

The Association of Advanced Practice Educators (AAPE) UK
Minutes of the Committee Meeting held on Friday 27th Jan 2023
Virtual platform: Microsoft Teams
9am – 1pm

1. Welcome:

KH welcomed those present to the meeting. The meeting had 14 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
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
Donna McConnell	DMc	Ulster University	d.mcconnell@ulster.ac.uk
Pippa Clark	PC	Midwife/Neonates Advisor	Pippa.Clark@fhft.nhs.uk
Vicky Macarthur (Co-opted member)	VMc	Oxford Brookes University	vmacarthur@brookes.ac.uk

Apologies:

Angela Banks	AB	Sheffield Hallam university	A.C.Banks@shu.ac.uk
Katrina Maclaine	KMc	Advisor	katmaclaine@gmail.com
Ramandeep Sandhu	RS	Aston University, Birmingham	r.sandhu6@aston.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

3. Approval of minutes and action log of previous meeting

Minutes from the meeting on 25th Nov 2022 reviewed and approved. Minor amendments made and shared on the AAPEUK website.

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

4a) ICN / AAPEUK – ICN conference in Aberdeen 9th-12th Sept 2024. As UK based consideration to be given to other events that may clash for the same attendee group. Consideration of whether to NOT have an AAPEUK conference in 2024 but to hold the AGM in Aberdeen at the OCN conference. Group discussion – KH – the AGM needs representation from the wider membership and concerns raised about the cost implications to individuals.

Committee considered whether the AGM element is held on Teams and in person at the ICN conference? An alternative suggestion was presented by AJ/HR - whether we have a separate half day AAPEUK event with a 4-country update plus AGM maybe in May 2024 and ICN conference in Sept. Committee in agreement.

5. Chair's report:

KH presented update:

i) CoDH/HEE update –

CODH/HEE 1st meeting chaired by KH. Slido presentation and responses shared via email on the 30.1.23 by HK. Identifies key issues surrounding education of AP in HEI's. Two further meetings upcoming focusing on credentialing. Good level of collaboration and raising of pertinent issues.

ii) NMC –

Nuffield Trust meetings attended by many.

Synopsis report from HR shared via email from HFW. Advanced practice in-person workshop considering regulation for AP. Anne Trotter from NMC presented on the history of the role and future plans. Wide spectrum of views shared from strongly in favour of regulation to strongly against and some in the middle. Topics discussed include: Will regulation make a difference? Do all four pillars need regulating? Will this lead to circumnavigating of roles vs titles? Is it enforceable? What are the risks of non-regulation? Main inference is learning from previous experience – HEE and RCN – ANP recognition; GMC and PA regulation, past NMC experiences considerations.

HCPC and GPC are welcome around the table for discussion of title – regulation of ACP and base discipline title? Next steps to follow in ?April 2023. Sam Foster NMC Director of Professional practice will be leading the project.

CH – Attended Scottish Nuffield online meetings. Range of people around the table. Main comments are that the aim of regulation is primarily to protect patients. Synopsis email sent to all who attended Nuffield meetings and added to slides by HR and shared.

AJ & JT and KH – attended separate Welsh Nuffield meetings – limited people around the table for the main meeting.

Discussion around HEE involvement in this process and could there be potential for a four-country project for the NMC. Suggested that working with HEE, HEIW, NES and to use the processes already embedded by HEE. The overall comment was that the NMC would consider all previous work and use relevant and pertinent processes. Await final outcome and position statement from NMC.

iii) **EAG - HEE accreditation –**

The HEE EAG met on the 1st Feb 2023. Their focus as a group is to assess credentials, accreditation/re-accreditation, support e-portfolio work and work around FCP's. Next EAG meeting 29th March 2023

HEE and AAPEUK met with Natalie Ruscoe. HR will lead this work with LB. This has been an opportunity for all HEIs to review the accreditation process within HEE and share experiences, good, bad, indifferent and working together. Next webinar to share good practice 20th March 2023. Postponed to the 19th April due to strike action.

Email update from HR on 6.2.23 states that 101 programmes from 38 HEIs have now been accredited by HEE. Four programmes have completed their annual monitoring. The team with Natalie Ruscoe are actively working on proposals for re-accreditation and how this will work going forwards.

iv) **EAG - Credentials (KMc) update emailed 24.1.23 –**

The focus since the last AAPE meeting has been reviewing and making suggestions related to resources that Sally Gosling has been developing for HEIs. These are:

- Template to support HEI planning to support their thinking about potential delivery of Centre-endorsed credential specifications and an associated action plan
- Outline specification for guidance on making a business case for delivering advanced practice credentials. These were early drafts but will be very useful for HEI's and their business teams. We are planning to hold 2 webinars hosted by AAPE to discuss HEIs delivering Credentials – dates are being planned. There will also be a session held on Credential implementation within the HEE/CoD Webinar on Monday 30th January.

