

**The Association of Advanced Practice Educators (AAPE) UK
Minutes of the Committee Meeting held on Friday 24th March 2023**

Virtual platform: Microsoft Teams

9am – 11am

1. Welcome:

AJ welcomed those present to the meeting. The meeting had 13 committee members in attendance, therefore 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
Helen Francis-Wenger (Secretary)	HW	University of Plymouth	helen.wenger@plymouth.ac.uk
Jonathan Thomas (Membership Secretary)	JT	Swansea University	jonathan.w.thomas@swansea.ac.uk
Katrina Maclaime	KMc	Advisor	katmaclaime@gmail.com
Colette Henderson	CH	University of Dundee	c.m.j.henderson@dundee.ac.uk
Helen Rushforth	HR	Southampton University	her@soton.ac.uk
Diane Reid	DR	Manchester University NHS Trust	Diane.reid4@nhs.net
Clair Graham	CG	NHS Scotland Academy	clair.graham@nhs.scot
Melanie Clarkson	MC	Sheffield Hallam University	m.clarkson@shu.ac.uk
Sue Faulds	SF	University of York	sue.faulds@york.ac.uk
Pippa Clark	PC	Midwife/Neonates Advisor	Pippa.Clark@fhft.nhs.uk
Vicky Macarthur	VMc	Oxford Brookes University	vmacarthur@brookes.ac.uk

Apologies:

Kathy Haigh (Chair)	KH	University of Cumbria	Kathryn.haigh@cumbria.ac.uk
Donna McConnell	DMc	Ulster University	d.mcconnell@ulster.ac.uk
Angela Banks	AB	Sheffield Hallam university	A.C.Banks@shu.ac.uk
Louise Beesley	LB	Birmingham University	L.D.Beesley@bham.ac.uk
Hilary Walsgrove (Co-opted member)	HWa	Health Education England projects oversight	Hw4acpdevelopment@bbtinternet.com

Non-Attendance:

Ramandeep Sandhu	RS	Aston University, Birmingham	r.sandhu6@aston.ac.uk
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3. Approval of minutes and action log of previous meeting

Minutes from the meeting on 27th Jan 2023 reviewed and approved. Minor amendments made and shared on the AAPE UK website.

4. Action log

Action log reviewed for outstanding tasks across committee. Updated as necessary.

AJ wished to share and extend gratitude to Hallam Medical for their increased support of and partnership with AAPE UK and new Memorandum of Understanding between the two organisations.

From action log – for next meeting the ‘goals of AAPE UK’ will be made an agenda item.

5. Matters arising from the minutes (AOB)/actions points:

From Chair –

5.1 AJ raised the **QNI document** (<https://qni.org.uk/nursing-in-the-community/standards/consultation-on-qni-field-specific-standards/>) for comments from the committee. No comments made.

5.2 **HEE education workforce strategy** – shared prior to meeting.

Committee pleased that it mentions AAPE UK specifically. AJ - Clearly written from a strategic level however operational details are lacking. Does not specifically mention salaries. KMC – this is a good first step however, the detail is not clear. HE – This does not address the recruitment issues and aligns to the NHS in terms of pay and not HEI’s. VMC – very NHS specific but not totally clear as to how this can be used in HEI’s. It would appear to miss the opportunity for recognition of clinical currency in our education workforce. Also appears to be very pre-reg focused. KMc – working in partnership may be driven by the merger between HEE and NHS England. CH – on challenging clinical currency, the document needs to be clearer about what this looks like. How can it be organised from the beginning of the academic career, and needs to be factored in wholly from the start to allow for clinical practice to continue to take place. AJ – could this be the place for the role of the clinical academic – could there be a need for a professional doctorate role framework. VMC – the term consultant is used – this is not clear if this relates to medical consultants of consultant level practitioners.

5.3 Hallam Medical Memorandum of Agreement (MOU) to support AAPE UK by fully funding the annual conference and AAPE UK of £12k per annum – Agreed by committee in principle. KMc – need to establish an exit clause/provision should the MOU be terminated in the future. AJ to check.

6. Chair’s report:

AJ presented update:

i) **CoDH/HEE update** –

CODH/HEE – Details not discussed at this meeting. Awaiting further meetings for position statement on events.

ii) **NMC** - Nuffield Trust review update.

Next steps – report being taken to NMC council on Weds 29th March 2023. Plan is to publish and disseminate findings in May 2023 with next steps being released in Sept 2023.

