

# Advancing Practice in the South West Region

## Trainee Handbook



HEE South West Faculty of Advancing Practice

Version: 1 - June 2022

# South West Faculty of Advancing Practice

## About the South West Faculty

The South West Faculty for Advancing Practice was established in August 2020, with the aim of providing support and guidance to aspiring and current advanced practitioners, their trainers and employing provider organisations and Integrated Care Boards. We recognise the impact that advanced practitioners can have on workforce transformation, providing highly skilled care that can drive service redesign, enhance patient care, and improve outcomes. The function of our Faculty is to lead and promote advanced practitioners as part of national and regional workforce solutions and to enable practitioners to practice to their full potential.

You can find out more about the South West Faculty, listen to our podcasts and read about our latest news and events via our webpage:

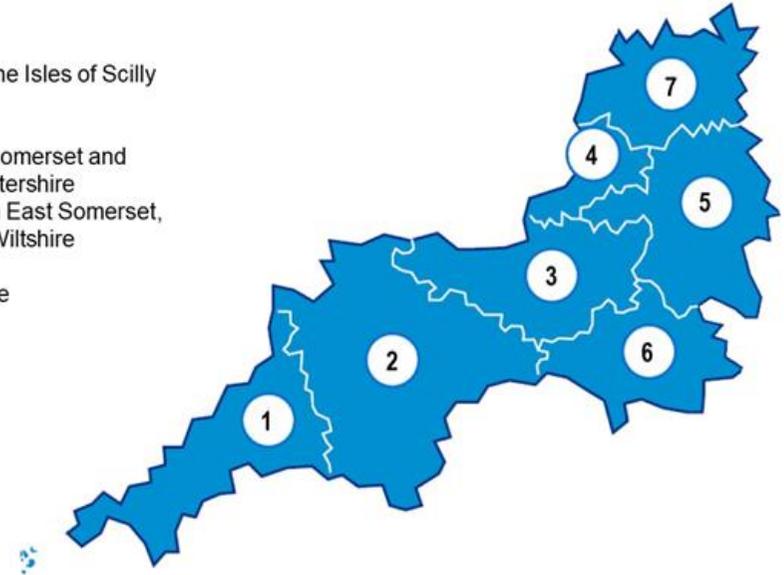
[Visit our South West Faculty Webpage](#)

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If you have queries about anything in this document, you can get in touch with the South West Faculty via this email address: [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk)

### South West

1. Cornwall and the Isles of Scilly
2. Devon
3. Somerset
4. Bristol, North Somerset and South Gloucestershire
5. Bath and North East Somerset, Swindon and Wiltshire
6. Dorset
7. Gloucestershire



The South West region includes Cornwall and the isles of Scilly, Devon, Somerset, Bristol, North Somerset and South Gloucestershire, Bath and North East Somerset, Swindon and Wiltshire, Dorset, Gloucestershire.

