

HEE NW Faculty for Advancing Practice ACP Expression of Interest Application Form Guidance Document



Advanced Practitioners



The Faculty for Advancing Practice across the North West

Contents

1. Introduction-----	2
2. Section One – Primary Care, Private, Independent and Voluntary Organisations -----	2
3. Section Two – NHS Trusts -----	4

1. Introduction

HEE NW Faculty for Advancing Practice are inviting NHS provider organisations across the north west to submit expressions of interest for Advanced Practitioner funding for 22/23 for programmes commencing September 2022 - March 2023.

We can only accept applications completed by the designated ACP lead for your organisation or if you have had approval by your designated lead to submit this form. HEE NW Faculty for Advancing Practice only provides funding to the organisation and not to an individual.

Please ensure that you read in full the [Principles for the demand assessment and commissioning of Multi-professional Advancing Practice in the North West of England 2022-23](#)

Applications for places will be allocated and prioritised according to local and national workforce priorities.

Submission of applications will close end of business on Monday 14th February 2022.

This guidance document sets out the information you are required to provide. This has been split into two sections depending on the type of organisation:

Section One is for Primary Care, Private, Independent and Voluntary organisations

Section Two is for NHS Trusts, a document will be sent to the designated lead to facilitate all applications.

2. Section One – Primary Care, Private, Independent and Voluntary Organisations

HEE NW Faculty for Advancing Practice would like your expressions of interests to be submitted via this online form [2022/23 HEE NW ACP Expression of Interest Form](#) .

Please note you will **NOT** be able to save the online form and will therefore require completion of **ALL SECTIONS**. This guidance document assists you with what information will be required prior to commencing completion of this form.

The application has the following sections and **one form per trainee place** requested must be completed:-

1. Information Governance (Data Protection)
2. Personal/ACP Lead Details
3. Organisation Information
4. Role information
5. Course information
6. Funding information

ACP Expression of Interest Application Form Guidance document

1. Information Governance (Data Protection)

This section provides you with details of HEE Privacy Policy and personal details that will be collected.

2. Personal/ACP Lead Details

This section will ask you for the name of the person completing the form and the name and contact details of the designated lead for Advancing Practice within your organisation. The designated lead **MUST** authorise an application. HEE NW Faculty for Advancing Practice provides the funding to the organisation and not the trainee. The organisation will receive an Education Training Grant from HEE. This is to ensure there is infrastructure around the trainee which enables their supported learning in practice.

3. Organisation Information

This section will be asking details about the organisation including the name of where the trainee will be based.

Financial information - the email details for invoicing purposes

ICS area – Your organisation or the service the trainee will be based must be within one of the three north west ICS areas for this application to be successful.

4. Role information

This section is extremely important for HEE NW Faculty for Advancing Practice to determine the eligibility of the requested funded place. The funding will only support the provision of advancing practice education and ACP workforce development which is consistent with the national definition of advanced clinical practice (ACP) contained in the [Multi professional framework for Advancing Clinical Practice in England](#).

You will be asked

- What type of Advanced Practice role is required. The majority will be an Advanced Clinical Practitioner with some selecting specialist ACP roles. (Please note these are all generic and not specific to a profession),
- the speciality the ACP is to be employed in on completion of training
- will the role on completion of the Masters be to either replace an existing ACP (succession planning) or a new ACP role (Workforce transformation and development),
- a summary of the proposed ACP role (max 300 words),
- if there is a job description and person specification for the job role on completion (**NOTE:** This year we are **not asking** for a copy of the job description or person specification),
- will the role on completion be a clinically facing role,
- there are four final questions to summarise how the role will deliver each of the four pillars (Clinical Practice, Leadership & Management, Education and Research).

5. Course information

This section is to determine if you require a Full Masters programme or a Modular Top up. Please refer to the [Principles for the demand assessment and commissioning of Multi-professional Advancing Practice in the North West of England 2022-23](#) document relating to what funding HEE across the North West will fund for single modules.

Other information required will be

- when the training is expected to commence Autumn 2022 or Spring 2023 intake.

ACP Expression of Interest Application Form Guidance document

- the preferred course. A full list will be provided and you will be able to find and access this on our [Principles for the demand assessment and commissioning of Multi-professional Advancing Practice in the North West of England 2022-23](#)
- if you are requesting funding for a single level 7 module you will be required to include the name of the module and the academic credits associated with this.

6. Funding information

This section is one question regarding the apprenticeship funding option: Apprenticeship Levy, Reserve Government Co-Investment, or Levy Transfer required. The [Principles for the demand assessment and commissioning of Multi-professional Advancing Practice in the North West of England 2022-23](#) provides detailed information about the above routes.

3. Section Two – NHS Trusts

HEE NW Faculty for Advancing Practice would like your designated ACP Lead within your Trust to submit all expressions of interests via the excel document that has been sent to them. If you are reading this document and are not the designated ACP Lead, please do contact them to understand your internal process to submit a request.

The 2022 -23 process requires one request per trainee place. For example, if you require 10 funded places then we require a row for each requested place.

The excel form is to reduce the level of administration/duplication that is required via the online form for large quantities of requests. Therefore, as a Trust if you only have a small number of requests then you are more than welcome to use the online form and follow the guidance in **section one**.

