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

**Committee Meeting**

**Friday 6th November 2015**

**Venue: City University, London**

**MG23** **Meeting Room**

**11.30am -3.30pm**

**Minutes**

1. **Present**

|  |  |
| --- | --- |
| 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  Mark Edwards  Lucy Tomlins  Anna Neary  Linda East | University of Cumbria  Swansea University  University of Bolton  University of West of England  Nottingham University |

1. **Apologies**

|  |  |
| --- | --- |
| Evelyn McElhinney | Glasgow Caledonian University |
| Hilary Walsgrove (Treasurer)  Katrina McClaine  Donna McConnell | Bournemouth University  Southbank University  Ulster University |

1. **Approval of minutes of previous meeting**

Anna J to contact Annie Robinson re: continuation of membership of committee, as Annie has not been present for a number of meetings.

Minutes agreed as accurate record.

1. **Matters arising**

Included within the agenda.

1. **Chair’s report**

QNI:

Ruth stated that she had met with members of the QNI and ADNE (Association of District Nurse Educators) and had discussed the QNI’s Transforming Standards of DN, Primary Care and Practice Nursing . QNI to further develop voluntary standards for GP Nursing. Ruth, on behalf of AAPE UK, has asked for space at the table as part of the development discussions, and Dr. Crystal Oldman has agreed, with the importance of encouraging the QNI to adopt the use of the 4 pillars of advanced practice, and M Level AP education being discussed.

There was further discussion around programme content such as incorporation of Non-Medical Prescribing and Advanced Assessment skills as there is no reference to differential diagnosis in QNI documents for district nurses, and no reference to the level of education, and so it is open to interpretation. Anna N has volunteered to represent AAPE UK at the discussions.

1. **Action plan update**

**Point 15.1** – Ruth is liaising with QNI, to broaden the reach of AAPE UK. Linda currently sits on ICN AAPE education sub-group. Currently, only 50 abstracts submitted for the ICN conference so far, and Linda will re-distribute information to the committee, and place on the website.

**Point 15.2** – ongoing

**Point 15.3** - AAPE UK to close this point, as the NMC will not be involved in practice issues that cause concern. There was further discussion around lobbying the NMC and responsibility around governance/ practice issues and concerns. Linda commented on the emerging differences between Advanced Practice and Advanced Clinical Practice, with nursing graduates now undertaking MSc sooner, and how the advanced clinical practice competency framework bridges the gap.

Ruth will contact Katrina re: FAQ’s related to NMC and practice issues that we have previously discussed, to possibly be posted to the AAPE UK website.

**Point 15.4** – ICN conference, Hong Kong September 8th -11th 2016

Committee members can submit funding request to AAPE UK for the ICN conference.

There was discussion around sponsorship to develop education funds for conference. Ruth will upload information to the website to inform the membership of the available sponsorship, and how to apply. The rigour of the application was raised and criteria suggested for review of application.

**Point 15.5** – See point 15.1

**Point 15.6** – Chris to submit application for NET & ICN conferences, and Chris will also present at the Conference on the 29th January to demonstrate the variation in Advanced Practice programmes across the UK.

**Point 15.7** – Completed.

**Point 15.8** – Linda raised points re: website:

* To archive ‘old’ new pages content and make current
* Announcements read more as ‘news’
* To change front page to read ‘About AAPE UK’
* Craig to be contacted re: website changes (Daniel to contact)

Linda suggested that we review the action plan every meeting, and to review on screen along with the minutes and agenda. Anna J to upload minutes and agenda to the website in preparation for every meeting.

Annabella to update literature on website as current literature content has been lost.

AAPE UK book has been published by Palgrave, edited by Dave Barton and Douglas Allan. Anna N has reviewed the book, and the review will be posted to the webpages by Ruth.

**Point 15.9** – Discussed under point 15.4

**Point 15**.**10** – Ruth to contact Paula McGee again re: development of generic e-journal for all AP’s

1. **Annual conference /AGM**

Annabella has updated the programme details, with thanks from all of the committee for her hard work. The presentation titles remain to be updated. It was suggested that Mark Radford speaks about the work in developing the HEE National framework.

