

The Association of Advanced Practice Educators (AAPE UK)

Minutes of the Committee Meeting held on Friday 29th November 2019

Venue: London South Bank University

11am-3pm

1. Welcome

Katrina welcomed all to the meeting.

2. Present

Katrina Maclaine (Chair)	KMc	London South Bank University	maclaik@lsbu.ac.uk
Annabella Gloster (Deputy Chair)	AG	University of Salford	a.s.gloster@salford.ac.uk
Kerry Mills	KM	Radiographer Advisor	Kerry.Mills@uwe.ac.uk
Helen Rushforth	HR	Southampton	her@soton.ac.uk
Kathy Haigh	KH	University of Cumbria	Kathryn.haigh@cumbria.ac.uk
Deborah Slade	DS	Oxford Brookes University	daslade@brookes.ac.uk
Donna McConnell	DM	Ulster University	d.mcconnell@ulster.ac.uk
Claire Tubbritt	CT	Coventry University	Claire.tubbritt@gmail.com
Ruth Pearce	RP	University of Nottingham	Ruth.pearce@nottingham.ac.uk
Chris Inman	CI	Birmingham City University	Chris.inman@bcu.ac.uk
Hilary Walsgrove	HW	Bournemouth University	hwalsgrove@bournemouth.ac.uk

Apologies

Helen Orton (Secretary)	HO	University of Liverpool	h.p.orton@liverpool.ac.uk
Anna Neary	AN	University of Western England	Anna2.Neary@uwe.ac.uk
Anna Jones	AJ	Cardiff University	Jonesa23@cf.ac.uk
Evelyn McElhinney	EM	Glasgow Caledonian University	Evelyn.Mcelhinney@gcu.ac.uk
Rob Harvey	RH	Pharmacist Advisor	rharvey@bournemouth.ac.uk
Pippa Clark	PC	Midwife / Neonates Advisor	Pippa.Clark@fhft.nhs.uk
Collette Henderson	CH	University of Dundee	c.m.j.henderson@dundee.ac.uk
Daniel Monk	DM	Northumbria University	d.monk@northumbria.ac.uk

3. Approval of minutes from previous meetings

Minutes of the meeting held on 12th July were accepted as a true and accurate record.

4. Matters arising from the minutes/ actions points:

a. *Committee membership*

KMc has made amendments to the Constitution following AGM decisions (March 2019).

b. *HEE Project*

The committee were reminded to use the claim forms for AAPE committee travel expenses and separate claim form for AAPE project work, and to submit electronically to AN / treasurer.

c. *Biographies*

Updating of biographies on website is ongoing - co-ordinated by AJ.

ACTION: send updates to AJ

5. Chair's report

- AAPE UK representation in all key groups
- Supporting maximising of the opportunity of the “Academy of Advancing Practice” (working title). Focus on Course Accreditation – piloting the ‘Standards for Education and Training’ in order to be more focussed. Work on ‘Standards for Equivalence’ continues to progress. HW and HR actively involved. The process and timescale is still being discussed. A designated period of time / window for application is planned to ensure all decisions relating to accreditation of ACP programmes are made at same time.
- KMc disclosed that the HEI element of the HEE national survey (census), being conducted by IPSOS MORI, is now unlikely to place – in the absence of HEI opinion RP has successfully secure time for a ‘table of questions’ at the Council of Deans Health annual conference on Monday 16th March 2020.
- RP is stepping down as HEE steering group AAPE UK representative as she is now working with the University of Nottingham team to evaluate HEE’s ACP work so this is a conflict of interest. She will be replaced by KMc
KM is stepping down as HEE operational group AAPE UK representative, to be replaced by AG
- A report following the conclusion of ‘Enhanced level’ of practice work in England led by Professor Alison Leary has highlighted ‘enhanced practitioners’ as a substantial group in their own right, which may lead to the development of a ‘framework for practice’ in the future.
- ‘Consultant framework’ is still in discussion. CI met Professor Kim Manley but there is no clear indication of developments to date.
- There is a possibility that the HEE Multi-professional ACP framework may be re-written in 2020, which has implications for current mapping of capabilities.

