**The Association of Advanced Practice Educators (AAPE UK)**

**Committee Meeting**

**Friday 23rd January 2015**

**Venue: City University, London**

**MG25**  **Meeting Room**

**11.30am -3.30pm**

**(Meeting closed at 13.30pm)**

**Minutes**

### Welcome / present

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| Ruth Pearce (Chair)  | University of Worcester |
| Chris Inman | Birmingham City University |
| Annabella Gloster  | University of Salford |
| Anna Jones (Secretary)  | Cardiff University  |
| Mark Edwards  | Swansea University  |
| Katrina Maclaine | London South Bank University |

1. Apologies

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| Evelyn McElhinney (to be replaced on Committee by Yvonne Robb until completion of PhD) | Glasgow Caledonian University |
| Daniel Apau  | City University, London |
| Hilary Walsgrove (Treasurer) | Bournemouth University |
| Kathy Haigh  | University of Cumbria |
| Anna Neary  | University of West of England |
| Anne Robinson  | Teeside University  |
| Julia Maz | University of Leeds |
| Donna McConnell  | Ulster University |

1. Approval of minutes of previous meeting – agreed and approved. Point 10 - Katrina stated that social enterprise is student and local community focused and therefore not appropriate to AAPE UK.
2. Matters arising – part of agenda.
3. Chair’s report - part of agenda
4. Action plan update – to be re-written by Ruth and Anna J following recent changes. Action plan to be discussed further at next committee meeting.
5. Annual seminar/AGM

Conference details and content finalised (see attached flyer). Last year’s minutes and draft agenda circulated with these minutes, along with nomination forms. Details will need to be disseminated to wider membership. All those standing for re-nomination will need to provide a brief biography to enable membership to vote. Please would you send to Mark Edwards at the following email address:

m.edwards@swansea.ac.uk

For re-election:

1. Daniel Apau
2. Annie Robertson
3. Anna Jones
4. Annabella Gloster
5. Kathy Haigh
6. Hilary Walsgrove
7. Chris Inman
8. Finance report

Current balance: £2,600 minus meeting costs.

Confirmation of Hallam Medical’s sponsorship of conference required. Ruth to check with Hallam Medical.

Please send scanned copies of expenses to Hilary to be reimbursed.

1. IT/ social media updates
* Webpages.

Daniel has continued to work on the website, from the links that Hallam Medical provided, and the initial visual of the website has been accepted by the AAPE UK committee.

Mark to contact Dave about transferring the content of the old website to the new website.

Ruth will add content to the website about current AAPE UK developments, which will be publicised at the conference, and the membership information will be updated, along with the Advanced Practice programmes/ courses available.

* Hallam Medical

The MOU was discussed and point 22 has been reworded to remove statement related to exclusive access to university students. Some universities will be able to promote Hallam Medical directly, however not all and so exclusivity of access is via access to AAPE UK. Once point 22 is amended, committee agreed that Ruth could sign the MOU.

Katrina will be the link person from AAPE UK for Hallam Medical

1. Cross-course dialogue/ Programme information

Chris provided update on conference presentation.

Cross-course dialogue on programme content including Swansea are moving to include the Non-Medical Prescribing module as a dissertation choice.

Resourcing issues across all programmes discussed, including the use of students as actors. Financial resources are an issue for all.

Discussion included an invitation to Ruth to attend a meeting with the Physician’s Association to discuss voluntary registers as part of HEW Midlands. Ruth will feedback to AAPE UK.

Emergency Care draft competencies are being developed in England led by Gary Swann. They do not include Intensivist and anaesthetic content, and are medical in type. They will be accredited against the College of Emergency Medicine. A step-wise approach to the achievement of the competencies is envisaged, with some being achieved as ENP, others at ANP level and others at Consultant Nurse level. Katrina suggested that course/ programme documents could be amended to include linkage to achieving the competencies.

1. Any other business
* AANPE UK name change – Ruth confirmed that the membership agree with a name change to AAPE UK.
* Katrina confirmed that membership includes the attendance of 4 additional staff of each member HEI
* The costs of Associate membership costs/ constitution – £25 for individual conference attendance, and £25 for associate membership fees were reiterated.
* AANPE Book –publishers considering final revisions.
* Katrina updated on Apollo Nursing website which includes workplans and evidence for impact resources.

<http://www.apollonursingresource.com/what-is-apollo/>

* RCN continue to work on AP and will attend the AAPE UK conference.
1. Date and time of next meeting:

Committee meeting **Friday 15th May 2015**

Venue: **City University, London MG25** **Meeting Room (TBC)**

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AGM: **6th March 2015**

Venue: **University of Bournemouth**