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

**Committee Meeting**

**Friday 17th July 2015**

**Venue: City University, London**

**MG23**  **Meeting Room**

**11.30am - 3.30pm**

**Minutes**

### Welcome / present

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| Mark Edwards | Swansea University |
| Hilary Walsgrove (Treasurer) | Bournemouth University |
| 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 |
| Anne Robinson | Teeside University |
| Donna McConnell  Linda East | Ulster University  Nottingham University |
| Ruth Pearce (Chair) | University of Worcester |

1. Approval of minutes of previous meeting – minutes of the May meeting amended on page 2 Point 7 - Annual conference /AGM evaluation - to read as 10 minutes as opposed to 1 minute.
2. Matters arising

* Evaluation of the AAPE Annual Conference (March 2015): verbal report from Hilary - extremely good evaluation. Discussion around next conference, and securing speakers from all countries (to include point 7 on the agenda):
* Chris suggested that we include Health Education England and Advanced Practice Development and funding for AP education. Chris will re-contact Mark Seale as Chair of HCPC.

Suggestions of possible speakers include:

* Consultant Paramedic practitioner – Lucy and Mark
* OT – Hilary
* Consultant radiographer – Chris
* Physio AP and Audiologist AP – Annabella
* Mark Radford as Chair LETBE’s – Katrina
* AJ to contact Donna and Yvonne from Scotland and NI for potential Pharmacist AP’s as speakers.
* Potential 6 speakers over 1 hour – 10 minute presentation slots with a question and answer session lasting 30 minutes.
* Key speakers: Mark Radford and Mark Seal.
* Date set for 4th March 2016 in Salford to start at 9am (registration)
* International input discussed, however focus of conference will remain within the 4 UK countries.
* Annabella to create ‘save the date’ conference flyers, and invites to be sent to all education committees from the 4 countries, e.g. HEE, WEDS, and Scotland and NI equivalents.
* To set up a committee meeting the evening before the conference, and Annabella to source hotels.

Discussion around College of Emergency Medicine (CEM), Intensive Care Medicine (ICM) and Royal College of GP’s (RCGP) curriculum developments, as this runs the risk of the Royal College’s determining the AP curriculum. Discussion around whether this was a challenge to nursing education, and of the NMC register and issues surrounding de-registration that the committee are currently observing.

1. Chair’s report

Nil reported.

1. Constitution review and Action Plan update –Anna J to redistribute to the committee and item to be carried forward to the next agenda.
2. Annual conference /AGM evaluation. See matters arising above.
3. Finance report –Hilary

* Current balance £7,900.00
* Expenses for travel to meeting to be deducted
* Currently 18 HEI’s are fully paid members
* 8 HEI payments pending = 26 in total.
* Additional 5 HEI’s have responded but not paid. We have 3 associate members.
* 14 HEI’s have not responded.

To place message on Council of Deans website to encourage membership. AJ to send contact details of staff at Glyndwr and Bangor Universities to Hilary. Discussion around entire membership list which was checked. Hilary will contact outstanding institutions.

Hilary raised issue re: website payment, which Daniel confirmed had been paid by Hallam Medical. Daniel will check who pays for site maintenance costs. Anna J to log details of costing in minutes once confirmed.

1. IT/ social media updates – website.

* Daniel raised queries re: website content, and following discussion it was decided to ask Craig (website developer) to create an archive for the ‘news’ tab, defining dates to be archived from 2012.
* Hilary will update AAPE membership list on website
* Annabella to update literature list and to create annual chronological literature list from 2012 onwards.
* Committee agreed that we need to make final amends to the website, to enable it to go live.
* Website editing: details have been sent to the committee previously (please see separate email).
* Deadline set for Friday 24th July. Daniel to email all to check website is accurate.
* Anna J to email Hallam Medical as a courtesy to inform of the launch of the website.
* Editing will be restricted to Daniel and Mark once website is live.
* Daniel to send out Twitter and Facebook details.

1. Cross-course dialogue – Chris

Chris presented her powerpoint presentation of the data collated from AP programmes around the UK. Discussion ensued of the content and differences in programmes across the UK .e.g Cumbria offer an on-line AP programme.

Chris will amend the questionnaires used and reissue, to include questions around the selection process and total cost of programmes. Further discussion followed re: OSCE’s and the use of actors.

1. Any other business

Discussion around:

* Physicians’ Associate’s and the use of a voluntary register.Credentialing will occur through the Royal Colleges.
* NMC involvement and registration, and SNAP (Specialist Nurses and Advanced Practice),
* RCN re-reviewing credentialing.
* There is currently work being carried out around AP by the QNI.

ICN conference – to confirm at next committee meeting whether any abstracts will be submitted from the committee.

1. Date and time of next meeting:

**Committee Meeting - Friday 6th November 2015 - City University London (Room - TBC).**