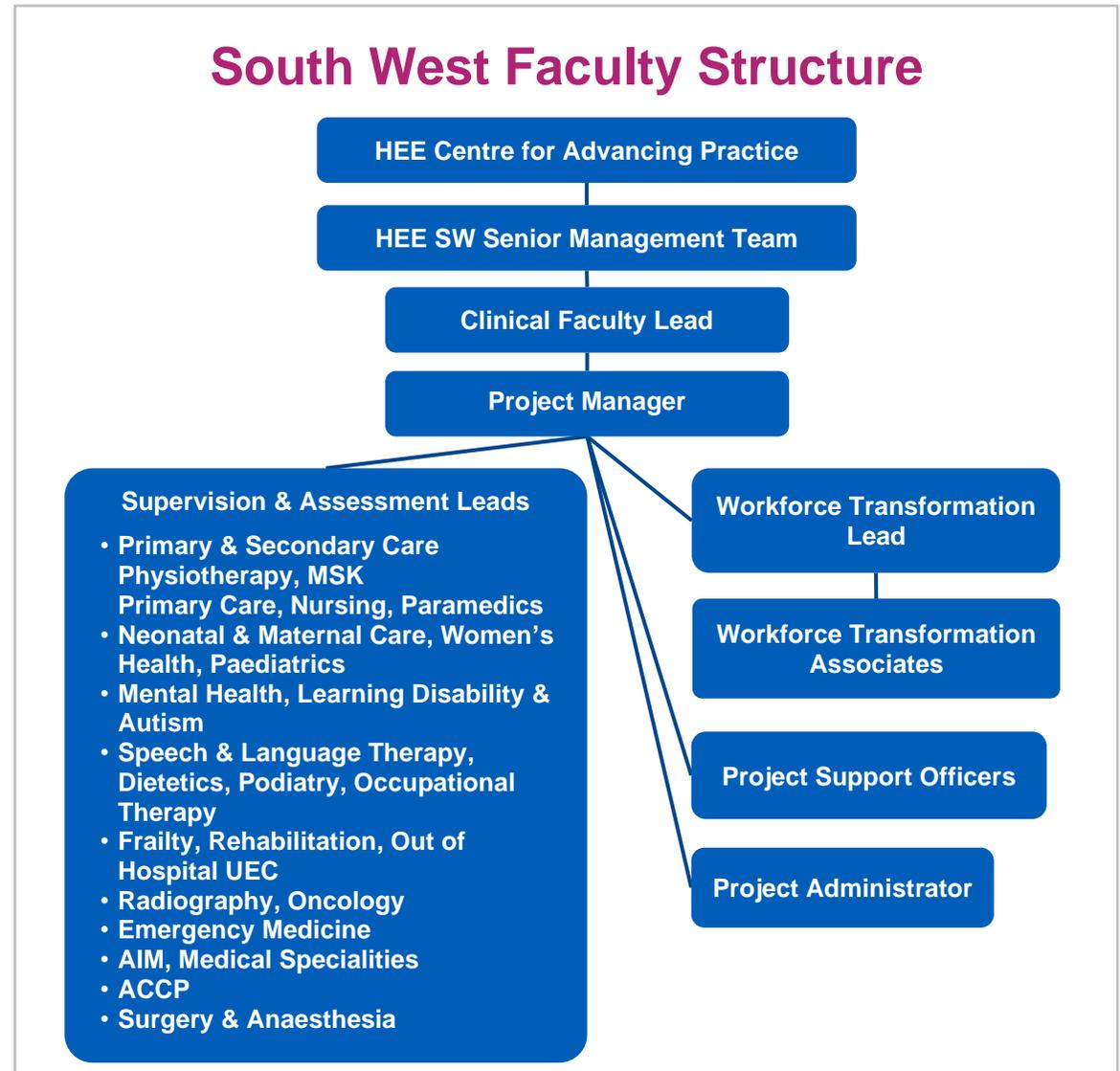
# Foreword

## Supporting Advanced Practice Training Across the South West Region

This handbook is brought to you by the Health Education England South West Faculty for Advancing Practice and aims to support HEE funded trainees working across the South West region.

The HEE SW Advancing Practice Faculty has made significant progress in highlighting the value of Advancing Practice roles with all our South West system leadership teams and provider organisations. We have worked tirelessly in the last few years to establish the infrastructure required to support advanced practice trainees and grow the Advanced Practice workforce in our Region.

The HEE SW Faculty has 11 Supervision & Assessment (S&A) Leads who offer support and advice to trainees and trainers in specific clusters of scopes of practice. They are clinically active practitioners and experts within their field who will offer support and guidance to HEE trainees from the outset of their being accepted for funding support.



The Faculty will connect trainees and their trainers to the S&A Lead covering their scope of practice. The Supervision and Assessment Lead is integral to the quality assurance and monitoring of training throughout your Advanced Practice journey. They can support you and your supervisor in many ways including offering advice on the most appropriate education programme for you to follow to achieve your aims and directing your supervisor to appropriate training so that they are best placed to support you too.

On behalf of the SW Faculty, the Supervision and Assessment Leads would like to welcome all new HEE funded trainees and hope you find this handbook helpful.

Please do not hesitate to contact your supervision and assessment lead if you have any queries.

### **South West Regional Supervision and Assessment Leads**

More information about our Supervision and Assessment leads [can be found on our website](#).



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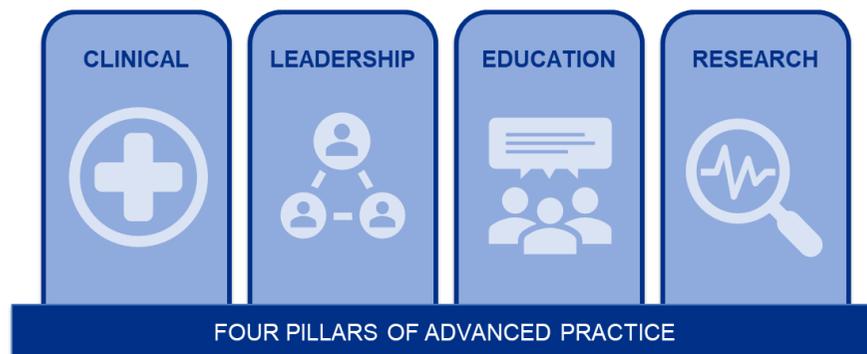


# Section 1 – About Advanced Practitioners

## What is Advanced Practice?

**Answer:** Advanced level practice isn't a specific role, it includes all practitioners who have progressed to an advanced level through further education and training.

Advanced Practice is delivered by experienced, registered health care practitioners. It is a level of practice characterised by a high degree of autonomy and complex decision making. This is underpinned by a master's level award or equivalent that encompasses the four pillars of clinical practice, leadership and management, education and research, with demonstration of area specific clinical competence. Advanced Practitioners come from a range of registered professional backgrounds. The [Advancing Practice Multi-Professional Framework](#) provides a clear and consistent approach to the development of advanced practice across England.



## Which Professions Can Apply for Advanced Practice Roles?

**Answer:** Advanced practice can be undertaken by regulated health professions. This list is not exhaustive and is likely to grow as Advanced Practice roles, frameworks and credentials progress.

These are the professional groups that are eligible for HEE Advanced Practice funding:

- Arts Therapists (Music/Drama/Art)
- Biomedical/Clinical Scientists (HCPC Registered)
- Chiropodists/Podiatrists
- Dieticians
- Midwives
- Nurses
- Occupational Therapists
- Operating Department Practitioners
- Orthoptists
- Osteopaths
- Paramedics
- Pharmacists
- Physiotherapists
- Practitioner Psychologists
- Prosthetists/Orthotists
- Radiographers – Diagnostic & Therapeutic
- Speech and Language Therapists

## What is an HEE recognised Advanced Practitioner?

**Answer:** An Advanced Practitioner is a registered health care practitioner whose role is characterised by a high degree of autonomy, complex decision making, analysis and synthesis of complex problems, and the ability to complete whole episodes of care. They work at level 7 across all 4 pillars of Advanced Practice and have completed a HEE recognised MSc Advanced Practice programme or achieved educational equivalence via the ePortfolio (supported) route which encompasses the four pillars of advanced practice. Advanced Practitioners come from a range of registered professional backgrounds. The [AP Multi-Professional Framework](#) provides a clear definition of advanced practice across England .

## What is a HEE Supported Trainee Advanced Practitioner?

**Answer:** A trainee Advanced Practitioner should be employed in a supported training post designed specifically to undertake the required training to work at the level of Advanced Practice on completion. This includes formal study at master's level (level 7) and work-based learning to develop competence across all four pillars of the [Advancing Practice Multi-Professional Framework](#).

