

The Association of Advanced Practice Educators (AAPE UK)

Minutes of the Committee Meeting held on Friday 25th January 2019

Venue: London Southbank University

11.00 – 3.00pm

1. Welcome

Katrina welcomed all to the meeting and noted that only representatives from England present.

2. Present

Katrina Maclaine (Chair)	London South Bank University	maclaik@lsbu.ac.uk
Annabella Gloster (Deputy Chair)	University of Salford	a.s.gloster@salford.ac.uk
Helen Orton (Secretary)	University of Liverpool	h.p.orton@liverpool.ac.uk
Claire Tubbritt	Coventry University	Claire.tubbritt@gmail.com
Kathy Haigh	University of Cumbria	Kathryn.haigh@cumbria.ac.uk
Ruth Pearce	University of Nottingham	Ruth.pearce@nottingham.ac.uk
Jacky Price	University of Hertfordshire	j.2.price@herts.ac.uk
Deborah Slade	Oxford Brookes University	daslade@brookes.ac.uk
Hilary Walsgrove	Bournemouth University	hwalsgrove@bournemouth.ac.uk
Anna Neary	University of Western England	Anna2.Neary@uwe.ac.uk
Pippa Clarke	Frimley Park	Pippa.clark@fhft.nhs.uk

Apologies

Donna McConnell	Ulster University	d.mcconnell@ulster.ac.uk
Anna Jones	Cardiff University	Jonesa23@cf.ac.uk
Chris Inman	Birmingham City University	Chris.inman@bcu.ac.uk
Sally Gosling	CSP policy Lead: Chair HCEL group	goslings@csp.org.uk
Evelyn McElhinney	Glasgow Caledonian University	Evelyn.Mcelhinney@gcu.ac.uk

3. Approval of minutes from previous meetings

4.1: Minutes from last committee meeting (November 2018)

- a. Correction of those present – add Anna Jones.

- b. Following a minor amendment, minutes of the meeting held on 30th November were then accepted as a true and accurate record.

4. Matters arising from the minutes/ actions points:

- a. ***UK AP week 2019***

AP week will be the same as this year (i.e. week commencing 10th November 2019). HEE to hold their annual event on Thurs 14th November 2019. Agreed to have as standing item on the agenda. Will note events again on AAPE website. Need to update flyer and picture.

ACTION – AG

- b. ***AAPE Membership and Conference Attendance***

Following discussion re: associate membership, it was agreed to propose amendment to the Constitution to remove this category as adds to the demands for Treasurer in collecting membership fee (£25) and also provides a way for university representatives to gain benefits of membership without paying the full £150 fee. **ACTION: KM to propose at AGM on 29th March 2019.** Will continue to have opportunity for individuals to pay to attend the conference for £50.

Membership has been reviewed by Anna N with many who have not paid their annual membership fee. A reminder has been sent saying universities will be removed from the website and email distribution list. This has highlighted delay between teaching teams believing their fees have been paid and actual payment by the university finance team. AAPE. Agreed that a flyer re: membership will be prepared with appropriate contact details and available for distribution at the conference. **ACTION: AG and AN**

AG reported that 57 people had registered for the conference but need to check that all are members. Last year, conference cost for non-members was £25. Proposed to increase this to £50 this year.

- c. ***GDPR***

Completed.

- d. ***Funding request***

The request for funding from Dr Julian Barratt (Wolverhampton) for £500 towards his research looking at patient perceptions within consultations with advanced nurse practitioners, has been approved as membership fee is now fully paid.

5. Chair's report

KM confirmed that with regard to HEE ACP work, she was on the Operations Group whilst Ruth Pearce attends the Steering Group. KM reported that there HEE activity is increasing including with Bev Harden (BH) now referring to other countries with regard to AP with Mark Radford supporting and recognising the need to link discussions and further developments in with the NHS Long Term Plan. Part of BH's role is the roll out of a large national Census (IPOS MORI) for four areas: HEE Regions, Organisations and their Practitioners, and HEIs to ascertain baseline views on what is happening. This will be organised regionally.

Part of Census to look at how HEE regions have managed HEE ACP funding as big variations in approaches and timing of decisions. Wanting to know to what extent future workforce needs are being factored in. To note: medical associated professions (HEE – North) are aligning ACP roles with Physician Associates.

