

Organisation's ACP Programme of study readiness checklist



Advanced Practitioners



The Faculty for Advancing Practice across the North West

Principles Demand, Assessment and Commissioning for Multi Professional 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](#) 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](#) 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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		

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Supervision and support			
Scope existing ACP trainees and Supervisor to assess <ul style="list-style-type: none"> • 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/plans Governance 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