

Advancing Practice in the South West Region

A guide to implementing and funding advanced practice 2023-2024



HEE South West Faculty of Advancing Practice

Version Updated – 21st December 2022

Forward

This South West Advancing Practice guidance is to support organisations in our region to develop Advanced Practice across services and to help build the Advanced Practice workforce of the future.

Since it began to be established in August 2020, HEE South West Advancing Practice Faculty has made significant progress in highlighting the value of developing Advancing Practice roles with all our South West systems and providers. There was previously limited development in this space in the South West and we have worked tirelessly in the last 2+ years to support the establishment of the infrastructure required to help build the Advanced Practice workforce of the future. That work continues and this guidance which is a live document that we update as required is aimed at supporting these developments further and outlining how we will grow this workforce in a quality assured manner.

Our investment is aligned with the annual HEE Business Plan, NHS People Plan, and NHS Long Term Plan to ensure that across the South West this development is responsive to system needs and, will deliver the right numbers of staff, with the right skills, values, and behaviours, at the right time and in the right place as well as deliver high quality care to our South West population. To this end, we will continue to seek to work in collaboration with NHSE, our Integrated Care Board partners and organisations as well as our South West Workforce, Education & Transformation teams to identify workforce demand, enable the transformation of patient care and invest in workforce education and training development.

Central to all this we shall be assuring the quality of advanced practice education and training by supporting the development of accredited training programmes and pathways, highlighting the supervisory needs of learners, supporting supervisors and ensuring that quality standards are embedded in all we do.

The challenges of COVID-19 and the worldwide pandemic brought into even sharper focus the need to invest in our healthcare workforce as well as the necessity to do things differently to meet population health needs in a sustainable manner for the future. Advanced Practitioners are a key element in the transformation required. Their growth within the workforce being quality assured going forward will be of benefit to the whole spectrum of community, primary and secondary care services and across all scopes of practice.

We thank all our external and internal partners for their engagement in this ongoing development and we look forward to continuing to work with all on building the workforce of the future delivering a shared vision of better care and better careers for all.

Lisa Munro-Davies

Clinical Lead South West Faculty of Advancing Practice



Annual Funding Timeline

This is a summary of the timeline of key activities for the development and funding of trainee Advanced Practitioners by the South West Faculty of Advancing Practice. This is intended as a guide for organisations within the region to understand the annual processes for applying for funding and where this fits in with the academic year cycle and organisational workforce planning. It also details the scheduled key educational quality checks required between the Faculty and organisations.

| Process | Owner | Activity | Dec | Jan | Feb | Mar | Apr | Ma | Jun | Jul | Au | Sep | Oct |
|---|-------|---|-----|-----|-----|-----|-----|----|-----|-----|----|-----|-----|
| Communication from HEE detailing upcoming demand scoping activity, funding support & governance maturity matrix | HEE | Governance maturity matrix and South West Handbook link emailed to Integrated Care Boards, Organisations and Primary Care Training Hubs. Governance maturity matrix to be completed and submitted by closing date of scoping survey. | | | | | | | | | | | |
| Organisations to prepare for upcoming Demand Scoping Survey | Org | Organisations to identify Advanced Practice trainees requiring funding through their overall workforce planning and transformation processes. Relevant details e.g., Education Provider course should be included in the planning. Completing the HEE Centre for Advancing Practice Governance Maturity Matrix. | | | | | | | | | | | |
| Demand Scoping Survey opens for applications | HEE | Annual Demand Scoping survey online application open for 6 weeks. Link sent via email to Advanced Practice Lead or nominated individual in each organisation or Primary Care Training Hub | | | | | | | | | | | |
| Closing of Demand Scoping Survey and submission of HEE Centre for Advancing Practice Governance Maturity Matrix | Org | HEE Centre for Advancing Practice Governance Maturity Matrix and Annual Demand Scoping survey to be completed and returned to HEE South West Faculty of Advancing Practice | | | | | | | | | | | |
| HEE application review | HEE | Applications reviewed by HEE South West Faculty for Advancing Practice. Please note, the Faculty may contact the Advanced Practice Lead or nominated individual, supervisors, or trainees to ensure the application is complete and appropriate. | | | | | | | | | | | |
| Indicative numbers shared with Education Providers | HEE | Indicative numbers sent to education providers to assist capacity planning where possible. | | | | | | | | | | | |

| Process | Owner | Activity | Dec | Jan | Feb | Mar | Apr | Ma | Jun | Jul | Au | Sep | Oct |
|---|-------------------------------|--|-----|-----|-----|-----|-----|----|-----|-----|----|-----|-----|
| Trainees' application to education provider | Trainee | Trainees to complete application process with education providers (if they do not already have a place confirmed). | | | | | | | | | | | |
| Provisional offer for HEE funding sent to AP leads or nominated individuals | All | Provisional funding offers sent to Advanced Practice Leads or nominated individuals to ensure completion of outstanding requirements for each trainee this includes: <ul style="list-style-type: none"> Commitment statement Trainee data collection survey Confirmation of course place (employer/trainee led) | | | | | | | | | | | |
| Confirmation of funded trainees with AP lead or nominated individuals | HEE/Org | HEE to send final list of funded trainees to AP lead or nominated individual. Change Control Notice to follow and be signed before funding is transferred. | | | | | | | | | | | |
| Validation of trainee course place with education providers | HEE/ Education Provider | Education providers to confirm names of trainees that have secured a course place. | | | | | | | | | | | |
| Funding transferred | HEE | Funding is transferred to organisations or Primary Care Training Hubs. HEE to provide list of trainees with amounts funded to Advanced Practice Leads or nominated individuals to pass onto departments so they can access funding. | | | | | | | | | | | |
| Funding Accessed | Org | Funding available to departments via internal mechanisms. GP practices to invoice Primary Care Training Hubs to access funding. | | | | | | | | | | | |

South West Faculty of Advancing Practice

FAQ – 2023/24

The following is a set of frequently asked questions to assist employers in the South West to complete the 2023/24 Faculty for Advancing Practice Annual Demand Survey and, put forward their expressions of interest for funding to train Advanced Practitioners in 2023/24.

If you have a question that is not included in this document and need an answer prior to submitting an application, please contact advancingpractice.sw@hee.nhs.uk

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Section 1 - Advanced Practitioners and Trainees

Q1. What is an Advanced Practitioner?

Answer: Advanced Practice is delivered by experienced, registered health care practitioners. It is a level of practice characterised by a high degree of autonomy and complex decision making. This is underpinned by a master's level award or equivalent that encompasses the four pillars of clinical practice, leadership and management, education and research, with demonstration of area specific clinical competence. Advanced Practitioners come from a range of registered professional backgrounds. The [Advanced Practice Multi-Professional Framework](#) provides a clear and consistent approach to the development of Advanced Practice across England.

