

**HEE** will send out an email in **February** to the named ACP lead or other specified contact within each provider (e.g trust or training hub) seeking expressions of interest for the ACP programme for:

**Prosepctive new MSc students and**

Students doing the **apprenticeship route** that wish to receive the HEE grant for supervision

Documentation includes a **Readiness Checklist** and **Demand Survey**

The **provider** will be expected to circulate this email within their organisation, ensuring that all relevent professional groups, directorates and services are included. This may include:

Nursing, Midwifery, AHPs, Pharmacy etc

The **provider** will be expected to complete the **Demand Survey** by the deadline outlined in the email from HEE.

The Readiness Checklist may be completed to assist the provider in assuring all processes are in place

**HEE** will review all requests and budgetary capacity.

All suitable requests that can be supported will be confirmed with providers by the date outlined in the email from HEE

**HEE** will provide drop in sessions via MS Teams to discuss submissions and clarify any queries prior to confirmation of allocations.

These will take place in the fortnight following the survey submission deadline.

**HEE** will send out a reminder email one week prior to the deadline for the survey submission.

Providers will be asked to contact ACP enquiries\* or their named Supervision and Assessment Lead\*\* if support or advice is required

The **Provider** will then inform the individuals if they have been successful or not.

The **Provider** must:

1. Sign the declaration letter and return the confirmed list of students.
2. This must be done by the date outlined in the confirmation letter sent by HEE
3. **The Students** must then complete any necessary application and enrolment processes with their chosen HEI

New students, once confirmed by the HEI, must return the commitment and GDPR statements to HEE

Contact	Role	Contact details
<b>Nora Ponnusamy</b>	Advancing Practice Project Manager	<a href="mailto:ACPenquirieslondon@hee.nhs.uk">ACPenquirieslondon@hee.nhs.uk</a>
<b>Geoff Jonas</b>	Advancing Practice Project Support Officer	<a href="mailto:ACPenquirieslondon@hee.nhs.uk">ACPenquirieslondon@hee.nhs.uk</a>

Region	Supervision and Assessment Lead	Contact
NEL Primary Care	Natalie Hough	<a href="mailto:Natalie.hough@hee.nhs.uk">Natalie.hough@hee.nhs.uk</a>
NEL Hospital Trusts	Natalie Hough	<a href="mailto:Natalie.hough@hee.nhs.uk">Natalie.hough@hee.nhs.uk</a>
NCL Primary Care	Natalie Hough	<a href="mailto:Natalie.hough@hee.nhs.uk">Natalie.hough@hee.nhs.uk</a>
NCL Hospital Trusts	Anne Addison	<a href="mailto:anne.addison@hee.nhs.uk">anne.addison@hee.nhs.uk</a>
NWL Primary Care	Ajay Bhatt	<a href="mailto:ajay.bhatt@hee.nhs.uk">ajay.bhatt@hee.nhs.uk</a>
NWL Hospital Trusts	Ajay Bhatt	<a href="mailto:ajay.bhatt@hee.nhs.uk">ajay.bhatt@hee.nhs.uk</a>
SWL Primary Care	Yvonne Coldron	<a href="mailto:Yvonne.Coldron@hee.nhs.uk">Yvonne.Coldron@hee.nhs.uk</a>
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SEL Primary Care	Anne Addison	<a href="mailto:anne.addison@hee.nhs.uk">anne.addison@hee.nhs.uk</a>
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