

The Association of Advanced Practice Educators (AAPE) UK
Minutes of the Committee Meeting held on Friday 11th March 2022
Virtual platform: Microsoft Teams
9am - 12 noon

1. Welcome:

AJ welcomed those present to the meeting. KH was unable to attend due to illness. As 8 committee members were in attendance the meeting was quorate.

2. Present:

Anna Jones (Deputy Chair)	AJ	Cardiff University	Jonesa23@cf.ac.uk
Deborah Slade (Treasurer)	DS	Oxford Brookes University	daslade@brookes.ac.uk
Vicky Macarthur (Co-opted member)	VM	Oxford Brookes University	vmacarthur@brookes.ac.uk
Katrina Maclaime	KMc	Formerly London South Bank University	katmaclaime@gmail.com
Helen Rushforth	HR	Southampton University	her@soton.ac.uk
Colette Henderson	CH	University of Dundee	c.m.j.henderson@dundee.ac.uk
Louise Beesley	LB	Birmingham University	L.D.Beesley@bham.ac.uk
Diane Reid	DR	Manchester University NHS Trust	Diane.reid4@nhs.net
Pippa Clark (Advisor)	PC	Midwife/Neonates Advisor	Pippa.Clark@fhft.nhs.uk
Chris Inman	CI	Birmingham City University	Chris.Inman@bcu.ac.uk

Apologies:

Jonathan Thomas	JT	Swansea University	jonathan.w.thomas@swansea.ac.uk
Kathy Haigh (Chair)	KH	University of Cumbria	Kathryn.haigh@cumbria.ac.uk
Helen Wenger	HW	University of Plymouth	helen.wenger@plymouth.ac.uk
Donna McConnell	DMc	Ulster University	d.mcconnell@ulster.ac.uk
Clair Graham	CG	NHS Scotland Academy	clair.graham@nhs.scot
Hilary Walsgrove (Co-opted member)	HWa	Health Education England projects oversight	Hw4acpdevelopment@bbtinternet.com

Advisor (not in attendance):

Kerry Mills	KM	Radiographer Advisor	Kerry.Mills@uwe.ac.uk
Rob Harvey	RH	Pharmacist Advisor	rharvey@bournemouth.ac.uk

3. Approval of minutes from previous meetings:

Minutes from the meeting on 14th January 2022 needed finalising so will be presented at the next meeting for final approval.

4. Matters arising from the minutes/ actions points:

- One correction was noted – Pippa Clark was in attendance at the meeting on 14th January 2022.
- Individuals contacting AAPE re: membership – this would be a category beyond co-opted members. Associate AAPE membership was available as Article 6 in membership section of previous constitution **ACTION:** KMc & KH to meet re: updating constitution prior to AGM in June 2022.

5. Chair:

AJ provided an update from KH:

- KH is still to meet with Bongi Sibanda (ACP Lead, Epsom & St Helier NHS Trust) regarding establishing International Affiliation of AAPE UK for University of Kenya. The fees would be waived **ACTION:** KH
- KH had met with Kerry Mills who was leading on developing an area-specific pathway for cancer.
- Julia Taylor is now working for HEE leading on the Primary Care ACP capability framework.

6. Committee membership, roles and responsibilities:

It was noted that due to work circumstances both Helen Orton (HO) and Rosie McCarthy (RMc) had resigned from the committee with immediate effect. HW has agreed to take on the Secretarial role from May. KMc took minutes for this meeting.

AJ confirmed how high the workload was, which required all committee members to be fully active in supporting the work of AAPE UK.

The next elections at the AGM will have 9 places in total with up re-elections (CI, DS, CH, HR) and vacancies to fill (HO, RMc, KMc and 1 unfilled). Both KH as Chair and AJ as Deputy are also up for re-election. To avoid destabilising the committee

it was proposed that their tenure is extended for a year. The tenure time will be reviewed on the Constitution and presented to the AGM for ratification **ACTION KH & KMc**

Election via email voting worked well in 2021 so this approach will be used again. AJ confirmed the importance of recruiting people who will take on an active role within the committee. It was decided to email membership soon with expression of interest and the self-nomination form including roles that were needed so people could include what they can offer **ACTION:** DMc & AJ

The committee noted volume of administrative duties associated with planning and delivering the conference, updating the website, collecting membership fees, writing minutes, running the EPAO network etc etc. The need for buying in support was discussed **ACTION:** All to consider how this might be organised.