Q2. Is an Advanced Practitioner a Specialist or Enhanced-Level Practitioner?

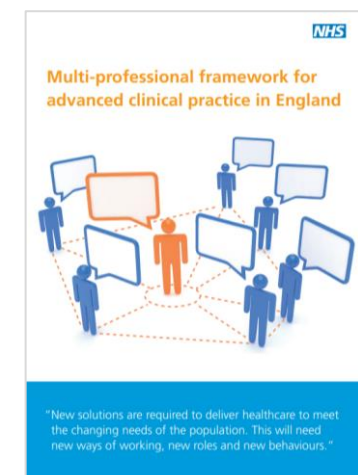
Answer: No, Advanced Practice is different from Specialist and Enhanced Level Practice. Specialist and Enhanced Level Practitioners are experts in their chosen clinical area and work predominantly within the clinical pillar. For example, asthma care clinicians have a **depth** of knowledge in that specific area. Advanced practitioners have a **breadth** of knowledge and work across the four pillars of clinical, research, education and leadership, crossing traditional professional boundaries.

Continuing the previous example Advanced Practitioners would work across the respiratory scope of practice, which may include the depth of knowledge in asthma care. Services may need both Specialist and Enhanced-Level Practitioners, alongside Advanced Practitioners to provide optimum care to patients.

Q3. What is a trainee Advanced Practitioner?

Answer: A trainee Advanced Practitioner is an experienced healthcare professional employed in a funded training post specifically to undertake the required training to work at the level of Advanced Practice.

The recommended training comprises of a HEE Centre for Advancing Practice accredited MSc Advanced Practice programme (Level 7 study) and work-based learning to develop capabilities across the four pillars of the [Advanced Practice Multi-Professional Framework](#).





Q4. What learning can a trainee Advanced Practitioner expect to receive?

Answer: The timetables and study time required will vary according to the training route and the specific Education Provider, but all trainees will need periods of study leave to attend their educational programme and, will be required to produce course work, undertake work-based assessments and produce a portfolio of evidence. Trainees may also benefit from rotations or placements in other areas within the organisation to gain the required breadth of experience.

Q5. What commitment is expected of the trainee Advanced Practitioner whilst studying?

Answer: Trainees are required to attend education provider teaching days, practise clinical skills in their workplace and complete work-place based assessments of capabilities. They will also need time to meet their supervisor regularly to plan their individual educational needs and monitor their progress. The requirements of supervisors are explained in more detail in the [HEE Advanced Practice Toolkit](#). It is expected that each trainee will dedicate many hours to independent study to become successful in achieving the qualification. The notional number of hours of study and teaching expected is approximately 100 hours per 10 academic credits (which includes both taught hours and independent study hours). However, the actual time spent may be more, or less, dependent on individual learners. It is therefore important for Advanced Practice trainees to have sufficient work-based learning time to develop their advanced skills.

Q6. How much time will the trainee Advanced Practitioner be away from their job studying?

Answer: For trainees on the apprenticeship programme, most of the apprentice's time will be training in the workplace with 6 hours off-the-job training including but not exclusively at the education provider. For trainees on a non-apprenticeship programme, employers are expected to provide the trainee with sufficient study leave and protected time for work-based learning per week, we would recommend this is in line with the requirements of the apprenticeship programme. The education provider programme lead will provide information on the total amount of study days required. For trainees who are already part way through their programme and are funded for either one or two years, the time required for study leave will vary according to individual needs.

Q7. I understand Advanced Practitioner training can include a Non-Medical Prescribing (NMP) element, what happens if I already have it or am not eligible to undertake this element?

Answer: If a student already has the Non-Medical Prescribing qualification or is from a profession that is not eligible to undertake non-medical prescribing, the education provider is likely to provide a choice of module(s) as an alternative option. We advise that trainees discuss their options with their education provider and employer.

Q8. What supervision is required?

Answer: Good supervision is a key factor for successful completion of the training. Trainees who are not well supervised can struggle and drop out. Each trainee Advanced Practitioner requires a co-ordinating educational supervisor who has completed training in multi-professional supervision and is familiar with the requirements of advanced clinical practice training and working. Supervisors must be willing and have protected time (in their job plan) to support the trainee. HEE Centre for Advancing Practice have published the [Workplace Supervision Guidance](#) and [Minimum Standards for Supervision](#) to support Organisations and Supervisors.

The South West Faculty have produced [a video podcast](#) exploring why advanced practice supervision is different to medical models and what this means in clinical practice for supervisors and trainees.



Section 2 – HEE Funding and Support

Q9. I am thinking of employing a trainee Advanced Practitioner, what is HEE SW funding offer?

Answer: HEE is aiming to support the development of Advanced Practice roles as inclusively as is possible. We are offering a number of funding and support options for Advanced Practice trainees to ensure this inclusivity whilst quality assuring standards. There are three possible funding options, and all of these are included in our Annual Demand Scoping exercise to enable us to develop Regional educational capacity post 2023/24 to support delivery of this.

In 2023/24 the Annual Demand Scoping exercise, which is subject to budget signoff, will be used to provide funding as detailed below for each route. Funding is offered on an employer reimbursement basis, so employers are responsible for the cost of the MSc Advanced Practice programme – this applies to both apprenticeship and non-apprenticeship routes

HEE funding equates to funding of 60 credits per academic year, for a maximum of 3 years, depending where in the MSc Advanced Practice programme the individual trainee begins training. The majority of trainees will complete this sequentially within three years. In the small number of circumstances, and with prospective agreement to “step off”, this may not be the case e.g. parental leave. However no non-prospectively approved extensions will be funded, neither will extending

course time due to failure of modules. The number of credits referred to below will be how many credits the trainee will have completed by September 2023 as advised by the education provider.

3 year funding option (for trainees with 0-60 credits towards their MSc Advanced Practice programme) – HEE will provide a training grant of £6,000 plus £2,600 Education Supervision funding (£8,600 total) per annum, per individual over 36 months

2 year funding option (for trainees with 60-120 credits towards their MSc Advanced Practice programme) - HEE will provide a training grant of £6,000 plus £2,600 Education Supervision funding (£8,600 total) per annum, per individual over 24 months

1 year funding option (for trainees with 120+ credits towards MSc Advanced Practice programme) - HEE will provide a training grant of £6,000 plus £2,600 Education Supervision funding (£8,600 total) paid directly to the employer in 2023/24.



