

Advancing Practice in the South West Region

A guide to implementing and funding advanced practice 2022-2023



HEE South West Faculty of Advancing Practice

Forward

This South West (SW) 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.

Since it began to be established in August 2020 the HEE SW Advancing Practice Faculty has made significant progress in highlighting the value of developing Advancing Practice roles with all our SW systems and providers. There was previously limited development in this space in the SW and we have worked tirelessly in the last year to support the establishment of the infrastructure required to help build the advanced practice workforce of the future. That work continues and this guidance is aimed at supporting these developments further and outlining how we will grow this workforce in a quality assured manner.

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 West this development is responsive to system needs and that it will deliver 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 SW population. To this end we will continue to seek to work in collaboration with our ICS partners and providers as well as our SW Workforce Education Transformation teams to identify workforce demand, enable the transformation of patient care and invest in workforce education and training development.

Central to all this we shall be assuring the quality of advanced practice education and training by supporting the development of accredited training programmes and pathways, highlighting the supervisory needs of learners, supporting supervisors and ensuring that quality standards are embedded in all we do.

The challenges of COVID-19 and the worldwide pandemic continue and have brought into even sharper focus the need to invest in our healthcare workforce as well as the necessity to do things differently to meet population health needs in a sustainable manner for the future. Advanced Practitioners are a key element in the transformation required. Their growth within the workforce being quality assured going forward will be of benefit to the whole spectrum of community, primary and secondary care services and across all scopes of practice.

We thank all our external and internal partners for their engagement in this first year and we look forward to continuing to work with all on building the workforce of the future delivering a shared vision of better care and better careers for all.

Lisa Munro-Davies

Clinical Lead South West Faculty of Advancing Practice



Annual Funding Timeline

This is a summary of the timeline of key activities for the development and funding of trainee APs by the South West Faculty 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	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Communication from HEE detailing upcoming demand scoping activity, funding support & readiness checklist	HEE	Readiness for AP Checklist and SW Handbook emailed to ICSSs, Providers and Primary Care Training Hubs (THs). Checklist to be completed and submitted by closing date of scoping survey	█	█									
Providers to prepare for upcoming survey	Org	Providers to identify AP trainees requiring funding (and relevant details e.g., HEI course) and complete the readiness checklist.		█	█	█							
Demand Scoping Survey opens for applications	HEE	Annual Demand Scoping survey online application open for 6 weeks. Link sent via email to key contacts/AP lead in each organisation/TH.			█	█							
Closing of Demand Scoping Survey and submission of readiness checklist	Org	Readiness for AP checklist and Annual Demand Scoping survey to be completed and returned to HEE SW Faculty of Advancing Practice				█							
HEE application review	HEE	Applications reviewed by HEE SW AP Faculty. Please note the AP Faculty may contact the AP lead, supervisors, or trainees to ensure the application is complete and appropriate.				█	█						
Commissioning of course places where possible	HEE	Indicative numbers sent to education providers for commissioning of course and module places where possible.					█						
Confirmation of funding	HEE	Funding offers confirmed and AP leads emailed. AP leads to disseminate information to funded applicants						█					
Trainees application to education provider	Trainee	Trainees begin application process with education providers and return completed commitment statements.						█	█				
Validation of trainees with education providers	HEE	Education providers to validate names of trainees that have started with each education provider.								█	█		
Trainee information collected	HEE/ Trainee	HEE email link to trainee for gathering information for TIS (Trainee Information System) via online survey. Trainee to submit within 6 weeks.									█	█	
Funding transferred	HEE	Funding is transferred to organisations/ THs and list of trainees with amounts funded is sent to AP leads to pass onto departments so they can access funding.										█	
Funding Accessed	Org	Funding available to departments via internal mechanisms. GP practices to invoice THs to access funding.										█	█

South West Faculty of Advancing Practice

FAQ – 2022/23

The following is a set of frequently asked questions and answers to assist employers in the South West to complete the 2022/23 AP Annual Demand Survey and put forward their expressions of interest for Advanced Practitioner 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 advancingpractice.sw@hee.nhs.uk

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Section 1 - Advanced Practitioners and Trainees

Q1. What is an Advanced Practitioner (AP)?

Answer: Advanced Practice (AP) 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. APs come from a range of registered professional backgrounds. The [AP Multi-Professional Framework](#) provides a clear and consistent approach to the development of advanced practice across England.

Q2. Is an AP a specialist practitioner?

Answer: No, Advanced Practice is quite different from specialist practice. Specialists are experts in their chosen clinical area, for example in diabetes or asthma care and have a **depth** of knowledge in that specific area. APs have a **breadth** of knowledge and work across traditional professional boundaries. Services may need both specialist clinicians and Advanced Practitioners to provide good care to patients.

Q3. What is a trainee AP?

Answer: A trainee AP is an experienced healthcare professional employed in a funded training post specifically to undertake the required training to work at the level of Advanced Practice. The training comprises study at master's level (level 7) and work-based learning to develop competence across all four pillars of the [AP Multi-Professional Framework](#).

Q4. What learning can a trainee AP expect to receive?

Answer: The timetables and study time required will vary according to the training route and the specific Higher Education Institution (HEI) but all trainees will need periods of study leave to attend university and will be required to produce course work, undertake work-based assessments and produce a portfolio of evidence. Trainees may also benefit from rotations or placements in other areas within the organisation to gain the required breadth of experience.

Q5. What commitment is expected of the trainee AP 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 [HEE AP Toolkit](#). It is expected that each trainee will dedicate many hours to independent study in order 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 AP trainees to have sufficient work-based learning time to develop their advanced skills.