Entry criteria for MSc Advanced Practice programmes is defined by the Higher Educational Institution where study is undertaken. A HEE Supported Trainee Advanced Practitioner is in a training post where their employer has met all eligibility criteria and successfully applied to SW Advanced Practice Faculty for funding comprising a training grant + educational supervision funding in regard their training post. The Trainee Advanced

Practitioner is also undertaking a HEE accredited Advanced Practice MSc as it is only HEE accredited Advanced Practice courses of study that attract such funding and lead to HEE AP recognition.





## Is an Advanced Practitioner a Specialist Practitioner?

**Answer:** No, Advanced Practice is different from specialist practice. Specialist practitioners are experts in their chosen clinical area and work predominantly within the clinical pillar.

For example, asthma care clinicians have a **depth** of knowledge in that specific area. Advanced practitioners have a **breadth** of knowledge and work across the four pillars of clinical, research, education and leadership, crossing traditional professional boundaries. Continuing the previous example, a respiratory Advanced Practitioner would work across the respiratory scope of practice, which can include the depth of knowledge in asthma care. Services may need both specialist clinicians and Advanced Practitioners to provide comprehensive care to all patients.

## Why are Advanced Practitioners good for patient care?

**Answer:** Patients often feedback that they want a quicker, more responsive service that treats them as an individual, not as a combination of different health conditions. They also want different parts of the health service to work better together.

Advanced practitioners have broad roles within their scope of practice, enabling them to lead and manage a whole episode of patient care, providing assessment, diagnosis, and treatment of patients. Advanced practitioners are highly skilled in their chosen scope of practice and are trained to think about a person's holistic health needs. They can manage clinical care in partnership with patients, families and carers within the multi-disciplinary team and work across patient pathways in a range of areas and services.

Advanced Practitioners provide enhanced capacity, capability, productivity and efficiency within multi-professional teams, helping provide safe, accessible and high-quality patient care.

## What are Capabilities in Practice?

**Answer:** Capabilities in practice are professional activities within the scope of Advanced Practice.

In 2017, Health Education England and NHS England and NHS Improvement worked in partnership to develop the [Multi-professional framework for advanced clinical practice in England](#), which ensures that there is national consistency and understanding about practicing at an advanced level. All health and care professionals working at the level of advanced practice should have developed their skills and knowledge to the standard outlined in this framework; the capabilities are common across this level of practice enabling standardisation.

Capabilities are mapped to level 7 as people working at this level are required to operate at master's level i.e. to have the ability to make sound judgements in the absence of full information and to manage varying levels of risk when there is complex, competing or ambiguous information or uncertainty.



The pathway towards advanced clinical practice may be different for individual practitioners. Health and care practitioners will demonstrate the capabilities in different ways, depending upon the nature of their scope and context of their practice, role, and profession.



Capabilities are grouped in three categories:

**Core:** The universal requirements of all Advanced Practice specialties across all four pillars, largely focuses on wider professional skills, knowledge and behaviours required to deliver advanced practice.

**Generic clinical:** The universal requirements of all Advance Practice specialties, largely focuses on the clinical aspects of advanced practice that are common across all specialties.

**Specialty clinical:** The specialty specific requirements for advanced practice within a particular specialty.

## Section 2 - Advanced Practice Training

### Where do responsibilities lie – Trainee / Employer / Education Provider / HEE?

**Answer:** In the South West HEE advanced practice funding is based on a tripartite agreement between trainee, employer, and education provider, all of whom have responsibilities to be met.

**Trainee:** The trainee will work in partnership with their employer, education provider and the Faculty for Advancing Practice to gain their Advanced Practice qualification. They agree to proactively identify any supervision issues, learning environment needs or difficulties in achieving learning objectives that may affect their progression and ensure these are raised at the earliest opportunity to try to find a resolution. The trainee will inform their Educational Supervisor, Employer and the SW Faculty of Advancing Practice by [completing the Change of Circumstance form](#), at the earliest opportunity if personal circumstances change that affect completion of their training or changes to the planned end date.

**Employer:** The employer will work in partnership with the trainee, education provider and the Faculty for Advancing Practice to support the trainee to achieve their Advanced Practice qualification. The employer must be committed to supporting the Advanced Practice trainee whilst providing

significant supervision and support to develop a sound approach to work-based learning.

They must provide a positive learning environment with named appropriate educational supervisors and an agreed supervision plan for each trainee. An induction must be provided at the start of the programme. A Coordinating Education Supervisor and Associate Work-based Supervisors should be allocated to provide the best chance for the trainee to successfully complete the Advanced Practice MSc and to realise the benefits of the dedicated HEE Educational Supervision funding support. The employer must proactively identify any supervision issues, learning environment needs or difficulties in achieving learning objectives that may affect the trainee's progression and ensure these are raised at the earliest opportunity to try to find a resolution.

The employer commits that the trainee Advanced Practitioner has an appropriately banded post available to progress into at the end of the training, and that the post is in line with organisational and population health requirements, as identified by the organisational workforce plan.

We also advocate each organisation allocating an Advanced Practice Lead to enable 'cross fertilisation' of learning opportunities, to ensure organisational clinical governance,

policy development and development of a larger network of support. The Employer is responsible for appropriate use of funding and must ensure that the supervision fee is devolved to the relevant service/individual Educational Supervisor within the organisation.

**Education Provider:** The education provider will work in partnership with the trainee, employer, and the Faculty for Advancing Practice to educate the trainee to achieve their Advanced Practice qualification.