Overview of funding

| Training pathway | Tuition fees | Funding (per annum) |
|---|---|--|
| 3 year funding option (for trainees with 0-60 credits towards their MSc Advanced Practice programme) | Apprenticeship programmes = tuition fees paid through the apprenticeship levy | A Training Grant of £6,000 paid directly to the employing organisation via the education contract. £2,600 for trainee educational supervision |
| 2 year funding option (for trainees with 60-120 credits towards their MSc Advanced Practice programme) | Non-apprenticeship programmes = tuition fees paid to education provider by the employer for named modules agreed between HEE and the employer and deducted from the training grant | |
| 1 year funding option (for trainees with 120+ credits towards their MSc Advanced Practice programme) | | |

[Find out more about the Apprenticeship Levy](#)

Q10. I am considering employing a trainee Advanced Practitioner, why would I choose the Apprenticeship route rather than the existing MSc Advanced Practice Programme?

Answer: HEE funding for Advanced Practice programmes is limited and therefore levy paying employers are encouraged to adopt the apprenticeship programme and consider apprenticeships as their primary option, as this will enable the full training grant available to be utilised to support the wider learning needs and protected educational time for their trainees.

For non-levy paying employers, there is an option for either a levy transfer from a larger organisation or by government co-investment. If you have any questions, please contact the Faculty for Advancing Practice at advancingpractice.sw@hee.nhs.uk

To view the Apprenticeship Standard for an Advanced Practitioner, click [here](#). Employers should ensure that individuals put on to an apprenticeship route are committed to completing the full programme.

For trainees who undertake the apprenticeship programme entry onto each of the modules in the programme is guaranteed. However, for trainees who undertake a non-apprenticeship programme there is a risk of over subscription to individual modules, which could cause a delay to completion of the programme. HEE needs to be informed if there is any change to the end date of the programme, as this may affect funding.

Q11. What is the Training Grant and Educational Supervision funding and what is the responsibility of the employer on receiving this?

Answer: The £6,000 Training Grant is available to support trainees on a HEE Centre for Advancing Practice accredited MSc Advanced Practice programme by contributing to the organisational costs of supporting an individual Advanced Practice trainee and is provided on a named basis. The £2,600 supervision fee is provided to ensure an average of 1 hr per week of supervision time for the named trainee and to support educational supervisor development.

A lack of support often results either in individuals withdrawing from the programme or seeking alternative employment; employers should consider whether they can fully support individuals before seeking funding for training.

A data validation exercise will take place between education providers and HEE to confirm enrolled students.

- **Trusts:** The training grant and Education Supervision funding will be paid directly to the employer after an individual has enrolled and started the programme, based on the validation exercise.
- **Primary Care Training Hubs:** should invoice HEE for the training grant and education supervision funding for their geographical footprint, and then reimburse the employing practice for each Advanced Practice trainee.
- **Other Organisations, such as Hospices:** Please confirm with the Faculty for Advancing Practice if the funding can be transferred on the Education Contract or if an invoice will be required.

The expectations of employers in return for the education supervision funding are:

- Principles of the [HEE Quality Framework](#) should be in place for all learners.
- Supervisors understand the requirements laid out in the HEE Advanced Practice Workplace Supervision – [Minimum Standards for Supervision document](#), and this is adhered too
- Sufficient study leaves for university training. It is not acceptable for Advanced Practice trainees to be taking time unpaid or using annual leave for dedicated training days.
- Supervision provided by an appropriately trained supervisor. The expectation is that Advanced Practice trainees will have a minimum of 1 hour of supervision per week over the course of their training. Supervisors should be job planned to support this.
- Inclusion of postgraduate education department in discussion of supervision where appropriate to enable suitable job-planning.
- Sufficient work-based learning opportunities to gain clinical competence at an advanced level.
- Appropriate governance in place in line with the Multi-Professional Advanced Practice Framework.
- Learners should be released and supported to complete NETS (National Education and Training Survey) and participate in regional quality assurance processes, such as quality panels.
- Educational Supervisors engage with the Faculty Supervision and Assessment Leads in undertaking quality assurance reviews of workplace supervision and training.

The Training Grant and Educational Supervision funding must not be used for equipment or capital costs.

At the end of the year, employers will be required to report on their use of the education supervision funding in meeting these expectations through the HEE South West Quality Senior Leader Engagement Visits. Where the expectations are not met, funding may be discontinued and where there is a pattern within an employer of Advanced Practice trainees not being supported appropriately, future funding for Advanced Practice may be fully withdrawn from the employer.





Q12. How is the supervision fee calculated for part time staff?

Answer: All employers receive the same amount of education supervision funding per learner irrespective of whether the student is working full time or part time. This is because both the apprenticeship and MSc programmes, require the student to work for a minimum of 30 hours per week.

Q13. Can a trainee fund their own AP programme?

Answer: As a regional faculty we do not advise trainee Advanced Practitioners self-fund their MSc Advanced Practice programme for several reasons. Advanced practice roles can only make the desired impact on patient care when integrated and fully supported by organisations as a strategic plan, rather than individuals self-funding their own development. In addition, the availability of places on MSc Advanced Practice programmes is co-ordinated by universities in conjunction with HEE and it cannot be guaranteed that places will be available for applicants who are self-funding.

Q14. What are the minimum hours the employee needs to be employed, to be a trainee Advanced Practitioner?

Answer: For the apprenticeship programme it is a minimum of 30 hours per week. For the MSc Advanced Clinical Practice Programme, this will differ at each University but again, this will

generally be a minimum of 30 hours. If the employer is recruiting a new person as a trainee Advanced Practitioner, then it is suggested they are recruited on a minimum contract of 30 hours. For existing employees, if they work less than 30 hours per week, please contact the relevant programme lead at the education provider to discuss their suitability for the programme.

Q15. Which organisations can apply for funding?

Answer: NHS organisations such as Trusts and GP Practices (via their Training Hub or PCN) in the HEE SW region are invited to submit their expressions of interest for AP training for new learners. Not-for profit organisations providing NHS services are encouraged to contact the Advancing Practice team using the email advancingpractice.sw@hee.nhs.uk. Profit based private providers are not currently automatically eligible for this funding regardless of any NHS commissioned work undertaken.

Q16. Is this funding for existing employees only?

Answer: The funding is offered on a named basis only for either: existing employees or those who have been appointed and will be commencing in post before the start date of the chosen MSc Advanced Practice programme.

The employer should provide assurance that there will be an Advanced Practice post on completion of training, demonstrated

in the service/division establishment by way of a job description or job plan, to avoid investing in the upskilling of staff who cannot put their advanced skills into practice. Organisations are asked to confirm if a job description or job plan is in place when submitting their expressions of interest and if funding is offered, when signing the commitment statement.