Q6. How much time will the trainee AP 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% at the education provider. For trainees on the Advanced Practice Programme, employers are expected to provide the trainee with sufficient study leave and protected time for work-based learning per week. The education provider programme lead will provide information on the total amount of study days required. For trainees who are not registered on a full programme and are either funded for the fast-track or final year AP route, the time required for study leave will vary according to individual need.

Q7. I understand AP 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.

Q8. 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 AP 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. National guidance on supervision in AP was launched in 2020 and can be accessed [HERE](#)



Section 2 – HEE Funding and Support

Q9. I am thinking of employing a trainee AP, what is HEE SW funding offer?

Answer: HEE is aiming to support the development of AP roles as inclusively as is possible and we are offering a number of funding and support options for AP trainees to ensure this inclusivity whilst quality assuring standards. There are four possible funding options and employers are invited to complete our demand scoping exercise for all of these to enable us to develop Regional educational capacity post 2022/23 to support delivery of this.

In 2022/23 subject to budget signoff, this scoping will also be used to provide funding as detailed below for each route.

AP Apprenticeship MSc (3 years) – Funding for a national Level 7 Advanced Practice Apprenticeship programme that has a typical length of 36 months. Tuition fees are paid via the apprenticeship levy. HEE will provide a training grant of £6,000 plus £2,600 Education Supervision funding (£8,600 total) per annum, per individual over 36 months paid directly to the employer.

Non-Apprenticeship AP MSc (3 years) – HEE will provide a training grant of £6,000 plus £2,600 Education Supervision funding (£8,600 total) per annum, per individual over 36 months paid directly to the employer in 2022/23. Tuition fees must be

paid for by the employer from the training grant of £6,000. **Note** this may change in 2023/24 when Regional/National Commissioning of any non-Apprenticeship AP MSc may be introduced.

AP MSc Fast-Track (for staff already holding 60-120 credits towards MSc AP) - funding for completion within two academic years of an Apprenticeship or Non-Apprenticeship AP MSc where previous academic credits can be APEL'd in. HEE will provide a training grant of £6,000 plus £2,600 Education Supervision funding (£8,600 total) per annum, per individual over 24 months paid directly to the employer in 2022/23. Tuition fees must be paid for by the employer from the training grant of £6,000 if non-Apprenticeship AP MSc as in the 3-year non-Apprenticeship route above.

AP MSc Final year (for staff already holding 120+ credits towards MSc AP) - funding for completion within 12 Months of a AP MSc where previous academic credits are line with an AP MSc programme. HEE will provide a training grant of £6,000 plus £2,600 Education Supervision funding (£8,600 total) paid directly to the employer in 2022/23. Tuition fees must be paid for by the employer from the training grant of £6,000 as in the 3-year non-Apprenticeship route above

Overview of funding



Training pathway	Tuition fees	Funding (per annum)
AP MSc Qualification	Full tuition fees paid to the education provider for a period of up to 3 years practice to be deducted from the Training Grant.	<ul style="list-style-type: none"> • A Training Grant of £6,000 paid directly to the employing organisation via the education contract. • £2,600 for trainee educational supervision
AP Apprenticeship	N/A Tuition fees paid through the apprenticeship levy.	<ul style="list-style-type: none"> • A Training Grant of £6,000 paid directly to the employing organisation via the education contract. • £2,600 for trainee educational supervision
AP Fast-Track MSc Route	Tuition fees will either be employer reimbursed or paid to education provider for named modules agreed between HEE and the employer. Modules must be completed within two academic years and must enable the trainee to fully meet the AP/MSc Multi-Professional AP Framework	<ul style="list-style-type: none"> • A Training Grant of £6,000 paid directly to the employing organisation via the education contract. • £2,600 for trainee educational supervision
AP Final Year MSc Route	Tuition fees employer reimbursed (2022/23) or paid to education provider (2023/24) for named modules agreed between HEE and the employer. Modules must be completed within one academic year and must enable the trainee to fully meet the AP/MSc Multi-Professional AP Framework Module costs to be deducted from the Training Grant.	<ul style="list-style-type: none"> • A Training Grant of £6,000 paid directly to the employing organisation via the education contract. • £2,600 for trainee educational supervision

Q10. I am considering employing a trainee AP, why would I choose the Apprenticeship route rather than the existing MSc Advanced Practice Programme?

Answer: HEE funding for Advanced Practice programmes is limited and therefore levy paying employers are encouraged to adopt the apprenticeship programme and consider apprenticeships as their primary option as this will enable the full training grant available to be utilised to support the wider learning needs and protected educational time for their trainees.

For non-levy paying employers, there is an option for either a levy transfer from a larger organisation or by government co-investment. If you have any questions, please contact the AP Faculty at advancingpractice.sw@hee.nhs.uk

To view the Apprenticeship Standard for an Advanced Practitioner, click [here](#). Employers should ensure that individuals put on to an apprenticeship route are committed to completing the full programme.

Q11. What is the supervision fee and what is the responsibility of the employer on receiving this?

Answer: A £2,600 supervision fee is available to support trainees on a full AP pathway, to contribute to organisational costs of supporting an AP. It is based on the equivalent cost of 0.25 SPA 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 used to support the employer in relation to the associated costs in helping the employee achieve their qualification. A data validation exercise will take place between education providers and HEE to confirm enrolled students.

- Trusts: The fee will be paid directly to the employer after an individual has enrolled and started the programme, based on the validation exercise.
- Primary Care: Training Hubs should invoice HEE for the supervision fees for their geographical footprint, and then reimburse the employing practice for each AP trainee.

