



## Trainee Advanced Clinical Practitioner (ACP) posts 2022/2023

### Commissioning Information for Managers in Organisations in the South Yorkshire region

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<b>Sponsored by</b>	South Yorkshire and Bassetlaw Faculty for Advanced Clinical Practice (FACP)

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## Introduction

For 2022-2023, Health Education England (HEE) will continue to support employers to utilise their own Apprenticeship Levy to fund the course fees of the TACP Masters Advanced Clinical Practice Programme (ACP), as an ongoing priority. The 'fees funded/top up route' will also be available and will be considered for approval by the Review Panel on a case-by-case basis.

Levy transfer can be supported and facilitated by Health Education England. Co investment by Health Education England will also be available for those organisations that do not meet the national criteria as a Levy payer

HEE will continue to offer financial support organisations, to help facilitate trainee ACP (TACP) posts, this will be in the form of a training grant (Clinical Salary Support) to support role specific training such as short term additional clinical placements for TACPs (to complement their academic learning), an electronic portfolio, advanced life support courses, trauma courses and clinical supervision from medical colleagues.

Applications are open to all experienced, registered health care professionals. Applications must be, supported by ACP Organisational Leads and employers as part of a service change and or to continue with their career development into qualified ACP roles across the region.

Some universities may run more than one intake per year e.g., Sheffield Hallam University (SHU) has two intakes (September 2022 and January 2023). Both of the Universities in South Yorkshire (University of Sheffield and Sheffield Hallam University) offer an ACP apprenticeship route.

If your clinical area has a need for new or increased numbers of Advanced Clinical Practitioner roles, please contact the Organisation Lead for Advanced Clinical Practice in the first instance and they will direct you to either the ACP Professional Lead, Organisational Apprenticeship Lead or a senior manager in the Learning and Development team for help with business cases and funding applications.

## Pre application Considerations

Employers who wish to support staff to undertake a University Masters Programme in ACP should also give careful consideration as to how they will supervise and support the trainee as they complete the clinical elements of training and put key learning into practice, and subsequently successfully transitioning into qualified ACP roles upon completion of their studies.

It is expected that organisations wishing to develop such roles will be able to demonstrate:

- An approved organisational business and workforce plan supporting the role
- Applications will be made for the apprenticeship route (as a priority)
- Successful applications (for the apprenticeship route) must have completed enrolment with the chosen HEI by no later than 30 June 2022 (for September 2022 starters), to ensure all paperwork and apprenticeship documentation and HEI onboarding is in place.
- An ACP job description/person specification which fulfils the ACP role in line with national guidance and local workforce planning.
- All applications made for TACP funding and fees MUST have the TACP Job Description. You are asked to email these separately to Sarah Fisher (sarahfisher2@nhs.net). Applications submitted without the required Job Description will not be considered.

- Contact your Organisational ACP Lead and/or Primary Care Workforce and Training Hub (Jo Mirza ([jo.mirza@nhs.net](mailto:jo.mirza@nhs.net))) or the Faculty team, if example templates of current ACP Job Descriptions are needed.
- A high quality learning environment which involves the whole team providing a positive supportive culture of learning
- An educational plan for the new ACP (your Organisational ACP Lead and/or Primary Care Workforce and Training Hub will have examples)
- A named clinical supervisor(s) with the sufficient skills and capacity to support and mentor the ACP (ideally with a teaching qualification although not essential)\*. This can be a Senior experienced ACP or medical colleague. The Faculty recommends that all supervisors complete the [online Supervision](#)
- Access to the clinical supervisor as per the recommendation by the South Yorkshire & Bassetlaw Faculty for Advanced Clinical Practice, (the training monies provided by HEE are designed to support this) \*
- Access to a range of appropriate learning experiences, and commitment to release trainees to educational events\*
- Access to a portfolio of competence either the Faculty recommended E-portfolio (PeP) or role/College specific\* (<https://www.rftmedicaleducation.com/eportfolio.html>)  
\*which can be formalised after appointment.