Additional information on supervision is available in Appendix 3



Section 3 – Education Provider's and Student Support

Q17. Which education providers in the South West region offer MSc Advanced Practice Programmes?

Answer: A list of South West education providers that provide MSc Advanced Practice programmes that are either HEE accredited, undergoing the HEE accreditation process or have confirmed their intention to undergo the HEE accreditation process is shown below in Appendix 1. Please note, this is not a list of recommended education providers or programmes, and is not an exhaustive list of education providers offering HEE accredited MSc Advanced Practice programmes. Should an individual prefer to study with a different education provider or on a different MSc Advanced Practice programme, please contact the Faculty to confirm eligibility for HEE funding advancingpractice.sw@hee.nhs.uk.

A full list of accredited programmes can be found via the following link <https://directory.advanced-practice.hee.nhs.uk/search/programmes>

When completing the expressions of interest, organisations are asked to indicate their preferred education provider for delivery of training. Please note, this does not guarantee placements with education providers. It provides HEE with an indication of demand for education provider courses across the South West and is shared with the Education providers to assist in capacity planning.

If funding is agreed by HEE, individuals are responsible for applying to the education provider programmes on a first come first served basis. Funding will then be paid from HEE to the employer for 23/24 in the majority of instances where Apprenticeship routes are undertaken. Where non-Apprenticeship Masters programmes are undertaken this will be individually reviewed and employers informed whether funding will be through them or direct to the Education Provider.

Q18. What is HEE advanced practice programme/course accreditation?

Answer: The Centre for Advancing Practice is undertaking a Programme Accreditation process for Education Providers offering existing level 7 advanced practice MSc and apprenticeship programmes and, who wish to seek HEE recognition and be eligible for HEE Faculty funding. Programmes must demonstrate they meet the capabilities across the 4-pillars, fully map to the Multi-professional Framework for Advanced Practice in England and meet the Standards of Education and Training set by HEE. Each advanced practice programme is accredited separately rather than an institution being accredited as a whole.



Q19. What are the benefits of choosing a HEE accredited course?

Answer: HEE are only offering funding to trainees enrolled on courses providing MSc Advanced Practice programmes that are either HEE accredited, undergoing the HEE accreditation process or have confirmed their intention to undergo the HEE accreditation process where the courses map to the Multi-Disciplinary Advanced Practice Framework and, are most likely to achieve accreditation as best as can be ascertained prior to full assessment.

Programmes/courses accredited by HEE will be subject to a rigorous quality assessment process based on evidence submitted by the Education Provider. Accreditation signals to prospective learners, employers, patients and carers that the education and training programme is deemed to meet the standards required by HEE and promotes best practice. A trainee who has completed an accredited advanced practice programme will gain a HEE Centre of Advancing Practice recognition with a digital badge.

Q20. What if my course is not HEE accredited?

Answer: For programmes undergoing HEE accreditation or have confirmed their intention to go through this process, the Faculty will fund these courses in good faith where the courses map to the Multi-Disciplinary Advanced Practice Framework and so are most likely to achieve accreditation as best as can be ascertain prior to full assessment. However, trainees must be

aware that there is a small risk that the course they are enrolled on may not achieve accreditation in such instances. In the unfortunate and unlikely event that the course is not accredited, the trainee will not automatically be eligible for HEE recognition with a digital badge on completion of the course. In any such instance, HEE will work with the trainee, employer and education provider to identify next steps to best support the trainee in achieving their goals.

Q21. What are the education providers' admission requirements for a trainee Advanced Practitioner?

Answer: We would recommend checking with the education provider directly on their specific entry requirements, which can often be found on their website. A list of courses in the South West with the corresponding weblink can be found in Appendix 1. The website for the preferred education provider should be checked before applying.

Entry requirements will likely consider current professional registration, significant post-registration experience of professional practice, evidence the employee is / will be operating in a role that will offer the opportunity to practice at an advanced level within their profession and evidence of professional and academic development, including any international qualifications and appropriate educational attainment in levels of English and Maths.

See Appendix 1 for a list of South West Education Providers.

See Appendix 2 for further information on apprenticeship application and enrolment requirements



Q22. What support can trainee Advanced Practitioners expect during their study?

Answer: All education provider programmes will be taught by lecturers and expert clinical practitioners in their field who will offer dedicated academic support and guidance and students will be allocated a named personal tutor. The education provider also offers support through a dedicated library and a comprehensive student support service. Students also find their cohort of colleagues of immeasurable value as a support network. In the case of failing students, the matter would be discussed with the student in the first instance.

In practice, the trainee Advanced Practitioner will be supported by their co-ordinating education supervisor and any additional associate workplace supervisors as outlined in this handbook. Trainee Advanced Practitioners are also supported by their employing organisation, for example by their line manager, colleagues, or their employer's Freedom to Speak Guardian.

The HEE SW Faculty also has less than full-time (LTFT) Supervision & Assessment (S&A) Leads who each cover specific clusters of scopes of practice. These are clinically active Advanced Practitioners and experts within their field who will offer support and guidance to HEE trainees from the outset of being accepted for funding support. The Faculty will connect all trainees to the S&A Lead covering their area who will offer advice to ensure appropriate course and module selection, ensure Educational Supervision provision is in place and who will be integral to the quality assurance monitoring of training

For further information on supporting a trainee in difficulty please see Appendix 4.

Q23. What happens if the employee discontinues their Advanced Practice programme before it is completed?

Answer: It is recognised, from time to time, some students may have to prospectively suspend their study e.g. for long term sickness, personal reasons etc. Where a student is pausing their studying but will be returning to complete this and have indicated the timescales to the education provider, this is called 'stepping off' and HEE will consider resuming funding when the student returns to study. However, these are reviewed on a case-by-case basis as it is dependent on whether the student is able to complete the course within the timescales available on their return.

Where a student is not returning to study, HEE will discontinue the funding at the point they leave the programme and any residual funding may be reclaimed.

In all circumstances, HEE should be informed immediately by contacting advancingpractice.sw@hee.nhs.uk. We also require trainee to complete [the online change of circumstances form](#).

There are implications on the use of levy funding for not continuing an apprenticeship programme and these should be discussed on a case by case basis.

Q24. What happens if the trainee Advanced Practitioner leaves the employer that HEE is currently funding, for another employer?