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

- Principles of the [HEE Quality Framework](#) should be in place for all learners.
- Sufficient study leave for university training. It is not acceptable for AP trainees to be taking unpaid or annual leave for dedicated training days.
- Supervision provided by an appropriately trained supervisor. The expectation is that AP trainees will have 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 Practice Framework.
- Learners should be encouraged to complete NETS survey.
- Educational Supervisors engage with the Faculty Supervision and Assessment Leads in undertaking

quality assurance reviews of workplace supervision and training.

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 through the Senior Leadership Engagement Quality Reviews. Where the expectations are not met, funding may be discontinued and where there is a pattern within an employer of AP trainees not being supported appropriately, future funding for AP may be fully withdrawn from the employer.





Q12. How is the supervision fee calculated for part time staff?

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

Q13. Can a trainee fund their own AP programme?

Answer: For most trainees, self-funding a Masters level AP 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 AP programmes is co-ordinated by universities in conjunction with HEE and it cannot be guaranteed that places will be available for applicants who are self-funding.

Q14. What are the minimum hours the employee needs to be employed, to be a trainee AP?

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 AP, 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 education provider to discuss their suitability for the programme.

Q15. Which organisations can apply for funding?

Answer: NHS organisations such as Trusts and GP Practices (via their Training Hub or PCN) in the HEE SW region are invited to submit their expressions of interest for AP training for new learners.

Q16. Is this funding for existing employees only?

Answer: The funding is offered on a named basis only for either: existing employees or those who have been appointed and will be commencing in post prior to the commencement of the course of study so can be clearly identified.

The employer should provide assurance that there will be an AP post on completion of training, demonstrated in the service/division establishment by way of a job description or 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 expressions of interest.

Additional information on supervision is available in Appendix 2



Section 3 – Education Provider’s and Student Support

Q17. What education providers in the SW region can individuals’ study at?

Answer: A list of education providers that provide AP MSc programmes in the SW region is shown below in Appendix 1. Please note it is not a list of recommended education providers or module codes. This is not an exhaustive list of education providers offering AP programmes. It is possible for learners to study at other education providers not included in the list if this is the preference.

When completing the expressions of interest application, organisations are asked to indicate their preferred education provider for delivery of training. Please note that this does not guarantee placements with education providers. It provides HEE with an indication of demand for education provider courses across the SW.

If funding is agreed by HEE, individuals are responsible for successfully applying to the education provider programmes on a first come first served basis. Funding will then be paid from HEE to the employer for 22/23 in the majority of instances where Apprenticeship routes are undertaken. Where non-Apprenticeship Masters programmes are undertaken this will be individually reviewed and employers informed whether funding will be through them or direct to the Education Provider.

Q18. What are the education provider’s admission requirements for a trainee AP?

Answer: We would recommend checking with the education provider directly on their specific entry requirements, which can often be found on their website. A list of courses in the South West with the corresponding weblink can be found in Appendix 1. The website for the preferred education provider should be checked before applying.

Entry requirements will likely consider: current professional registration, significant post-registration experience of professional practice, evidence the employee is / will be operating in a role that will offer the opportunity to practice at an advanced level within their profession and evidence of professional and academic development, including any international qualifications and levels of English and Maths.

See Appendix 1 for a list of South West Education Providers.

Q19. What support can trainee APs expect during their study?

Answer: All education provider 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 education provider also offers 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 SW Faculty also has less than full-time (LTFT) Supervision & Assessment (S&A) Leads who each cover specific clusters of scopes of practice. These are clinically active practitioners and experts within their field who will offer support and guidance to HEE trainees from the outset of their being accepted for funding support. The Faculty will connect all trainees to the S&A Lead covering their area who will offer advice to ensure appropriate course and module selection, ensure Educational Supervision provision is in place and who will be integral to the quality assurance monitoring of training throughout being accessible to the trainees and in regular contact with them.

For further information on supporting a trainee in difficulty please see Appendix 3.

Q20. What happens if the employee discontinues their AP 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 education provider, 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 funding at the point they leave the programme.





In all circumstances HEE should be informed immediately by contacting advancingpractice.sw@hee.nhs.uk and we advise the trainee to complete the change of circumstances form (please see Appendix 6)

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.

Q21. What happens if the trainee AP leaves the employer that HEE is currently funding, for another employer?

Answer: Funding is not solely trainee based and is not transferrable between employers. If a trainee changes employer during an academic year, the trainee will be required to inform the SW Faculty Team as soon as possible via the following email address:
advancingpractice.sw@hee.nhs.uk.

The trainee will also be required to liaise with their new employer to ensure they include them into the next year's scoping survey for funding application.

We advise that trainees complete Change of Circumstances form – please see Appendix 6.

Section 4 – HEE Funding Application Process

Q22. How do I submit an expression of interest (EOI)?

Answer: AP Leads will complete the Annual Demand Scoping survey via the link, which will be emailed end of January 2022 and open on 1 February 2022. The survey must be fully completed by the closing date of 15 March 2022. Please note this submission is not for existing trainee APs who are already HEE funded.

Where information is missing, requests may not be further considered. Following submission HEE will review the indicative demand against the criteria outlined in this letter and within the form.

You will be contacted separately with confirmation of any new 2022/23 funding and continuing students.

We will undertake a similar survey every year in February to establish the demand at that time and seek EOI for funding support for the next academic year, this will allow for HEI places to be secured for the identified demand.

Employers are also required to complete a readiness for advanced clinical practice checklist before submitting expressions of interest to ensure the trainee can be fully

supported. If support is needed to complete the readiness for advanced clinical practice checklist then please email advancingpractice.sw@hee.nhs.uk and our Faculty Workforce Transformation Lead will be in touch. Completion is a mandatory requirement for funding to be confirmed.

Please see Appendix 4 for the Provider Readiness for Advanced Practice Checklist, and Appendix 5 for a list of eligible professions.