Education providers must provide a high quality academic and clinical Advanced Practice programme that meets standards set out in the [Multi-professional framework for advanced clinical practice in England](#) and be engaged in seeking HEE accreditation for their Advanced Practice MSc if accreditation not already attained.

**HEE:** The HEE South West Faculty will provide funding and support for trainees and their co-ordinating education supervisors who receive confirmation they have been successful in the yearly advanced practice scoping. For funding options please see Section 3 – HEE Funding and Support.

The HEE South West Faculty are fortunate to have a team of Supervision and Assessment Leads who are active clinicians working within South West systems at an Advanced Practice level. Trainees and Organisations therefore have access to HEE Leads with relevant knowledge and experience from their respective fields to assist and support the training process whilst ensuring regional consistency in training provision and standards in accordance with national standards.

HEE Supervision & Assessment Leads will support trainee progression, as required alongside the Coordinating Education Supervisor and organisational Advanced Practice Lead to identify any issues or barriers that may affect successful

completion of the programme. HEE will also support any issues with supervision and learning environment quality and escalate for further investigation if appropriate.



## What does HEE recommend be included in a trainee's workplace induction?

**Answer:** It is recommended that at the start of their training journey the employing organisation should provide the trainee with an induction. This should be done with existing employees beginning their advanced practice programme as well as new starters. Induction programs help trainees to adjust to their new role, it is a chance to give them the information they will need to succeed, remove their anxieties and eliminate confusion.

In their induction trainees can expect to cover:

- Role specific information and expectations
- Terms and conditions of the employment contract
- Meeting other key employees (supervisor/manager/HR team/other trainees)
- Learning and development plan
- Physical orientation of working environment
- Organisational policies and benefits
- Health and Safety / Mandatory training
- Facilities and IT
- Incident reporting
- Wellbeing and Freedom to Speak Up

## Who is appropriate for Advanced Practice Training?

**Answer:** An experienced clinician, who has often obtained additional skills in leadership or teaching and wishes to further pursue their career further through academic and work-based development, with the completion of a HEE accredited MSc Advanced Practice programme. The requirement for a supportive employer and surrounding clinical team is a pre-

requisite for success. Different employment often requires utilisation of different elements of the Advanced Practice pillars. A strong sense of self-motivation and a commitment to continuing professional development is required to complete Advanced Practice training.

## What learning can a trainee Advanced Practitioner expect to receive?

**Answer:** The timetables and study time required will vary according to the Advanced Practice programme but all trainees will need periods of study leave to complete the programme and will be required to produce course work, undertake work-based assessments and produce a portfolio of evidence. Trainees may also benefit from rotations or placements in other areas within the organisation to gain the required breadth of experience.

## What commitment is expected of the trainee Advanced Practitioner whilst studying?

**Answer:** Trainees are required to attend programme teaching days, practise clinical skills in their workplace and complete work-place based assessments. They will also need time to meet their supervisor regularly to plan their individual educational needs and monitor their progress. The requirements of supervisors are explained in more detail in the [HEE Advanced Practice Toolkit](#). It is expected that each trainee will dedicate many hours to independent study to achieve their qualification. The notional number of hours of study and teaching expected is approximately 100 hours per 10 academic credits (which includes both contact hours and independent

study hours) however, the actual time spent may be more, or less, dependent on individual learners. It is therefore important for Advanced Practice trainees to have sufficient work-based learning time to develop their advanced skills.



## How much time will the trainee Advanced Practitioner be away from their job studying?

**Answer:** For trainees on the apprenticeship programme 80% of an apprentice's time will be in the workplace, with 20% off the job training. For trainees on the Advanced Practice Programme, employers are expected to provide the trainee with sufficient study leave and protected time for work-based learning each week, for non-apprenticeship routes HEE recommends this remains as 20% off the-job training. Off the job training can include study days, placements with other clinical areas to expand breadth of knowledge or other activities which allow the trainee to meet their learning needs. The education provider programme lead will provide information on the total amount of study days required.

## What are the minimum hours the employee needs to be employed, to be a trainee Advanced Practitioner?

**Answer:** For the apprenticeship programme it is a minimum of 30 hours per week. For the MSc Advanced Practice and other Programmes, this will differ at each University but again, this is generally a minimum of 30 hours. If the employer is recruiting a new person as a trainee Advanced Practitioner, then it is suggested they are recruited on a minimum contract of 30 hours. For existing employees, if they work less than 30 hours per week, please contact the relevant programme lead at the education provider to discuss their suitability for the programme.

## Why would I choose the Apprenticeship Route rather than the existing MSc Advanced Practice Programme?

**Answer:** HEE funding for Advanced Practice programmes is limited and therefore levy paying employers are encouraged to adopt the apprenticeship programme and consider apprenticeships as their primary option as this will enable the full training grant available to be utilised to support the wider learning needs and protected educational time for their trainees.

For non-levy paying employers, there is an option for either a levy transfer from a larger organisation or by government co-investment. If you have any questions, please contact your Integrated Care Board apprenticeship lead in the first instance.

To view the Apprenticeship Standard for an Advanced Practitioner, click [here](#). Employers should ensure that individuals put on to an apprenticeship route are committed to completing the full programme.

For trainees who undertake the apprenticeship programme entry onto each of the modules in the programme is guaranteed. However, for trainees who undertake a non-apprenticeship programme there is a risk of over subscription to individual modules which could cause a delay to completion of the programme. HEE needs to be informed if there is any change to the end date of the programme as this may affect funding.