Answer: Funding is not solely trainee based and is not transferrable between employers. If a trainee changes employer during an academic year, the trainee will be required to inform the SW Faculty Team as soon as possible via the following email address:

advancingpractice.sw@hee.nhs.uk. and complete the [online change of circumstances form](#). HEE will discontinue the funding at the point they leave their employer and may reclaim any residual funding.

The trainee is advised to liaise with their new employer to ensure they include them into the next year's scoping survey to enable them to re-apply for funding. It may be prudent to ask at point of offer for the new position whether the new employer will support the trainee's continuing advanced practice education. We require trainees to complete the [online change of circumstances form](#), should they change employer.



Section 4 – HEE Funding Application Process

Q25. How do I submit an expression of interest?

Answer: You and your service/line manager should contact your organisation/Training Hub Advanced Practice Lead in advance of them completing the Annual Demand Scoping survey for their organisation/Training Hub to make them aware of the services aspirations to support you in undertaking Advanced Practice training. This must be supported by the service and the wider organisation as part of workforce and transformation planning.

Q26. Who should complete the application to HEE Faculty for Advancing Practice to request Advanced Practice funding?

Answer: Every employing organisations/Primary Care Hubs should have an Advanced Practice lead (or an individual responsible for Advanced Practice) who should be responsible for Advanced Practice workforce planning and development and, ensuring this is included in the organisation's transformation plans. This is the person who will complete an annual application for all Advanced Practice funding, on behalf of the organisation /Training Hub. This person will act as the key liaison for all enquiries relating to the applications for funding being applied for.

This is to ensure there has been appropriate scrutiny applied to the application including agreement for recruitment (where needed) and alignment with organisational workforce development needs. This includes appropriate remuneration for both the training post and the Advanced Practice post upon qualification, in line with national recommendations. National HEE recommendations are Agenda for Change Band 7 (or financial equivalence) for trainee Advanced Practitioners and Band 8A (or financial equivalence) for qualified Advanced Practitioners.

Applications from individuals seeking funding will not be considered.

All funding applications must be submitted through the organisations Advanced Practice lead in the annual scoping process that runs from 1st February to 15th March for 2023/24.

If an application for funding contains missing or incomplete information the request may not be considered further. Following submission, HEE will review the indicative demand against the criteria outlined in this document and within the expression of interest submitted.



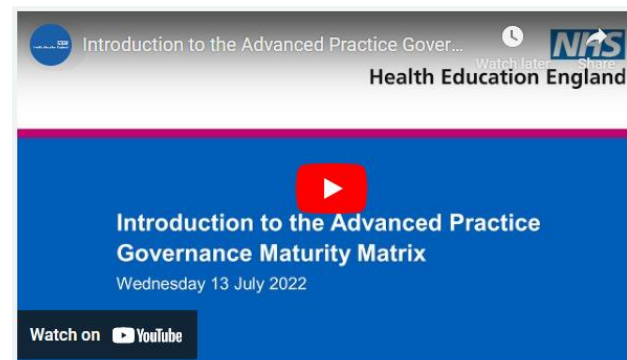
Your organisation's Advanced Practice Lead will be contacted with confirmation of any new 2023/24 funding and continuing students.

We will undertake a similar survey every year in February to establish the demand at that time and, seek Expressions Of Interest for funding support for the next academic year. This will allow for Education Providers to be advised of the identified demand and ensure places are available.

Employers are also required to complete the Centre for Advancing Practice's Governance Maturity Matrix before submitting expressions of interest to ensure the trainee can be fully supported. If support is needed to complete the Governance Maturity Matrix then please email advancingpractice.sw@hee.nhs.uk and our Faculty Workforce Transformation Lead will be in touch. Completion is a mandatory requirement for funding to be confirmed.

Please see Appendix 5 for a list of eligible professions.

[Find out more about the HEE Advanced Practice Governance Matrix](#)



Q27. What happens after the Advanced Practice Lead has submitted my organisation's application?

Answer: The Faculty for Advancing Practice team will review all applications. Funding will be confirmed where possible, depending on the allocated budget. It may not be possible to provide funding for all applications received. Confirmation will be sent to the applying organisation/Training Hub Advanced Practice Lead who completed the application. They should then inform individual trainees if they have been successful or unsuccessful in securing funding. Applications must include the trainees' names and professions so that a validation exercise can take place with the education providers.

In some instances, it may be necessary to contact the nominated trainees or supervisors directly where there may be ambiguity as to their exact scope of practice and to ensure optimal training requirements are met by all. It is therefore important that trainees are aware HEE may be contacting them whilst their application is under consideration, such contact does not automatically confirm funding has been approved.



Appendix 1 (South West Course List)

South West Region Education Providers

The following list is not exhaustive and, there may be other advanced practice MSc programmes on offer within the region that do not appear on this list. For all questions about courses, programme content, fees etc., please contact the relevant HEI in the first instance.

| Education Provider | Programme name | Course code | Website |
|---|--|-------------|----------------------|
| Programmes with HEE Centre of Advancing Practice Accreditation | | | |
| University of Plymouth | MSc Advanced Clinical Practice (Apprenticeship) | 6485 | Link |
| University of Plymouth | MSc Advanced Clinical Practice in Neonatal Care (Apprenticeship) | 6487 | Link |
| University of Plymouth | MSc Advanced Neonatal Nurse Practitioner | 6136 | Link |
| University of Plymouth | MSc Advanced Professional Practice (Clinical Practitioner) | 6131 | Link |
| University of Plymouth | MSc Advanced Critical Care Practitioner | 6146 | Link |
| University of Plymouth | MSc Advanced Critical Care Practitioner (Apprenticeship) | 6486 | |
| University of the West of England Bristol | MSc Advanced Clinical Practice (Apprenticeship) | B70W42 | Link |
| Programmes undergoing or confirmed intention to undergo HEE Centre of Advancing Practice Accreditation Process | | | |
| University of Bath | MSc Advanced Clinical Pharmacy Practice | N/A | Link |
| Bournemouth University | MSc Advanced Clinical Practice | MSADCP | Link |
| Bournemouth University | MSc Advanced Nurse Practitioner | MSADCANP | Link |

| | | | |
|--|--|--|----------------------|
| Bournemouth University | MSc Advanced Clinical Practice (Apprenticeship) | MSADCAP | Link |
| Bournemouth University | MSc Advanced Nurse Practitioner (Apprenticeship) | MSADCNAP | Link |
| University of Exeter | MSc Advanced Clinical Practice | PTS2EMSEMS08 (2ys) PTS3EMSEMS07 (3ys) | Link |
| University of Exeter | MSc Advanced Clinical Practice (Apprenticeship) | PAS3EMSEMS01 | Link |
| University of Gloucestershire | MSc Advanced Clinical Practice | N/A | Link |
| University of Gloucestershire | MSc Advanced Clinical Practice (Apprenticeship) | N/A | Link |
| University of Plymouth | MSc Advanced Clinical Practitioner in Mental Health | 7525 | Link |
| University of Plymouth | MSc Advanced Clinical Practitioner in Mental Health (apprenticeship route) | 7526 | Link |
| University of Plymouth | MSc Advanced Clinical Practice in Ophthalmology | 7423 | Link |
| University of Plymouth | MSc Advanced Clinical Practice in Ophthalmology (degree apprenticeship) | | Link |
| University of the West of England Bristol | MSc Advanced Practice | B99J12 | Link |
| The Open University | MSc Advanced Clinical Practice | F85 | Link |
| The Open University | Advanced Clinical Practitioner Degree Apprenticeship | N/A | Link |