Finally, KMc has also been raising concerns with Sally Gosling, about a draft Commissioning Framework to be introduced for courses 24/25. The draft was very confusing and inconsistent in its use of terms and direction of travel. KMc has provided detailed comments on the draft for Jan Zeitera who is working through them.

Update from HR 6.2.23 -

Sally Gosling - paper regarding how the periodic review of credentials will be operationalised, proposing revisions to the previously agreed plan of a two year review from date of endorsement by the Centre. The proposal centred on the EAGs views on a three year cycle of review from the date of first implementation. The idea was welcomed in so far as it would allow a full curriculum cycle before review, and was recognised as being more proportionate. Clarification was sought regarding the nature of what might be the key triggers for a review and whether some of these might need to be addressed 'when identified' rather than waiting for a three yearly review. Potential concerns were noted around changes which could then destabilise the delivery of an HEI endorsed credential curriculum mid-cycle, and how these would be managed/supported. Also discussed was what part annual monitoring might play as a key way to know when to trigger a review – and whether annual monitoring could seek insights from linked Royal Colleges/other relevant stakeholders as well as HEIs. No final decisions were made at this point.

v) **EAG- supported e-portfolio**

- COHORT 1 - The first person from cohort 1 to complete the process has now been awarded their Digital Badge, together with two more participants from the IPR pilot process who had previously received an outcome 2, and were then linked into cohort 1. Four more participants are likely to be awarded in the near future.
- COHORT 2 – These participants have now been allocated HEIs and are entering the Learning Needs Analysis stage of the process. They had previously completed the new ‘employer confirmation’ stage (i.e. confirmation that the person is in a suitable role and has requisite employer support in place). This resulted in most proposed participants proceeding as planned, but around 12 participants not proceeding at this point.
- COHORT 3 – These participants now at ‘employer confirmation of support’ stage
- COHORT 4 – This is planned for autumn 2023.
- Prior to cohort 4 there needs to be a re-tendering process as current HEI contracts expire 31st March 2023. (I am not sure if that means new providers will be invited to tender; I guess it depends on anticipated demand and whether all current providers re-tender).
- Quality monitoring is also ongoing to monitor and ensure parity between providers.

6. Committee membership, roles and responsibilities:

Engagement in the committee is essential for elected officers and KH to email those who have not been able to attend regularly.

All committee asked to consider how we can establish and embed an international network of educators. Existing links established with JT, AJ and CH to Rotterdam, Texas, Switzerland and Western Australia. Aim would be to extend and support international colleagues to develop AP training.

Action added to action log and to be fed back to MC to collate information on the potential network
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
Sue Faulds	SF	Social Media, Twitter lead
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	HWa	EPAO

7. Four Countries update:

a) SCOTLAND – (CH & CG)

- Transforming roles document paper 8 published in Aug '21 with a focus on CNS roles. Refresh will be starting in March with an aim to embed the content of the policy.
- AP newsletter published bi-annually due in April 23
- CH to sit on editorial board of the International Journal of Advancing Practice (IJAP)
- SAPEN – working on professional portfolios and other projects, hampered slightly by current clinical pressures.
- ICN NP/ANP conference scheduled to be held in Aberdeen in Sept 2024 – currently looking for help and involvement in reviewing abstracts – due in Sept 23 – Jan 24
- CG – SCP programme – A gap has been acknowledged and are looking to commission a course as currently there is no provision.
- KH congratulated CH. CH and JT ICN network comms chair and invited to international research and published. Systematic review on gaps in literature in AP. Protocol published on PlusOne and now onto abstracting data.

b) WALES – (JT & AJ)

- JT – chair of WAPEN. Gaining momentum currently as working with the clinical group, WAGACP. HEIW and WAPEN collaboration to create CPD events to formalise relationships.
- WAPEN have a role in influencing the All Wales AP group (WAGACP / HEIW) thus building working relationships.
- Ongoing refresh of all four pillars – HEIW and HEI's (north and south) invited– aim to have it formalised and written up by June '23. Identified the short time frames have been set to affirm the details. North and South HEI and one ACCP to produce this piece of work. Concerns raised that the correct stakeholders and influencers are not involved. Plan to retain the need for MSc level education in AP.
- Aim also to recognise that experience is there already but HEIW not acknowledging the nuances of AP in clinical practice.
- AAPEUK / SAPEN / WAPEN memorandum of understanding agreed, finalised and uploaded to website in Scotland and Wales 'tiles'.

c) NORTHERN IRELAND – (DMc)

- Framework form 2016 for ANP's started in 2017 with 5 pathways including Adult, paed, MH etc.
- Each pathway has brought in their own added competencies and is now due for a review. AJ will be an external reviewer for this process.
- NI practice education group has an aim to change and possibly bring in new course in 2024 but only for nursing. Allied health professional have their own pathways but will now consider joining existing pathways and make it cross and multidisciplinary.
- 2022 Queens university started an ANP course.