7. Four Countries update:

SCOTLAND

CH advised that representatives from the 3 academies (East, West and North) had met in November 2021. There was a lot of support for an overarching Academy in addition the 3 regions. SAPEN (Scottish Advanced Practice Educators Network) was having regular meetings which had a multi-professional membership including the 10 HEI's, NHS 24, Ambulance Service, NES and NHS Board representatives. Key areas of activity were providing an assessment of capacity module and education in Learning Disability and Autism. There were reviews of the ACP programmes and what to add and take out. For example, should knowledge and skills in history taking and physical examination be a pre-requisite for entering an ACP course. Also, should ACP education move to a professional doctorate if healthcare professionals qualify with an MSc. The Newsletter had been shared widely and well received. They planned to make a bid for the ICN NP/APN conference for 2024 to be held in Aberdeen. It was agreed that AAPE UK would provide a supporting letter.

WALES

AJ & JT have had a positive meeting with HEIW (Health Education and Innovation Wales) regarding the Multi-professional Clinical Development Framework to ensure that this includes the 4 pillars of Advanced Practice. This is still being consulted on. JT met with the Welsh Advanced Clinical Practice Multi-Professional Advisory Group and confirmed that their objectives align to those of WAPEN (Welsh Advanced Practice Educators Network). WAPEN has been in existence for 1 year now. They have planned a meeting with SAPEN in May to discuss Portfolios. They would like to see the Academy model adopted in Wales so have been proposing that to HEIW.

NORTHERN IRELAND – no report

ENGLAND

See HEE Project update. It was noted that HWa was no longer working with HEE on the Supported Portfolio route.

8. Membership:

- a. Existing – reached highest number of 71 HEI's.
- b. New -
- c. Widening: Further requests received from Practice educators and other organisations involved in education **ACTION:** to discuss in more detail at future meeting.
- d. Communication – JT has been sending emails to the full membership for EE requests etc

9. Finance Report:

DS as Treasurer provided the current financial situation in the table that follows.

She advised that requests for annual membership fees (£150) had been sent to 71 HEI's. 10 had paid so far. Reminders would go out soon. There were lots of queries including expecting AAPE UK to have an office address. A meeting had been planned with Hallam Medical to discuss sponsorship **ACTION:** KH, AJ & DS to confirm amount for 2022/2023.

11/03/2022			
HEE	IN (original amounts)	OUT (running totals)	Remaining balance:
Project Money	£40,000	£29068.54	£9796.46
Project 1	£20,000	£16,726.50	£3273.50
Project 2	£20,000	£13,477.04	£6522.96
Non-HEE project	IN	OUT	Balance
AAPE Membership fees (2022/23)	1500		£5297.42
AAPE Acc. balance			£15093.88

10.Scholarships:

It was noted that no scholarship requests had been submitted. This was promoted on the website and AGM. 3 committee members are attending the ICN NP/APN conference in September 2022. This has previously been supported via the scholarship, so they were recommended to submit a request **ACTION:** CH, AJ & JT

11.Conference 2022

AJ had led a small group to plan the next conference for Friday 24th June 2022. This would be online again by the same providers as they were very efficient. They were going to offer a discount as they had gained new contacts including HEE through the success of our event. The Save the Date had gone out to members. The draft programme was reviewed with positive comments. Speakers were being confirmed. Certificates had been prepared. Hallam Medical as the sponsors were being given a more prominent place in the day and were to be asked for prizes for the posters. It was agreed that the conference would be free for all. This would promote AAPE UK's visibility but also avoid the need to monitor and administer attendance fee payment.

12.HEE ACP Project work 1 & 2

A number of activities were continuing under this remit. Activities incurring expenditure are captured separately in the financial reporting. It was noted that HEE is now part of NHS England. In addition to points covered in Chairs Report, the following were noted:

- HEE Centre Education Assurance Group: KM is representing AAPE UK on this group until June. The last meeting had focussed on review and ratification of programme accreditation.
- HEE Centre Advancing Practice Development Group: HR had contacted HEE ACP team to confirm her place representing AAPE UK. This has been confirmed but the planned meeting had been cancelled.