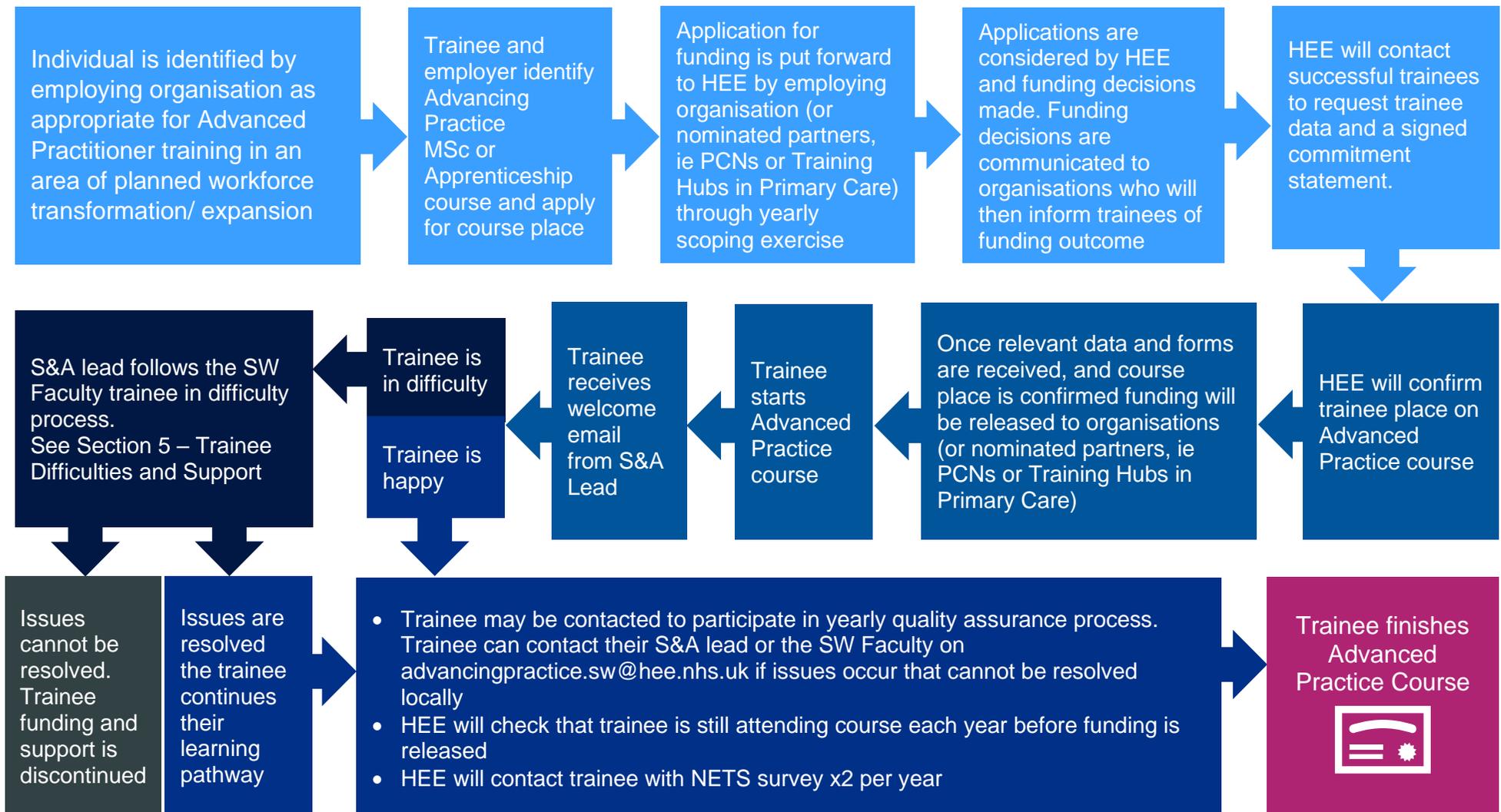
If you are unsure of who your ICS Apprenticeship Lead is email HEE on [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk)

## Can an Advanced Practitioner alter their field of Clinical practice?

**Answer:** It is possible for an Advanced Practitioner to alter their field of study, but they would need to undertake training in the new scope of practice. Health Education England are planning to offer a series of Credentials in various scopes of practice in order to verify skills in specific areas (such as Acute or Emergency Medicine). There are also specific Royal College curricula applicable to certain areas. However, Advance Practice trainees from different settings can undertake generic Advanced Practice MSc or Level 7 Apprenticeship courses and develop their own portfolio of evidence in their clinical training environment / employment, making cohorts truly multi-professional and clinically varied.

Whilst all Advanced Practitioners will develop their own specific set of expertise there are many transferable skills. However, Advanced Practice training is a combination of work-based and academic experience so once training commences it would be difficult to move between specific scopes of practice. Upon completion it may be possible to transfer skills to other clinical areas although this would likely require a further period of training, portfolio building, supervised practice and verification within the new scope of practice.

**This flowchart tracks the stages an HEE funded trainee goes through from application to course finish.**



## What education providers in the South West region can individuals' study at?

**Answer:** A list of education providers that provide programmes that are either HEE accredited, undergoing accreditation or have confirmed intention to accredit in the region is shown on the next page. Please note it is not a list of recommended education providers or module codes. This is not an exhaustive list of education providers offering Advanced Practice programmes.

If an individual wishes to study at an education provider not included in the list, then please discuss with your organisations Advanced Practice Lead and contact the Faculty for Advancing Practice on [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) to discuss. Funding will not be offered for courses that are not accredited by HEE or have no intention to go through the HEE accreditation process.

## What are the education provider's admission requirements for a trainee Advanced Practitioner?

**Answer:** We would recommend checking with the education provider directly on their specific entry requirements, which can often be found on their website. A list of courses in the South West with the corresponding weblink can be found on the next page.

