

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

**Minutes of the Committee Meeting held on Friday 17th November 2017**

**Venue:** London South Bank University

**11.00 – 3.00pm**

1. **Welcome**

Katrina welcomed all to the meeting.

1. **Present**

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| Katrina Maclaine (Chair) | London South Bank University |
| Annabella Gloster (Deputy Chair) | University of Salford |
| Hilary Walsgrove (Treasurer) | Bournemouth University |
| Evelyn McElhinney | Glasgow Caledonian University |
| Anna Neary | University of West of England |
| Ruth Pearce | University of Nottingham |
| Jacky Price | University of Hertfordshire |
| Lucy Tomlins | University of Salford |
| Chris Inman | Birmingham City University |
| Kathy Haigh | University of Cumbria |
| Sally Gosling | CSP policy Lead: Chair HCEL group |

1. **Apologies**

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| Claire Tubbritt | Coventry University |
| Donna McConnell | Ulster University |
| Mark Edwards | University of Swansea |
| Anna Jones | Cardiff University |
| Helen Orton (Secretary) | University of Liverpool |

1. **Approval of minutes from previous meetings**
   1. Minutes of the meeting held on 14th July 2017 were accepted as a true and accurate record after the following corrections and clarifications:
      1. Minutes of the previous meeting: 19th May 2017
2. **Matters arising from the minutes/ actions points – some picked up during meeting:**
   1. *5c - Committee biographies:* Craig (website) has completed the biography page, but has indicated that the photos appear slightly blurry – he suggested using original photos rather than the up-loaded ones Lucy sent on the biography ‘word’ page. Lucy unable to locate original photos (as opposed to attached to the word ‘biography’ document) from the following: - Donna**/ Mark/ Ruth/ Deborah/ Claire/ Jacky** Agreement that the website needs a tab specifying ‘About us.’

**ACTION: Committee members above to send ‘original’ photos to Lucy Tomlins within the month. LT to liaise with Craig re ‘tab.’**

* 1. 6 – *Membership and representation*: Sally Gosling was invited to attend today. Sally Chairs the Healthcare Education Leads group formed from AHP and Council of Deans representatives that meet quarterly. Following a discussion regarding representation on the committee to maintain an AHP ‘educational focus’ KM proposed that SG be co-opted onto the committee which was unanimously agreed by the committee. SG will represent AAPE UK within the AHP education forum and KM will attend their next meeting. HW advised that Rob Harvey (Pharmacist and educator at University of Bournemouth) still plans to attend the meetings from the New Year. HW indicated that Pip Clark (Midwife) is keen to join and she will be contacting her to provide midwifery representation and bring international experience. Mental Health representation was suggested though as most programmes are multi-disciplinary there was agreement that each discipline wouldn’t require representation.

**ACTION: KM & SG to attend AHP educational forum and feedback to AAPE committee; HW to contact Pip Clark to invite to January meeting**

* 1. 7 – *Hallam Medical MoU*: money and verbal agreement received (pending signature on MoU).

**ACTION: KM to follow up**

* 1. **9 –** *Website***: i** AAPE need to add ‘health care’ to the website.

**ACTION: KM**

**ii.** Claire’s trip to Chicago up-loaded

**iii.** AG contacted Daniel and has access to be a moderator on the site. Evelyn now needs access.

**ACTION: AG to share access with EM**

**iv.** Twitter feed – to be re-visited in time.

**ACTION: EM**

In the absence of the secretary a formal agenda was not adhered, and general discussion followed:

1. **Reflection on the UK Advanced Practice week: 13th – 17th November**
   * 1. The committee were exceptionally pleased with the varied and widespread activity during AP week, including; webinars, debates, conferences, blogs, interviews. Twitter followers increased by 362 to a total of 1012 following AP week activity. The consensus was that the AP week enabled valuable discussion all around the UK through local and national events and successfully publicised AAPE UK.

**ACTION: All to forward any evaluation to AN**

* + 1. Social media activity increased dramatically.

**ACTION: EM to distribute SM statistics & AG to forward stats where tweeters had added ‘t’ to the #**

* + 1. Agreement that AP week needs to be repeated next year. Discussion took place around the idea of having the AAPE AGM/conference within AP week next year but was abandoned so as not to clash with or detract from the focus of the events. **Idea to advertise the conference on the back of AP week flyers.**

**ACTION: AG to find out dates of AP week 2018 & disseminate.**

* + 1. Launch of HEE framework and apprenticeship standards within the same week was generally thought to be useful. Observation made that ODPs might be slightly ‘isolated’. SG informed the committee that ODPs tend not to be involved in wider discussions. A wider discussion ensued regarding ODPs progression as ACPs within the new framework.

**ACTION: CI & SG to follow up in Birmingham**

* + 1. AG was thanked for the posters and AP week promotion material and AN for the UK update slides.

