

The Association of Advanced Practice Educators (AAPE) UK
Minutes of the Committee Meeting held on Friday 25th Nov 2022
Virtual platform: Microsoft Teams
9am – 12MD

1. Welcome:

KH welcomed those present to the meeting. The meeting had 15 committee members in attendance, therefore the meeting was quorate.

2. Present:

| | | | |
|---------------------------------------|------------|---|--|
| Kathy Haigh (Chair) | KH | University of Cumbria | Kathryn.haigh@cumbria.ac.uk |
| 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 | JT | Swansea University | jonathan.w.thomas@swansea.ac.uk |
| Louise Beesley | LB | Birmingham University | L.D.Beesley@bham.ac.uk |
| Colette Henderson | CH | University of Dundee | c.m.j.henderson@dundee.ac.uk |
| Helen Rushforth | HR | Southampton University | her@soton.ac.uk |
| Angela Banks | AB | Sheffield Hallam university | A.C.Banks@shu.ac.uk |
| Diane Reid | DR | Manchester University NHS Trust | Diane.reid4@nhs.net |
| Pippa Clark | PC | Midwife/Neonates Advisor | Pippa.Clark@fhft.nhs.uk |
| Ramandeep Sandhu | RS | Aston University, Birmingham | r.sandhu6@aston.ac.uk |
| Vicky Macarthur (Co-opted member) | VMc | Oxford Brookes University | vmacarthur@brookes.ac.uk |
| Hilary Walsgrove (Co-opted member) | HWa | Health Education England projects oversight | Hw4acpdevelopment@bbtinternet.com |
| Katrina Maclaime | KMc | Advisor | katmaclaime@gmail.com |

Apologies:

| | | | |
|------------------|------------|------------------------------------|--|
| Donna McConnell | DMc | Ulster University | d.mcconnell@ulster.ac.uk |
| Clair Graham | CG | University of the West of Scotland | 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 |

3. Deborah Harding – Subject matter expert for HEE re Supervision:

Invited to speak to the group about the work ongoing surrounding supervision within HEE. Emphasis on workforce and not just individuals and requires both academic and workplace input.

Significant impact as implications now considering some 'taken for granted' issues. Based in the HEE Guidance for Supervision document released 2022.

Two main points regarding terminology. Specifically made different to differentiate between the medical workforce. 1) Coordinating Education supervisor and 2) Associate supervisors. Both have different roles but equally important.

Minimum standards are a min of 1 hour per week and 1 in 4 meetings should be with coordinating education supervisor. This can be increased if there is a need to provide more support. Supervision is not just a 1:1 meeting but behaviours that elevates an experience into a useful experience.

Coordinating Educational Supervisors (CES) must be experienced, have some formal supervisor development i.e PG Cert and adhere to the supervisor readiness checklist. If CES is an ACP, they must have a minimum of 3 years experience, if not, they need justification as to why they can perform this role.

Associate supervisors must be able to demonstrate expert knowledge and capabilities in that area of practice.

Currently looking to update the supervisor document and guidance to include an updated contract, supervisor development, cases of barriers.

Next phase is to look at supervisor development with clear learning outcomes, levels and relationships with assessment and to facilitate mapping of existing supervisors etc.

AAPEUK to be involved here to facilitate confidence to employers when choosing supervisor development options – HEI's empowered to provide this.

Plan is for consultation with stakeholders – Jan/Feb 2023, Publish April/May 2023 and possible curriculum mapping – a commissioned project work.

A good resource is from the South West faculty of AP and London podcasts on supervision. Signpost supervisors to these.

HEE will not be able to be the training resource for supervisors and this will need to be from HEI's.

All encouraged to take part in the scoping exercise and DH to send out details in the near future.

4. Approval of minutes of previous meeting

Minutes from the meeting on 30th Sept (as taken by KMc) reviewed and approved. Minor amendments made and minutes approved.

New action log created for ease and tracking of tasks allocated to committee. **HFV - complete**

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

5a) SAPEN/WAPEN & AAPE agreement.

