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

**Committee Meeting**

**Friday 22nd January 2016**

**Venue: City University, London**

**MG23**  **Meeting Room - TBC**

**11.30am -3.30pm**

**Minutes**

### Present:

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| 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 |
| Lucy Tomlins  Anna Neary  Linda East   |  | | --- | | Evelyn McElhinney | | Hilary Walsgrove (Treasurer)  Katrina Maclaine  Donna McConnell |  1. Apologies   Kathy Haigh  Mark Edwards | University of Bolton  University of West of England  Nottingham University   |  | | --- | | Glasgow Caledonian University | | Bournemouth University  Southbank University  Ulster University |   University of Cumbria  Swansea University |

1. Approval of minutes of previous meeting – Katrina requested that the spelling of her name be amended. Actioned (minutes re-distributed).
2. Matters arising – contained within agenda items.
3. Chair’s report – contained within agenda items.
4. Action plan update (please cross reference to the 2015 action plan on the web pages)

15.1 Ruth queried the reference to the Sepsis Trust. Anna J confirmed no further contact received from the Sepsis Trust, and so item to be closed.

Katrina suggested creation of AAPE UK business cards. Daniel to contact Craig to design and create, in time for AAPE UK conference and key meetings.

HEE ACP meeting – Ruth to attend February 2016 meeting on behalf of AAPE UK. The meeting is open to other committee members to attend.

Evelyn – to follow up the link with PhD Student AP website and Ruth will upload link to AAPE UK website.

To include link to Apollo Nursing on AAPE UK website – Ruth to action.

15.3 – Ongoing

15.4 – Application forms agreed, with typographical issues addressed, and Ruth will upload to the website. Email address for AAPE UK to be set up – Daniel to action. Emails to AAPE UK to be redirected to Anna J and Linda’s email account for review prior to dissemination to the committee.

15.5 – Linda to create list of international links and Annabella will create page on website. Hilary and Chris to add to list. Linda has possibly links to Saudi Arabia, who are now exploring AP.

Linda requested that networking be added to agenda as standing item (actioned). Linda to lead. International section to be created on webpages - Ruth to action.

15.6 Chris suggested re-surveying the committee members in light of changes to AP programmes over the past 2 years, and is aiming to publish to NET.

Discussion ensued around banding and funding of AP education/ posts, referencing the West Midlands Framework. Differences noted between primary, secondary and emergency care practitioners banding and in self-funding or contracted status.

15.7 – Actioned

15.8 and 15.9 (to combine) – Ruth has actioned web site changes, and noted that Hallam Medical have requested that we make full use of the web pages.

Anna J to add minutes and agenda’s, and Ruth to add action plan.

Evelyn to access AAPE UK twitter account and increase tweets

To create newsfeed on website – Daniel to take forward. Please could all committee members send links to Daniel to feed into webpages – to include Welsh frameworks, West Midlands web site link, Scottish toolkit links, ICN AP link, Royal Colleges and AHP committees, and to create hyperlinks to committee email addresses.

15.10 – Anna N to place message on website to encourage students to publish abstracts, as part of AAPE UK literature list pages. To include research and projects including posters. Discussion surrounding copyright, and ownership

To revamp 4 country update on AP

Katrina noted that we need to create a separate point on the action plan to recognise continuing work in terms of standards e.g. QNI.

1. Annual conference /AGM - including poster presentations

At the last meeting a suggestion was made whereby the AP book publishers would be invited to launch the AP book. However, the publishers do not attend conferences, and Dave Barton is also unable to attend the conference.

Annabella – to finalise speakers following suggestions from the committee, with Chris and Anna N to contact Annabella with suggested presenters.

Chris noted that Marc Seale is unable to attend, however Michael Guthrie has volunteered to replace M. Seale and will be asked to speak on Policy and Standards around AP for AHP’s.

Annabella to amend flyer, and to contact Mark Radford regarding the title of his presentation. A suggestion was that it cover a generic overview of AP from the HEI perspective and its challenges.Continued discussion surrounding extending the length of time of the main speakers, and when to conduct the AGM and election. Annabella to review the programme in light of the discussion.

Committee election: Anna J to recirculate election list and committee members standing for re-election to supply biographies in preparation for the conference AGM. Hilary has offered to undertake the election with support from Anna J.

Ruth – has requested that she demit office (Chair), in light of job changes. Committee to discuss further via email. Discussion ensued around need for broader AHP representation on committee. To create standing item on agenda around committee and membership changes (actioned).

Conference attendance discussed and committee asked to encourage attendance from their respective institutions.

Anna J to redistribute committee members’ contact details so that members can contact one another on arrival at Manchester. To meet at 7.30pm on eve of conference.

To save the date – 2017 conference date set as Friday 3rd March 2017. To possibly be held in Bristol.

1. Finance report

Balance = £8, 855.59

Pending x2 HEI and associate membership payments = £325 to add

Currently 35 HEI’s have membership, which include new HEI’s.

X2 associate members

17 HEI’s have not responded to reminders, which have been sent every 3 months.

Associate membership fees discussed and their payment. Hilary to investigate whether it would be possible to set up direct debit payments.

Bank details (name change) needs to be amended on bank account. Hilary to action. Anna J to forward minutes of last AGM to Hilary documenting the name change.

Committee costs from April 1st 2015 – 21st January 2016 = £1196.60

Conference expenses approximately = £2,000

1. IT/ social media updates

Twitter account to be accessed more regularly, and Evelyn has volunteered to tweet on behalf of AAPE UK. To include Twitter feed in background of conference – Evelyn and Annabella to discuss further.

Anna J to investigate the awarding of CPD points for 2017 conference.

1. Cross-course dialogue/ Programme information – Included within the Action Plan discussion.
2. Any other business

* QI - voluntary standards for district nurses - Ruth & Anna N.

District nursing standards already produced Anna N to attend meeting in Scotland on the 17th February around GP Nursing Standards.

HEE produced district nursing standards framework before QNI standards, plus there are also RCGP standards.

Lengthy discussion around standards and Royal College representation. The NMC will be reviewing standards post – 2017, and HCPC are involved in standards within Post-Graduate education.

* Feedback from the HEE Advanced Practice Round table event Friday 8th Jan 2016 – Katrina

HEE are producing a definition of Advanced Clinical Practice, with the outcome to produce recommendations and guidance.

The RCN will be credentialing AP from 2017.

* Katrina represents AAPE UK on the working group which feeds into the Steering group for the HEE.

Further discussion around governance and regulation. The next meeting for the working group is the 29th February 2017. AAPE UK have an invite to the steering group meeting and Ruth will represent AAPE UK at the February meeting. There is no set timeframe to complete standards.

* Committee membership – discussed above within point 7 - conference details.

1. Date and time of next meeting:

**Conference and AGM Friday 4th March 2016 Salford**

**Next Committee meeting –**

**Friday May 6th 2016.**

**City University 11.30-3.30pm**

**Room to be confirmed.**

Committee meeting dates 2016-2017

Friday 6th May 2016

Friday 1st July 2016

Friday 25th November 2016

Friday 20th January 2017

Friday 3rd March 2017 – AGM and Conference.