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

**Committee Meeting**

**Friday 6th May 2016**

**Venue: City University, London**

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

**11.30am -3.30pm**

**Minutes**

### 16.05.01 Present

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|  Ruth Pearce (Outgoing Chair) Chris Inman Anna Jones (Secretary) Anna Neary Linda East

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| Evelyn McElhinney  |
| Hilary Walsgrove (Treasurer)Katrina Maclaine (Chair)Kathy Haigh Steven Beach Claire TurbrittHelen Orton |

* + 1. **Apologies**

Annabella Gloster (Deputy Chair) Mark EdwardsDaniel ApauLucy TomlinsDonna McConnellPaula JefferyKerry Mills – No apologies receivedLee Cameron – No apologies received |  Nottingham University  Birmingham City University Cardiff University University of West of England

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| Nottingham UniversityGlasgow Caledonian University |
| Bournemouth UniversitySouthbank UniversityUniversity of CumbriaKingston University and St. George's, University of London.Coventry University |

 Liverpool UniversityUniversity of SalfordSwansea UniversityCity University, LondonSalford UniversityUlster UniversityWales Ambulance Service Trust (WAST) |

**16.05.03**

Approval of minutes of previous meeting – minutes amended to:

AOB:

Formatting of information re: HEE work altered to ensure clarity, and spelling of RCN amended.

* 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.

**16.05.04/05 Matters arising/ Chair’s report**

* Ruth thanked the committee for their support during the conferences, and during her tenure as Chair.
* Ruth thanked the committee for the helpful comments re: HEE work that will be forwarded to the next HEE Steering Group meeting.
* The Journal of Community Nursing has contacted Ruth re: producing an article/s for the Learning Zone section of the journal. The suggestion as presented to the committee, and any suggestions to be referred to Ruth from committee members or if any students wished to contribute.
* Elizabeth Taylor (Hallam Medical) has requested that the Committee consider the inclusion of a link on the AAPE UK website (NMC revalidation tab) to revalidation. Hallam Medical is collaborating with the Journal of Community Nursing to provide every nurse with a free on-line revalidation too. Ruth will review the re-validation tool, and report to the Committee before a decision is made.
* Ruth has replied to the request from Dr Nichola Ashby for a response to advanced practitioners statement re: gaining a UK wide perspective on band 5 nurses being considered for the role of AP (email dated 11th April 2016). Ruth however has not received a reply to date. Ruth thanked the Committee for their responses.
* Dickon Weir-Hughes, who is working towards Magnate Recognition in Oxford, has contacted both Ruth and Katrina re: a conference to showcase Advanced Practice on the 18th November 2016 in Oxford. It coincides with the US Advanced Practice week (November 8 to the 14th 2016) with Melanie Rogers, and Professor Alison Neary alongside AAPE UK having been approached to present at the conference. Katrina will respond to Dickon Weir-Hughes and agree that AAPE UK will be represented at the conference.
* Discussion ensued around Magnate Recognition and programme/ course titles. Katrina raised the point that HCPC stipulate that any AP title needs to reflect profession e.g. Advanced Practice (Physiotherapy). Further discussion arose around legal implications and blurring of professional boundaries including physicians’ associates and regulatory frameworks, with Katrina introducing discussion around establishing Advanced Clinical Practitioners as a stand-alone direct entry practitioner, and the issues surrounding registration.
* QNI GPN Standards – Ruth will attend the next meeting on the 25th May 2016 and will liaise with Anna Neary, who also represents AAPE UK. Following discussion of standards, Katrina will circulate the RCGP document to further inform the committee.
* Evelyn commented that the Scottish Government is now reviewing and re-defining Advanced Practice. Currently, there is no requirement for the completion of a full MSc to work within an Advanced Practice role, and suggested that she set up a sub-group in Scotland to link HEI’s and develop Advanced Practice (AP), and the Committee endorsed the request. Further discussion resulted encompassing AP in Wales and Scotland.
* Anna J suggested creating a tab on the AAPE UK website to advertise external examiner posts and revalidation events which the Committee supported.
* Nomination and voting for a new Chair and Deputy Chair was conducted as the meeting was quorate.

Katrina was voted in as Chair, proposed by Ruth and seconded by Evelyn

Annabella voted in as Deputy Chair, proposed by Ruth and seconded by Anna J.

* + 1. **Action plan update**

There was general discussion around membership and the following actions agreed in relation to the points on the constitution and action plan:

* Anna J to contact Craig Richardson from Combine Studio re: administrative rights for the website to ensure that all committee members are able to update the website, and Anna J to email all committee members with the link and username and passwords to the website.
* Anna J to contact Helen Rushforth re: OSCE’s in relation to work Chris is completing on cross-course dialogue.
* Action plan updated (see current action plan as attached document and when confirmed by the Committee, to be updated on the website).
* Synopsis of changes to the Action Plan:
* Linda suggested that sustainability and health be included in the Action plan, linking in with the work of the RCN Sustainability Network, and the integration of sustainability into clinical skills teaching. Linda would like to explore sustainability and AP.
* Constitution – synopsis of changes made to the constitution:

To amend ‘Co-Opted Advisor’ to ‘Advisor’

To increase the committee full and associate membership number to 16 with +3 Co-Opted committee members, plus Advisors. See Action Plan for details.

* + 1. **Annual conference /AGM**
* 2016 conference evaluated very well, with comments that the conference was inspiring. Anna N to host the 2017 conference at the University of the West of England in Bristol.