### The key differences with an apprentice model

- Academic fees are paid from the Organisation's apprentice levy
- The applicant will need three years post registration experience (HEI requirement)
- Applicants **must be able to evidence** GCSE (or equivalent) Grade C or above in Maths and English and **produce certificates** at interview (apprenticeship requirement)
- Honours degree recognised in the UK at 2.2 or above in a related health care subject, or an equivalent qualification
- Academic assessment differences
  - An assessed portfolio demonstrating clinical competence is a key part of the Masters
  - In the final year there is an end point assessment which it is envisaged will include a portfolio viva, plus an academic paper – which may be a dissertation or quality improvement project depending on the HEI
  - 12 weekly tripartite meetings with the employer, learner and HEI to check progress, off the job training time is evidenced, and to ensure clinical supervision is happening
  - Commitment statement signed at the beginning of programme so that all parties agree with the requirements
  - The clinical supervision should meet the standards set out in the CASP documentation – which equates to about 1 hour per week of formal supervision with varied clinical supervisors **or** the educational supervisor. Quality supervision is key to ensure success and a high performing autonomous ACP at the end of training
- Trainees who are successful must have completed enrolment with the chosen HEI by no later than 30 June 2022, to ensure all paperwork and documentation is in place.

These standards for supervision and supernumerary/off the job training align with the existing local and regional standards. If an employer fails to provide the agreed levels of supervision, supernumerary time for off the job learning, or there are problems with the

learning environment that cannot be resolved an apprentice can be removed from the programme by the external assessor.

**HEE Mandate Priorities**

ACP support will be considered for those developments which align with HEEs mandate priority areas which are:

- Urgent and Emergency Care
- Cancer
- Mental Health
- Learning Disabilities
- Primary Care
- Diagnostics

**Fast Track Route for part qualified ACPs**

South Yorkshire and Bassetlaw Faculty will also consider applications from organisations who wish to ‘fast track’ part qualified ACPs who are already working at an advanced level but have not completed the required four pillars/full MSc level academic achievement.

There is a section in the application form to make these applications.

The Faculty panel will review the previous academic achievements and make a decision to support, based on required, additional, length of further academic training needed.

All other support including clinical supervision and release time for study will be required

**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. It can be found by scanning the QR code below or at

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



**Advanced Clinical Practice Higher Education Applications**

When advertising for and recruiting trainees, managers should ensure that they meet the University entry criteria for the ACP Masters programme. This may vary slightly between

HEIs but as a guide includes:

- The applicant must have at least three years post registration experience
- Applicants must be able to evidence GCSE (or equivalent) Grade C or above in Maths and English and produce certificates at the selection interview stage (apprenticeship requirement)
- Honours degree recognised in the UK at 2.2 or above in a related health care subject, or an equivalent qualification
- Currently working in a relevant clinical area
- Must be able to attend University during term time, University attendance may be one or two days per week.

Managers must ensure that their trainee candidates meet the above criteria in order to successfully enrol on the ACP Masters programme and receive the training grant funding. In order to make sure a candidate is suitable prior to undertaking the training programme it is recommended that managers make a 'conditional offer' subject to successfully gaining a place on the course. Although unlikely, Universities can reject a candidate onto the programme. Candidates should be encouraged to complete the university application as soon as the 'conditional offer' is made.

Each South Yorkshire trainee practitioner is expected to complete the full Master's (MSc) in order to access the HEE (training grant (clinical salary support) funding, this is supported by the standards described in the National framework. (HEE/NHSE 2017).

The MSc should be a specialist qualification in Advanced Clinical Practice, which includes the 4 pillars of advanced practice (HEE/NHSE 2017). Currently, training for Advanced Clinical Practitioners is a full MSc with training grant funding from HEE. Apprenticeship routes are the preferred route and are available from the University of Sheffield and Sheffield Hallam University.

It is the responsibility of the individual departments to provide ACPs with appropriate time to complete such studies. The organisation will ensure that designated HEE training grant monies received are used appropriately to support training for ACPs, such as educational.

