

# SY&B Primary Care Workforce & Training Hub

## The ACP Ready Scheme 2020-21 -A Guide for Primary Care

- Frequently asked questions
- How to apply
- Who to contact for further information
- Specific to GP practices in SY&B



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In response to the rising demand for the development of Advanced Clinical Practitioners (ACPs) in Primary Care, Health Education England North East & Yorkshire has increased the number of trainee ACP posts that they are able to support from GP practices.

Last financial year (2019-20), HEE North supported the training of over 100 new ACPs across South Yorkshire and Bassetlaw, with many of these from GP practices across the region.

Applications from Primary Care are coordinated by the South Yorkshire & Bassetlaw Primary Care Workforce & Training Hub.

### **HEE North East & Yorkshire ACP funding offer for 2020-21:**

There are three potential funding educational pathways available:

#### **ACP Fees Funded pathway for Primary Care**

- HEE NEY will pay full 3-year MSc Advanced Clinical Practice course fees direct to a recognised training provider
- £33,000 training grant per post over the 3-year training period

#### **ACP Top Up ("Legacy") pathway for Primary Care**

- HEE NEY will fund a modular offer to staff with existing academic/ workplace capabilities who need to "top up" to achieve the full ACP requirements.

#### **ACP Apprenticeship pathway for Primary Care**

- This is a national Level 7 ACP Apprenticeship programme with a typical length of 36 months. HEE NEY will provide a training grant at the same overall value as the MSc ACP programme, plus funding for 10% tuition costs for non-levy payers.

## What is an ACP?

ACPs (Advanced Clinical Practitioners) are experienced, registered healthcare practitioners who have been educated to Masters level. They have developed the skills and knowledge to allow them to take on expanded roles and scope of practice in caring for patients.

## Who can train to be an ACP in General Practice? (examples)

- Practice nurses
- Paramedics
- Pharmacists
- Physiotherapists

## What are the benefits of an ACP role in General Practice?

With a growing shortage of GPs, more complex care is being delivered in General Practice and there is a huge demand for more clinicians due to increasing patient demand. Advanced Practice roles can help improve clinical continuity, provide more patient-focused care, enhance the multi-professional team and help provide safe, accessible and high-quality care for patients. ACP roles are also an excellent tool for retention of staff, as healthcare professionals can see a career of valued, supported progression.

Advanced Clinical Practice is a level of practice characterised by a high degree of autonomy and complex decision-making. This is underpinned by a Masters level award or equivalent that encompasses the four pillars of clinical practice: leadership, management, education & research, with demonstration of core capabilities and area-specific clinical competence.

-Health Education England 2017

## Who is eligible for the ACP Scheme?

- Practice nurses/ Health Professionals in GP (e.g. paramedics, pharmacists and physiotherapists) who wish to develop into ACP roles within Primary Care
- Must have been working clinically for at least 3 years
- Must have at least a 2:1 degree, or be able to show evidence of previous learning at Masters level (Level 7)
- Must be able to attend university for an average of 1 day per week during term time, plus any other study support days organised by the universities/ SY&B Primary Care Workforce & Training Hub.
- Must be registered with the NMC, the Healthcare Professions Council or the General Pharmaceutical Council.
- Must have access to a suitable supervisor for a minimum of 1-day per week in practice for the duration of the training period.

## Does the trainee ACP need to be full time?

Both full-time and part-time employees are eligible for the ACP Scheme. HEE NEY do not routinely support trainees in less than 0.8FTE due to lack of clinical exposure in the training period.

## What help is available if we wish to recruit a trainee ACP?

The SY&B Primary Care Workforce & Training Hub can help by providing an example job description, person specification and sample job advertisements, which can be adapted for individual practice use. The Hub is also available to advise, if needed, during the selection process.

We recommend that practices offer a 'conditional post of employment' subject to successfully gaining a place on the course.

**Which MSc ACP courses are available across SY&B?****Sheffield Hallam University - MSc Advanced Clinical Practice**

<https://www.shu.ac.uk/courses/nursing-and-midwifery/msc-advanced-clinical-practice/part-time>

**Start date: September 2020 or January 2021 (applicant to choose)**

**University of Sheffield - MSc Advanced Clinical Practice- General Practice**

This is a brand new multi-disciplinary ACP pathway which will be launched by the university in Spring 2020; course details are not yet available on the website, but general queries can be directed to course leader Fiona Todd - [f.j.todd@sheffield.ac.uk](mailto:f.j.todd@sheffield.ac.uk)

**Start date: September 2019**

**Which MSc ACP courses are available as Apprenticeship pathways?**

Both of the courses listed above are available as Apprenticeship pathways. The apprenticeships are usually 36 months long and trainee ACPs who successfully complete the programme will gain a Masters degree in advanced clinical practice.

