Organisation’s ACP Programme of study readiness checklist

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**The Faculty for Advancing Practice across the North West**

# North West Regional Faculty for Advancing Practice

## ACP Programme of Study Readiness Checklist within Primary Care

**Is my organisation ready to implement and support Advanced Clinical Practice?**

Many employers have expressed a wish for support to develop such roles and this Readiness for ACP Checklist for Primary Care has been developed for employers to self-assess their readiness for advanced clinical practice and identify possible next steps.

The checklist is based on the key principles of the [Multi-professional framework for Advanced Clinical Practice in England](https://www.hee.nhs.uk/our-work/advanced-clinical-practice/multi-professional-framework) and should be carried out by the senior education lead responsible for ACP, this may be a GP, Practice Manager or an ACP lead.

The North West Faculty for Advancing Practice are supporting the PCN’s and Training Hubs to develop ACP roles in primary care.

Organisations/ employers should rate their extent of readiness on a scale of 1 to 5, where 1 signifies there is no evidence and 5 signifies the factor is fully embedded within the organisation.

This can be summarised as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating****score** | **1** | **2** | **3** | **4** | **5** |
| **Rating description** | **Nothing yet planned** | **Planned** | **Developing** | **Progressing** | **Ongoing monitoring** |
| **Rating summary** | **Emerging** | **Developing** | **Maturing** |

An action plan with SMART objectives should then be developed by the organisation, co-ordinated by the ACP lead (or other senior education lead) in conjunction with colleagues and the executive sponsor.

The self-assessment is a tool available to help organisations/practices establish their organisational readiness and will not have an impact on any future funding an organisation may receive to support advanced clinical practice. The results however will be collated in a way that HEE can identify areas in which we can better support employers across the North West in regard to advanced clinical practice.

Please also refer to the [HEE ACP Toolkit](https://www.e-lfh.org.uk/programmes/advanced-clinical-practice-toolkit/) when completing the checklist.

This readiness checklist has been adapted with the kind permission of the London Faculty for Advancing Practice.

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| --- | --- | --- | --- |
| **Area to check** | **Examples of evidence** | **Rating** | **Reasons for rating** |
| **Organisational Leadership and Strategy** |
| There is clear support and commitment for ACP roles at executive/ director and partner level of the organisation | Named executive/senior manager sponsor |  |  |
| There is named strategic leadership and operational leadership for ACP | Organisational chart, job descriptions |  |  |
| ACP role is considered at organisational level Workforce Strategy to support the delivering and outcomes against the long-term plans. | Organisational strategy / workforce plans |  |  |
| There is appropriate governance structure for trainee ACP and ACP level roles to maximise their impact, including standardised titles, banding, appropriate supervision, and a succession plan where appropriate | Business cases, workforce plans, Internal Panels, Governance Framework including supervision, Workforce Intelligence |  |  |
| Clearly identified budget for ACP development | Budget / Finance reports |  |  |
| ACP Lead or senior education lead responsible for ACP to have involvement at an ICS level via the Training Hub ACP Lead | Membership of ICS groups |  |  |
| **Workforce planning and recruitment** |
| Robust process to ensure ACP roles are considered in the annual operating workforce planning | Workforce planning |  |  |
| A business case to underpin the workforce requirement of a multi-professional ACP role including * Confirmed funding for a substantive ACP post on completion of their training
* Job description that covers all four pillars, purpose and scope
 | Job descriptions, job plans, workforce plans |  |  |
| Robust processes for * Identifying and prioritising for HEE funding
* recruitment and selection into trainee ACP level roles
* monitoring progress of trainees and recording completion of training
 | ACP strategy document |  |  |
| Potential ACP trainees meet the university entry requirements and are prepared for the demands of education and training for ACP | ACP recruitment and selection strategy |  |  |
| There are agreed career development pathways and opportunities where AP features for nurses and AHPs encompassing all four pillars of the Framework | Examples of rotations or placements |  |  |
| **Supervision and support** |
| Scope existing ACP trainees and Supervisor to assess* If each ACP trainee has a named and appropriate supervisor
* appropriate levels of supervision are in place.

ACP supervisors have completed training in supervision and have on-going support for their role | Clinical supervision timetables/plansGovernance Framework |  |  |
| There is a governance structure / framework in place |  |  |  |
| Workplace assessment of ACP trainees are carried out by competent assessors who are familiar with the assessment tools | ACP strategy, workforce reviews |  |  |
| Commitment to provide protected study time (and study leave) for all trainee ACPs | Job plans, contracts of employment |  |  |
| Planned and common approach to clinical supervision in place for ACP roles (inc trainees) | Individual learning plans |  |  |
| All ACP supervisors have identified time for supervision of ACP Trainees (minimum 1 hour per week) |  |  |  |
| We provide support, training and induction for staff who supervise clinicians in ACP roles in training and beyond | ACP strategy document |  |  |
| There are support networks for both trainees and supervisors (in-house, PCN-wide or speciality specific) | Local supervisor database, supervisor networks/events |  |  |
| **Ongoing requirements** |
| We have mechanisms for evaluating the impact of ACP roles  | Service evaluation |  |  |
| We have links with speciality-specific ACP networks eg: professional bodies, medical royal colleges with speciality specific training  | ACP strategy, network events |  |  |

If you require any additional support whilst completing this checklist, please email the North West Faculty for Advancing Practice: acp.nw@hee.nhs.uk