### Study leave and supernumerary time

The Faculty has outlined the best practice standards for study leave for trainee ACPs (TACPs), however clinical areas may decide to allocate more dependent on role. They are as follows below. This document can be accessed via the [Faculty webpage](#).

- Year 1 100% supernumerary or full time equivalent (FTE)
- Year 2 40% supernumerary FTE
- Year 3 3hr per week FTE

#### Year 1

The first year TACP should have non rostered supernumerary status during which the trainee should have one day per week to attend the required study modules in university and 1 day a week to support ongoing development of clinical skills, experience and confidence to practice. Non rostered status is an intrinsic factor contributing to a competent and confident practitioner.

#### Year 2

The second year TACP with a Postgraduate Certificate (PGCert) working towards a Postgraduate Diploma (PGDip) would require study time to attend the required module(s) and 1 day a week non rostered status same as the 1st year trainees. The rest of the

trainees' time would be rostered work where the TACP will be seeing patients under supervision and increasing their breadth and depth of knowledge.

### Year 3

Trainee ACPs with a Post Graduate Diploma working towards full MSc Advanced Practice (Dissertation module) should have a **minimum** of 3 hours protected study time per week which can be aggregated per month (e.g., one day every 2 weeks) to support the dissertation module and service development work to support the 4 Pillars.

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.

A qualification of a Masters in Advanced Practice should be achieved within 5 years irrespective of working hours, unless exceptional circumstances.

### Support available to clinical areas

It is anticipated that the key contact/Lead for ACP in each organisation/ Apprenticeship Lead will be able to help and support departments with: -

- Signposting to locally available MSc courses in Advanced Clinical Practice and appropriate module choices.
- Example job description, person specification, and job advertisements are available which can be adapted for individual practice use.
- Example competency documents are available to be used as a guide and adapted appropriately for individual practice use.
- Supporting and signposting supervisors when required. Ongoing support to assist in coordinating group educational sessions for ACPs and supervisors for trust wide trainees as required.
- Support to devise local induction/training programmes/placement programmes.
- Support provided to trainee ACPs on commencement of each year of training

Support is also available from the local SY Faculty team and North East and Yorkshire Regional Team for Advancing Practice.

### Financial support available

HEE will require employers to utilise their own Apprenticeship Levy to fund the course fees of the TACP Masters Advanced Clinical Practice Programme (ACP).

The previous fees funded route will only be approved by exception.

HEE will provide a training grant to support the individual trainee to be utilised to support the education/learning requirements during the training period. This will be paid directly to organisations either via the Education Contract (formerly the Learning and Development Agreement), on a quarterly basis, in arrears, by HEE or via the Primary Care Workforce and Training Hub.

The training grant rates for 2022/23 has not yet been agreed, however we anticipate it will be between £6K and £10K per year of study (for up to three years).

As the final training grant rate has not yet been confirmed, the Faculty has added a new question to the application form. This additional question has been added to provide us with information about what organisations are planning to use the training grant for.

The training grant **is** designated to support:

- A named individual trainee
- Education support and release time for trainee and/or supervisor etc for three years
- One Advanced Life Support (or equivalent) course
- E -Portfolio subscriptions
- The Organisations Clinical and Academic Support process (CASP)

It is **not** designed be utilised to:

- support any other activities relating to the employment of new staff such as statutory and mandatory training
- Supplement or replace local induction
- Support non education or training related activities

### Frequently Asked Questions (FAQs)

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

Both full-time and part-time employees will be considered for the scheme.

NB. The Faculty do not routinely support trainees in less than 0.8FTE due to the lack of clinical exposure in the training period and regardless to the hours worked, all new staff will require the same level of training in potentially the same number of topics. Staff will also need to regularly attend University to fulfil the Masters course.

#### When and where are courses available, and how do I apply?

Once candidates have been successfully appointed to the trainee role then they will be asked to apply/enrol to the appropriate HEI MSc in ACP.

