

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

**Minutes of the Committee Meeting held on Friday 16th July 2021**

**Virtual platform: Microsoft Teams**

**9.30am start**

1. **Welcome:**

**KH** welcomed those present to the meeting.

1. **Present:**

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| --- | --- | --- | --- |
| Kathy Haigh  (Chair) | **KH** | University of Cumbria | [Kathryn.haigh@cumbria.ac.uk](mailto:Kathryn.haigh@cumbria.ac.uk) |
| Anna Jones  (Deputy Chair) | **AJ** | Cardiff University | [Jonesa23@cf.ac.uk](mailto:Jonesa23@cf.ac.uk). |
| Anna Neary  (Treasurer) | **AN** | University of Western England | Anna2.Neary@uwe.ac.uk |
| Deborah Slade  (Secretary) | **DS** | Oxford Brookes University | [daslade@brookes.ac.uk](mailto:daslade@brookes.ac.uk) |
| Diane Reid | **DR** | Manchester Metropolitan University | [diane.reid4@nhs.net](mailto:diane.reid4@nhs.net) |
| Katrina Maclaine | **KMc** | London South Bank University | [maclaik@lsbu.ac.uk](mailto:maclaik@lsbu.ac.uk) |
| Helen Orton | **HO** | University of Liverpool | [h.p.orton@liverpool.ac.uk](mailto:h.p.orton@liverpool.ac.uk) |
| Helen Rushforth | **HR** | Southampton University | [her@soton.ac.uk](mailto:her@soton.ac.uk) |
| Chris Inman | **CI** | Birmingham City University | [Chris.inman@bcu.ac.uk](mailto:Chris.inman@bcu.ac.uk) |
| Jonathan Thomas | **JT** | Swansea University | [jonathan.w.thomas@swansea.ac.uk](mailto:jonathan.w.thomas@swansea.ac.uk) |
| Rosie McCarthy | **RM** | Liverpool John Moores University | [R.McCarthy@ljmu.ac.uk](mailto:R.McCarthy@ljmu.ac.uk) |
| Pippa Clark | **PC** | Midwife / Neonates Advisor | [Pippa.Clark@fhft.nhs.uk](mailto:Pippa.Clark@fhft.nhs.uk) |
| Hilary Walsgrove | **HWa** | Health Education England | hw4acpdevelopment@bbtinternet.com |

**Apologies:**

|  |  |  |  |
| --- | --- | --- | --- |
| Donna McConnell | **DMc** | Ulster University | [d.mcconnell@ulster.ac.uk](mailto:d.mcconnell@ulster.ac.uk) |
| Collette Henderson | **CH** | University of Dundee | [c.m.j.henderson@dundee.ac.uk](mailto:c.m.j.henderson@dundee.ac.uk) |
| Clair Graham | **CG** | University of the West of Scotland | [Clair.Graham@uws.ac.uk](mailto:Clair.Graham@uws.ac.uk) |
| Helen Wenger | **HW** | University of Plymouth | [helen.wenger@plymouth.ac.uk](mailto:helen.wenger@plymouth.ac.uk) |
| Vicky Macarthur  (Co-opted member) | **VM** | Oxford Brookes University | [vmacarthur@brookes.ac.uk](mailto:vmacarthur@brookes.ac.uk) |
| Louise Beesley | **LB** | Birmingham University | [L.D.Beesley@bham.ac.uk](mailto:L.D.Beesley@bham.ac.uk) |

**Advisor** (not in attendance):

|  |  |  |  |
| --- | --- | --- | --- |
| Kerry Mills | **KM** | Radiographer Advisor | [Kerry.Mills@uwe.ac.uk](mailto:Kerry.Mills@uwe.ac.uk) |
| Rob Harvey | **RH** | Pharmacist Advisor | rharvey@bournemouth.ac.uk |

1. **Approval of minutes from previous meetings:**

* Minutes from the 24th June were amended to reflect an accurate record of the meeting.

**Action:** **AJ** to upload document to the website

1. **Matters arising from the minutes/ actions points:**

* None

1. **Chair’s report:**

**KH:**

* Massive thanks to **AJ** for leading the organisation of the conference.
* **AN** was thanked for her contribution to AAPE, especially in the treasurer’s role.
* HEE Centre for Advancing Practiceis now ‘open’.
* HEE’s tender for the supported portfolio route was highlighted; however, it was noted that this would require ‘additional’ resources for interested HEIs.
* HEE End of Life / Palliative Care capabilities have been released for comment
* Having reviewed a book on Minor injuries and illnesses KH will donate the voucher for £200 as a prize for next year’s conference. The committee were encouraged to both consider publishing on Advanced Practice or to review new texts.