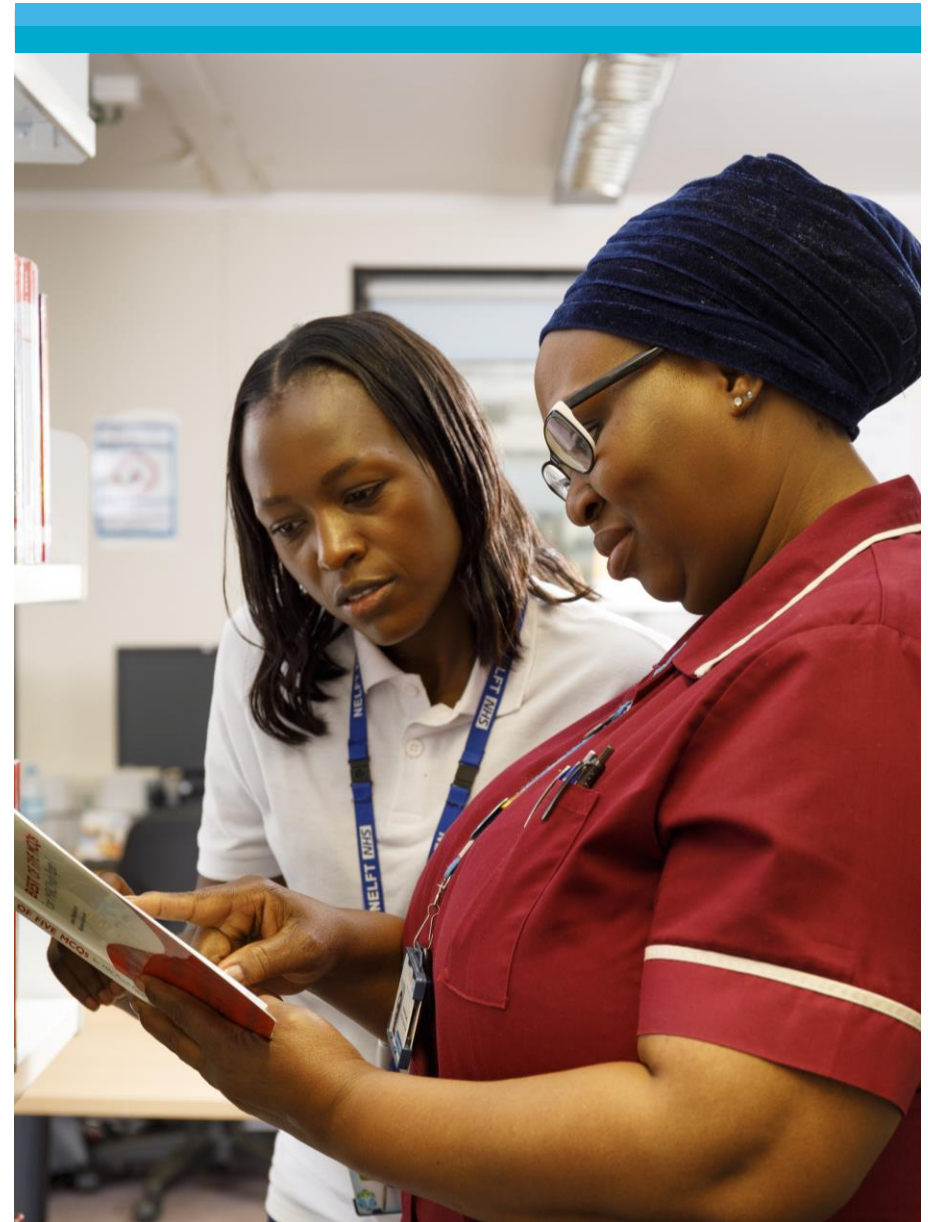
Q23. Who should complete the application?

Answer: HEE requires a single AP lead (or an individual responsible for AP within an organisation or training hub) contact for each employer/organisation/training hub 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 AP lead.

Q24. What happens after I have submitted my application?

Answer: HEE will review all expressions of interest and the indicative demand. Funding will be confirmed where possible, depending on the allocated budget. It may not be possible to provide funding for all applications received. Applications must include the student names and professions so that a validation exercise can take place with the education providers.

In some instances, it may be necessary to contact the nominated trainees or supervisors directly where there may be ambiguity as to their exact scope of practice and to ensure optimal training requirements are met by all. It is therefore important that trainees are kept informed that this is a possibility whilst their application is under consideration and any such contact does not automatically confirm funding has been approved.



Appendix 1

South West Region Education Providers

The following list 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.

Education Provider	Programme name	Course code	Website
Bath University	MSc Advanced Clinical Pharmacy Practice	N/A	Link
Bournemouth University	MSc Advanced Clinical Practice	MSADCP	Link
Bournemouth University	MSc Advanced Nurse Practitioner	MSADCANP	Link
Bournemouth University	MSc Advanced Clinical Practice (Apprenticeship)	MSADCAP	Link
Bournemouth University	MSc Advanced Nurse Practitioner (Apprenticeship)	MSADCNAP	Link
University of Exeter	MSc Advanced Clinical Practice	PTS2EMSEMS08 (2ys) PTS3EMSEMS07 (3ys)	Link
University of Exeter	MSc Advanced Clinical Practice (Apprenticeship)	PAS3EMSEMS01	Link
University of Gloucestershire	MSc Advanced Clinical Practice	N/A	Link
University of Gloucestershire	MSc Advanced Clinical Practice (Apprenticeship)	N/A	Link
University of Plymouth	MSc Advanced Clinical Practice (Apprenticeship)	6485	Link
University of Plymouth	MSc Advanced Clinical Practice in Neonatal Care (Apprenticeship)	6487	Link
University of Plymouth	MSc Advanced Neonatal Nurse Practitioner	6136	Link
University of Plymouth	MSc Advanced Professional Practice (Clinical Practitioner)	6131	Link
University of Plymouth	MSc Advanced Critical Care Practitioner	6146	Link
University of Plymouth	MSc Advanced Critical Care Practitioner (Apprenticeship)	6486	
University of the West of England Bristol	MSc Advanced Clinical Practice (Apprenticeship)	B70W42	Link
University of the West of England Bristol	MSc Advanced Practice	B99J12	Link

Appendix 2

Advanced Practice Workplace Supervision: South West Region Guidance for Supervisors

Introduction

High quality supervision for health-care professionals moving into trainee advanced 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 SW is directly linked to the quality of supervision of the trainee. 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.