Draft MoU made reference to exchange of monies. WAPEN and SAPEN have no accounts and the MoU was aimed at ensuring affiliation and collaborative working between the three organisations. All agreed in the meeting that this is essential to ensure collaboration for Advanced Practice as a whole in the UK. AJ to update MoU to reflect this level of agreement and future working.

5b) SLT ACP project -

HWa – No update from HEE as the monies have been repurposed from the original project. Proposed to close the project but HEE still need assurance and reports of how monies have been utilised. KH will take responsibility for the monies and detail in reports to HEE. New projects are in the pipeline (podiatry) for the monies to be re-purposed.

KMc has been asked by HEE to undertake streams of work due to no conflict of interest as not employed by an HEI

AAPEUK need to remain independent of HEE and remain impartial, critical and provide consultancy to them.

KH to ask Hallam for additional sponsorship so as to remain impartial in this area as opposed to receiving monies for HEE commissioned work. However, concerns voiced that we need to maintain a balance so that we as an organisation do not undertake lots of work for nothing. Considered consultancy fees for specific streams of work and projects so that monies are ringfenced with set parameters for scope of work.

KMc has updated the AAPE privacy document and sent to Craig to be uploaded to the website.

6. Chair's report:

KH presented update:

- i) **CoD/HEE update** - KH and MC will be attending CoD / HEE webinars on the 11th and 30th Jan 2023. CoD work will require payment from HEE to facilitate work on Advanced Practice agenda. Felix Do Nascimento will update on outcomes. NMC/CoD Annual meeting – 5th Dec 2023. Details shared by KH 25.11.22. There is an NMC / CoD event on 5th Jan.
- ii) **NMC** – KH met with Anne Trotter (NMC) on 14.11.22 There was a good overview of the NMC's attempts and challenges when addressing Advanced practice regulation. A 'level' of practice has never been regulated before therefore will be challenging to manage. All have been invited to NMC focus groups. 'Britain Thinks' (research institute) and the 'Nuffield Trust' facilitating this stage. The Nuffield Trust will aim to obtain a view of the full landscape across all four countries and are welcoming all feedback. They have offered to do 1:1's, as well across the four countries and then will invite organisations to partake. Currently being led by Anne Trotter until Geraldine Walters as a successor. KMc had 1:1 with Nuffield and raised initial concerns about regulation and risk.

Early stages and initial first report is due by March '23 to be presented to the NMC council. Work stream due to end in 2025 if they deem regulation is required.

NMC steering group due to meet in April/May 2023 and will invite AAPEUK at this stage.

- iii) **HEE accreditation** – Natalie Ruscoe from HEE leading work. Will aim to organise some webinars for HEE and AAPEUK to meet to look at accreditation process, commendations and common pitfalls/common conditions to the process. HEE looking at starting a 'buddy' system as 60% of AP programmes are still to be evaluated and accredited.

Will give kudos to organisations that are doing well and can be the support 'arm' to other HEI's going through the process.

Current scoping exercise ongoing looking at the re-accreditation process – no decisions as yet, but aim to make the process as streamlined as possible.

- iv) **HEE – MPF update** – MPF is currently being reviewed as 5 years old now. English framework and Michael Guthrie is leading with Julian Barratt new lead for the Centre of Advancing Practice. Concerns raised that the capabilities cannot be refreshed as everything from programmes to ePortfolio are linked to them and this could be catastrophic. There will be a contextual change to the information but not capabilities.

Currently a mapping exercise to other countries structures – Wales AP framework refresh due out soon. KMc looking to undertake a GAP analysis to compare to other countries to see if there are gaps in the HEE MPF.

KMc – aim to future proof the document to align it but not to focus on specific certain words.

Meeting on 9th Dec with HEE re MPF and suspect that there will not be massive gaps to need to be completely re-written. Aim to map to apprenticeship standards for England and to NI, Wales and Scotland with an aim of establishing ultimately, if it needs to be completely re-written at all.