[Search the Centre for Advancing Practice Accredited Programmes](#)

Appendix 2 (Apprenticeship entry requirements)

Application and enrolment requirements for apprenticeships.

ESFA eligibility

Funds in an organisation's apprenticeship service account (apprenticeship levy or levy transfer), or from government employer co-investment can only be used for those who are eligible as specified by the ESFA funding rules. You must provide the education provider evidence of the individual's eligibility. To use funds in your organisation's apprenticeship service account (apprenticeship levy or levy transfer), or government-employer co-investment, the individual must:

- Be able to complete the apprenticeship within the time they have available.
- Not be asked to contribute financially to the cost of training, on-programme or end-point assessment. This includes where the individual has completed the programme successfully or left the programme early.
- Not use a student loan to pay for their apprenticeship.
- Spend at least 50% of their working hours in England over the duration of the apprenticeship.
- Have the right to work in England.
- Have an eligible residency status.

Maths and English

The requirement for all apprenticeships is that they apprentice must have completed the necessary Functional skills in maths and English before they can complete their apprenticeship. However, most of the education providers for the AP apprenticeship will require the applicant to have already achieved their Level 2 Functional Skills in maths and English (or equivalent) before they can enrol onto the apprenticeship. You must, therefore, ensure that the applicant has achieved Level 2 Functional Skills in maths and English (or equivalent) before they apply for the apprenticeship. You must ensure that the applicant provides you with the certificates of their qualifications which can then be provided to the education provider. For any applicants who have international maths and English qualifications, a check will need to be undertaken to ensure that the qualifications are comparable to UK versions. The ENIC document provides details as to how you can apply for this check to be undertaken. This check must be applied for at the earliest opportunity to prevent any delays to the programme application.

Apprenticeship Programme Application and Recruitment / Selection

You must contact the education provider immediately to discuss the necessary apprenticeship application, recruitment / selection and enrolment processes that must be followed. Many education providers may require joint recruitment processes with employers. You must ensure that the education provider has the necessary contact details for the apprentice lead of your organisation and the supervisors/mentor of the applicant so that relevant communications and paperwork can be provided. You must ensure that the required paperwork is completed and signed as soon as possible after receiving it from the education provider to prevent delays to the process. It is recommended that you contact your organisation apprentice lead at the earliest opportunity so that you can receive the necessary support from your organisation.

Apprenticeship Standard and Assessment (Tuition Fees) funding application

If you are a levy paying employer, you must contact your apprentice lead to ensure that apprenticeship levy funding is available, and the necessary process is followed to ensure the payments for the apprenticeship standard training and assessment (tuition fees) are paid via the digital apprenticeship service.

If you are a non-levy paying employer, you must contact your ICS apprenticeship lead. If you are unsure who this is, please contact advancingpractice.sw@hee.nhs.uk **This must be done immediately and should not be left until a place on the apprenticeship has been offered. You must ensure that you have confirmation that either a levy transfer or reservations of funds co-investment has been successfully arranged and is in place before the apprentice starts their apprenticeship. A levy transfer or reservation of funds co-investment cannot be arranged once the apprentice has started the apprenticeship**

Appendix 3 (Supervision)

Advanced Practice Workplace Supervision: South West Region Guidance for Supervisors

Introduction

High quality supervision for health-care professionals moving into trainee advanced practice roles is essential for supporting the development of capabilities and instil confidence that underpins patient and practitioner safety.

The annual supervision fee provided by the Faculty of Advancing Practice is directly linked to the quality of supervision of the trainee. Any issues with supervision quality are discussed and resolved at regional level but concerns may be escalated for further investigation and result in funding offers being withdrawn.

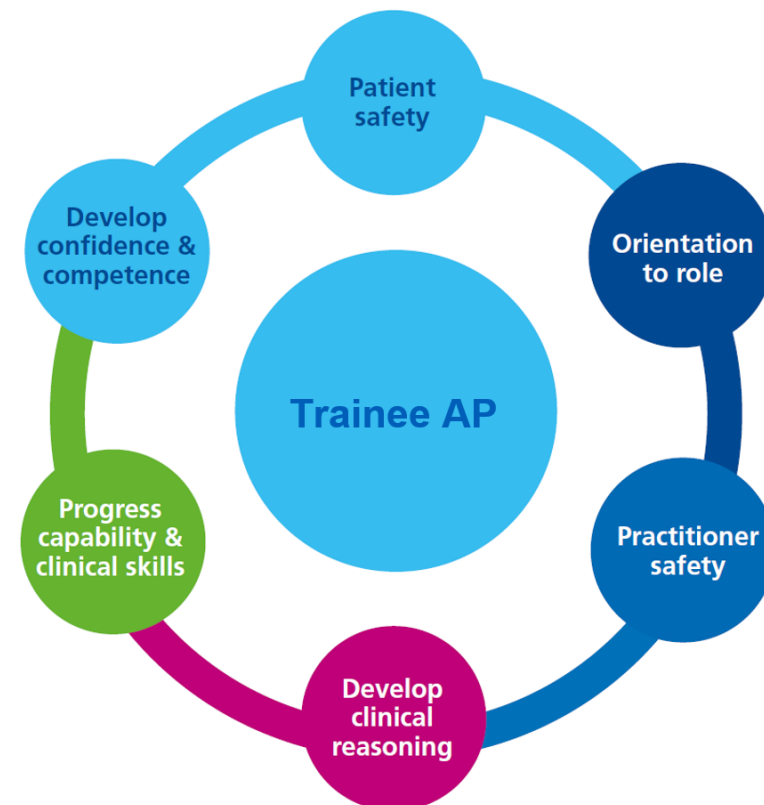
Health Education England's [Workplace Supervision for Advanced Clinical Practice](#) and [Minimum Standards for Advanced Practice Supervision](#) documents provide further in-depth, evidence-based information and recommendations on how to develop quality supervision in the workplace. The following guidance is for supervisors, managers, and trainee Advanced Practitioners to advise of the minimum expected standards of supervision.