Sam Foster has been appointed as Chair of this review process by NMC.

iii) Educational Assurance Group (EAG) - HEE accreditation (HR)

Over 100 programmes have now been accredited to HEE standards – a great achievement. However, still as many to go through the process. 19th April 2023 there will be a webinar held for sharing good practice and support for those going through the process.

Re-accreditation – Still working with HEE to determine what this will look like. The approach is pragmatic to make the process as streamlined as possible but awaiting details.

VMc – raised that if programmes are going through review processes, they will have to go for internal quality reviews, apprenticeship regulations (England only) and the HEE accreditation/re-accreditation, plus if the NMC regulate advanced practice, this will increase the scrutiny and could become exhaustive.

KMc – stated that centre for advancing practice will apply a ‘right touch’ rather than a ‘light touch’ to ensure that the process aligns to then number and number of changes (if any) made to a programme. A pilot of this process will take place.

HR suggested the need for joined up processes between accreditation and credentials to align them all into one process.

Next EAG meeting 29th March 2023

iv) EAG - Credentials (KMc)

First webinar surrounding credentials occurred 3.3.23. Hosted by AAPE UK. During April and May more documents to be distributed about the role out of credentials including support tools and business cases. Scenarios are being drawn up of how HEI’s and other providers can implement.

Future webinars dates:

Friday 21st April 2023 11.00-1300 (link sent out separately)

Friday 5th May 2023 11.00-13.00 (link sent out separately)

These dates have been requested to be added to the AAPE UK Website under general announcements and under each country.

The next big credential up for validation is the Child credential. It is large but contains 6 sub-sets which makes it complex.

As an additional note, it should be made known that an HEI cannot apply for a credential unless it already has an accredited programme or at least applying for it at the same time.

v) EAG - supported e-portfolio

Progress continues. Some of cohort 1 are completing. Currently, there are more numbers that started the process than have achieved completion however, the first 12 months is still far from over.

There is an uneven uptake across the country with some areas having no applicants or no HEI providing educational supervision, therefore quite a lot of disparity across the country.

Currently rolling out under cohort 2 and all initial meetings and LNA reviews are due by 31st March 2023. Cohort 3 is due to be all underway by end of June 2023.

A re-tender process will occur for cohort 4 but this will occur after the merger of HEE and NHS England. Expressions of Interest will be opened this month for applicants for cohort 4.

7. Committee membership, roles and responsibilities:

AJ – as a reminder of the new working relationship and MOU between AAPE UK and Hallam Medical, all have been asked to re-tweet messages from Hallam medical.

Committee roles clarified:

Kathy Haigh	KH	Chair, Social media
Anna Jones	AJ	Deputy chair, conference sub-committee chair, WAPEN
Deborah Slade	DS	Treasurer
Helen Francis-Wenger	HW	Secretary, conference sub-committee
Jonathan Thomas	JT	Membership secretary, WAPEN
Colette Henderson	CH	Conference sub-committee, SAPEN
Helen Rushforth	HR	HEE EAG, NMC rep
Diane Reid	DR	Social Media, Election Officer, Conference sub-committee
Clair Graham	CG	Deputy Election officer, conference sub-committee
Melanie Clarkson	MC	CoD work, International network, EPAO (<i>see point 15 for international discussion</i>)
Sue Faulds	SF	Social Media, Twitter lead with DR
Donna McConnell	DMc	Current election officer – stepping down June '23
Pippa Clark	PC	Midwifery lead
Vicky Macarthur (Co-opted member)	VMc	EPAO network lead. To become full committee member
Angela Banks	AB	??
Katrina Maclaine	KMc	External consultancy (HEE)
Ramandeep Sandhu	RS	??
Louise Beesley	LB	NMC link, HEE accreditation
Hilary Walsgrove (Co-opted member)	HWa	EPAO

8. Four Countries update:

a) SCOTLAND – (CH & CG)

Current level of activity is high. SAPEN – focus is on consistency and recognition of what needs to be included in programmes nationally. The need for a national lead has been identified to drive this consistent approach but hampered by funding to ensure contact is maintained with SCNO and pharmacy lead, child, national CPD, LD etc with an aim to collaborate to develop resources.

The biannual newsletter continues and due for next release in April 23.

The Advanced Practice toolkit is currently being refreshed.

Mental health AP support network is in progress. Advanced Practice MH Book is being written for publication all with an aim to achieve consistency.

ICN NP/APN '24 conference planning is well underway. Awaiting contract signing and provisional plans to be approved by the ICN including and ensuring a range of international speakers.

b) WALES – (JT & AJ)

Advanced Practice framework is currently being refreshed/rewritten. A task and finish group have produced a draft document that has been shared with WAPEN and a critique of that document has been returned. Plan in place for it to be shared for consultation.