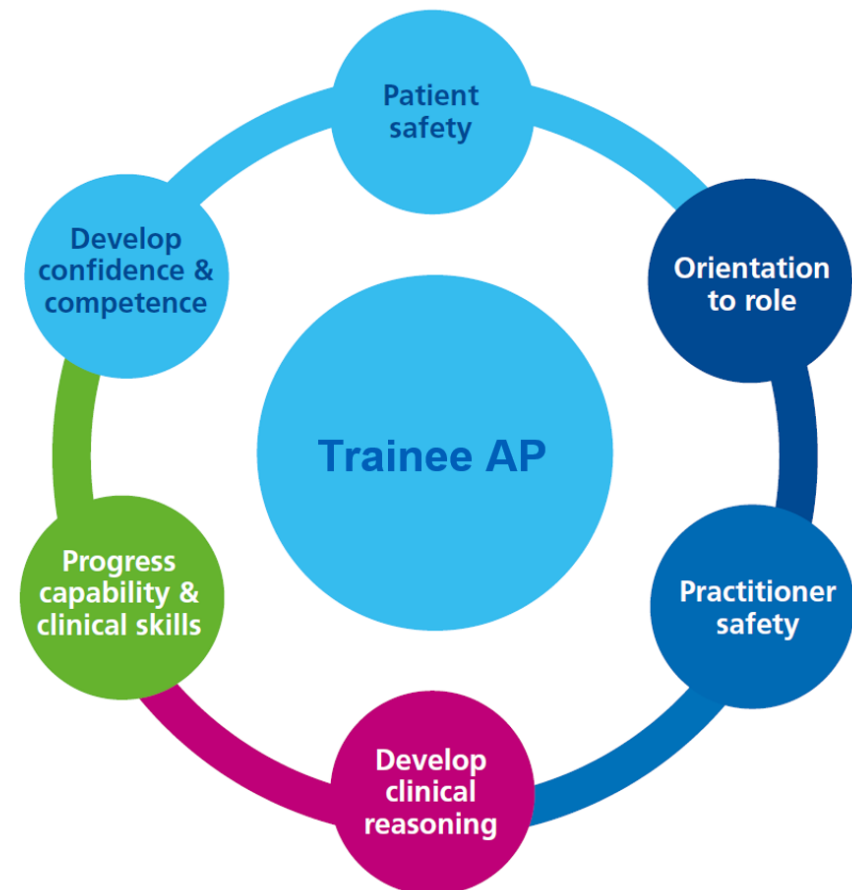
Health Education England’s [Workplace Supervision for Advanced Clinical Practice](#) provides further in-depth, evidence based information and recommendations on how to develop quality supervision in the workplace. The following guidance is for supervisors, managers and trainee APs to advise of the minimum expected standards of supervision.

Why do we need supervision?

The shift from experienced professional to trainee AP and then to qualified AP 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 AP 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 AP's role within the speciality.
- Associate Workplace Supervisors who work collaboratively with the coordinating 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. This diagram 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

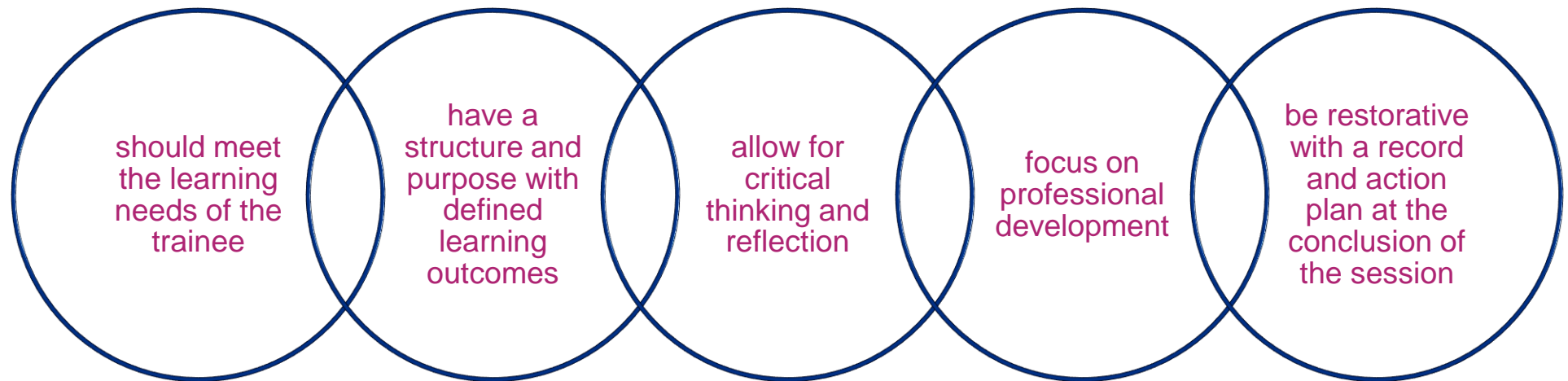


Facilitated discussion on challenging situations such as conflict resolution, difficult conversations etc



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.