Why do we need supervision?

The shift from experienced professional to trainee Advanced Practitioner and then to qualified Advanced Practitioner requires significant adjustment. The transition can be characterized by

periods of disconnectedness, lack of familiarity with the new situation and arrival of a new set of unfamiliar expectations. Work role transition requires a change in identity and the development of new knowledge and skills, as well as a change in behaviour.

High quality supervision can support this transition:



Who can supervise?

Supervisors:

- come from the multi-professional workforce and do not need to hold the same professional registration as the trainee.
- have expert knowledge of the area of practice they are supervising
- have education experience and are a skilled facilitator able to support learning, development, assessment and verification of competence and capability.

A trainee Advanced Practitioner may need more than one supervisor to meet their needs across the 4 pillars of advancing practice:

- A Co-ordinating Education Supervisor who provides a consistent relationship throughout training and must have an in depth understanding of the AP's role within the speciality.
- Associate Workplace Supervisors who work collaboratively with the coordinating education supervisor to guide trainee development in one or more of the 4 pillars of advancing practice.

These roles are defined in detail in Health Education England's [Workplace Supervision for Advanced Clinical Practice](#) and [Minimum Standards for Advanced Practice Supervision](#) documents

What does good supervision look like?

Supervision can take many forms. This diagram illustrates just some of the different types of supervision a trainee could receive to support their development.



Critical reflection on an observation of a clinical skill or consultation



Case based discussions



Communication skills development through coaching



Professional support and well being



Action learning sets

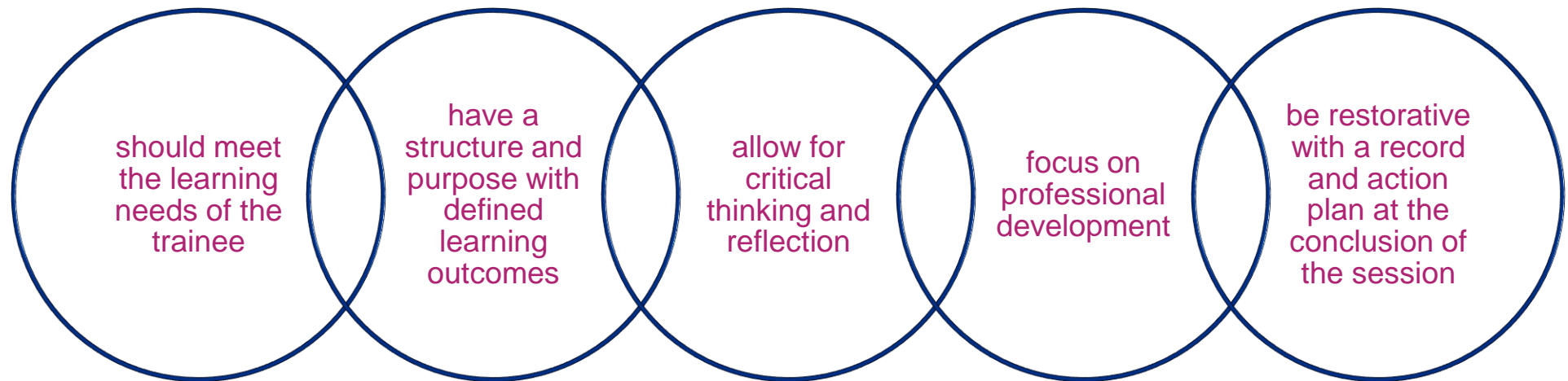


Facilitated discussion on challenging situations such as conflict resolution, difficult conversations etc



Educational progress and personal learning plans

The five key elements of a supervision session:



When should supervision take place?

The amount of supervision needed by a trainee Advanced Practitioner will vary dependent on the stage they are at and their personal learning needs.

The supervision fee provided by the Faculty of Advancing Practice covers the equivalent of 1 hour per trainee per week throughout their training. This should be seen as the minimum amount of time the trainee receives for supervision.

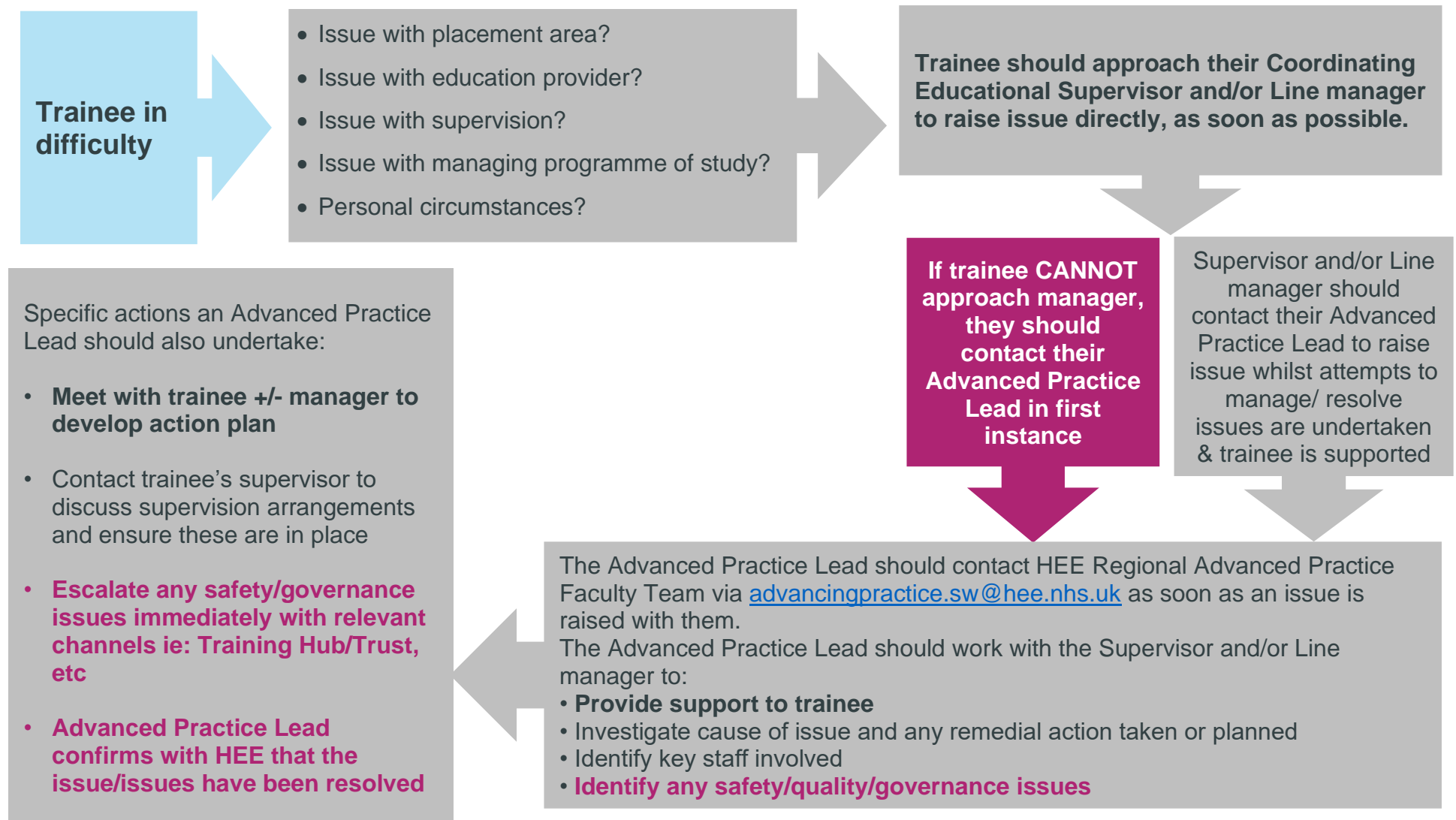
Further resources for managers, supervisors and trainee APs