**What should I do if I am not sure if my potential trainee meets the entry requirements for the course?**

Please contact the course leaders directly for any queries related to specific course entry requirements.

**I know which course my trainee ACP wants to do. Should I apply?**

Please do not apply at this stage, until you have a firm offer of a place on the ACP Scheme. No applications will be funded retrospectively. You will be guided through the university application process by the SY&B Workforce & Training Hub.

### **Can students APEL any previous academic credits in order to reduce the overall length of their course?**

Most HEIs have a scheme for the recognition of prior learning (Accreditation of Prior Experiential Learning-APEL) and will allow students to import a number of credits up to a specified maximum. Credits will vary according to HEI regulations but will not normally exceed 1/3 of the credits required for the degree. Students wishing to APEL previous academic credits should discuss this with the relevant admissions tutor prior to the commencement of a programme of study.

### **What support can trainee ACPs expect from universities during the study period?**

All HEI programmes of study will be taught by lecturers and expert clinical practitioners who will offer dedicated academic support and guidance. Students will be allocated with personal named tutors and there will be a comprehensive student support service.

### **What happens if the trainee ACP discontinues their ACP programme before it is completed?**

Such instances will be looked at on a case-by-case basis and no guarantee of continued funding can be provided for either the employer or employee. Trainee ACPs are strongly advised to contact their local Primary Care Workforce & Training Hub for advice before deciding to discontinue their studies.

### **What can a trainee ACP expect to learn on the ACP programme?**

Programmes will vary according to HEIs, but trainee ACPs will be required to produce course work, assignments and essays, undertake Objective Structured Clinical Examination (OSCE) and deliver presentations and to produce a portfolio of evidence.

## What is the Training Grant designed to be used for?

The Training Grant (£33,000 per post over 3 years) is used to support the employer in relation to the associated costs in helping their employee to achieve their qualification. Practices are free to utilise the Training Grant in different ways according to individual circumstances, but suggestions are listed below as a guideline:

- Payment (& backfill) for the trainee ACP to attend university (or to engage in self-directed study/ writing assignments) 1 day per week during the training period,
- Financial support to make the trainee ACP supernumerary for 1 session per week in practice, to work alongside their Supervisor in order to consolidate their learning,
- Financial support to enable the Supervisor to work alongside the trainee ACP, for debrief sessions etc.
- Payment (& backfill) for the trainee ACP to attend Faculty support sessions (voluntary- 1 day per month) with peers.

## How is the Training Grant paid?

The Training Grant is currently paid by quarterly instalments by invoice to the South Yorkshire & Bassetlaw Primary Care Workforce & Training Hub. Payments are subject to the trainee ACP progressing on the programme of study and being well supported by the employer. Organisations will be sent a funding schedule once their trainee ACP has started their course.

## How is the Training Grant calculated for part-time staff?

All employers receive the same amount of Training Grant per trainee irrespective of full/ part-time hours, as MSc programmes generally require the student to work for a minimum of 30 hours per week.

## **What does the employing organisation need to provide?**

You need to show evidence of:

- a defined ACP role for the trainee at the end of the training period,
- a good quality learning environment which involves the whole organisational team providing a supportive culture of learning,
- a named formal Supervisor who can provide support & guidance to the trainee,
- an educational plan developed alongside the trainee ACP, with weekly protected study and development time in accordance with the minimum requirements of the ACP Scheme,
- an ongoing commitment to engage with the SY&B Primary Care Workforce & Training Hub and the Faculty for Advanced Clinical Practice during the training period.

## **What is the minimum number of hours per week that a Trainee ACP can be employed for?**

For the apprenticeship pathway it is a minimum of 30 hours per week. For the fees funded MSc ACP pathway this differs according to HEI but this is generally a minimum of 30 hours per week.

## **Why does my practice need to provide a Supervisor?**

During their development, trainee ACPs will require the support of an identified educational Supervisor to ensure that their specific learning needs are identified and targeted.

## **Who should my practice Supervisor be?**

The Supervisor role in the workplace can be taken by an appropriately qualified senior practitioner (e.g. GP or ANP.) The named Supervisor should ideally hold a teaching qualification, but this is not essential.