Entry requirements will likely consider current professional registration, significant post-registration experience of professional practice, evidence the employee is / will be operating in a role that will offer the opportunity to practice at an advanced level within their profession and evidence of professional and academic development, including any

international qualifications and levels of English and Maths proficiency. See Appendix 1 for further information on apprenticeship application and enrolment requirements

## I understand Advanced Practice training can include a Non-Medical Prescribing (NMP) element, what happens if I already have it or I don't need it?

**Answer:** If a trainee already has the NMP qualification the training provider can sometimes APEL (Accreditation of Prior Experiential Learning) this aspect of the course. As this is at the discretion of the education provider the Trainee would need to discuss this and get agreement from their chosen education provider prior to starting the course. For those who don't need it the training provider may provide a choice of module(s) that the student can undertake instead and agree this with their employer.

## I have already completed some of the Level 7 modules included on the Advanced Practice MSc or Apprenticeship course will I have to do them again?

**Answer:** Some education providers will allow trainees to APEL (Accreditation of Prior Experiential Learning) in credits for course modules they have already undertaken. As this is at the discretion of the education provider the trainee would need to discuss this and get agreement from their chosen education provider prior to starting the course.

## South West Programme List

South West Region Education Providers The following list is as up to date as possible as new programmes are being developed across the region, if you wish to discuss if other Advanced Practice programmes are eligible for funding please contact the Faculty on [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk)

Education Provider	Programme name	Course code	Website
<b>Programmes with HEE Centre of Advancing Practice Accreditation</b>			
University of Plymouth	MSc Advanced Clinical Practice (Apprenticeship)	6485	<a href="#">Link</a>
University of Plymouth	MSc Advanced Clinical Practice in Neonatal Care (Apprenticeship)	6487	<a href="#">Link</a>
University of Plymouth	MSc Advanced Neonatal Nurse Practitioner	6136	<a href="#">Link</a>
University of Plymouth	MSc Advanced Professional Practice (Clinical Practitioner)	6131	<a href="#">Link</a>
University of the West of England Bristol	MSc Advanced Clinical Practice (Apprenticeship)	B70W42	<a href="#">Link</a>
<b>Programmes undergoing HEE Centre of Advancing Practice Accreditation Process</b>			
University of Plymouth	MSc Advanced Critical Care Practitioner	6146	<a href="#">Link</a>
University of Plymouth	MSc Advanced Critical Care Practitioner (Apprenticeship)	6486	
<b>Programmes with confirmed intention to undergo the HEE Centre of Advancing Practice Accreditation Process</b>			
University of Bath	MSc Advanced Clinical Pharmacy Practice	N/A	<a href="#">Link</a>
Bournemouth University	MSc Advanced Clinical Practice	MSADCP	<a href="#">Link</a>
Bournemouth University	MSc Advanced Nurse Practitioner	MSADCANP	<a href="#">Link</a>
Bournemouth University	MSc Advanced Clinical Practice (Apprenticeship)	MSADCAP	<a href="#">Link</a>
Bournemouth University	MSc Advanced Nurse Practitioner (Apprenticeship)	MSADCNAP	<a href="#">Link</a>
University of Exeter	MSc Advanced Clinical Practice	PTS2EMSEMS08 (2ys) PTS3EMSEMS07 (3ys)	<a href="#">Link</a>
University of Exeter	MSc Advanced Clinical Practice (Apprenticeship)	PAS3EMSEMS01	<a href="#">Link</a>
University of Gloucestershire	MSc Advanced Clinical Practice	N/A	<a href="#">Link</a>
University of Gloucestershire	MSc Advanced Clinical Practice (Apprenticeship)	N/A	<a href="#">Link</a>
University of Plymouth	MSc Advanced Professional Practice (Mental Health Practitioner)		<a href="#">Link</a>
University of Plymouth	MSc Advanced Clinical Practice in Ophthalmology		<a href="#">Link</a>
University of Plymouth	MSc Advanced Clinical Practice in Ophthalmology (degree apprenticeship)		<a href="#">Link</a>
University of the West of England Bristol	MSc Advanced Practice	B99J12	<a href="#">Link</a>
The Open University	MSc Advanced Clinical Practice	F85	<a href="#">Link</a>
The Open University	Advanced Clinical Practitioner Degree Apprenticeship	N/A	<a href="#">Link</a>

# Section 3 – HEE Funding and Support

## What is the HEE South West funding offer?

**Answer:** HEE is aiming to support the development of Advanced Practice roles as inclusively as is possible and we are offering a number of funding and support options for Advanced Practice trainees to ensure this inclusivity whilst quality assuring standards.

For 2022/23 there are four possible funding options.

- Advanced Practice Apprenticeship MSc (3 years)
- Non-Apprenticeship Advanced Practice MSc (3 years)
- Advanced Practice MSc Fast-Track (for staff already holding 60-120 credits towards MSc Advanced Practice - either apprenticeship or non-apprenticeship programmes)
- Advanced Practice MSc Final year (for staff already holding 120+ credits towards MSc Advanced Practice – either apprenticeship or non-apprenticeship programmes)

[For more information go to our funding webpage.](#)

## Which organisations can apply for funding?

**Answer:** NHS organisations such as Trusts and GP Practices (via their Training Hub or PCN) in the HEE SW region are invited to submit their expressions of interest for AP training for

new learners. Funding is also available, on a proportionate basis to not-for-profit organisations providing NHS services such as Community Interest Companies & Hospices.