#### What are the entry requirements for MSc courses?

Specific requirements for each University can be found on their individual websites, however as a guide most require:

- Applicants have a first degree at 2:2 or above (there may be some exceptions).
- At least three years post-registration experience and are currently working in a relevant clinical area with access to a suitable clinical supervisor
- The trainee must be able to attend University during term time and have the full support of the workplace management. University attendance may be one or two days per week
- Occasionally applicants may be required to pass an interview at the University

#### What is the structure of the MSc course?

Aligned to the Multi-professional framework for advanced clinical practice in England (HEE/NHSE 2017), the agreed modular structure for the course incorporates the opportunity for trainee ACP's to demonstrate achievement of the capabilities defined within the 4 pillars underpinning practice at this level and the area specific clinical competencies through access to specialist modules.

#### Apprenticeship Route:

There are apprenticeship routes available across North East and Yorkshire as well as other regions across England. If you wish to access those outside of South Yorkshire, please indicate your preferred HEI and Programme Title clearly on the Application Form.

### How do Employers receive the Training Grants (clinical salary support)?

Where an organisation has an established education contract with Health Education England, monies are paid directly by HEE, via the Education Contract (formerly the Learning & Development Agreement) and is paid by HEE, in arrears, on a quarterly basis. The Primary Care Workforce and Training Hub will make payments to GP practices directly.

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

HEE funding is awarded to a named trainee for that particular organisation to develop Advanced Clinical Practice. If the trainee leaves the programme the funding for the organisation is cancelled. The funding for a particular trainee who leaves cannot be reallocated to anyone else. The initial employer should notify the named organisational ACP Lead in the organisation who will notify the Faculty as well as the HEI. A form has been developed to enable this communication, and is available here (<https://www.healthandcaretogethersyb.co.uk/what-we-do/working-together-network/faculty-advanced-clinical-practice>). The Faculty will work with HEE to see what funding may be available for the new organisation and manage the impact of the change to the initial employer who supported the trainee for the role.

### What process should we follow to apply?

1. Identify the need for a new/replacement ACP post in the service
2. Complete business case and gain approval for the substantive post ideally prior to submitting an ACP application.
3. Contact the organisation ACP lead to discuss new ACP post requirements and submit post details to them.
4. Consider which university intake (September or January (SHU only)) they are aiming for their candidate to apply to (Lead ACP can help).
5. Confirm apprenticeship route and name of preferred university and programme.
6. ACP lead will submit requests to the Faculty Panel for consideration.
7. ACP lead will inform if applications were successful/unsuccessful and advise next steps
8. If successful - jobs to go to advert immediately (where necessary) (short turnaround of <4 weeks previously, we would recommend short closing date on advert and recruiting manager diary time for interviews prior to applications to HEE so interviews can take as soon as possible, areas may want to work together on recruitment). It is desirable that the ACP lead in each organisation supports the recruitment process to ensure robustness, standardisation and collective understanding of expectations
9. Please consider if recruiting a new member of staff there may be a significant time frame involved in the recruitment process and notice period of the successful individual
10. If unsuccessful for bids you may wish to explore alternative routes
11. Submit successful applicant names to ACP Lead, who will inform the Faculty who are collating the bids for 22-23. FACP will inform HEE and HEIs as agreed.
12. Letters sent to successful candidates with guidance on how to apply to HEI's for named places by ACP organisational lead or Primary Care Workforce Training Hub.
13. Organisation Lead for ACP will meet trainees as they start their training and at intervals throughout and support module choices for year 2 and training will be evaluated/tracked.

If you have any further queries, please don't hesitate to get in touch with your local ACP Lead, Apprenticeship Lead or L&D senior manager. Alternatively, please email Sarah Fisher ([sarahfisher2@nhs.net](mailto:sarahfisher2@nhs.net)) in the first instance.