## How much time will the Trainee ACP be studying and away from their workplace?

The SY&B Faculty for Advanced Clinical Practice Guidance on study leave and supernumerary time for trainee ACPs (2018) states that best practice for the MSc ACP programme (fees funded) is as follows:

**Year 1:** 100% supernumerary status or full time equivalent (FTE)

**Year 2:** 40% supernumerary status FTE

**Year 3:** 3 hours per week FTE

However, as it is acknowledged that trainee ACPs in Primary Care organisations may not be able to achieve this target, there is a **minimum requirement** of the following:

**1 day per week** - guaranteed (paid) study day - either to attend University during term time, or self-directed study/ assignment writing out of term time

**1 full session per week** (morning or afternoon) - protected time where the trainee ACP has supernumerary status in order to work alongside their named Supervisor on the development of their clinical skills, experience and confidence to practice.

For the **apprenticeship** pathway, generally **80%** of an Apprentice's time will be training in the workplace, with **20%** studying at the HEI.

Developing training programmes with allocated non-rostered status promotes the development of a supportive clinical environment and promotes recruitment and addresses retention issues. It also provides an excellent framework for support and education, which enables non-rostered nurses to develop confidence and competence whilst still contributing to the service.

-SY&B Faculty for Advanced Clinical Practice Guidance (2018)

**What other support is available?**

HEIs will provide practices with a detailed guide to their courses prior to their start dates. These guides will include a Programme outline containing dates and times for attendance, along with assessment dates and course leader contact details. Practices can use these guides to help them to develop educational plans for their trainee ACPs.

The SY&B Primary Care Workforce & Training Hub is coordinating all applications from General Practice across South Yorkshire & Bassetlaw and is available to advise on issues around training and support as well as handling Training Grant claims.

The Faculty for Advanced Clinical Practice is available to offer support and advice to individual employers and/or trainee ACPs and to provide extra voluntary group support sessions for trainees.

**What happens if the trainee ACP wants to suspend their studies on the ACP programme?**

It is recognised that some students may have to suspend their studies from time to time, for long term sickness, maternity leave, personal reasons etc. When a student informs their HEI that they intend to discontinue their studies but return after a break, this is called 'stepping off.' HEE NEY will consider resuming funding when the student returns, however this is reviewed on a case-by-case basis.

**What happens if the trainee ACP does not wish to complete their ACP programme?**

Training Grant payments will be discontinued at the point that the employee left the programme, therefore employers must inform HEE NEY immediately in these circumstances.

### **What happens if the trainee ACP moves to a different employer during their training?**

All such instances will be looked at on a case-by-case basis and no guarantee of continued funding can be provided to either the employer or employee. Trainee ACPs are strongly advised to contact the SY&B Primary Care Workforce & Training Hub/ Faculty for Advanced Clinical Practice prior to making any decisions about a potential move.

### **What other commitments are expected of the Trainee ACP?**

In addition to HEI attendance and work-based learning of practical clinical skills, it is expected that each trainee ACP will dedicate time to independent study in order to successfully achieve their qualification. An approximate number of study hours is 100 per 10 credits (which includes both contact hours and independent study,) however the actual time spent may be more or less, dependent on individual learners.

### **Why is HEE NEY offering an Apprenticeship route for the MSc ACP?**

HEE NEY funding for the MSc Advanced Clinical Practice programme is limited, so funding support via a new Apprenticeship pathway is being offered to encourage further applications. Whilst larger levy-paying employers will use their levy to pay the £12,000 tuition fees, HEE NEY will cover the 10% tuition costs for non-levy payers.

Employers who are considering the Apprenticeship route are advised that this is a new pathway that has not yet been trialled in primary care and that there is limited guidance currently available about this route. Employers who would be interested in piloting the Apprenticeship route for MSc ACP in 2020-21 are advised to contact the SY&B Primary Care Workforce & Training Hub prior to application.

## **What is the ACP Top Up/ "Legacy" route and how do we apply?**

The ACP Top Up/ "Legacy" route is a recognition of the fact that a number of trainee ACPs do not need to study a full 3-year apprenticeship or masters programme to gain their ACP qualification. HEE NEY will fund a modular offer to staff that have existing academic and workplace capabilities and who have support in place/ an ACP role available to move into in their place of work. Application is via the same form as the Fees Funded pathway and applicants are asked to list the modules/credits that they have already undertaken. The ACP 2020-21 Commissioning Round Panel will then look at this information in order to determine which route (full 3 year Fees Funded, or Top Up Modular offer) is most appropriate for the applicant.

## **Where can I find the application form?**

The application form for the 2020-21 SY&B ACP Commissioning Round will be available from 10th February 2020 and will be widely distributed through CCGs across SY&B. It will also be available on the South Yorkshire & Bassetlaw Primary Care Workforce & Training Hub website: [www.pcwth.co.uk/schemes/acp/](http://www.pcwth.co.uk/schemes/acp/) after this date.