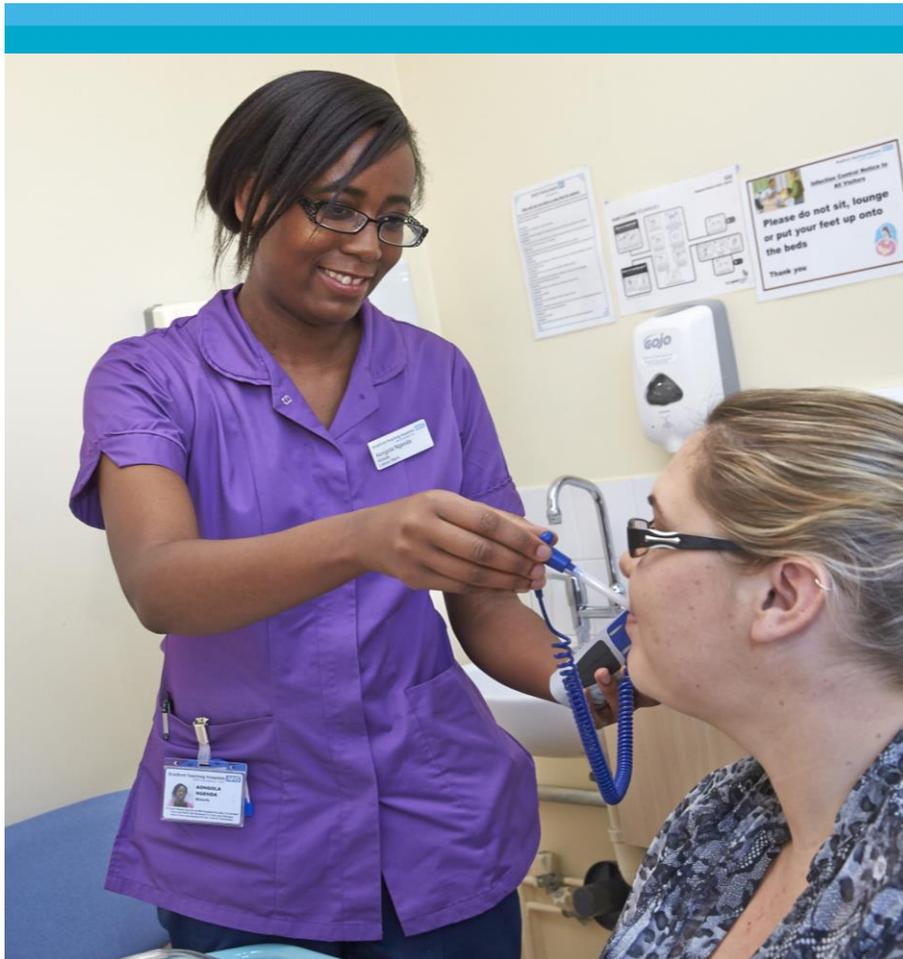
## How can I apply for HEE Advanced Practice Funding?

**Answer:** Once you have been identified by your organisation as appropriate for Advanced Practice training, the Advanced Practice Lead within your organisation/ Primary Care Training Hub will need to complete the HEE SW Annual Demand Scoping survey on your behalf. This survey goes out yearly in February to establish the demand at that time and seek expressions of interest for funding support for the next academic year.

## Who should complete the application?

**Answer:** HEE requires a single Advanced Practice Lead (or an individual responsible for Advanced Practice within an organisation or training hub) contact for each employer/organisation/training hub to submit applications. This person will act as the key liaison for all enquiries relating to the applications. This is to ensure there has been appropriate scrutiny applied to the application, that appropriate support will

be provided by the employer and that the development of Advanced Practice in this area is part of the organisations workforce planning. **Direct applications from individuals seeking funding will not be accepted.** Only applications submitted through the organisations Advanced Practice lead or named contact will be considered.



## Who is my Advanced Practice Lead and what do they do?

**Answer:** The Advanced Practice Lead is an individual who is responsible for developing and co-ordinating the advanced practice workforce within your employing organisation or Primary Care Training Hub. This person acts as the key liaison for all enquiries relating to advanced practice training and is the key point of contact for all HEE advanced practice funding.

If you are unsure of who the Advanced Practice Lead is within your organisation email HEE on [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk)

## What happens after I have submitted my application?

**Answer:** HEE will review all expressions of interest and the indicative demand. Funding will be confirmed where possible, depending on the allocated budget. It may not be possible to provide funding for all applications received. Applications must include the student names and professions so that a validation exercise can take place with the education providers.

In some instances, it may be necessary to contact the nominated trainees or supervisors directly where there may be ambiguity as to their exact scope of practice and to ensure optimal training requirements are met by all. It is therefore important that trainees are kept informed that this is a possibility whilst their application is under consideration and any such contact does not automatically confirm funding has been approved.

## Can a trainee fund their own Advanced Practice programme?

**Answer:** For most trainees, self-funding a Masters level advanced practice programme is not recommended. Advanced practice roles can only make the desired impact on patient care when integrated and fully supported by organisations as a strategic workforce plan, rather than individuals self-funding their own development. In addition, the availability of places on advanced practice programmes is co-ordinated by universities in conjunction with HEE and it cannot be guaranteed that places will be available for applicants who are self-funding. Some Advanced Practice courses have employment as a trainee in a specified scope of practice as a requirement for a place on the course.

## Is this funding for existing employees only?

**Answer:** The funding is offered on a named basis only for either: existing employees or those who have been appointed and will be commencing in post prior to the commencement of the course of study so can be clearly identified.

The employer should provide assurance that there will be an Advanced Practice post on completion of training, demonstrated in the service/division establishment by way of a job description or job plan, to avoid investing in the upskilling of staff who cannot then put their advanced skills into practice. Organisations are asked to confirm if a job description or job plan is in place when submitting their expressions of interest.

## What is the supervision fee and what is the responsibility of the employer on receiving this?

**Answer:** A supervision fee is available to support trainees on an Advanced Practice pathway, to contribute to organisational costs of supporting an Advanced Practitioner. It is based on the equivalent of 1 hour (0.25 SPA) of consultant level supervision per week.