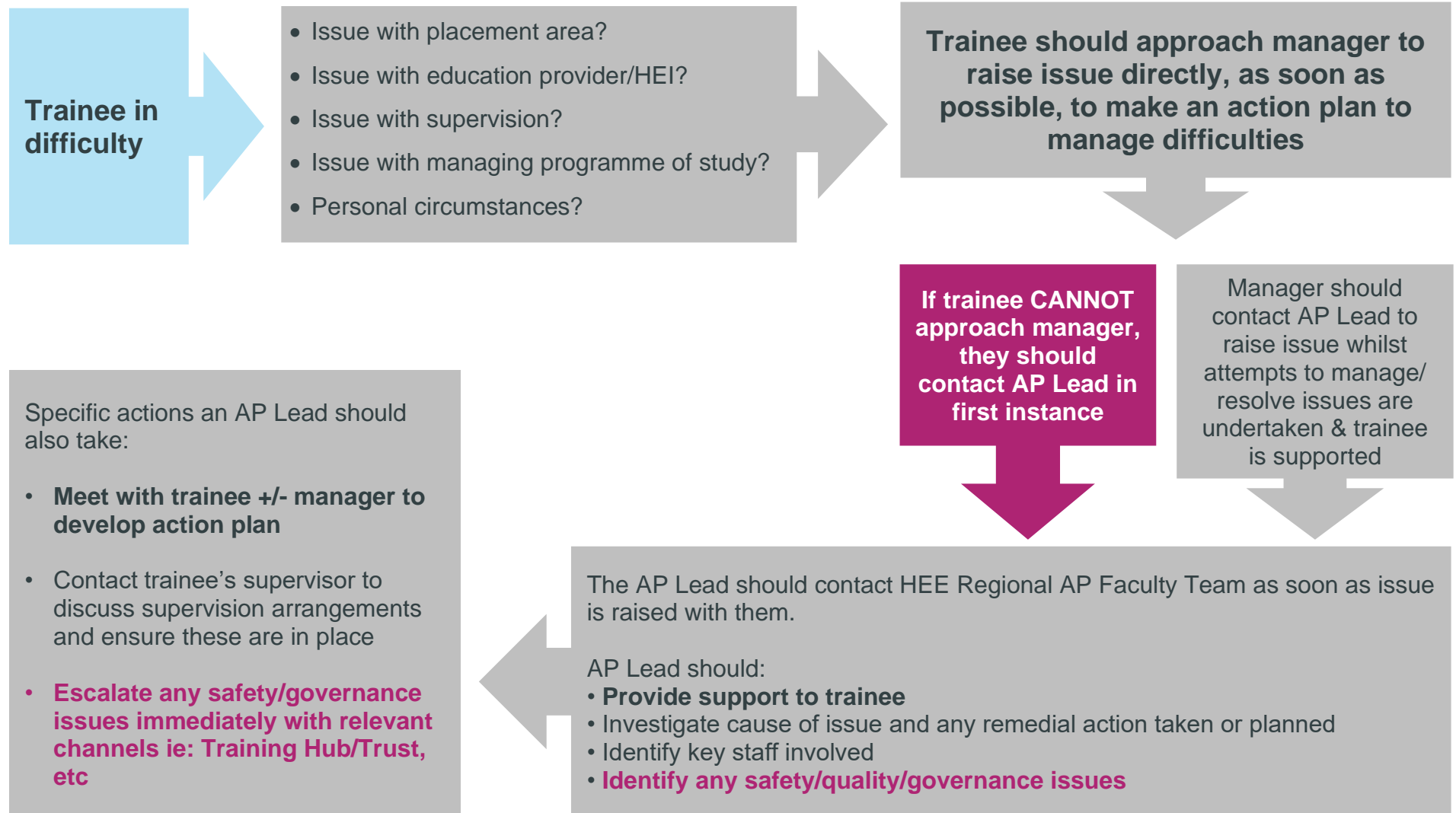
The supervision fee provided by the Faculty of Advancing Practice SW covers the equivalent of 1 hour per trainee per week throughout their training. This should be seen as the minimum amount of time the trainee receives for supervision.

Further resources for managers, supervisors and trainee APs

- [NHS Health Education England Centre for Advancing Practice website](#)
- [Health Education England \(2017\) Multi-professional framework for advanced clinical practice in England.](#)
- [NHS Health Education England e-Learning for Healthcare, Advanced practice toolkit](#)
- [The Permeable Practitioner – ideas and resources to support health and care professionals to navigate uncertainty in everyday practice](#)
- [NHS Health Education England \(2020\) Workplace Supervision for Advanced Clinical Practice: an integrated multi-professional approach for practitioner development.](#)
- 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 academic studies

There is an expectation for all Advanced 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 AP lead and HEE Regional AP faculty.

Trainee experiencing difficulties with MSc Programme / University studies

Within 4 weeks of trainee experiencing difficulties:

Trainee contacts MSc AP 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 advancingpractice.sw@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 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 AP 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 AP 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 AP 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 AP 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 AP Lead within 7-10 days of start of issue
- Any concerns about safety of trainee placement and/or patient safety MUST be reported to AP 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 AP 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 AP lead (or other senior education lead responsible for AP) 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 AP 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 West region to develop advanced clinical practice.

Please also refer to the [HEE AP Toolkit](#) when completing the checklist.



The Checklist

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 AP lead (or other senior education lead responsible for AP) at a provider level. ICSs can rate their extent of readiness using a (B)RAG rating:

Black	No evidence this domain is embedded
Red	Some evidence this domain is embedded in a few parts of the organisation
Amber	Evidence this domain is embedded in most parts of the organisation
Green	Fully embedded in organisation

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

The self-assessment is a tool available to help Providers establish their readiness across their organisation and will help to inform decisions about future funding across the system to support AP.

