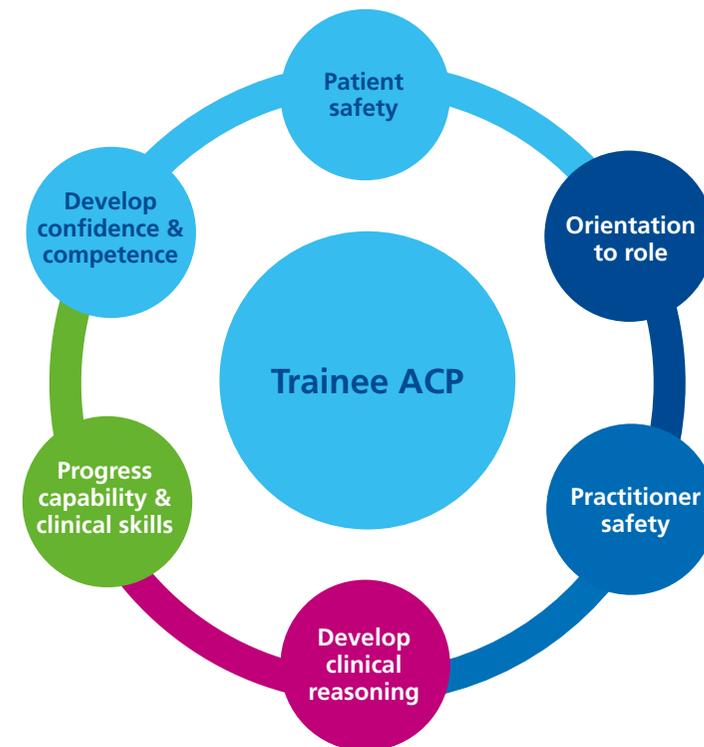
Health Education England's [Workplace Supervision for Advanced Clinical Practice](#) provides further in-depth, evidence based information and recommendations on how to develop quality supervision in the workplace.

The following guidance is for supervisors, managers and trainee ACPs to advise of the minimum expected standards of supervision.

Why do we need supervision?

The shift from experienced professional to trainee ACP and then to qualified ACP requires significant adjustment. The transition can be characterized by periods of disconnectedness, lack of familiarity with the new situation and arrival of a new set of unfamiliar expectations. Work role transition requires a change in identity and the development of new knowledge and skills, as well as a change in behaviour.

High quality supervision can support this transition:



Who can supervise

Supervisors:

- come from the multi-professional workforce and do not need to hold the same professional registration as the trainee.
- have expert knowledge of the area of practice they are supervising
- have education experience and are a skilled facilitator able to support learning, development, assessment and verification of competence and capability.

A trainee ACP may need more than one supervisor to meet their needs across the 4 pillars of advancing practice:

- A **Co-ordinating Education Supervisor** who provides a consistent relationship throughout training and must have an in depth understanding of the ACP's role within the speciality.
- **Associate Workplace Supervisors** who work collaboratively with the co-ordinating education supervisor to guide trainee development in one or more of the 4 pillars of advancing practice.

These roles are defined in detail in [Health Education England's Workplace Supervision for Advanced Clinical Practice](#).

What does good supervision look like?

Supervision can take many forms. The diagram below illustrates just some of the different types of supervision a trainee could receive to support their development.



Critical reflection on an observation of a clinical skill or consultation



Case based discussions



Communication skills development through coaching



Professional support and well being



Action learning sets

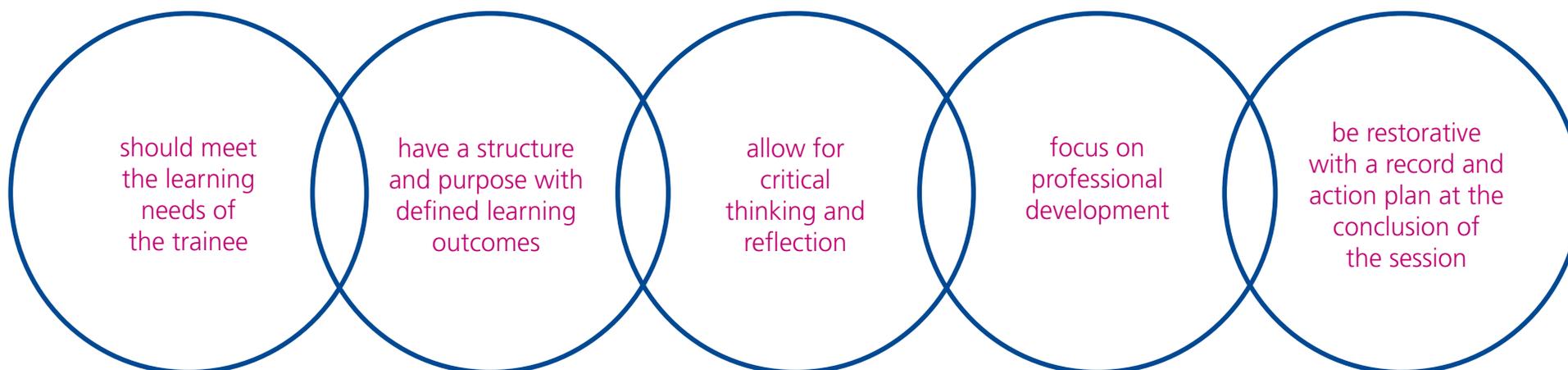


Facilitated discussion on challenging situations such as conflict resolution, difficult conversations etc



Educational progress and personal learning plans

The five key elements of a supervision session:



When should supervision take place?

The amount of supervision needed by a trainee practitioner will vary dependent on the stage they are at and their personal learning needs.

The supervision fee provided by the Faculty of Advancing Practice SE covers the equivalent of 1 hour per trainee per week throughout their training. This should be seen as the minimum amount of time the trainee receives for supervision.

Further resources for managers, supervisors and trainee ACPs

[NHS Health Education England \(2020\) Workplace Supervision for Advanced Clinical Practice: an integrated multi-professional approach for practitioner development.](#)

NHS Health Education England Centre for Advancing Practice website: www.hee.nhs.uk/our-work/advanced-clinical-practice

[Health Education England \(2017\) Multi-professional framework for advanced clinical practice in England.](#)

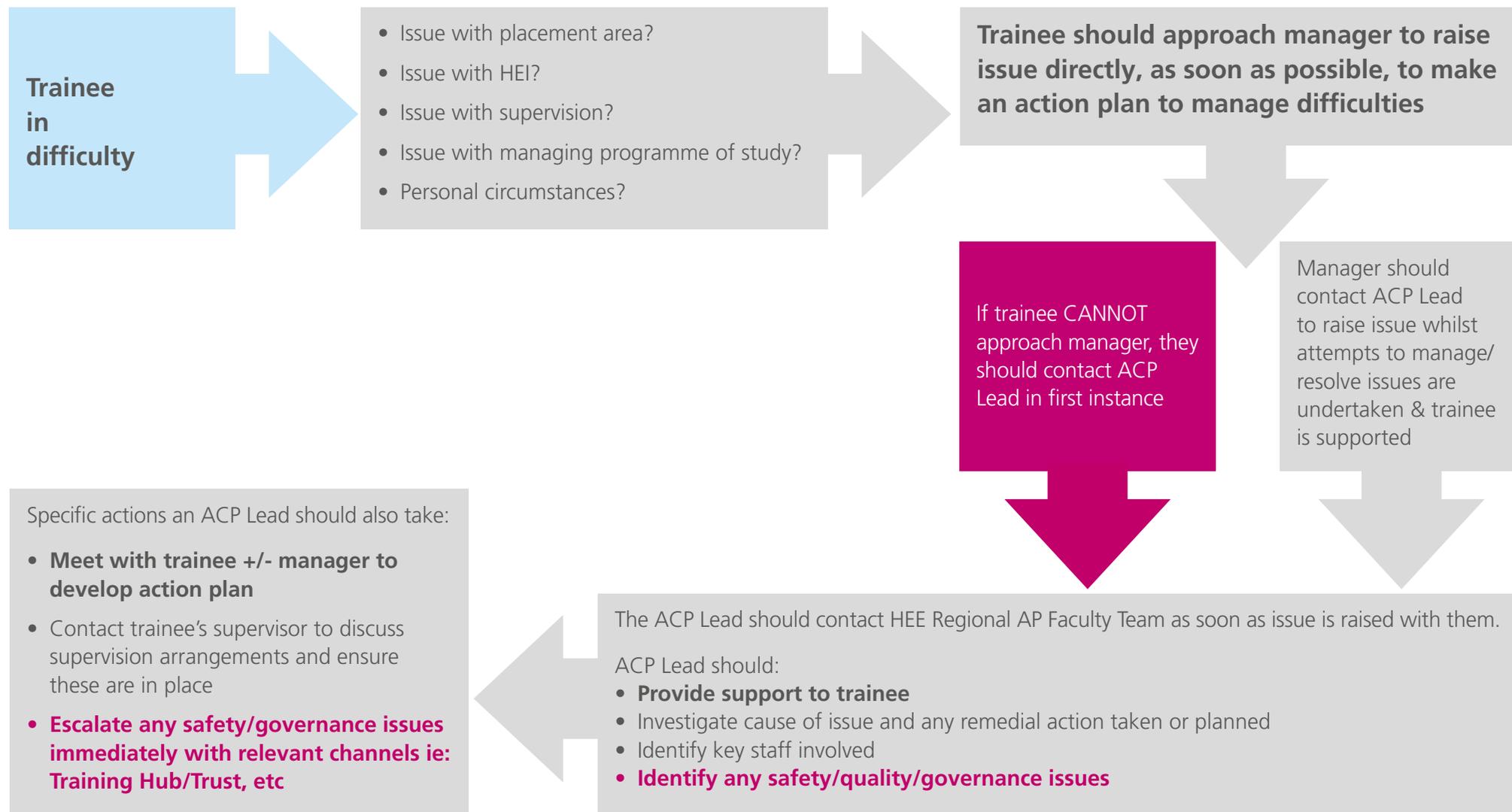
NHS Health Education England e-Learning for Healthcare, Advanced practice toolkit: www.e-lfh.org.uk/programmes/advanced-practice-toolkit/

The Permeable Practitioner – ideas and resources to support health and care professionals to navigate uncertainty in everyday practice: <https://thepermeablepractitioner.com/>

Martin, P., Copley, J. & Tyack, Z. (2014) Twelve tips for effective clinical supervision based on a narrative literature review and expert opinion. *Medical Teacher* 36:201-207

Appendix 3

Trainees in difficulty: general principles



Trainees in difficulty

Difficulties with HEI studies

There is an expectation for all Advanced Clinical Practice trainees that they are proactive in managing their learning journey. This includes acting to manage & resolve problems that may occur during the course of their training programme, with the support of their manager, supervisor, organisational ACP lead and HEE Regional AP faculty.

Trainee experiencing difficulties with MSc Programme/ University studies

Within 4 weeks of trainee experiencing difficulties:

Trainee contacts MSc ACP pathway lead or personal tutor at HEI to organise support for studies

Within 1 week of trainee contacting HEI:

Trainee contacts manager & supervisor(s) to discuss issues and to make appropriate arrangements for adjustments in practice placement if needed

The trainee MUST report to their manager IMMEDIATELY:

- **If they intend to leave the programme**
- If they refer on assignments/need to resubmit assignments: these may be university assignments or practice placement assignments/portfolios/skills, etc.
- If they get into difficulties in attending required study days, and/or are unable to attend.
- If they are considering asking for a deferment, or to intermit on their programme.

The manager MUST report this to HEE within 7 days of being informed of any the above by the trainee.

If the manager cannot be contacted for any reason, the trainee should contact their supervisor instead. The supervisor MUST then contact HEE within 7 days.

Managers/supervisors should contact HEE via acpenquiries.se@hee.nhs.uk and head the email 'Trainee concern' all 'Trainee concern' emails will be answered within 7 days of receipt.

Trainees in difficulty

Difficulties in trainee placement areas

There is an expectation for all Advanced Clinical Practice trainees that they are proactive in managing their learning journey. This includes acting to manage & resolve problems that may occur during the course of their training programme, with the support of their manager, supervisor, organisational ACP Lead and HEE Regional AP Faculty.