A lack of support often results either in individuals withdrawing from the programme or seeking alternative employment; employers should consider whether they can fully support individuals before seeking funding for training.

The supervision fee should be used to support the employer in relation to the associated costs in helping the employee achieve their qualification. A data validation exercise will take place between education providers and HEE to confirm enrolled students.

The expectations of employers in return for the supervision fee are:

- Principles of the [HEE Quality Framework](#) should be in place for all learners.
- Sufficient study leave for university training. It is not acceptable for AP trainees to be taking unpaid or annual leave for dedicated training days.
- Supervision provided by an appropriately trained supervisor. The expectation is that Advanced Practice trainees will have 1 hour of supervision per week over the course of their training.

- Inclusion of postgraduate medical education department in discussion of supervision where appropriate to enable suitable job-planning.
- Sufficient work-based learning opportunities to gain clinical competence at an advanced level.
- Appropriate governance in place in line with the Multi-Professional Advanced Practice Framework.
- Learners should be encouraged to complete NETS survey.
- Educational Supervisors engage with the Faculty Supervision and Assessment Leads in undertaking quality assurance reviews of workplace supervision and training.
- The supervision fee must not be used for equipment or capital costs.

HEE have developed a Minimum Standards for Workplace Supervision document [which can be accessed on our website](#).



## What is the National Education and Training Survey NETS survey?

**Answer:** The [National Education and Training Survey](#) (NETS) is open to all health and care trainees and students across all clinical learning environments. The survey will offer Advanced Practice trainees the opportunity to provide feedback on their clinical placements, supervision, induction, support and training.

It is managed by HEE and is conducted once a year (November). The survey is anonymous, and the results are analysed by HEE Quality teams to ensure all concerns are identified, reviewed and where appropriate, acted upon. The information forms part of HEE's approach to the monitoring of clinical placements and will be used to develop remedial action plans in partnership with education and placement providers. All trainees who receive HEE funding are expected to complete the NETS survey.

## What is the Change of Circumstance Form?

**Answer:** The South West Faculty of Advancing Practice is required to keep up to date records of current HEE supported Advancing Practice Trainees to enable it to better support and keep track of who is currently on the programme and requires continuation of funding. It is therefore important that trainees inform us as soon as possible about any changes to their personal and / or training situation by filling in and submitting [the Change of Circumstance Form](#).

Changes of circumstances refers to changes such as:

- Personal Details (i.e.: change of surname, email address, phone number)
- University and / or University Course
- Employer
- Educational Supervisor
- Training Interruption (i.e: parental leave, long term sickness, etc.)
- Training Withdrawal

Once [the form](#) has been submitted, the Faculty team will update its records and may need to discuss the changes with relevant parties (i.e.: Employer, Advancing Practice Lead, Educational Supervisor, University, etc.) for funding purposes. Moving between employers and or Regions will necessitate reapplication for funding.

## What is HEE advanced practice programme accreditation?

**Answer:** The Centre for Advancing Practice is offering a Programme Accreditation process for Education Providers providing existing level 7 advanced practice MSc and apprenticeship programmes. Programmes must demonstrate they meet the capabilities across the 4-pillars, fully map ping to the Multi-professional framework for advanced clinical practice in England and the Standards for Education and Training set by HEE. Each advanced practice programme is accredited separately rather than an institution being accredited as a whole. Programmes successfully accredited are listed on the Centre's webpage for accredited programmes. Further details of the accreditation process can be found at: <https://advanced-practice.hee.nhs.uk/programme-accreditation/>

## What are the benefits of choosing an HEE accredited course?

**Answer:** HEE are only funding trainees enrolled on courses providing Advanced Practice MSc programmes that are either HEE Centre accredited, undergoing the HEE accreditation process or have confirmed their intention to undergo the HEE accreditation process and are highly likely to be successful in achieving accreditation.

## What if my course is not HEE accredited?

**Answer:** For programmes undergoing HEE accreditation or have confirmed their intention to go through this process, the Faculty will fund these courses in good faith that the course will receive a good outcome. However, trainees must be aware that there is a risk that the course they are enrolled on may not achieve accreditation. Should the course not be accredited, the trainee will not automatically be eligible for HEE recognition with a digital badge. In this event, HEE will work with the trainee, employer and education provider to identify next steps and support.

# Section 4 – Trainee Supervision

## What supervision is required?

**Answer:** Good supervision is a key factor for successful completion of training and trainees who are not well supervised can struggle and some have dropped out. Each trainee Advanced Practice requires a named supervisor who has completed training in multi-professional supervision and is familiar with the requirements of advanced clinical practice. Supervisors must be willing and have protected time (in their job plan) to support the trainee. National guidance on supervision in Advanced Practice was launched in 2020 and can be accessed [HERE](#).

HEE have developed a **Minimum Standards for Workplace Supervision** document [which can be accessed on our website](#).

## What are the different types of Advanced Practice supervisor?

**Answer:** The Advanced Practice trainee, will be supported by a number of different supervisors over the course of their training and may be provided with some or all of the following supervisors depending on clinical context.

- Education Provider Course Supervisor
- Line Manager/Work-based supervisor

- Coordinating Education Supervisor
- Associate Workplace Supervisor/Supervisors

## Why are there different types of Advanced Practice supervisor?

**Answer:** The provision and delivery of high-quality supervision for advanced practice trainees is crucial for both professional and patient safety. It is unrealistic to propose that a single supervisor, however skilful, will be equipped to support the breadth of development necessary across all four advanced practice pillars while also supporting the developing practitioner/trainee with the competing workplace demands. For this reason, in common with other areas of workplace health professions' training, an integrated approach to workplace supervision is necessary. In the workplace, a developing practitioner/trainee in advanced practice can expect to have an identified 'Coordinating Education Supervisor' and a number of 'