

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

**Minutes of the Committee Meeting held on Friday 19th May 2017**

**Venue:** Birmingham City University, Faculty of Health, Secole West Room 0/006: Westbourne Road Campus B15 3TN

**11.30 – 3.30pm**

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 |
| Helen Orton (Secretary) | University of Liverpool |
| Mark Edwards | University of Swansea |
| Chris Inman | Birmingham City University |
| Anna Jones | University of Cardiff |
| Ruth Pearce | University of Nottingham |
| Jacky Price | University of Hertfordshire |
| Lucy Tomlins | University of Salford  |
| Claire Tubbritt | Coventry University |

1. **Apologies**

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| Donna Barleycorn | Kingston University and St George’s University of London |
| Kathy Haigh | University of Cumbria |
| Evelyn McElhinney | Glasgow Caledonian University |
| Donna McConnell | Ulster University |
| Anna Neary | University of West of England |
| Deborah Slade | Oxford Brookes University |
| Hilary Walsgrove (Treasurer) | Bournemouth University |

1. **Approval of minutes from previous meetings**
	1. Minutes of the meeting held on 20th January 2017 were accepted as a true and accurate record
	2. Minutes of the AGM held on 3rd March 2016:
		1. Present: amendment of Mark Edwards (Swansea and not Cardiff)
		2. Chair’s report: 4d: AAPE - UK added
		3. Elections: 7a. Corrections re: Mark Edwards; Ruth Pearce (general member) and Claire Tubbritt.
		4. Approved and to be added to the website.
2. **Matters arising from the minutes, not covered elsewhere on the agenda:**
	1. **Conference – UWE (March):**
		1. Katrina thanked Anna Neary and Annabella Gloster for their organisation.
		2. It was noted that the banners were a good addition.
		3. The stands were well received – Hallam Medical; SAGE; Limbs and Things; RCN (particularly useful in relation to credentialing). SAGE have neither paid for the stand (£150) nor collected the books (as far as committee members know), for which a courier company was supposed to have been organised by SAGE. Anna Jones had been contacted by the courier company to arrange collection. **ACTION: Anna Neary to check /confirm if the courier company have been in contact.**
		4. Formal evaluations: all but 4% were in the good category but only 34% of the 77 attendees completed the evaluations.

Particular comments related to: good organisation, helpful team, enjoyable speakers (with specific reference to mix of presentations/ updates/ clinicians and student contributions).

* + 1. Poster contributions: it was noted that the number of submissions was low (3) most likely due to the lateness of request for posters. It was noted, however, that the theme for the conference was rather similar to a recent HEE conference at Sheffield Hallam University. A book from those left by SAGE publishing should be made available to the poster winner.  **ACTION: Anna Neary to sort**
		2. Following discussions, it was agreed that the focus on future conferences would be different from other similar events so unlikely to occur again.
		3. Discussions re: possible themes will be reported on later in the minutes.
	1. **Update on RCN Education Conference, Cardiff**
		1. Anna Jones and Annabella manned the AAPE stand which was well attended with many people wanting more information on AAPE UK. It was agreed that it was worth the fees incurred.
		2. Flyers were useful resource enabling interested parties to take away relevant material.
		3. Names of potential new members collected and to be followed up by Hilary and Helen. **ACTION: Hilary and Helen.**
		4. Chris Inman and Annabella presented their paper on the survey of APs which was well attended.
	2. **AAPE UK representation at future conferences**
		1. The purchasing of merchandise (table cloths; pens etc.) will be useful to help promote AAPE UK in a professional manner. A supplier (SVC Creative) has been organised. Both the tablecloth and pens are white with blue text. AG reported that they had required the artwork in a particular format and that her husband had helped with the design. AG to confirm numbers ordered but approximate cost was £600. It was also noted that we should all have some AAPE UK business cards to help promote AAPE UK at any local conferences that members may attend. Daniel Apau had been in charge of sorting out business cards. **ACTION: Annabella to investigate cards and also PowerPoint presentation design slides.**
		2. Discussion re: whether AAPE UK should be represented at the RCN Education Conference in 2018 – agreed that need to establish location but also perhaps consider having stands at other RCN conferences.
		3. HEA NET Conference is being held in Cambridge 5th and 6th September. Committee discussed whether AAPE should have a stand there as this is a potentially very large audience for the promotion of AAPE UK. **ACTION: Helen Orton to ascertain cost.**
		4. It was noted that some local AP conferences had had to be cancelled due to low numbers (Derby Trust; Newcastle and Coventry) but there is one coming up in Cambridge on 18th July). HEE are trying to be more aware of conferences and flag them up accordingly.
1. **Chair’s report**
	1. Katrina reported that she had presented at the RCN ANP Forum Conference on 3rd February and that over 200 people were present. The key theme was around standards and development.
	2. ***RCN Credentialing:***

There has been no steering group activity on RCN credentialing since the last meeting. 24 students have gone through so far. They are now focusing on volunteer early adopters with approximately 100 submissions. Different evidence continues to be tested out but there is some guidance regarding the level of evidence required. For example: it is clear that evidence of educational certificates and course curriculum is required and a reflective account on how their practice relates to the 4 pillars of AP and confirmation from current employers on how the individual is working as an AP and the job plans. These have to be of sufficient details to demonstrate how the 4 pillars are embedded. The evidence also ties with that required for revalidation e.g. with the NMC. Once approved, names are added to the RCN database (for a fee) and with a renewal facility. The level of practice will thus be validated through credentialing as opposed to a Master’s level of education and reviewed by appointed HEI or AP reviewers through moderation.