### Contacts

<b>Organisation</b>	<b>Name</b>	<b>Email</b>	<b>Role</b>
Barnsley Hospital NHS Foundation Trust	Diane Edwards Emma Kilroy	<a href="mailto:Dianeedwards1@nhs.net">Dianeedwards1@nhs.net</a> / <a href="mailto:emma.kilroy@nhs.net">emma.kilroy@nhs.net</a>	Director of Professions/
Doncaster & Bassetlaw Teaching Hospitals NHS Foundation Trust	Lisette Caygill	<a href="mailto:Lisette.caygill@nhs.net">Lisette.caygill@nhs.net</a>	ACP Organisational Lead
FCMS	Sarah Tait	<a href="mailto:Sarah.tait@nhs.net">Sarah.tait@nhs.net</a>	ACP Organisational Lead
Health Education England	Helen Suddes	<a href="mailto:Helen.suddes@hee.nhs.uk">Helen.suddes@hee.nhs.uk</a>	Widening Participation and Apprenticeship Lead, North East and Yorkshire Apprenticeship Hub
Health Education England	Hazel Jamieson	<a href="mailto:hazel.jamieson@hee.nhs.uk">hazel.jamieson@hee.nhs.uk</a>	Training Programme Director, The North School of Pharmacy & Medicines Optimisation
Primary Care Workforce & Training Hub	Jo Mirza	<a href="mailto:Jo.mirza@nhs.net">Jo.mirza@nhs.net</a>	Project Manager
Primary Care Workforce & Training Hub	Heather Jackson	<a href="mailto:Heather.jackson@nhs.net">Heather.jackson@nhs.net</a>	First Contact Practitioner ACP Lead
Rotherham Hospital NHS Foundation Trust	James Cooper	<a href="mailto:James.cooper18@nhs.net">James.cooper18@nhs.net</a>	ACP Organisational Lead
Rotherham, Doncaster & South Humber NHS Foundation Trust	Jacqui Hallam	<a href="mailto:jacqueline.hallam@nhs.net">jacqueline.hallam@nhs.net</a>	ACP Organisational Lead

Sheffield Health & Social Care NHS Foundation Trust	Emma Highfield	<a href="mailto:Emma.Highfield@nhs.net">Emma.Highfield@nhs.net</a>	Deputy Director of Nursing
Sheffield Children's Hospital NHS Foundation Trust	Jenny Longden/Suzanne Gillott	<a href="mailto:Jenny.longden@nhs.net">Jenny.longden@nhs.net</a> <a href="mailto:Suzanne.gillott@nhs.net">Suzanne.gillott@nhs.net</a>	ACP Organisational Lead/Apprenticeship Lead
Sheffield Teaching Hospitals NHS Foundation Trust	Suzanne Owens	<a href="mailto:Suzanne.owens@nhs.net">Suzanne.owens@nhs.net</a>	ACP Professional Lead
South West Yorkshire Partnership NHS Foundation Trust	Darryl Thompson/Laura Oates	<a href="mailto:Darryl.Thompson@swyt.nhs.uk">Darryl.Thompson@swyt.nhs.uk</a> / <a href="mailto:Laura.oates@swyt.nhs.uk">Laura.oates@swyt.nhs.uk</a>	Deputy Director of Nursing/ACP Lead
South Yorkshire & Bassetlaw Integrated Care System (ICS)	Trudy Sevens	<a href="mailto:Trudy.sevens@nhs.net">Trudy.sevens@nhs.net</a>	ICS Reporting Radiography Lead
South Yorkshire & Bassetlaw Integrated Care System (ICS)	Suzanne Bolam	<a href="mailto:Suzanne.bolam1@nhs.net">Suzanne.bolam1@nhs.net</a>	AHP Council Lead
Rotherham Doncaster and South Humber NHS Foundation trust	Helen Jennings Jackie Gelder	<a href="mailto:Helen.jennings6@nhs.net">Helen.jennings6@nhs.net</a> <a href="mailto:j.gelder@nhs.net">j.gelder@nhs.net</a>	OT ACP lead Interim Service Manager and Clinical Lead for Stroke and Community Intermediate Care.
Sheffield Onemedical Walk in centre	James Beer Louise Johnston	<a href="mailto:jamesbeer@onemedicalgroup.co.uk">jamesbeer@onemedicalgroup.co.uk</a> <a href="mailto:louisejohnston@onemedicalgroup.co.uk">louisejohnston@onemedicalgroup.co.uk</a>	Service manager Lead nurse