- HEE ACP 'Tool Kit' – KMc has written a piece on transition to becoming an ACP and RP has produced an updated piece of ACP apprenticeships.
- Credentialing – specialist routes work continues.
 - AG highlighted the use of an ophthalmology framework developed by the RCOphth is to be adapted to structure an ACP optometry curriculum, which will focus on four clinical areas: cataract, glaucoma, medical retina, and acute and emergency eye care. The focus is quite specific, but the aim is to ensure the non-medical eye healthcare workforce is appropriately trained for their role in patient care through the development of a nationally recognised skill set.
 - RP and AG have been involved in a very thorough review of the Surgical ACP curriculum.
 - AN on Royal College of Physicians group re Acute Medicine ACP standards.
- The Council of Deans for Health have completed a scoping exercise of postgraduate education in HEIs to gain insight into the 'realities', such as staffing, etc. They are due to publish this soon. They are holding their annual conference on Monday 16th March 2020.

6. Country updates

Scotland

Update from KMc on behalf of EM:

- The three Academies continue to work collaboratively with: HEI's, Health Boards; researchers; and to maintain a database.
- Transforming roles work is ongoing. The post career development framework for nurses and AHP's is available at: <http://www.careerframework.nes.scot.nhs.uk/>

Northern Ireland

Update from DM:

- Two frameworks:
 - ANP Emergency Care for Children – unlikely to be re-commissioned due to numbers
 - ANP Primary Care – first cohort will graduate soon
 - Pathways proposed for Adult / Older Person, Mental Health, and Palliative Care – Mapping competencies work is underway with a plan for core modules and additional two specialty modules

Wales

Update from KMc on behalf of AJ:

- Health Education and Innovation Wales now leading role in workforce and development.
 - £500,000 allocated to Non Medical Prescribing education
- There are plans for a conference to celebrate advanced practice in 2020.
- There is currently a north / south divide but plans are to link forums across Wales.

England

Update from KMc – see Chair’s Report for HEE related issues.

7. Membership

- 52 paid up members – numbers continue to be consistent around this figure
- A recent HEE scoping exercise via website search, found there are 80 HEIs and private organisations running multi-professional ACP programmes in England alone, so there is a potential market to increase membership.

Action: to consider mail shot to generate new member organisations at next membership point (AN/AG)

8. Finance report

Finances remain healthy - £8312.67 tbc by AN

- HEE Project:
 - Project 1 – balance unspent currently £15,347.00
 - Project 2 - balance unspent currently £15,386.12

The committee were reminded to claim for travel expenses, and separately for HEE individual activity, on the appropriate forms previously circulated. Electronic submission to AN / Treasurer.

9. Scholarships

- No requests to date. Applications can be submitted for conference fees but not study course fees. **Action: KM to remind members of this in next email circular**

10. Annual Conference – ‘Valuing diversity in Advanced Practice’

Friday 20th March 2020 hosted by University of Belfast, Northern Ireland.

Venue: Jordanstown Campus

Committee members to be there on Thursday 19th for a committee meeting 3-5pm and to stay Friday night after the conference.

Hotel: Premier Inn, Cathedral Quarter, Belfast

Delegates:

Two free spaces are available for each paid up organisation (e.g.: committee member plus one other), £50 for additional member individual, or £150 for non-member individual.

£200 exhibitors’ fee

Advertising:

Flyers available to use for promotion of event. **Action: committee**

CoD website: **Action: CI**

Programme to go on AAPE website **Action: AJ** and circulated to membership **Action: KM**

Programme:

The proposed programme was considered and revisions made to timings:

15 minutes for 'opening and welcome' session

Session added in morning with AHP focus to follow CNO session.

'Table discussions' to include 4 x 10 minute case study presentations, with a subsequent 'Panel discussion'.

Catering – DM, once AG confirms numbers one month in advance

WiFi access – DM to confirm

Name badges – AG

11. HEE ACP Project Work

Project lead HW.

HEE/AAPE Project 1: Embedding and review of the Multi-professional Framework for ACP in England

Making good progress. See Chairs Action & Action Plan update.