Trainee experiencing difficulties in the training placement area: these may be work-related or personal circumstances

- Trainee should meet with manager of placement area to raise any issues at earliest opportunity: within 7-10 days from start of issue
- Trainee should also contact supervisor to arrange support and make an action plan of how to resolve issues (same time frame as with manager)
- **Any issues relating to patient safety or safety of the placement environment MUST be reported to manager and supervisor immediately**

- If issues cannot be resolved, the organisational ACP Lead must discuss with HEE any plans for the trainee to move placement areas, before any move occurs (excepting emergencies)
- The trainee must stay in contact with manager, supervisor and ACP lead (if they are involved) at regular intervals

- Efforts must be made to resolve any issues within the placement area, an action plan should be made by the trainee, supervisor, manager and, if appropriate, the organisational ACP Lead within 7 days of first contact.
- The action plan should have SMART targets.
- **The trainee, manager (or supervisor) MUST contact HEE at this point, to advise that trainee is in difficulty and to share the action plan. At this stage, HEE will not take any action but will be aware of concerns.**

- If trainee is unable to discuss issues with manager and/or supervisor – because of absence or breakdown in relationship, for example, trainee should contact organisational ACP Lead within 7-10 days of start of issue
- Any concerns about safety of trainee placement and/or patient safety MUST be reported to ACP Lead immediately

Appendix 4

EMPLOYER READINESS FOR ADVANCED CLINICAL PRACTICE

Is my organisation ready to implement and support Advanced Clinical Practice?

Many employers have requested support with the development of advanced practice roles. This Readiness for ACP Checklist has been developed for employers to self-assess their readiness for advanced clinical practice and to identify possible next steps. The checklist is based on the key principles of the [Multi-professional framework for Advanced Clinical Practice in England](#) and should be carried out by the ACP lead (or other senior education lead responsible for ACP) at an organisational, departmental/practice level and individual trainee and supervisor level. Organisations can rate their extent of readiness on a scale of 1 to 4, where 1 signifies there is no evidence and 4 signifies that the factor is fully embedded within the organisation.

An action plan with SMART objectives can be developed by the organisation in response to their self-assessed readiness. This should be co-ordinated by the ACP lead (or other senior education lead) in conjunction with colleagues and the executive sponsor.

The self-assessment is a tool available to help organisations establish their readiness and will help to inform decisions about future funding they will receive to support advanced clinical practice. The information gathered will be collated in a way to help HEE identify areas in which we can better support employers across the South East region to develop advanced clinical practice.

Please also refer to the HEE ACP Toolkit when completing the checklist.

Name of Organisation/ Primary Care Hub / Trust:			
Completed by:		Executive sponsor:	
Name & Job title	Date	Name & Job title	Date

Factors suggesting readiness for Advanced Clinical Practice	Examples of evidence in your organisation	Extent to which these are in place 1-4	Additional comments
Organisational level			
There is clear understanding, support, and commitment for ACP roles at executive and director level of the organisation	Named executive sponsor		
There is named strategic leadership and operational leadership for ACP	Job descriptions, organisational chart		
To ensure patient safety, we have clear governance and support arrangements for ACP	Governance systems, policies, strategies		
There is a business case to underpin the workforce planning for ACP level roles to maximise their impact, including standardised titles and banding and a succession plan where appropriate	Business cases, workforce plans		
We have surveyed our staff to establish where enhanced and advanced roles already exist and have mapped existing roles against the Framework to establish where development is needed for transition to ACP roles	Workforce reviews, local ACP database, ACP mapping tool		
For those on full training pathways (including apprenticeships), we have fully funded training posts with agreed on-the-job protected learning time and off-the-job study leave for all ACP level roles	Job descriptions, job plans, ACP apprenticeships		
We have robust processes for recruitment and selection into ACP level roles and for monitoring progress and certifying completion of training	ACP strategy document		
All ACP supervisors have time specified in their job plans for supervision of ACP (minimum 1 hour per week)	Job plans		
We have clearly defined substantive ACP posts for trainees to move into on completion of their training	Job descriptions, job plans, workforce plans		
We have processes to ensure that the HEE supervision fee (£2600 per trainee per year) is accessible at service level	ACP strategy document, communications, minutes of meetings		
We provide support, training and induction for staff who supervise clinicians in ACP roles in training and beyond	ACP strategy document		
We have discussed our plans for ACP with our ICS/STP and Local People Boards	Communications, minutes of meetings		
We have opportunities for trainee ACPs to develop capability across the four pillars via placements or rotations in other areas, supported by skills-specific supervision	Examples of rotations or placements		