- [NHS Health Education England \(2020\) Workplace Supervision for Advanced Clinical Practice](#): an integrated multi-professional approach for practitioner development.
- [NHS Health Education England \(2022\) Minimum Standards for Supervision](#)

- [NHS Health Education England Centre for Advancing Practice website](#)
- [Health Education England \(2017\) Multi-professional framework for advanced clinical practice in England](#).
- [NHS Health Education England e-Learning for Healthcare, Advanced practice toolkit](#)
- [The Permeable Practitioner – ideas and resources to support health and care professionals to navigate uncertainty in everyday practice](#)
- Martin, P., Copley, J. & Tyack, Z. (2014) Twelve tips for effective clinical supervision based on a narrative literature review and expert opinion. *Medical Teacher* 36:201-207

Appendix 4 (Trainee in difficulty)


Trainees in difficulty: general principles



Trainees in difficulty: Difficulties with academic studies


There is an expectation for all Advanced Practice trainees that they are proactive in managing their learning journey. This includes acting to manage & resolve problems that may occur during their training programme, with the support of their manager, supervisor, organisational Advanced Practice lead and HEE Regional Advanced Practice faculty.

Trainee experiencing difficulties with MSc Programme / University studies



Within 4 weeks of trainee experiencing difficulties:

Trainee contacts MSc Advanced Practice pathway lead or personal tutor at education provider to organise support for studies



Within 1 week of trainee contacting their education provider:

Trainee contacts manager & supervisor(s) to discuss issues and to make appropriate arrangements for adjustments in practice placement if needed



The trainee MUST report to their manager IMMEDIATELY:

- **If they intend to leave the programme**
- If they refer on assignments/need to resubmit assignments: these may be university assignments or practice placement assignments/portfolios/skills, etc.
- If they get into difficulties in attending required study days, and/or are unable to attend.
- If they are considering asking for a deferment, or to intermit on their programme.

The manager MUST report this to HEE within 7 days of being informed of any the above by the trainee.

If the manager cannot be contacted for any reason, the trainee should contact their supervisor instead. The supervisor MUST then contact HEE within 7 days.

Managers/supervisors should contact HEE via advancingpractice.sw@hee.nhs.uk and head the email 'Trainee concern'. All 'Trainee concern' emails will be answered within 7 days of receipt.

Trainees in difficulty: Difficulties in trainee placement areas

There is an expectation for all Advanced Practice trainees that they are proactive in managing their learning journey. This includes acting to manage & resolve problems that may occur during the course of their training programme, with the support of their manager, supervisor, organisational Advanced Practice Lead and HEE Regional Advanced Practice Faculty.

Trainee experiencing difficulties in the training placement area: these may be work-related or personal circumstances

- Trainee should meet with manager of placement area to raise any issues at earliest opportunity: within 7-10 days from start of issue
- Trainee should also contact supervisor to arrange support and make an action plan of how to resolve issues (same time frame as with manager)
- **Any issues relating to patient safety or safety of the placement environment MUST be reported to manager and supervisor immediately**

- If issues cannot be resolved, the organisational Advanced Practice Lead must discuss with HEE any plans for the trainee to move placement areas, before any move occurs (excepting emergencies)
- The trainee must stay in contact with manager, supervisor and Advanced Practice lead (if they are involved) at regular intervals

- Efforts must be made to resolve any issues within the placement area, an action plan should be made by the trainee, supervisor, manager and, if appropriate, the organisational Advanced Practice Lead within 7 days of first contact.
- The action plan should have SMART targets.
- **The trainee, manager (or supervisor) MUST contact HEE at this point, to advise that trainee is in difficulty and to share the action plan. At this stage, HEE will not take any action but will be aware of concerns.**

- If trainee is unable to discuss issues with manager and/or supervisor – because of absence or breakdown in relationship, for example, trainee should contact organisational Advanced Practice Lead within 7-10 days of start of issue
- Any concerns about safety of trainee placement and/or patient safety MUST be reported to Advanced Practice Lead immediately

Appendix 5 (Professions List)

Which Professions Can Apply for Advanced Practice Roles?

Advanced practice can be undertaken by health professions who are registered with a statutory regulatory body. This list is not exhaustive and is likely to grow as Advanced Practice roles, frameworks and credentials progress.

These are the professional groups that are eligible for the 2023/24 Annual Demand Scoping Survey, which employers will submit to HEE Faculty of Advancing Practice:

- Arts Therapists (Music/Drama/Art)
- Biomedical Scientists (HCPC registered)
- Chiropodists/Podiatrists
- Clinical Scientists (HCPC registered)
- Dieticians
- Midwives
- Nurses
- Occupational Therapists
- Operating Department Practitioners
- Optometrists
- Orthoptists
- Osteopaths
- Paramedics
- Pharmacists
- Physiotherapists
- Practitioner Psychologists (HCPC registered)
- Prosthetists/Orthotists
- Diagnostic Radiographer
- Therapeutic Radiographers
- Social Workers
- Speech and Language Therapists



Health Education England

HEE South West Faculty of Advancing Practice
2023/24

Please use advancingpractice.sw@hee.nhs.uk
for all enquiries relating to advanced practice in the South West.