## **Who should complete the application?**

HEE NEY requires a single lead contact (**ACP Designated Lead**) for each employer to submit applications for the funding. This person will act as the key liaison for all enquiries relating to the application- usually this is the Practice Manager, main ACP Supervisor or ACP Lead for the organisation. This is to ensure that there has been appropriate scrutiny applied to the application including agreement for recruitment (where needed) and alignment with organisational workforce development leads.

**What should I do if I want to apply for more than one Trainee ACP?**

Please submit one application form per trainee ACP required.

Employers are encouraged to ensure that they have capacity to provide the necessary supervision and protected time for study for their staff if they decide to apply for more than one Trainee ACP post.

**If I want to apply for more than one Trainee ACP, do they have to study at the same HEI?**

Trainee ACPs need not study at the same HEI, neither do they need to have the same course start date.

Some HEIs offer a choice of start date (e.g. Sheffield Hallam offers either Sept 2020 or Jan 2021.) Some employers with more than one trainee ACP find it useful to stagger their trainee start dates, or to have trainees on courses with different HEIs in order to stagger time away from the workplace. However, others prefer to have their trainees on the same courses/ out on the same dates for peer support. These are important decisions to consider prior to making an application.

**What information do I put in the application when confirming 'Service Need?'**

You are required to define the need for a Trainee ACP within your organisation. This should include the overall objective for this role and an outline of the benefits for your organisation in having a Trainee ACP (e.g. to improve certain services/ patient outcomes/ staff skills and abilities.) This is an important section taken into account by the ACP Commissioning Panel and should link to workforce planning where possible.

## **What supporting evidence do I need to submit with my application?**

You must submit a single Job Description (JD) for each application. The SY&B Primary Care Workforce & Training Hub has a sample JD for a trainee ACP post which is available on request, also from the website: [www.pcwth.co.uk/schemes/acp](http://www.pcwth.co.uk/schemes/acp) - this may not exactly match your requirements but it may help in compiling your own JD.

## **What information do I put in the application when confirming 'The Role?'**

Whilst the Job Description will list the key day to day tasks and accountabilities of the Trainee ACP, please provide supplementary information here to further outline the role. This could include: how you envisage the role working in practice, how it will provide leadership to the workforce and how the role might transform services and allow you to work differently or with other organisations.

## **What happens after I have submitted my application?**

Your application(s) and JD(s) will be reviewed by the SY&B ACP Commissioning Panel and you will be notified as to whether or not a funding offer can be made according to the application timescale (p.16)

## The Application Process- Flowchart

**Feb 2020 onwards:**

Complete application form for ACP Ready Scheme & return to SY&B Primary Care Workforce & Training Hub



Applications checked by SY&B Primary Care Workforce & Training Hub. QA visits to practices which are not already Training Practices.

**20th March 2020:**

Deadline for applications from Primary Care. No further applications to be considered after this date.

**Mid April 2020**

Organisations notified of outcome of application(s)

**May 2020 onwards:**

Formal offers made to successful applicants from HEE. SY&B Primary Care Workforce & Training Hub to guide practices through the application process for HEIs.

**June 2020 onwards:**

Formal offers made to successful applicants by HEIs.

**August 2020**

Possible 'Pre-course' support day for tACPs held by HEIs\* TBC



**September 2020/ January 2021- ACP courses start**

Please find below a list of contacts/ further information:

For any queries relating to Primary Care applications in SY&B:

**Jo Mirza**

SY&B Primary Care Workforce & Training Hub ACP Lead

jo.mirza@nhs.net



@PCWT\_hub

For any queries relating to the Sheffield Hallam MSc ACP course:

**Angie Banks**

Programme lead for Advanced Clinical Practice

a.c.banks@shu.ac.uk

0114 2255470

For any queries relating to the Sheffield University MSc ACP General Practice course:

**Fiona Todd**

Programme lead for MSc ACP General Practice course:

F.J.Todd@sheffield.ac.uk

0114 2222074

Thank you for your interest in the HEE ACP Ready Scheme.  
We look forward to receiving your application.

**Planning for the role- advanced clinical practice toolkit:**

It may be useful for employers to read the information on the HEE/ E-Learning For Health Advanced Clinical Practice Toolkit to help with commissioning and business cases for new posts.

This can be found by scanning the QR code below, or at:

<https://www.e-lfh.org.uk/programmes/advanced-clinical-practice-toolkit/>

**HEE website for advanced practice:**

<https://www.hee.nhs.uk/our-work/advanced-clinical-practice>

**Institute for apprenticeships/ ACP apprenticeships:**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/advanced-clinical-practitioner-degree/>