Key: 1.No evidence of this 2. Limited evidence in place 3. Evidence is in place but not embedded across the whole organisation 4. Fully embedded within the organisation

Departmental or General Practice level	Examples of evidence in your organisation	Extent to which these are in place 1-4	Explain your decision
Organisational level			
The purpose and scope of ACP roles in patient pathways are clearly articulated	Job descriptions, workforce plans		
We have in-house training pathways for ACP, with speciality-specific curricula or core and specialist capabilities that encompass all four pillars of the Framework	Training pathway documents, curricula, competencies		
We have planned ACP supervision in the context of existing learners and staff	Clinical supervision timetables/plans		
Each ACP trainee has a named supervisor who is familiar with the requirements of ACP	Workforce reviews, local ACP supervisor database		
We have mechanisms for evaluating the impact of ACP roles	Service evaluations		
Workplace assessment of ACP trainees is carried out by competent assessors who are familiar with the assessment tools	ACP strategy, workforce reviews		
We have links with speciality-specific ACP networks eg: Royal College of Emergency Medicine, Faculty of Intensive Care Medicine	ACP strategy, network events		
Self-funding ACP trainees (who may be outside the organisational ACP strategy) are supported, where appropriate, to integrate their roles into service needs for maximum impact	Individual learning plans, business cases		
ACP Trainee and Supervisor level			
Potential ACP trainees meet the university entry requirements and are prepared for the demands of education and training for ACP	ACP recruitment and selection strategy		
ACP trainees have an agreed scope of practice and there is a clear strategy for them to evidence their competence and progression.	Job descriptions, job plans, curriculum frameworks, competency frameworks		
ACP supervisors have completed training in supervision and have on-going support for their role	Workforce reviews, local supervisor database		
There are support networks for both trainees and supervisors (in-house, ICS/STP-wide or speciality specific)	Local supervisor database, supervisor networks/events		
Action plan to address factors self-assessed at 1, 2 and 3:	SMART (Specific, Measurable, Attainable, Relevant, and Time-Bound) Objectives:		

Key: 1. No evidence of this 2. Limited evidence in place 3. Evidence is in place but not embedded across the whole organisation 4. Fully embedded within the organisation

Appendix 5

Advanced Clinical Practice Supervisor Readiness Checklist

South East Region Faculty of Advancing Practice

Introduction

Supervision is an essential element of training to be an advanced practitioner.

If you have been asked to supervise a trainee advanced practitioner, it is important to ensure you have the experience, knowledge, and expertise to provide good quality supervision. If you are already a GMC accredited educational supervisor then you will already have received the training

needed to fulfil this role, but if you are new to supervising a trainee advanced clinical practitioner, are you ready to supervise?

You just have to complete this one-page checklist to self-assess your readiness to supervise a trainee ACP. You can assess yourself as **fully ready**, **partially ready**, or **not ready**.

Factors suggesting readiness for Advanced Clinical Practice	Examples of evidence	Am I ready?	Personal Action Plan
I understand the importance of supervising the trainee ACP to ensure patient and practitioner safety.	HCPC standards of conduct, performance and ethics; NMC Standards for student supervision and assessment;		
I have time to provide a minimum of 1 hour of supervision to my trainee per week.	Job plans		
I understand the ACP MSc programme/curriculum/credential that my trainee is undertaking.	HEI programme handbooks; credential; specialist AP curriculum e.g. RCEM ACP Curriculum and Assessment		
I understand the trainee's profession and education content of their undergraduate training.	Profession specific programme documentation.		
I understand the advanced practice role my trainee is training to do and the skills, knowledge, and behaviours they need to be capable and competent to do it.	ACP Job description		
I understand the 4 pillars of advanced practice and how these can be supported and developed for my trainee.	Multi-professional framework for Advanced Clinical Practice in England		