- v) **Credentials (KMc)** – Jan Zeitara from HEE. Phase 1 is currently focussing on courses with funding to be streamlined across all regions. Not yet ready due to work on the MPF. Challenges have been raised re. funding.

Essentially, there are routes to a credential – 1 – the course is embedded into an MSc programme of AP. 2 – The course is to be completed after completion of an MSc.

Currently this is the progress for credentials as set out in NHS Long Term Plan:

ENDORSED: Acute Medicine, Older People, Mental Health

ENDORSED BUT BEING FINALISED:

Neurorehabilitation

Community Rehab-healthy ageing

Community Rehab-physical activity for long term conditions

Public Health

End of Life Care

Learning Disability

Surgery

Pelvic health

GOING THROUGH REVIEW:

MSK

Autism

Child health

IN DEVELOPMENT:

Non-surgical oncology

Respiratory care

COMMISSIONED TO START:

Cardiology

Stroke

vi) **EAG** – The HEE EAG are due to meet on 7th Dec 2022.

Helen Rushforth due to take over from KMc. Their focus as a group is to assess credentials, accreditation/re-accreditation, support ePortfolio work and work around FCP's. Notes to be circulated.

7. Committee membership, roles and responsibilities:

Kerry Mills and Rob Harvey (committee advisors for radiology and pharmacy) to be removed.

Discussion around keeping the group multi-disciplinary and open to AECC chiropractors. DR has a link if required.

8. Four Countries update:

a) **SCOTLAND** – Taken from CH in the MS Team chat -SAPEN continues to work with colleagues across Scotland both in education and practice to develop areas of consideration: Advanced Practice toolkit, national newsletter, MH Advanced practice network has been established and is inclusive of pharmacy and nursing colleagues, will need to link with HEE networks as working up book proposals as well. We are looking to develop national CPD, so all can access and can share workload of delivering CPD. We had Rotterdam students visiting the University last week and will send details of this on to Anna. Really keen to look at some reciprocal arrangement. Also spoke with other international colleagues about leadership webinar in March 2-24, looking to have leaders from 3 countries, Ireland, Scotland/UK and US – so far discussed April Kapu (AANP President) and Michelle Acorn (ICN Chief Nurse). This conversation stemmed from discussion about developing doctoral programme and discussion is ongoing about this. ICN NPAPN conference 2024, handover from Ireland next week and will start in earnest January 23. Conference venue is great with hotels right next to it and 10 min walk away, venue 10 mins from airport as well. Considering all social events and funding/sponsorship so we can reduce cost for attending. I can feedback further about this on ongoing basis and also might be looking for support with this..... if anyone has capacity.

b) **WALES** – JT. Currently quiet for updates. WAPEN held meeting last week. HEIW has started to review their Advanced Practice framework, north and south HEI's represented. WAPEN meeting to follow-up but task and finish group has only just been assembled last week. Other work on Enhanced, Advanced and consultant level practice ongoing to engage stakeholders as position is not clear. Will feed into KMc and mapping exercise into the MPF.

c) **NORTHERN IRELAND** – No report available

d) **ENGLAND** - See KH Chairs report

- e) **MATERNITY – PC.** North East and York Faculty developing new Midwifery ACP framework. HEE are looking for Expressions of Interest from HEI’s to evolve an ACP midwifery programme OR generic ACP + credential.
- f) **INTERNATIONAL** Update from ICN conference attached to circulated email.

9. Membership:

- a) Privacy Policy updated to v2 by KMc. Sent to Craig at Combine Studios to be uploaded to website.

Practice Educators. If we remove the need for fees to be paid by securing additional sponsorship from Hallam, we can create networks and communities of practice within our membership.