The format of the 2016 conference worked well

* Conference date confirmed as 3rd March 2017 – ‘Save the Date’ to by tweeted and uploaded to the website. Anna J to upload to the website, and Hilary to email the membership.
* Anna J to send out email to all committee members to ensure that all contact emails are correct.
* Theme and Speakers for APPE UK 2017 conference.

Suggested title: *Innovations in Advanced Practice Education: The Time is Now*

UWE speaker to open conference

AAPE UK to award AP Student of the Year award. To request that Hallam Medical sponsor a plaque and that AAPE UK provide a prize of £100

* Suggested speakers:
	+ - * + Kathy – undertaking an MSc as distance learning and students experience of distance learning and developing their Advanced Practice.
				+ CPD and Advanced Practice
				+ Jimmy Ronaldson – Emergency Medical Retrieval (Scotland) and workbased learning.
				+ Preceptorship placements (stemming from ICN Work)
				+ E-portolios/ portfolios to replace the dissertation – Annabella and Anna, and Linda has also offered support.
				+ Service improvement
				+ Mark Radford – to provide update on HEE work around AP.
				+ AGM
				+ To continue to include poster presentations.
				+ Anna J to create draft conference programme
		1. **Finance report**

Current balance (06.05.2016) = £2,020.44

Conference costs approx= £1300.00

Business cards approx. = £150.00

Payments to be requested for AAPE UK membership shortly, and sponsorship from Hallam Medical.

* + 1. **IT/ social media updates**

Evelyn and Anna N to Tweet regularly (once a

week) to maintain social media presence and access to Twitter account to be ensured for all members.

* + 1. **Cross-course dialogue/ Programme information**

This has been included within amendments to action plan.

**16.05.11 National and International Networking**

* HEE work to be completed within 12 month timeframe from March 2016. Katrina represents AAPE UK on the working group and Ruth at the Steering Committee. Next meeting on the 24th May, where all AP frameworks will be synthesised.
* RCN are proposing credentialing of RCN ACP individuals. There are only 5 accredited (RCN) courses. Accreditation of MSc curricula is suggested within 1 year of completion of programme with the cost being borne by the individuals. If the individual has undertaken a non-RCN accredited course, then other mechanisms will be employed to achieve credentialing. The NMC are working alongside the RCN in developing this proposal.
* Update on AP in Northern Ireland requested (Anna J to request of Donna for website).
	+ 1. **Committee membership**

 Discussed as part of action plan.

**16.05.13 Any other business**

* Video conferencing for committee meetings (x2 per year) – Linda East – this was not deemed possible, as there are so many members, and the meetings are lengthy.
* To add standing items: Scholarship/ funding – agreed and added to next agenda.
* Linda East and Annabella Gloster- applications for funding support for the ICN INP/APNN conference September 2016. Both applications reviewed and agreed by the committee

Linda East granted £500

Annabella Gloster granted £300

Both will share their work at next year’s AAPE UK conference. Anna J to upload to website under ‘Latest News’.

* Learning zone features in the Journal of General Practice Nursing for ANP’s – Ruth Pearce – see Chair’s report.
* Linda suggested that APPE write a report/ position statement on practice placements. Discussion resulted in the Committee agreeing that the APPE UK position statement is amended to include reference to the 4 pillars of AP, levels of study and practice, and the shape and context should be reflected by specific countries’ frameworks. Katrina to draft an update.
* Kathy raised the issue of decreased CPD monies, and the instigation of Postgraduate loans to all up to a maximum of £10,000. See the following links for details:

<https://www.ucas.com/ucas/postgraduate/finance-and-support/postgraduate-fees-and-funding>

<https://www.prospects.ac.uk/postgraduate-study/funding-postgraduate-study/postgraduate-loans>

**Date and time of next meeting:**

Committee meeting **- 1st July 2016 – Birmingham City University, Venue TBC.**

**Committee Meeting Dates:**

**Friday 6th May 2016**

**Friday 1st July 2016**

**Friday 25th November 2016**

**Friday 20th January 2017**

**Friday 3rd March 2017 – AGM and Conference.**

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| **Minute:** | **Action:** | **Action by:** |
| **16.05.03** | Amend January AAPE UK Committee meeting minutes | AJ  |
|  | Amend AAPE UK AGM minutes | AJ  |
| **16.05.04/05** | To disseminate Learning Zone article details to committee and membership.  | Committee/ AP |
|  | Hallam Medical requested link to revalidation tool be placed on AAPE UK website. Ruth to review tool prior to posting | RP |
|  | AP conference 18.11.2016 – request for AAPE UK presence from Dickon Weir-Hughes | KM |
| **16.05.06** | To contact Craig from Combine Studio re: admin rights for all committee members | AJ  |
|  | To contact Helen Rushforth re: OSCE work  | AJ |
|  | To update AAPE UK Action Plan | AJ  |
|  | To update/ amend AAPE UK Constitution | AJ  |
| **16.05.07** | To post AAPE UK Conference March 3rd 2017 ‘Save the Date’ to AAPE UK website and to email membership | AJ & HW |
|  | To check AAPE UK committee members email addresses | AJ  |
|  | Creation of draft AAPE UK Conference Programme March 2016 | AJ |
| **16.05.09** | Maintain social media presence on Twitter | EM & AN  |
| **16.05.11** | Update on Advanced Practice in Northern Ireland | AJ to request from DM - actioned |
| **16.05.13** | Update AAPE UK Position Statement on website | KM |