It was agreed that the 10 minute sessions would be lengthened to 15 minutes, and that an OT and Pharmacist need to be involved. Chris to approach a pharmacist.

AGM – to be included in conference.

Poster presentations – posters to be submitted to the committee by 31st January 2016. The title of the conference should act as a guide for the posters. Hallam Medical could be approached to fund a prize for the posters.

Book Company representatives will be approached, and publishers to be approached (Linda) to sponsor poster prize.

Currently, 38 invites have been sent out, and 19 responses registered for the conference.

Cost of hotels in Manchester discussed:

Salford Key: £76.00 per night

Britannia Hotel: £50 per night

Malmaison hotel: £62 per night

Annabella will approach an hotel and ask whether group bookings at discounted fees are available for committee members.

Annabella will update conference programme and recirculate, and the committee was asked to circulate to contacts at other universities. The conference has been advertised in the Council of Deans bulletin.

1. **Finance report**

Annabella to update Hilary of those institutions who have paid subscription fees. Please see attached sheet for finance report and update on payment of subscription fees.

1. **IT/ social media updates**

Committee encouraged to use twitter and FaceBook

1. **Cross-course dialogue/ Programme information**

Discussed as part of action plan.

1. **Any other business**

NP vs ANP – email discussion forwarded by Chris – not pursued.

QI - voluntary standards for district nurses Ruth, Katrina and Anna N – discussed as part of Items from the Chair

To agenda at next meeting:

Linda:

* Discussion around physician’s assistants
* International students on programmes

Anna J:

* possible piloting of AHP portfolio review in Wales

1. **Date and time of next meeting**:

Friday 22nd January 2016

Venue: City University, London, MG23 Meeting Room 11.30am -3.30pm

**Income and expenses for 2015/2016 as of 30/10/15**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Description | Income £ | Outgoing £ | Balance £ |
| 1/4/15 | Bank account balance at start of financial year 15/16 |  |  | **1650.17** |
| 9/4/15 | Hallam Medical | 5000.00 |  | **6,650.17** |
| 1/4/15-30/10/15 | Membership fees payments for 27 HEIs  At £150.00 per organisation | 4,050 |  | **10,700.17** |
| 6/3/15 | conference expenses speaker - C. Lee |  | 356.61 | **10, 343.56** |
| 6/3/15 | AAPE conference catering bill |  | 572.17 | **9,771.39** |
| 9/4/15 | Committee meeting expenses conference (rest paid before 1/4/15) |  | 190.20 | **9,581.19** |
| 30/10/15 | Committee meeting expenses from May to October 2015 and some left over expenses paid for conference |  | 1032.20 | **8548.99**  **Balance at 6/11/15** |
| 30/10/2015 | Membership fees to come but not yet paid in from 7 or 8 universities | 1200 = 8  1050 = 7 |  | 9,748.99  9,598.99  Predicted balance by 1/12/15 |
| **Totals at 30/10/15** |  | **9,050.00** | **2151.18** | **8548.99** |

**Fully paid up members = 27 institutions + 3 associate members**

|  |  |  |  |
| --- | --- | --- | --- |
| LSBU London (C) | Bournemouth BU (C) | Herts | Plymouth |
| City University Lon.(C) | Salford (C) | Staffs | Coventry |
| Nottingham (C) | Bolton (C) | NHS Scotland | Keele |
| UWE (C) | Glasgow Caledon. (C) | Derby |  |
| Cardiff (C) |  | St Georges | **Associate members: £25** |
| Cumbria (C) |  | Huddersfield | A. Boon |
| Teeside (C) |  | Southampton | J. Damar |
| Swansea (C) |  | East Anglia | B. Sibanda |
| Worcester (C) |  | Brighton |  |
| Ulster (C) |  | Bucks New Uni |  |

**Members still to pay - reminders sent out 1/11/15 = 9**

|  |  |
| --- | --- |
| BCU Birmingham (c) | Sheffield Hallam |
| Canterbury | Kings College London |
| Glasgow and Clyde NHS | Wrexham |
| Oxford Brookes | Sheffield uni |
| UCLAN Lancashire |  |