Fees – AJ and KH to meet with Hallam to negotiate additional sponsorship

| 25/11/2022 | | | |
|---|---------------------------------|--------------------------------|---------------------------|
| HEE | IN (original amounts) | OUT (running totals) | Remaining balance: |
| Project Money | | | |
| Credentialing Implementation Funds (Project 1) | £20,000 | £17,467.50 | £2532.50 |
| General Support for HEE Centre for Advancing Practice (Project 2) | £20,000 | £18,785.04 | £1214.96 |
| | £40,000 | £36,252.54 | £3747.46 |
| Non-HEE AAPE Funds | Total IN | Total OUT | Balance |
| Balance c/f: | c/f 4227.87 | | |
| AAPE Membership fees (2022/23) | £10350 | | |
| Hallam sponsorship | £5000 | | |
| Sponsorship fees / AOTV - conference / Committee related costs | | 9,867.92 | |
| Current AAPE balance: | | | £9709.95 |
| AAPE Bank Account Accumulated Balance | | | £13,457.41 |

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

11. Scholarships - Not discussed

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

Conference Planning group first meeting scheduled for 1st Dec 2022

13. HEE Project work – see chairs report

14. ACP Apprenticeship EPA and assessors

50 HEI’s involved in EPAO are members of AAPEUK – only 6 that are not.

Main focus of EPAO is now shifting towards support of Independent Assessors. HWA has been supporting new IA's and creating an informal 'buddy' system. Jill Windle is in a phased retirement now and this project needs a lead. Ideas to include webinars, recorded resources to create a more formal support structure but this will need funding.

Addendum written and shared with QAA and IoA to demonstrate quality assurance and rigour.

The overall apprenticeship standards are in need of review but this will have to be centrally organised and no time frame on this as yet.

15. Advanced Practice Week – not discussed

16. Website

Nothing new discussed

17. Social Media

Concept of developing an APP has not come to fruition due to cost. Plan to keep it simple and use the website to house all resources available for members.

18. International Networking and International Affiliate Membership

Confirmed Aberdeen has successfully gained approval to host the ICN NP/APN conference in 2024. CH is part of the Steering Group.

19. Action Plan:

Planning for Action Plan 2022-2023

KH/AJ and HW to meet to set rolling agenda and create action plan so aims and objectives can be met.

20. Date of next meeting:

Forthcoming years committee meeting dates have been set:

MS Teams invites have been sent out.

- 27th Jan 2023 0900-1300
- 24th March 2023 0900-1100
- 12th May 2023 0900-1300
- 16th June 2023 (Pre-conference) 0900-1100
- 23rd June CONFERENCE – all day
- 14th July 2023 – 0900-1200

Action log:

| Action | Date added | Person(s) Responsible | Timeframe for completion | Update and date | Date complete |
|---|------------|-----------------------|--------------------------|------------------|---------------|
| Consider Direct Debit for payment of fees for website use | 30.9.22 | DS/JT | | 25.11.22 Ongoing | |
| Script to be written to place Hallam medicals webpages detailing the link between the two organisations | 30.9.22 | KH | | 25.11.22 Ongoing | |
| Consideration to include Practice Educators and other organisations in membership | 30.9.22 | All | | 25.11.22 Ongoing | |
| Memorandum of Understanding (MoU) to be drawn between AAPE and WAPEN & SAPEN | 25.11.22 | AJ | Jan meeting 2023 | | |
| Approach Hallam Medical to request an increase in their annual sponsorship of AAPEUK | 25.11.22 | KH & AJ | Jan 2023 | | |
| Host for annual conference (June 2023) to be decided. Initially NI or York. | 25.11.22 | All | ASAP | | |
| Privacy document (v2) updated and sent to Craig to be uploaded to website. | 25.11.22 | KMc | Complete | | 25.11.22 |
| CoD/NMC annual meeting details to be shared re meeting on 5 th Dec 2022 | 25.11.22 | KH | Complete | | 25.11.22 |
| Nuffield Trust email to be forwarded to all committee detailing upcoming events and scope. | 25.11.22 | KH | Complete | | 25.11.22 |
| HEE credential document to be shared with committee | 25.11.22 | KMc | | | |
| Addendum to be added for EPAo and shared with QAA and IoA | 25.11.22 | VMc and Hwa | Complete | | 25.11.22 |
| ICN conference 2022 AAPEUK feedback to be shared on Website | 25.11.22 | AJ & HW | | | |