Factors suggesting readiness for Advanced Clinical Practice	Examples of evidence	Am I ready?	Personal Action Plan
I understand the core capabilities of advanced clinical practice as articulated in the multi-professional framework for ACP	Multi-professional framework for Advanced Clinical Practice in England		
I understand my role as a coordinating / associate supervisor in supporting a developing the trainee ACP.	Workplace supervision for Advanced Clinical Practice: An integrated multi-professional approach for practitioner development		
I have undertaken formal supervisor training to enable me to supervise my trainee ACP.	Examples of formal training: Roadmap supervisor training; Clinical Educator Programmes; PgCert in Clinical Education; Practice Educator programmes; local supervisor training courses		
I know how to complete a learning needs analysis; a personal development plan and a learning contract to support my trainee's development.	Documentation review		
I know how to assess my trainee's capability and competence to undertake newly learned skills and how to evidence this has been achieved.	Specialty curriculum frameworks; portfolio of evidence; HEI led practice assessments.		
Supervision sessions with my trainee are planned and prioritised each week to monitor progress.	Job plans; clinic rotas		
I am aware that over extended periods of absence I must liaise with my line manager to appoint another supervisor to supervise the trainee.			
I have ongoing support for my role as a supervisor and have negotiated protected time to undertake this responsibility.	Job plan; appraisal documentation; participation in supervisor forums; peer support; supervision		
I know who the ACP Lead for the organization is and how to access support if my trainee runs into difficulties.	Organisation policy		

Appendix 6

Advanced clinical practice trainee readiness checklist

South East Region Faculty of Advancing Practice

Introduction

If you are aspiring to be an advanced practitioner or are already in post and applying for funding to complete your ACP MSc, it is important to understand the expectations and commitment needed to train for this role.

The following checklist is for aspiring and trainee ACPs to self-assess their readiness for advanced practice training. You can assess yourself as **fully ready**, **partially ready**, or **not ready**.

Factors suggesting readiness for Advanced Clinical Practice	Examples of evidence	Am I ready?	Personal Action Plan
I understand the 4 pillars of advanced practice and how these are an integral part of the advanced practice role.	Multi-professional framework for Advanced Clinical Practice in England		
I understand the core capabilities of advanced clinical practice as articulated in the multi-professional framework for ACP	Multi-professional framework for Advanced Clinical Practice in England		
I understand the ACP MSc programme/curriculum/credential that I am undertaking and how this relates to my role.	HEI programme handbooks; credential; specialist AP curriculum e.g. RCEM ACP Curriculum and Assessment		
I have an agreed scope of practice that details the requirements and limitations of my role.	Scope of practice; job description		
I meet the HEI academic requirements for enrolling on an ACP MSc programme.	HEI programme handbook and website.		
I know how often I am expected to attend lectures and study days at the university and have agreed protected time with my manager to join these.	HEI programme handbooks		

Factors suggesting readiness for Advanced Clinical Practice	Examples of evidence	Am I ready?	Personal Action Plan
I know how much additional study time is recommended by my programme and have agreed a plan with my manager to enable this.	HEI programme handbooks		
A coordinating supervisor has been identified for me before I commence my training and they have completed the HEE SE Region Supervisor's Readiness Checklist.	Workplace supervision for Advanced Clinical Practice: An integrated multi-professional approach for practitioner development		
I have associate supervisors who can support and assess me across all 4 pillars of advancing practice.	Workplace supervision for Advanced Clinical Practice: An integrated multi-professional approach for practitioner development		
I understand the importance of regular supervision and the assessment of capability to ensure patient and practitioner safety.	HCPC standards of conduct, performance and ethics; NMC Standards for student supervision and assessment;		
I have an agreed job plan that covers all 4 pillars of practice, allows for a minimum of 1 hour of supervision per week and has additional, independent study time agreed.	Job plans		
I understand I should complete a learning needs analysis; a personal development plan and a learning contract with my coordinating supervisor to guide and support my development.			
I understand I must work in partnership with my employer, ACP lead, HEI and the Faculty for Advancing Practice to proactively identify any supervision issues, learning environment needs or difficulties in achieving learning objectives that may affect my progression to try to find a resolution.	HEE commitment statement		
I know who the ACP Lead for the organisation is and how to access support if I run into difficulties.	Organisation policy		

Health Education England
2021

Please use ACPEnquiries.SE@hee.nhs.uk
for all enquiries relating to advanced practice.