The information gathered will be collated in a way to help HEE identify areas in which we can better support both systems and employers across the South-West region to develop AP. Please also refer to the [HEE ACP Toolkit](#) when completing the checklist.

The link to AP frameworks can be found here: <https://www.hee.nhs.uk/our-work/advanced-practice/credentials>

Should you need any support in completing this checklist or have any questions please email our Workforce Transformation Lead – Lou Buckle on lou.buckle@hee.nhs.net

Advanced Practice Readiness Checklist

Name of Provider:	
Completed by:	Executive sponsor:
Name & Job title:	Name & Job title:
Date:	Date:

Readiness Factor	Example	(B)RAG rating	Explanation of Rating
Awareness and commitment			
There is understanding, support and commitment for AP roles across the non-medical workforce (nursing, midwifery and AHPs, please see Appendix for full list) at executive and director level	Named executive sponsor, board member on AP forum		
AP is understood at an operational level	Job descriptions current, job plans current, workforce plans		
AP is understood at clinical level	Clinical leads engaged and involved in AP forum		

Readiness Factor	Example	(B)RAG rating	Explanation of Rating
AP is understood across a range of professions within the non-medical workforce (Nursing, midwifery and AHPs, please see Appendix for full list)	Clinical leads engaged and involved in AP forum		
AP is led by an advanced practitioner	Clinical lead is an AP		
Understand and agree to engage with tripartite selection process between employer, HEE and HEI	Person(s) nominated to represent organisation in selection process		
Strategic workforce case for advanced practice			
Workforce Strategy includes description of role of AP across a range of professions in delivering long term plans	Workforce plans		
There is named strategic leadership and operational leadership for AP	Named executive sponsor, named clinical AP lead		
Strategic leadership and operational leadership for AP have links across a range of professions within the non-medical workforce	Named executive sponsor, named clinical AP lead		
There is a business case to underpin the workforce planning for AP level roles to maximise their impact, including standardised titles and banding with a succession plan where appropriate	Business case, workforce scoping/planning document		
Clearly identified budget for AP development	Finance budget/reports		

Readiness Factor	Example	(B)RAG rating	Explanation of Rating
There are discussions for AP rollout with our ICS and Local Workforce Action Board (LWAB) partners	Meeting agendas/minutes		
Operational need & best use of advanced practice roles			
Need for AP roles actively considered and identified_	Business case, workforce scoping/planning document		
Specialty rotas are not filled or have high agency spend	Rota document, bank/agency spend		
Areas (including cross-service working) identified where investment in AP roles can bring greatest benefit	Business case, workforce scoping/planning document		
To ensure patient safety, there are clear governance and support arrangements for AP	Governance structures, reporting structures, trainee feedback		
There are robust processes for recruitment and selection into AP level roles and for monitoring progress and certifying completion of training	Application forms, process map of selection process		
There are robust processes for recruitment and selection that actively encourage progression into AP roles from a range of professions within the non-medical workforce	Application forms, process map of selection process, multi-professional recruitment panels		
Understanding current advanced practice workforce			

Readiness Factor	Example	(B)RAG rating	Explanation of Rating
Identified where advanced roles exist and mapped against the Framework to establish where development is needed for transition to AP roles	Workforce planning/scoping document		
Trainee APs identified and plans are in place to develop them	Workforce planning/scoping document		
AP is understood across a range of professions at service/department level within the non-medical workforce (nursing, midwifery, AHP)	Workforce planning/scoping document		-
There is a plan for AP comms and engagement	Communication plan/engagement		
AP forum planned or already in place and active	Forum agendas/minutes		
Enablers for Advanced Practice			
Title of AP is defined and consistently used	Job descriptions current, job plans current, workforce plans		
Generic AP job descriptions, including purpose and scope are developed and agreed by a multiprofessional panel.	Job descriptions current, job plans current		

Readiness Factor	Example	(B)RAG rating	Explanation of Rating
There are agreed career development pathways and opportunities where AP features for eligible non-medical personnel (see appendix), encompassing all four pillars of the Framework	Training pathway documents, curricula, competencies. Rotations/placement examples		
There are agreed and funded education pathways to support AP development	Communications, meeting minutes with funding streams.		
Commitment to provide protected study time (and study leave) for all trainee APs	Contracts of employment, job plans.		
Planned and common approach to clinical supervision in place for AP roles (including trainees)	Job plans, clinical supervision timetables		
We have appropriately banded, defined, substantive AP posts for trainees to move into on completion of their training	Future job descriptions and job plans. Rotations examples		
Planned approach to supporting those seeking AP status via portfolio or credentialling	Individual learning plans, business cases		
Each AP trainee has a named supervisor who is familiar with the requirements of AP	Workforce reviews, local AP supervisor database		
Potential AP trainees meet the university entry requirements and are prepared for the demands of education and training for AP	AP recruitment and selection strategy		

Readiness Factor	Example	(B)RAG rating	Explanation of Rating
Supervision			
All AP supervisors have time specified in their job plans for supervision of AP (minimum 1 hour per week)	Job plans, clinical supervision timetables		
There are processes to ensure that the HEE supervision fee is accessible at service level	Job plans, clinical supervision timetables		
There is support, training and induction for staff who supervise clinicians in AP roles in training and beyond	Supervisor database, supervisor network events		
Peri and Post Implementation			
There are mechanisms for evaluating the impact of AP roles	Service evaluation		
Work place assessment of AP trainees is carried out by competent assessors who are familiar with the assessment tools	AP strategy, workforce reviews, supervisor database		
There are links with speciality-specific AP networks eg: Royal College of Emergency Medicine, Faculty of Intensive Care Medicine	AP strategy, network events		
Self-funding AP trainees (who may be outside the organisational AP strategy) are supported, where appropriate, to integrate their roles into service needs for maximum impact	Individual learning plans, business cases		

Appendix 5

Which Professions Can Apply for Advanced Practice Roles?