* 1. Katrina reported that she has been invited to attend the Council of Deans Advanced Practice Group meeting on 12th June. The event is co-ordinated by Fleur Nielson, Head of Policy at CoD. She will present on behalf of AAPE UK.
	2. Katrina is part of an authoring group (Mark Radford and others) for a paper discussing the role of titles used within Nursing. An analysis has identified that there are 323 people calling themselves APs who are not registered nurses. It is hoped that this paper will stimulate the NMC and Professional Standards Agency to consider the public protection implications of the misuse of the term “Advanced”.
	3. Katrina is looking at drafting Educational Principles for Curriculum Standards for AP courses following a similar publication in 2016 by the National Organisation of Nurse Practitioner Faculties (NONPF) in the USA. It will be drafted as AAPE UK and will form a discussion paper focusing on the **process** of educating AP with regard to the 4 pillars. The purpose of this document is to complement HEE’s and other policy approaches to AP practice.
	4. Ruth provided HEE Advanced Clinical Practice feedback from the steering group on which she sits. The main areas covered relate to apprenticeship roles and framework for advanced clinical practice.
		1. Owing to purdah, the draft ACP framework has not yet been published. This is still being finalised at the moment. However, recent discussions have focused on apprenticeships: there are still misunderstandings concerning the ACP role. A Trailblazer group has been established working on the standard and a subgroup will be formed to discuss end-point assessment. Presently, only 10 employers are being considered in the Trailblazer but this is likely to be extended.
		2. With regard to AHPs, dome AHPs who do not currently have prescribing rights may be unable to access the apprenticeship route as prescribing is being considered to be an essential part of their role. These AHPS could still pursue other Advanced Practice education routes.
		3. There are still discussions regarding the Advanced Clinical Practitioner as a generalist or a specialist and there will need to be clarity within the framework of their differences.
		4. Skills for Health are preparing to accept expressions of interest for apprenticeships for specialist nurses.
		5. To note, Physician Associates (PA) apprenticeships are significantly behind with regards to progress – the focus on PA revolves around their future regulation with the GMC.
		6. The development of Paramedics APs is also being held up by the lack of prescribing rights but it is possible that there may be a bespoke AP role for them using PGDs.
		7. Pharmacists are interested in Advanced Clinical Practice with pilots to educate them as ACPs in Urgent Care and Primary Care settings.
		8. Once purdah is over, work will continue on the framework: it is likely to be a general toolkit on the HEE website to which aspects can be populated according to area/professional needs.
	5. ***Country updates:***
		1. Wales – not much to report.
			1. There are APs working without a Master’s degree but with some education at that level. Health Boards are requesting evidence and will be scrutinising job descriptions to ensure that they match. To note: professionals are being put onto full Master’s programmes.
			2. Portfolios are being reviewed within Health Boards/ in-house but very much dependent upon the area.
			3. Generally, the approach for AP roles is for professions not to be named but linked more to pathways (for e.g. stroke and the AP may be an OT, PT or Nurse).
		2. Scotland – no update.
1. **Update on the Constitution**

Just to note that the international affiliation membership option has now been approved and the constitution amended accordingly. Now needs to be placed on the website. **ACTION: Helen Orton to arrange.**

1. **Membership**

There are difficulties with regard to payment for institutions either wishing to join or renew membership. A credit card facility would speed up the process. **ACTION: Katrina Maclaine to enquire re: credit card payments with Hilary.**

1. **Finance report**
	1. Helen reported in Hilary’s absence that monies in the account sit at £2093.35 less payment for marketing material and travel expenses from committee members.
	2. To note: monies due from membership renewals and Hallam Medical sponsorship is due in later in the month.
	3. Katrina reported that the contract with Hallam Medical expires in November 2017. She has been trying to speak to Alex and/or Liz but to no avail. AAPE (UK) is in a vulnerable position without the sponsorship. **ACTION: Katrina to continue to chase Hallam Medical.**
	4. Hilary has requested that committee members send their expenses to her as soon as possible post-meeting. **ACTION: All to email expenses to Hilary ASAP.**
2. **IT/ Social media update**
	1. Twitter: it was noted that there was a lot of Twitter activity at the time of the conference and it has generally increased. **ACTION: All committee members to tweet more.**
	2. Group email requires updating as it does not seem to have been done since 2015/16 but probably has to be done independently rather than through the website. **ACTION: Katrina to look into this.**
	3. Biographies for the website: all committee members required to update their biographies (150 words maximum) and send photos to Lucy Tomlins. **ACTION: all committee members to forward information to Lucy Tomlins (**l.a.tomlins@salford.ac.uk) **ASAP.**
	4. With regard to placing the biographies on the website, it would cost £240 for Craig to set this up. The committee will then need access to this part of the website in order to update information promptly and at no additional cost.
	5. Information about AAPE UK on the website: Jacky Price questioned whether the word “healthcare” can be added to information about AAPE. **ACTIONS: Jacky Price to clarify this point and Evelyn McElhinney to confirm if this is possible.**
3. **Cross Course Dialogue and Programme Information**