WAPEN and Welsh Advisory Group for Advanced Clinical Practice (WAGACP) (clinicians in practice) and plans for a collaborative event with SAPEN entitled: 'Developing yourself as an Advanced Practice Educator and Researcher'. Open to all to attend on 25th April 2023.

HEIW work continuing but also lacking central funding.

c) NORTHERN IRELAND – (DMc – AJ reported in DMc absence)

Currently in the stage of finalising the refresh of the AP framework but also lacking funding centrally. Similar concerns that there is no ongoing plans for continuous reviews of the AP framework.

d) ENGLAND - See Chairs report

e) MATERNITY – (PC)

Recent release of ACP midwifery in England. Currently with HEI's to ascertain interest of provision nationally.

Credentials – currently being discussed and under review whether they should be focused or more generic.

There is also work being undertaken to ascertain perspectives of newly qualified midwives to see and highlight gaps in training.

Awaiting release of new framework.

9. Membership:

Membership continues to increase. Approx 90 HEI's are now members and this is likely to increase with no membership fee.

New HEI membership from Northern Ireland – Queen's University, Belfast.

10. Finance Report: DS as Treasurer provided the current financial situation in the table below.

MOU between Hallam Medical and AAPEUK has now been agreed.

Accounts to the end of the financial year are as follows:

24/3/2023			
HEE Funds	IN (original amounts)	OUT (running totals)	Balance:
Project Money			
Credentialing Implementation Funds (Project 1)	£20,000	£18,535	£1465
General Support for HEE Centre for Advancing Practice (Project 2)	£20,000	£20,000	£0
	£40,000	£38,535	£1465
AAPE Funds	Total IN	Total OUT	Balance:
Current AAPE balance:	£15,500,41	£10,475.76	£9,252.52
AAPE Bank Account Accumulated Balance			£11,650.33

HEE have agreed that AAPE UK will not continue to fund the work undertaken by KMc and the credential implementation project fund. KMc will be funded directly by HEE.

Under new Hallam and AAPE UK MOU, need to establish whether the website fees for Combine Studios will be paid direct from Hallam. AJ to discuss with Charlotte Currie and Alex Munroe.

11. Conference & AGM - planning for 23rd June 2023

Provisional conference plan shared with committee.

Key speakers – Dr Bev Harden, Dr Deborah Harding, Lilian Maas (Rotterdam University) and much more to come.

Committee asked to tweet and re-tweet all info about the conference as DR and SF ramp up the social media.

Event Bright link - <http://aape.eventbrite.com>

Charlotte Currie from Hallam Medical are invited to all conference planning meetings

Ideas for 2024 – May be merged and combined with ICN NP/APN conference in Sept 2024, however, AGM will still need to take place and be virtual to allow a full membership attendance.

12. ACP Apprenticeship EPOA Update (VMc)

EPAO network going from strength to strength. Latest meeting last Friday 17th March 23.

The main activity of the group is now focusing on renewing the question bank as this is due for update every 3 years.

Vicky Lack is organising a sub-group for Independent Assessors and providing peer support. This is carefully aligned to the EPAO to avoid duplication or confusion of the work. Watch out for future dates if you would like to be involved.

13. Advanced Practice Week

National NP week (US) 12th-18th Nov 2023.

HEE conference dates set for the week before (8th and 9th November 23) – KMc confirmed 27.3.23

All to share events on social media. The AP week will become the focus after the AAPE UK June conference.

14. Website & Social Media –

Website continues to be maintained by Combine Studios. Country pages now populated and up and running.

Social Media team (DR, KH and SF)

DR – 3295 members on Twitter. Aim to reach 4000.

15. International Networking and International Affiliate Membership

MC currently drawing up a key directory of contacts and roles.

Discussion surrounding what the aims of this arm of work will be. What will the plan be?

MC has emailed out for a task and finish group from AAPE UK to begin work on what the aims will be.

Ideas include – inviting key international APP persons to attend our meetings to shared experiences and best practice and having a focus on multi-disciplinary working. VMc – suggested contacting organisations in place already (US, ICN NP/APN, European Group (Wendy Preston) to ascertain interest in working together.

16. Date of next meeting:

Forthcoming years committee meeting dates have been set:

MS Teams invites have been sent out.

- 12th May 2023 0900-1300
- 16th June 2023 (Pre-conference) 0900-1100
- 23rd June CONFERENCE – all day
- 14th July 2023 – 1000-1200 (amended from 12.5.23 meeting)