GUIDANCE FOR APPROVED EDUCATION INSTITUTIONS

To register nurses on the advanced nurse practitioner sub-part of the nurses' part of the register, programmes need to be approved by the NMC. If you want to have your programme approved, then you must advise the NMC QA team in writing. The following guidance will assist you in preparing for such an approval.

● if you already have a programme for advanced nurse practitioners validated by your university, go to section A below

● if you are developing a programme for advanced nurse practitioners to be validated by your university, go to section B below.

Please refer to the relevant section A or B to discover the action you need to take.

## A.	Currently validated programmes, with or without RCN accreditation

Item	Question	Answer	Action
1	Does your programme have RCN accreditation?	yes	go to question 2 below
		no	go to question 9 below
2	Was your programme accredited **before** 2002? (if your programme has never received RCN accreditation, go to question 9 below)	yes	you need to map the competencies and outcomes for your programme against those approved by the NMC. You must enter your answers to questions 3 to 5 below on form ANPAEI-1
		no	go to question 7

Note when you map your programme competencies against those approved by the NMC, you must do this for each validated version of the programme.
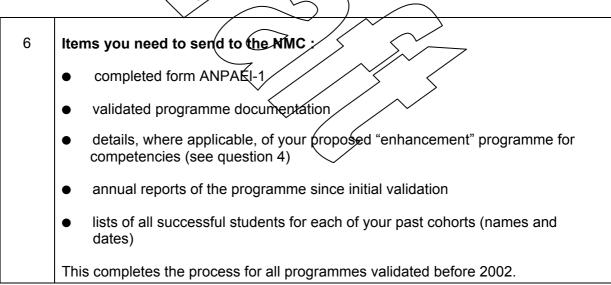
You must submit these mappings with form ANPAEI-1.

3	Is there a complete (one-to-one) mapping of your competencies?	yes	confirm this on form ANPAEI-1, and go to box 6 below
		no	identify on the form where there is not a one-to-one match, and go to question 4

Questions 4 and 5 below are to be answered only where there is not a complete one-to-one mapping of the programme and NMC-approved competencies.

Item	Question	Answer	Action
4	Do you intend to offer **past** students the facility to enhance their competencies to the standard of those currently approved by the NMC?	yes	confirm this on form ANPAEl-1. You will need to submit full details of how past students' enhanced competencies are to be assessed
		no	confirm this on the form, and briefly state why not
5	Have all the NMC-approved competencies been assessed by a matrix of assessments, including a portfolio, direct observation of clinical practice and objective structured clinical examination (OSCE)?	yes	confirm this on form ANPAEl-1
		no	confirm this on the form, give brief details of which NMC-approved competencies have not been so assessed, and give further information on how you intend to assess those competencies using the prescribed methods

The following action needs to be taken in all cases :

6	**Items you need to send to the NMC :** ● completed form ANPAEl-1 ● validated programme documentation ● details, where applicable, of your proposed "enhancement" programme for competencies (see question 4) ● annual reports of the programme since initial validation ● lists of all successful students for each of your past cohorts (names and dates) This completes the process for all programmes validated before 2002.

Item	Question	Answer	Action
7	Was your programme accredited by the RCN **after** 2002? (if your programme has never received RCN accreditation, go to question 9 below)	yes	You need to confirm on form ANPAEI-2 that : ● the competencies of your programme match those required by the NMC ● these competencies have been assessed by a matrix of assessments, including a portfolio, direct observation of clinical practice and OSCE
8	**Items you need to send to the NMC :** ● completed form ANPAEI-2 ● validated programme documentation ● details, where applicable, of your proposed "enhancement" programme for competencies (see question 4) ● annual reports of the programme since initial validation ● lists of all successful students for each of your past cohorts (names and dates) This completes the process for all programmes validated after 2002.		

9. The following questions apply only where the programme does not have any RCN accreditation

Your main task is to map the competencies and outcomes for your programme against the NMC-approved competencies. If you have different versions of the programme, then the mapping must be undertaken for each version of the programme you want to be approved.

Item	Question	Answer	Action
9	Is there a complete (one-to-one) mapping of your competencies?	yes	confirm this on form ANPAEI-3, and go to box 12 below identify on the form where there is not a one-to-one match, and go to question 10

Questions 10 and 11 below are to be answered only where there is not a complete one-to-one mapping of the programme and approved NMC competencies.

Item	Question	Answer	Action

10	Do you intend to offer **past** students the facility to enhance their competencies to the standard of those currently approved by the NMC?	yes	confirm this on form ANPAEI-3. You will need to submit full details of how past students' "enhanced" competencies are to be assessed
		no	confirm this on the form, and briefly state why not
11	Have all the NMC-approved competencies been assessed by a matrix of assessments, including a portfolio, direct observation of clinical practice and objective structured clinical examination (OSCE)?	yes	confirm this on form ANPAEI-3
		no	confirm this on the form, give brief details of which NMC-approved competencies have not been so assessed, and give further information on how you intend to assess those competencies using the prescribed methods
12	**Items you need to send to the NMC :** ● completed form ANPAEI-3 ● validated programme documentation ● details, where applicable, of your proposed "enhancement" programme for competencies (see question 10) ● annual reports of the programme since initial validation ● lists of all successful students for each of your past cohorts (names and dates) This completes the process for all programmes that do not have RCN accreditation.		

B. Programmes being developed for validation

If you are developing a programme for advanced nurse practitioners, you will need to ensure that you :

● have embedded the NMC-approved competencies in the programme

● have included in your documentation a mapping of your competencies and outcomes against the NMC-approved competencies

● use a matrix of assessments to test the competencies including a portfolio, practice-focused academic assignments, direct observation of clinical practice and OSCEs.

You will need to provide the documentation normally required by the NMC for an approval event.

SMH
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