d) ENGLAND - See KH Chairs report

e) **MATERNITY – (PC)**

- New Midwifery ACP framework released by HEE and shared. Focus on career progression work as consultant midwives already in existence but work on levels of practice ongoing i.e registrant – AP midwife – consultant.
- National team are leading with webinars in May and June
- Main issue raised – supervision. Who, what and how will this look like in practice and how will the preparation of supervisors be facilitated. Will need to ensure the support of RCOG.
- There is an implementation guide for Head of Midwifery services for practice and will facilitate the move from the keenness to the actual implementation.
- Maternal medicines network lead midwife – there will be AP midwives in these roles and networks.
- HEI's we sent expression of interest out from HEE – response rate unknown as yet. Framework appears to be quite generic and may map to a generalist ACP programme.
- Research proposal in interview stage for ACP midwives to ascertain what they did not have in place and in preparation for the AP role.
- NHSE push to draw maternity and neonatal services together rather than 2 separate entities.

8. Membership:

- a) Privacy Policy updated to v2 by KMc. Sent to Craig at Combine Studios to be uploaded to website.
- b) Existing – constitution updated
- c) New – See below under finance due to implications for new members
- d) Communication – all committee asked to increase visibility on Twitter

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

KH & AJ met with Hallam Medical and asked for more monies for sponsorship of the organisation. £12000 per annum was requested and Hallam agreed in principle. DS thanked for herculean effort to collect £150 from all HEI's but it was decided that this makes access to all the resources hard to manage especially in light of the value of the EPAO and stakeholders needing access to 'members' only area of the website.

Included in this request is the full cost of the conference. Hallam will pay AOTV direct for the cost of the conference. Hallam will also pay for the running of the website and Craig Richardson. Hallam will have more input into our conference to support marketing, and will start attending the conference planning meetings. Hallam will also have a visible testimonial on our website and vice versa explaining the work we all do.

The remaining monies (approx. £4000) to be used for conferences, costs, projects etc. AJ stated that we need to consider how many times individuals can apply for funding and costs to ensure parity and also to ensure that monies are being used appropriately and that AAPEUK see some value added from the release of the funds i.e. reports fed back etc. CH suggested that we update the policy / application form to provide limitations i.e. funds can only be applied for once every three years

This means that there will be FREE MEMEBERSHIP for all HEIs' expressing an interest. The members only area will remain and thought needs to be given as to how this is managed. JT to lead as a membership list will still be needed and contact details etc, but this can be done without cost to the member HEI's.

It was discussed that we use WAPEN/SAPEN and HEE regional faculties to promote AAPEUK and Hallam Medical.

KH will compile an email (distributed to membership via JT) to existing membership to update them re: decision not to charge fees once decision confirmed in writing from Hallam. There will need to be a caveat that this is not an indefinite decision and may change in the future.

This is to be presented to the AGM in June to ensure full membership agreement. One HEI has applied for membership this year already and will be notified of the change in financial setting.

27/1/2023			
HEE	IN (original amounts)	OUT (running totals)	Remaining balance:
Project Money			
Credentialing Implementation Funds (Project 1)	£20,000	£18,535.00	£1465.00
General Support for HEE Centre for Advancing Practice (Project 2)	£20,000	£19,392.54	£607.46
	£40,000	£36,252.54	£2072.46
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 (conf) / Committee costs & Google account		9,999.95	
Current AAPE balance:			£9577.87
AAPE Bank Account Accumulated Balance			£11,650.33

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

York agreed to host the virtual conference – SF to liaise within York. Conference planning group – led by AJ with CH, CG, DR and HFW.

Title decided – “Evolving role of educational governance in advancing practice”. Aiming to get national, regional and international perspectives on this theme. Agenda, speakers and timings being agreed and

finalised. Once confirmed will be shared with the committee. The planning group have a spreadsheet of jobs that will also be shared with the committee.

Save the date – DR to tweet, all to re-tweet and share far and wide. Save the date will be on website soon.

Posters for the conference will be narrated posters and will be shared and viewed via YouTube and then voted for on the day.

11. HEE projects 1&2 –

Covered under chairs report (5)

12. ACP Apprenticeship EPA and assessors (VMc)

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

Next meeting in March. Meetings are going well and HEI's have the opportunity to share experiences of setting up and running EPA's.

Work will need to start on updating the question bank as this needs to be updated every year to comply.

The EPAO network focus will shift to focus on supporting Independent Assessors (IA) and new IA's.

VMc has been invited to HEE regional Faculty meetings as EPAO lead representing AAPEUK.

13. Advanced Practice Week

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

All to share on social media

14. Website –

Discussed within above items

15. Social Media –

Discussed within above items

16. International Networking and International Affiliate Membership

Discussed within section 6

Affiliate members – in view of membership amendments, it was discussed and decided that lead ACP's from organisations can join AAPEUK.

17. Action Plan:

Rolling Action Log to be reviewed at each committee meeting. Distributed separately to meeting minutes for committee actions.

18. Date of next meeting:

Forthcoming years committee meeting dates have been set:

MS Teams invites have been sent out.

- 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