1. **AGM/Conference Glasgow 2018: Date: Friday 2nd March 2018**
   1. *General discussion points raised;*
      1. AG – appointed conference lead & EM 2018 conference organiser – up-date:

**ACTION: all committee members need to register on ‘eventbrite’**

* + 1. All member universities allocated 2 free places (includes universities of committee members)
    2. £150 membership fee covers cost of conference for all non-member universities who want to attend
    3. Consider more merchandise for conference
    4. Currently 38 registrants – unsure how many are associate/non-members
    5. Venue: Hamish Wood – The Lantern (holds 80 but have additional lecture theatre at disposal which caters for 500) the venue will manage all the details
    6. EM shared details of discounted hotels

**ACTION: KM to email out for committee interest in block booking**

* 1. *Committee decision as follows:* 
     + - * AAPE UK will absorb the cost of committee members staying the preceding night
         * Travelling expenses reimbursed by AAPE
         * Committee members to self-fund second and/or subsequent nights
         * All members to book flights ASAP to contain costs for AAPE
         * AAPE to fund keynote speakers’ travel and accommodation costs

**ACTION: EM to cost out block bookings for accommodation**

* 1. *Programme:*
     + - * All keynote speakers confirmed
         * Advanced Practitioner speakers to be from Scotland
         * Consider focus on Primary Care/ Neonatal/ Mental Health

**ACTION: EM to contact practitioners**

* + - * + Current poster abstracts x 4 (flyer indicates that the poster content can be anything)

**ACTION: all to promote to students and beyond/EM to promote on twitter**

* 1. *Estimated cost* £2,000
     1. Stands considered to be potential sources of income from reps/organisations – committee agreed to charge a flat fee standard price of £400 plus prize donation (worth aprox. £100) – apart from our sponsors Hallam Medical

**ACTION: anyone organising reps to send details to AG to co-ordinate and forward information to HW for invoicing prior to conference**

1. **Elections**
   1. KM tenure as Chair completed in March 2018
   2. Confirmation required regarding committee member re-elections.

**ACTION: KM to contact ME- election officer – if ME unable, KH or CI will co-ordinate**

* 1. HW to relinquish role of Treasurer this term after her significant efforts over the past ?5years. Though a big commitment is required AAPE need a volunteer by January to ensure smooth transition for March.

**ACTION: Volunteers to contact KM before Jan’18**

1. **Website and social media**
   1. Website
      1. EM lead for social media: reports that Twitter site established and very popular, though less action on Facebook. Agreed Facebook page to be kept as a promotional platform (for conferences etc).
      2. Alex Munro from Hallam reported that aspects of website information were out of date. KM has up-dated all the content. The website layout is not particularly ‘user friendly.’  **Action: KM to liaise with Craig to review site.**
      3. KM continues to manage the news and add information and new member details.

**ACTION: Any additions to be sent to KM to up-load to avoid confusion.**

* + 1. EM corrected the hyperlink to the website funding information for activities

**Action: All to promote & encourage applications for funding**

1. **Finances: report from HW**
   1. Finances healthy – current balance £10,000
   2. Committee agreed to - £500 per person for funding towards the ICN AN/NP Conference 27th – 29th August 2018, Rotterdam, The Netherlands for committee members to raise profile of AAPEUK. KM has submitted an abstract requesting an abstract for a workshop to promote AAPE UK and International Affiliate Membership,.

**Action: Committee members to apply and submit abstracts by deadline.**

* 1. Reminder – if AAPE being promoted during an event – funding available to attend

**Action: HW to promote access to grants via distribution lists**

1. **Action Plan progress review** 
   1. KM reviewed the different points and noted progress as indicated in the following

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1. **AOB**
   * 1. **International networking**

* AAPE to raise their profile within the international community to increase international membership.

**Action: AG/HO to send promotion material on headed paper to KM to distribute**

* + 1. **AAPE UK Principles document**
* Launched as a guide (informed by NONF document 2016) on Mon 13th , feedback to date positive. Following consultation on the draft recommended number of hours of clinical development activity removed.
  + 1. **HEI survey**
* Undertaken by HEE – disseminated to committee by KM: provided a useful ‘snapshot’ and reflected the reality of activity within universities.
  + 1. **ACP Framework for England Launched 16th Nov 2017**
* Plan now for Implementation phase to continue into 2019 allowing population of the on-line toolkit. AAPE have been visible and influential in the formulation of the document – RP will continue to contribute to the Steering group – KM is unsure regarding the future of the Working group. SG suggested working collaboratively with AAPE to ensure ‘best fit’ for AHP in HEI education & apprenticeships to ensure AHP friendly programmes.

**Action: RP and KM to up-date AAPE on progress**

* + 1. **Advanced Clinical Practitioner Apprenticeships and Trailblazer**
* KM shared current information regarding the development of the apprenticeship route - long discussion ensued surrounding the challenges and risks associated with employing these models at ‘higher (MSc) levels’ – further information to be found on the Council of Deans Webinar from 31st October 2017 which has been circulated to the membership.
* KM shared knowledge to date regarding what the EPA is likely to resemble (clinical seen exam and presentation) and stressed that the universities moderating EPAs will be expected to be knowledgeable regarding ACP education. A university EPA network which quality assures each other is a likely requirement funded from the levy. Ideas and concerns were voiced by committee members. Was confirmed that Apprenticeship funding only for England based health care professionals.
* Further discussion advice suggested the following;
  + Contact and liaise with employers ‘up-front’ – VC/proVC have to procure the business
  + Proposed that HEIs compare/share curricula and how they intend to ‘dove-tail’ with apprenticeship programme
  + Lessons to be learnt and opportunities for AAPE to stream-line curricula and EPAs

**Action: KM to liaise with Graham (Council of Deans) for further co-hosted webinar to discuss & disseminate latest information**

**Dates of the next meetings**

* 1. Friday 26th January 2018 at London South Bank University
  2. Friday 2nd March 2018 – AGM and conference (Glasgow).