HEE have tenders out for two evaluations: One for a literature review to gather advanced practice evidence base and identify gaps to lobby for further research. Other for evaluation of ACP Framework implication activities. KM to review tender submissions.

Consultant framework still in development. CI has been attending the meetings.

Professor Alison Leary has been asked to develop a framework for the level prior to Advanced practice – working title “enhanced”

HEE are pursuing an Academy model to set standards for Advanced Clinical Practice and Consultant Practice. Academy Project Lead (Richard Collier) is working on structure, function etc.

SG has been leading on writing the Standards for Education and Training and Standards for Equivalence and the operating framework. KM is part of small group working on these. Drafts should be ready for review prior to the Council of Deans meeting. The Standards will need to be piloted – test and redefine.

HEI standards include reference to area specific competencies. Currently a number of areas of work:

- Surgical – AG and RP involved
- Older People – HO and SG involved
- General Practice Nursing just starting –KM to attend
- Paediatrics just starting
- Mental Health just starting – RP involved

Council of Deans update

- HEE has asked CoD to continue with its Steering group following its wider university event on Monday 18th March 2019. KM is representing AAPE on this group.
- Recent meeting focussed on – HEI census; apprenticeships; national procurement.
- RP reiterated that CoD does not represent everyone and this has been raised at steering group.

Bids for two projects

KM has been approached by BH to ascertain whether AAPE would be able to undertake the work from 2 bids from HEE with funding of £20,000 for each bid:

Bid 1: To enable the delivery of ACP at scale, engagement and support of valued HEI partners through the following:

- Development and provision of masterclass / train the trainer face to face sessions and webinars for Advanced Clinical Practice educators with a retained on-line resource
- Content to cover key modernisation areas informed by Health Education England, including:
 - Personalisation
 - Patient-centre care
 - Population health
 - Mental health / Physical health integration
 - Developing future educators
 - Building supervisory education and assessment capability
 - Connecting research with NIHR and Clinical Academic Careers
 - Connectivity with Leadership Academy
 - NHS Digital Academy resources and aims
 - a. Developing specific pathways within ACP education programmes

Bid 2: To work with Health Education England to:

- Support the embedding and review of the “Multi-professional Framework for Advanced Clinical Practice in England”, fostering genuine co-produced transformation rather than a tick box exercise
- Support the development of speciality pathways to complement the framework
- Maximise the opportunity of the Academy for Advanced and Consultant Practice
Key intended outcomes are:
 - Active participation in the development of the Academy
 - Actively support the Advanced Clinical Practice evaluation programme
 - Actively participate in the framework review
 - Actively engage in the educational kite-marking work to promote transformation

Discussion took place regarding the feasibility of taking on these projects and fees for individuals. It was agreed that an hourly rate of £55/ hour would be a reasonable reimbursement, exclusive of travel to meetings. [ACTION KH to draw up an invoice sample.](#)

Notes from discussions relating to bid 1 – ACP at scale.

List identified is not exhaustive;

Timeframe over next year April 19 to March 20

Activities will need to be suitable for on-line learning;

Health care scientists have undertaken a lot of “train the trainer” – would be useful for tips;

Would bring in experts eg Leadership Academy

Case-studies could be used as a focus for some of key modernisation areas using past graduates;

Include mini-films, webinars

Could pick up some of this at next year’s AAPE conference such as ways of working [personalised care – such as focusing in on diabetes (KH) population health etc.].

Need to improve multi-professional working and minimise silo working through sharing and promoting ideas and using AAPE website as a repository for resources.

Notes from discussions relating to bid 2 – HEE work

Could be project-managed;

[ACTION: KM](#) to circulate topics / specialty pathways for discussion.

6. Other country updates

England update included in Chair’s report. Reports from Scotland, Wales and Northern Ireland were not available. An update will be requested for the Conference in March [ACTION: EMc, AJ, DMc](#)

7. Membership

Approximately 50 members; no international affiliate members.

8. Finance report

Finances remain healthy (£4290) with Hallam Medical Contribution due in June. Conference costs are main anticipated expense at present. Noted ICN APN/NP Biannual Conference in 2020 in Nova Scotia, Canada so will need to support AAPE representation to attend.

9. Annual conference

CT from Coventry University organising with support from AG.