Excel Form

Please note that there are some columns hidden that you cannot access. These columns are part of HEE NW Advancing Practice Faculty's internal administration.

A number of columns have a drop down that you can select the most appropriate answer and where it is not drop down it will enable you to type the information.

1. Information Governance (Data Protection)

The first tab is Information Governance that provides you with details of HEE Privacy Policy and personal details that will be collected.

2. Personal/ACP Lead Details

On the tab Trust Eol application 2022 **Column E**. This will be the name of the service lead or recruiting manager's name that is requesting the funding due to service need to the designated ACP Lead

The faculty have the ACP Lead's details and therefore are not required to provide us this information.

3. Organisation Information

Columns J – K - coloured in light grey

This section will be asking details about the organisation including the name of where the trainee will be based.

ICS area – Your organisation or the service the trainee will be based must be within one of the three north west ICS areas for this application to be successful.

ACP Expression of Interest Application Form Guidance document

4. Role information

Column P – Z – coloured in light blue

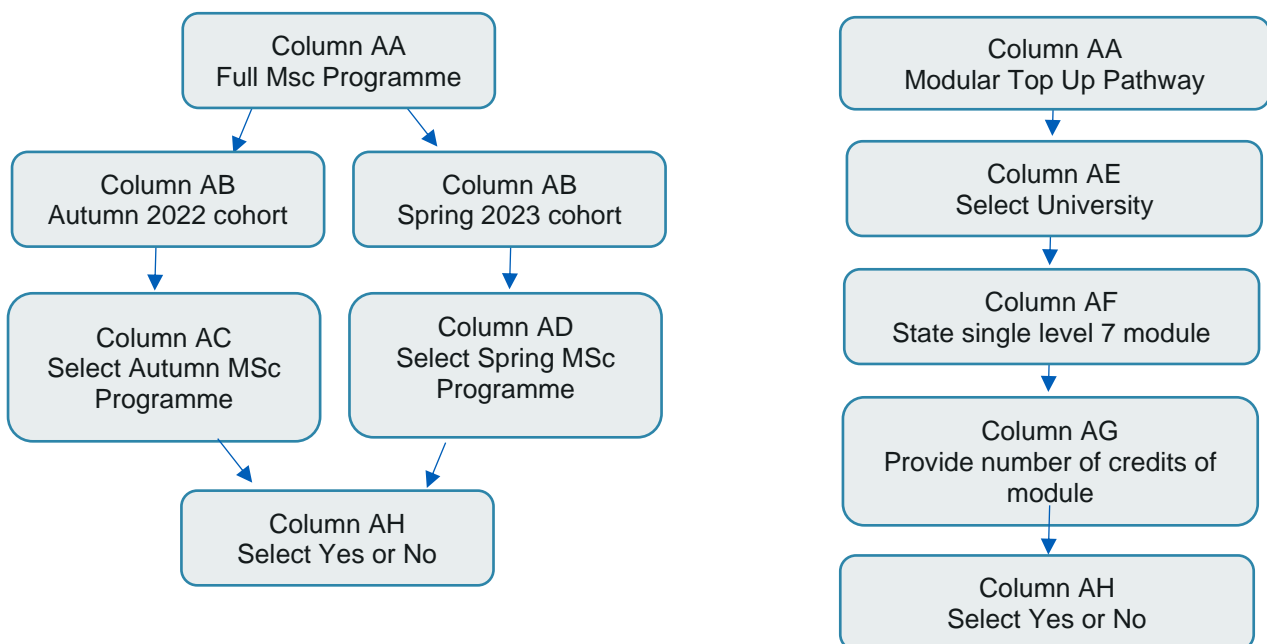
This section is extremely important for HEE NW Faculty for Advancing Practice to determine the eligibility of the requested funded place. The funding will only support the provision of advancing practice education and ACP workforce development which is consistent with the national definition of advanced clinical practice (ACP) contained in the [Multi professional framework for Advancing Clinical Practice in England](#).

You will be asked

- What type of Advanced Practice role is required. The majority will be an Advanced Clinical Practitioner with some selecting specialist ACP roles. (Please note these are all generic and not specific to a profession),
- the speciality the ACP is to be employed in on completion of training
- will the role on completion of the Masters be to either replace an existing ACP (succession planning) or a new ACP role (Workforce transformation and development),
- a summary of the proposed ACP role (max 300 words),
- if there is a job description and person specification for the job role on completion (**NOTE:** This year we are **not asking** for a copy of the job description or person specification),
- will the role on completion be a clinically facing role,
- there are four final questions to summarise how the role will deliver each of the four pillars (Clinical Practice, Leadership & Management, Education and Research).

5. Course information

Column AA – AH – coloured in white. Please follow the pathway depending on how you have responded to Column AA



6. Funding information

Column AI - This section is one question regarding the apprenticeship funding option: Apprenticeship Levy, Reserve Government Co-Investment, or Levy Transfer required. The [Principles for the demand assessment and commissioning of Multi-professional Advancing Practice in the North West of England 2022-23](#) provides detailed information about the above routes.

Note – If you require any further guidance please do contact HEE NW Faculty for Advancing Practice – acp.nw@hee.nhs.uk