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

**Committee Meeting**

**Friday 15th May 2015**

**Venue: City University, London**

**MG23**  **Meeting Room**

**11.30am -3.30pm**

**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 |
| Daniel Apau | City University, London |
| Kathy Haigh | University of Cumbria |
| Anna Neary  Lucy Tomlins | University of West of England  University of Bolton |

1. Apologies

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| Evelyn McElhinney (to be replaced on Committee by Yvonne Robb until completion of PhD) | Glasgow Caledonian University |
| Mark Edwards | Swansea University |
| Hilary Walsgrove (Treasurer) | Bournemouth University |
| Anne Robinson | Teeside University |
| Julia Maz | University of Leeds |
| Donna McConnell  Linda East | Ulster University  Nottingham University |
| Katrina Maclaine | London South Bank University |

1. Approval of minutes of previous meeting

Minutes agreed. Discussion of committee membership, as Leeds University have refused payment of fees to AAPE UK, and therefore Ruth will discuss continued membership with Julia Maz. Anna J to finalise the AGM minutes.

1. Matters arising – incorporated into Chair’s report.
2. Chair’s report

* Thanks to all who supported the AGM and a successful conference.
* The AP book will be published in August 2015.
* Discussion around a position statement, which was a point raised by a delegate at conference. Key words linked to the discussion to develop a position statement include: Levels of practice, blurring of boundaries, interprofessional, right patient, right person, right time, make every contact count. Ruth will circulate a draft position statement to the committee for review.
* There was further discussion around developing a portfolio to support revalidation and also around physicians’ associates, with a pilot for training now commenced in Manchester who have been training physician’s associates for the past 10 years. Discussion also focused on current education of AP’s at the Heart of England Foundation Trust, and future funding within HE England.

1. Constitution review and Action Plan update

* Ruth has discussed the setting up of an on-line journal with Paula McGee, and Ruth will set up a meeting with Paula and Craig re: hosting of the on-line journal.
* Committee to produce position statement to be included in constitution and to take into account the mission statement. Ruth will re- draft and to disseminate to membership. Action plan to be updated.
* In relation to international activity and the ICN ANP conference specifically, the committee discussed supporting (part fund) 1 person to attend. AAPE UK to send out call for abstract and the committee will review applications.

1. Annual conference /AGM evaluation

* To deliver the evaluation at the next meeting, however there was discussion around the success of the conference.
* Discussion around next year’s conference, to include an interdisciplinary focus on advanced practice, with suggestions including:
  + Mark Seal to give the opening address as HCPC Chair. This would fit with the more interdisciplinary focus of AAPE UK. There was further discussion about including AHP’s as presenters at the conference.
  + Title decided upon: ‘The Impact of Inter-Professional Advanced Practitioners on Service Design and Health and Social Care’.
  + Outline of day: 10 minute presentation ‘slots’ and then panel discussion. A question time style discussion using questions from the conference delegate (emailed beforehand).
* Annabella has offered to host next year’s conference at Salford, and Anna J to contact Donna and Yvonne re: speakers from Scotland and Northern Ireland.

1. Finance report

Not available – to report at the next meeting.

Hallam Medical have transferred the agreed sponsorship fees to the AAPE UK account, and have also paid for the website costs. A thank you to be sent to Hallam Medical on behalf of the committee.

1. IT/ social media updates – website

This was included as part of action plan update, and Ruth will review the website. A ‘news’ page is will be created that will be populated by each area/ country on the website e.g. Anna J to cover Wales, Donna to cover Northern Ireland, Yvonne to cover Scotland.

Please could we all to send information/ literature to Annabella. Ruth will contact Craig regarding editing of the website and there was discussion of whether to include Revalidation as a potential page for the website.

Twitter: Daniel will send Twitter editing details to the committee.

1. Cross-course dialogue/ Programme information

Chris continues to work on the raw data collated prior to the last conference.

1. Any other business

UK Sepsis trust – committee have agreed to link with the UK Sepsis Trust, and to enable marketing exchange. UK Sepsis Trust informed.

Anna N and Ruth to present at S.W. England meeting on the 24th June. Anna N will disseminate the presentation to the committee for comment.

To confirm speakers for the conference agenda at the July meeting.

Dates for committee meetings for the 2015-2016:

July 17th 2015

November 6th 2015

January 22nd 2016

March 4th 2016 (Conference and AGM)

May 13th 2016

July 8th 2016.

1. Date and time of next meeting:

**Committee Meeting - Friday 17th July 2015 - City University London (Venue/ room TBC).**