Advanced practice can be undertaken by regulated health professions. This list is not exhaustive and is likely to grow as Advanced Practice roles, frameworks and credentials progress.

These are the professional groups that are eligible for the 2022/22 Annual Demand Scoping Survey, which employers will submit to HEE Faculty of Advancing Practice:

- Arts therapists (Music/Drama/Art)
- Chiropodist/podiatrist
- Dietitian
- Midwives
- Nurses
- Occupational Therapists
- Operating Department Practitioners
- Orthoptists
- Paramedics
- Pharmacists
- Physiotherapists
- Prosthetists/orthotists
- Diagnostic Radiographer
- Therapeutic Radiographer
- Speech and Language Therapist

Appendix 6

SW Faculty of Advancing Practice - Trainee Change of Circumstances Form

1. Personal details ^{*(required)}			
First name(s)		Surname	
Registered Profession		Professional Registration Number	

2. Advancing Practice Training Programme ^{*(required)}			
Name of University		Name of Advancing Practice Training Programme	
Curriculum / Scope of practice		Current Study Year	

3. Change of Circumstances

Please complete the relevant section(s) below that best describes your change of circumstances.

A. Change of Personal details			
First Name(s)		Surname	
Phone number		Email address	
Other			

B. Change of Employer (note declaration below)**AP Trainee**

I confirm that:

- I have advised my new employer that any funding for AP educational fees and any remaining, associated training grant is subject to new HEE approval and any funding currently supporting me may not transfer to my new employer.
- I plan to commence my new role, with my new employer on the date stated above.
- I have advised the HEI of this change of circumstance.

Current Employer

The trainee has confirmed and checked that the current employers understand that:

- Any right to claim a training grant for the AP trainee will cease on their last day of employment with us.
- Any new/replacement AP trainees will be subject to further HEE application/approval and availability of any new funding.
- They have discussed the reasons for leaving with the AP trainee and notified HEE (through completion of this form).
- They have agreed that the AP trainee will be leaving our employment as detailed above.
- They have no concerns in regarding the AP trainee's fitness to practise, skills or competence in continuing their AP training.

New Employer

The trainee has confirmed with the new employer that:

- They are fully aware of the commitment and support required to employ an AP trainee and have connected with the Faculty for Advanced Practice.
- They acknowledge training grant and educational fees may not automatically transfer from AP trainee's previous employer and is subject to us submitting an application form to HEE and signing up to the employer agreement.
- The AP trainee is expected to start with us on the start date shown on page 1 of this document.

Previous Employer name:		New Employer name:	
Name of Workplace:		Name of Workplace:	
Hours worked per Week:		Hours worked per Week:	
Last working Day:		Hours worked per week:	
		Starting date:	

C. Change of Educational Supervisor

Name of previous ES:		Name of New ES:	
Email Address:		Email Address:	
Last Day of supervision:		ES Profession:	
		Date started supervising:	

D. Training Interruption (note declaration below)

AP Trainee
 I confirm that:

- I have discussed my intentions with both my employer and the programme tutor at the university.
- I understand that if I completely withdraw from the programme my employer or a future employer would have to reapply for HEE funding and it may not be available or available at the same level.
- I currently plan to rejoin my studies on the date stated above and will inform my employer, HEE and the university at the earliest opportunity if my plans change.

AP Employer
 The trainee has confirmed and checked that the current employers understand that:

- Any right to claim a training grant for the AP trainee ceases once they withdraw from their programme.
- Training grant payments will be paused from the date of interruption and will not recommence until the HEI has confirmed the trainee is back on programme.
- They have no concerns regarding the AP trainee’s fitness to practise, skills or competence and support them rejoining the programme on the date above.

Date of interruption:		Intended date to re-join the programme:	
Reason of training interruption:			

E. Training Withdrawal (see declaration above)

AP Trainee
 I confirm that:

- I have discussed my intentions with both my employer and the programme tutor at the university.
- I understand that if I completely withdraw from the programme my employer or a future employer would have to reapply for HEE funding, and it may not be available or available at the same level.
- I currently plan to re-join my studies on the date stated above and will inform my employer, HEE and the university at the earliest opportunity if my plans change.

AP Employer
 The trainee has confirmed and checked that the current employers understand that:

- Any right to claim a training grant for the AP trainee ceases once they withdraw from their programme.
- Training grant payments will be paused from the date of interruption and will not recommence until the HEI has confirmed the trainee is back on programme.
- They have no concerns regarding the AP trainee’s fitness to practise, skills or competence and support them re-joining the programme on the date above.

Date of withdrawal:	
Reason for leaving the training programme:	

F. Other

4. Applicant declaration - please ensure all boxes below are checked ^{*(required)}	
<input type="checkbox"/>	I understand personal information is recorded on HEE databases and shared with those who have responsibility for the organisation, management, and delivery of training to help them execute their function in the planning and delivery of training. This is in line with GDPR regulation.
<input type="checkbox"/>	I have informed my Supervision and Assessment Lead of my change of circumstances, and I give HEE permission to contact them regarding my change of circumstances if necessary.
<input type="checkbox"/>	I agree that the information given in this application, including the declarations, is accurate to the best of my knowledge and belief.
Signed:	Date:



Health Education England

HEE South West Faculty of Advancing Practice
2022/23

Please use advancingpractice.sw@hee.nhs.uk
for all enquiries relating to advanced practice in the South West.