**AJ feedback on conference 2021:**

* A record attendance of 359 delegates accessed the conference
* A peak of 200 delegates were online at any one time
* Average watch time was 1 hour 40 mins
* In July, conference content was still being viewed
* Good verbal feedback received so far…. Conference feedback form to be circulated via Eventbrite
* Presentations will be uploaded to the AAPE website via YouTube
* Poster winners: Sally Bottomley, Anna Neary, and John Thomas

1. **Committee membership, roles and responsibilities:**

* **KH** highlighted that a number of the committee are up for re-election next year including both the Chair and Deputy Chair, which is a problem.
* Recap of roles and responsibilities:
  + **AJ** will continue as Events Manager assisted by a committee including **RM, HW** and **CG**.
  + **DS** will take over the treasurer role, including liaising with HEIs for membership fees and with Hallam Medical for sponsorship money
  + **JT** will be the new ‘membership secretary’ with responsibility for maintaining membership details /list and communication with the membership.
  + **RM** will take over the committee secretary role for minute taking at committee meetings and the AGM
  + **DR, CH, and HW** have social media responsibilities***,*** e.g.: Twitter
  + **DMc** co-ordinates the nominations and online elections of members to the committee

1. **Four Countries update:**

**Wales**

Update from **AJ**:

* Health Education and Improvement Wales (HEIW) release stage two tender for PG and Post registration education
* Enhanced Advanced Consultancy competency framework being developed for minors, ED, and Primary Care
* WAPEN have linked with the Multiprofessional Advisory Group for Wales (40 members)
* WAPEN are developing a newsletter
* A Welsh Advanced Practice conference is planned for November

**Northern Ireland**

No update as **DMc** not at meeting.

**Scotland**

No update as **CH** not at meeting.

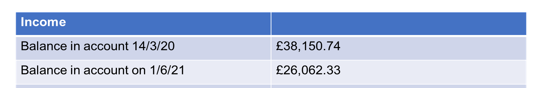
**England**

See Chairs report.

1. **Membership:**

* 60 HEIs that deliver advanced practice programmes are currently members of AAPEUK, but there was interest from three other HEIs after the conference
* The committee discussed whether to offer individual membership rather than just HEI, e.g. Practice Educators supporting students in practice, those in ACP Lead roles. It was proposed that an individual could join on behalf of an institution and that they must be on an education role
* There may be a need to change the constitution to ensure a certain percentage of HEIs are represented on the committee.

1. **Finance Report:**



Total conference cost: £7752.00

1. **Scholarships:**

Not discussed.

1. **HEE ACP Project Work (HWa):**

* Workstreams have slowed down
* Accreditation of programmes – volume of work involved has been highlighted
* Moderation work with those HEIs that have got accreditation
* Portfolio Route – only recognising 10% people going through this route to get on the directory
* **HR** highlighted that only MSc not PG Diploma programmes are being accredited
* Still awaiting legacy programme recognition (prior to 2019) so there is limited opportunity for certain students to get on the directory
* ‘Credentialing’ does not go against capability framework for AP; these specialist groups are building on the core AP credentials. Five have gone through the process:
  + Mental Health
  + Learning Disability
  + Older Person
  + Surgical
  + Acute Medicine
* Learning Needs Analysis Project – process is moving forward:
  + Developed to a simple starting point for the Portfolio Route
  + Documentation is electronic
  + Facilitated at regional level, linked to an HEI.

1. **Advanced Practice Apprenticeship / EPA**

**HWa:**

* A list of EPA assessors is on the England membership section of the AAPE website.
* A personal / individual approach seeks to match a suitable assessor to student(s)
* **KH** – based on feedback the EPA exam should be 2 hours with 20 mins pre-reading time before exam

1. **Advanced Practice Week – 7th to 13th November 2021**

* **KH** reminded committee members to communicate any relevant events to AAPE for publicising
* **RM** confirmed that her contact at the New York Presbyterian Hospital was able to collaborate on an evening event in Advanced Practice Week
* HEE online conference days will be Monday 8th and Thursday 11th November.

1. **Website**

* The country specific areas on the website were highlighted to delegates at the conference.

1. **Social Media**

* **DR, CH,** and **HW** have social media responsibilities, e.g.: Twitter

1. **International Networking and International Affiliate Membership**

* No update

1. **Action Plan:**

* **KH** to review and update

1. **Conference 2022**:

* The annual conference will continue online and the next date is June 24th 2022.
* Using an online platform should also promote international participation
* Required for next year:
  + A host HEI - ?**DMc** for Ulster University or a HEI in Wales
  + A theme…. ‘The forgotten pillars of advanced practice’ such as a focus on research (**RM**), transforming roles (**CH**), quality improvement (**KMc**), reviewing policies and guidelines (**CI**), and education.

**Date of next meeting:**

* Friday 24th September 09.30 – 11.30 – **KH** to send ‘Teams’ invite
* 3rd December – London, 10.30am - 2.30pm. With overnight stay on 2nd Dec if possible.