This relates to the OSCE survey being undertaken by Chris Inman which is planned.

1. **Publications**
	1. Future publication: Annabella Gloster and Chris Inman around AP structure across the country;
	2. Due to copyright issues, PDFs of journal articles are not permitted. However, it was felt that it would be beneficial to have a resource area which may take the form of a blog. **ACTION: Annabella to discuss with Craig.**
2. **Standards**

TO note: already discussed under Chair’s report.

1. **National and International Networking**
	1. Scotland: Ruth (?) reported that Robert Gordon University (Aberdeen) is aiming to achieve a community focus with remote and digital tools through an e-learning event (Orkney and Shetlands) – Supporting students’ development and experience in Advanced Practice. **ACTION: Annabella to contact Evelyn**
	2. National NET conference: Helen is attending and presenting but not around advanced practice. However, this is a useful opportunity to promote AAPE UK and will take flyers with her to Cambridge. **ACTION: Helen to be provided with flyers at next AAPE meeting.**
	3. US Advanced Practice week 12th – 18th November. Annabella has some US marketing information which needs to be tweaked before it can go onto the website. HEE are very excited about this opportunity and have planned their next conference to coincide on Thursday 16th November. Location to be confirmed.
	4. AAPE UK has been asked to support two bids for either Dublin or Aberdeen to host RCN conference. Letters have been sent by Annabella.
	5. Annabella sits on ICN sub-group and she reported that they are not familiar with RCN. THIS NEEDS CLARIFICATION
	6. ICN Advanced Nurses/Nurse Practitioner conference – 27th – 29th August 2018 is in Rotterdam, Holland. AAPE UK will need a strong presence at this event.
	7. Queen’s Nursing Institute (QNI) – consultation on draft standards for Senior GP Nurse Education and Practice has now closed with AAPE UK submitting a response. The present discussion relates to how they differ from ANP and ACP.
2. **Committee membership**
	1. Co-opted members:

Rob Harvey Pharmacy (Bournemouth University) – keen but probably will not be able to attend until November;

Need to look at getting AP Midwives involved – Annabella and Hilary have possible representatives.

* 1. Need to promote international affiliate membership. There are 2 people from Norway who attended the March conference who wish to join.
1. **Scholarship/Funding**

No applications at present but need to make it clearer on the website. **ACTION: Helen/Annabella**

1. **Action Plan Update (note – see Katrina’s email for clarification)**
	1. Widening UK involvement – Katrina is the named person here but AAPE UK needs to get more involved including all 4 countries. Katrina also highlighted that we should get representation from other groups including, for example, the Council of Deans.
	2. International – Annabella sits on the ICN sub-group. All to continue to involve wider countries. Need to add re: promotion of international affiliate membership.
	3. Faculty Cross Course Dialogue: Annabella and Chris to write up paper + the development of survey on OSCEs.
	4. Establish membership email group for regular dialogue. **ACTION: Helen and Hilary.**
	5. Revise constitution – to include international affiliation and to go on the website. **ACTION: Annabella and Helen.**
	6. Maintenance of website: Need to add “About us”; add “health care in relation to AP; blogs/tweets/ links tweets with Facebook page. All members to add updates/ opinions and resources including publications. Lucy and Annabella to support.
	7. Tidy up membership lists from after conference.
	8. Wider focus to promote AAPE – Hilary (midwives); AHPs – including radiotherapists at Clatterbridge and Sonographers (Helen).
	9. Enhance social media – Evelyn and Annabella to lead but ALL to be involved;
	10. Sponsorship – Katrina is main contact.
2. **Any other business**

Ruth mentioned that University of Nottingham is looking for a new external examiner.

Items for next meeting: Annual conference (Evelyn and Annabella).

1. **Dates of the next meetings**
	1. Friday 14th July – at 11.00 to 3.00pm (note new time of meeting) at London South Bank. Katrina to confirm room nearer the time;
	2. Friday 17th or 24th November dependent on dates of US Advanced Practice week. Venue to be confirmed.
	3. Friday 26th January 2018. Venue to be confirmed.
	4. Friday 2nd March 2018 – AGM and conference (Glasgow).