HEE/AAPE Project 2: Development and provision of Masterclasses for Advanced Clinical Practice Educators. Sessions to include:

- Patient-centred Care – Good attendance at Salford (AG) and Bournemouth (HW) workshop events
 - Plans are to set up a forum & publicise resources for members only area.
- Population Health – CI suggested Public Health Representative Francis Howie as someone to approach with regard to organising an event
- Mental health / Physical Health integration - yet to be organised. (RP working with HEE professional networks separately)
- Developing future educators - consider using some LPs and develop some talking heads videos – **Action: all to consider and to send to HW**
- Building supervisory education and assessment capability – agreed wait until further outputs from HEE ACP Supervisors project
- Connecting research with NIHR and Clinical Academic Careers- KM
- Connectivity with Leadership Academy – KM to explore half day event
- NHS Digital Academy resources and aims - KH
- Developing specific pathways within ACP educational programmes
- Apprenticeship / EPA Workshop – Vicky Macarthur (Oxford Brookes) to facilitate next event at LSBU on 31st January 2020 and further events going forward.

AAPE members only - Friday 21st February 2020 planned event in Salford to allow HEE speakers to present information updates

Action: ALL Committee members to look at spreadsheet and take a lead role in Project 2 and provide regular updates so that HW can report to HEE via Bev Harden.

ALL committee members to provide updates for HW where involved in Project 1 work

12. Advanced Practice Week

There was excellent feedback from those who organised conferences / events staged at the University of the West of England, Coventry University / University of Birmingham, and University of Salford. An event facilitated by Oxford Brookes University to 'demystify advanced practice' for service users and the public at a local hospital trust, was also successful.

Hallam Medical continue to sponsor AAPEUK and welcome inclusion at any events organised by members.

Next year's Advanced Practice Week will take place 8th -14th November 2020

ACTION AG to prepare new flyer

13. Website

AJ is now responsible for the AAPEUK web pages

Discussions proposed developing a 'private members area' with access exclusively for paid up members. This had been costed at approx. £700.

ACTION: KM to confirm contract with Combine Studio and proceed to be ready for launch at AGM in March 2020.

A timeline for updates was suggested to maintain the currency of information on the site. Appraisal of the current website led to suggestions for amalgamating some 'tabs' ('Announcements and news' and 'Events') and removing others ('literature lists and recommended resources'). It was also proposed to seek the input of an external IT technician to streamline the web site to make it more engaging.

Action: HR to seek financial quote for website 'overhaul'

14. Social Media

Committee were reminded to maintain a social media presence to facilitate information sharing.

15. Committee membership

Daniel Monk (Paramedic) joined the committee as a co-opted member until the next election to fill the vacant place left by Jacky Price's departure.

AG will be the AAPEUK Chair from March 2020

Action: To consider Deputy Chair post at January meeting

Secretary role – may need to consider in January if HO still off sick

Election at AGM March 2020. Current tenure complete for CT, E Mc, D Mc, AN and RP. One vacant place. KH to be Electioneer.

Committee nomination voting slips to be prepared and circulated to members after January meeting. It was agreed that biographies for committee member nomination could be circulated to AAPE members two weeks prior to annual conference

Action: KH as committee nomination facilitator

16. International affiliate membership

No affiliate members at present to promote international networking.

ICN APN/NP Biannual Conference in 2020 in Nova Scotia, Canada. So will need to plan to support AAPEUK representation to attend – potential scholarship applications from RP, KM, and DS who have submitted abstracts.

KMc highlighted that certain countries in Africa have an APN framework and are developing a curriculum for education lead by Bongji Sibanda.

17. Action plan 2019-2020 progress review

- The updated Action plan was circulated to committee members.

ACTION: KM to update Action Plan and circulate via email to members and publish on website

18. Any other business

- Congratulations to CI on the publication of her book with Paula McGee.
- HR:
Regarding the 'Equivalence project': experienced practitioners will demonstrate their capabilities against the HEE Multi-professional Framework by uploading a portfolio to an ePortal. Lead Elaine Jenkins – Academy of Healthcare Sciences.
HR asked how many HEIs would be happy to facilitate the mapping of capabilities using a developed tool – a module (taught and online), used as a vehicle for portfolio development, with an endpoint assessment set by the HEI to verify the process.

A 40 credit module has been developed at Bournemouth University at a cost of £1200. For example HEE propose a 20 credit module with portfolio development, which is a large assessment component (word limit) for 20 credits.

Action: HR to feedback to HEE re queries. Committee to consider their HEI's capacity for processing students each year

- KM mentioned that the BBC 'Casualty' programme is introducing an ACP to the ED team, and are hence Anna Neary is advising.

19. Dates of the next meetings

- Friday 24th January 2020 11am -3pm – Location LSBU
- Thursday 19th March 2020 3 - 5pm – Ulster University (ie day before the conference)