- It was noted that other committee members need to share the representation to develop their involvement. DR and LB have volunteered.
- HEE Credentialing Implementation Project: KM is representing AAPE UK, working with Sally Gosling who is leading this project running to June 2022. There have been many open forums to share views and HEI specific workshops using a consensus gaining approach. Criteria for endorsement to deliver a credential are being drafted prior to sharing for feedback. HEIs are likely to be a key provider but may also be provided autonomously by employers too. Various models for integrating credential delivery into an MSc ACP were being discussed with recognition that HEIs may take different approaches. How RPL would work was an issue for some HEI's. There will also be a market for providing a credential as a stand-alone entity for those who have already completed their MSc ACP. 10 credentials are currently in development, but none have been officially approved yet through the new HEE Credential Approval group.
- Credential & Area-specific workstreams:
 - Child – HR met with Royal College Paediatrics and Child Health (RCPCH) who are developing a broad ACP curriculum which they hope to launch soon.
 - Midwifery – PC now had a 1-day post with HEE SE ACP Faculty focussing on Midwifery and Women's Health. She was working with the other 6 Faculty leads and HEE Midwifery lead. The What's App group has morphed into an email network which is providing a key forum for sharing experiences and perspectives. University East Anglia had produced a key report on ACP Midwifery and contributing to the development of a career framework including Enhanced, Advanced and Consultant levels of practice. This was not going to be a credential as it is uni-professional so does not meet the HEE criteria, however it is likely to result in area-specific MSc ACP pathways.

13.ACP Apprenticeship EPA and assessors

The EAPO network meetings continue led by VM. Promotion of this network has attracted HEIs to make contact and join AAPE UK. These have proved invaluable for sharing experiences. Most recently this included an HEI sharing their learning from their Ofsted review. The sessions were recorded but sometimes HEIs were sharing sensitive information so it was agreed that it was better to make notes on key aspects to publish on the website.

HW has created an EPA Assessor form and has been collating a list of EPA assessors, responding to requests and creating a buddy system. EPAO assessor guidance is being prepared. Guidance on the role of the EPA assessor in relation to invigilation had been sought.

VM reported that the Terms of Reference were focussing on best practice & aspects for improvement rather than explaining the EPA each time. They were still getting people joining who were new to the EPA, so VM suggested developing webinar resources published on the EPA area of the website to fill this need **ACTION:** VM/AJ to buy Zoom Licence

The group has been so successful that members are asking for a similar group to support those preparing to submit for HEE Centre Accreditation and also for those providing the Supported Portfolio route. The challenge would be finding the time to establish this.

14. Advanced Practice Week

Noted next years will be 13th to 19th November 2022. HEE are holding their conference during the week. It may be sensible to spread events out beyond the week.

15. Website

- Private members area – this is being used including accessing ACP Apprenticeship resources which have been reorganised for more effective presentation
- Discussion Board – this was proposed as a way of enhancing and engaging the membership. Have been quoted £250 to set this up **ACTION:** AJ & JT to progress this

16. Social Media

Social media – have been using Twitter but could be more frequent. The Save the Date for the Conference has been shared widely **ACTION:** All to consider comms around calendar

17. International Networking and International Affiliate Membership

AJ, CH and JT are to attend the ICN NP/APN conference in Dublin in August 2022. They have submitted an abstract to present an update on the UK status in relation to Advanced Practice.

CH reported that the ICN were conducting a review of the global workforce, including evidence of the 4 pillars within advanced nurses' scope of practice.

The Australian equivalent to AAPE has made contact and confirmed they want to gain International Affiliate Membership. It was confirmed they will pay the usual rate of £150. They plan to hold their first Advanced Practice week in December 2022.

18. Action Plan:

Planning for Action Plan 2021-2022 – **ACTION:** – carried forward to next meeting for update in advanced of presenting this to the membership for the AGM

19. Any other business:

No points raised

20. Date of next meeting:

- Friday 13th May 2022 9-12 – to focus on conference and HEE Credentialing implementation project outcomes