- a. Venue sorted at Coventry University – no break out rooms required; room is free.
- b. Stands; Coventry University. There will be no reps.
- c. Posters will be in the main room. There will be a first prize only of a £50 Amazon voucher.
- d. Free for AAPE members but non-members to pay £50. All monies to go through AAPE and not the University.
- e. Refreshments – at registration (tea and coffee); coffee break (to include biscuits).
- f. Hotel accommodation – Ibis Hotel booked.
- g. Thursday 28th - committee meeting from 3pm to 5pm with dinner later.
- h. Eventbrite link is available.
- i. Name badges to be generated through Eventbrite.
- j. Elections – see below
- k. Banners – new poles have been ordered
- l. KM – to bring tablecloth
- m. AG to bring pens; business cards and voting box;
- n. Registration – Hilary and Kathy
- o. Jackie to sort out positioning of posters; conference report and photos.
- p. Possibility of filming – CT to check.
- q. Social media – AG agreed to tweet on the day.

Proposal for 2020 conference to be hosted by University of Belfast on Friday 20th March. Discussed committee staying for 2 nights. Need to confirm date and location with DMc **ACTION: AG/KM**

10. Website and social media

KM has been adding news etc to the website and amended some content for clarity. Trying to keep strong social media presence following surge in followers during Advanced Practice week.

11. National and international networking

See Chairs report. AN reported participation in the Health Policy group SWOT global analysis of advanced practice. AG reported network is providing mentoring for introduction of ANPs in Hungary.

12. Scholarship and scholarly activity

As stated above, £500 been awarded to Dr J Barratt. No other requests for financial support at present. To be promoted at Conference.

13. Committee members and roles

- a. KM to chair for one further year and will then move on. It is hoped that a new chair will be identified after the conference in March who can then both share the workload and shadow Katrina for a year. This would facilitate elements of continuity and it is also hoped that some more work can be shared across the committee.
- b. Co-opted members are SG, PC and RH.
- c. 9 current committee members are up for election: Hilary. There are also 2 vacant spaces from last year.
- d. Donna to collate biographies – closing date is early March. Voting slips to consist of two A4 sheets including biographies.
- e. Voting slips to be completed in the morning and counted at lunchtime.

14. Action plan update 2018-2019

- a. HEE work is naturally ongoing.
- b. Council of Deans – SG added to advise on consultant development.
- c. Surgical care - AG and RP – attended meeting with Royal College Surgeons Presidents – comments provided re: their curriculum and clear that surgeons have different perspectives and see role as being consistent with medics. Requirements for credentialing are key here.
- d. RCEM – curriculum mapping ongoing but wanting change in title and diagnostics included.
- e. International affiliation – through activities.
- f. Network groups developing.
- g. Cross-dialogue – work with CI and AG – not valid now.
- h. Website to be kept up to date.
- i. Alliance with AHP and survey. Unable to share/ extend survey at present but need to look at some form of tracking (comparing trends/ distribution etc.). Aim to undertake in 2020.
- j. Conference – ongoing.
- k. AP week in November – aim to try and put something on to celebrate but avoid Thursday (CoD meeting).
- l. Improving communication – may be worth considering Microsoft 365°.
- m. Challenges re: education providers coming on-board – not all university-based. Need to consider how Academy can work with education providers.

15. Any other business

- a. PC raised some of the challenges associated with midwives' perceptions of their level of practice with many working at AP level without realising/ believing that they are and feel overwhelmed. Agreed it would be useful for any AP midwives to be in contact with PC **ACTION: KM to circulate request .**
- b. DS – is external advisor for NMC guidelines.
- c. HO working with Gwyneth Grout on Older Adults framework.
- d. Apprenticeships:

- I. UWE to have their first intake of AP apprenticeships in May 2019.
 - II. Trusts lead in time has been under-estimated. RP reiterated that all paper work needs to be completed many weeks before they commence the apprenticeship programme.
 - III. National procurement process being developed
- e. HW and SG attended the HEE ACP e-Portfolio event to inform development by Axia Digital UK
 - f. RP reported being awarded £20k by HEE to undertake an evaluation of advanced practice in primary care
 - g. RP proposed considering using Office 365 Sharepoint in future as repository for AAPE document development

16. Dates of the next meetings

- a. Thursday 28th March – Committee meeting (3.00-5.00pm) – Coventry University
- b. Friday 29th March – AAPE Conference and AGM – Coventry University
- c. Friday 12th July 2019 – London South Bank University
- d. 1st November 2019 – Location tbc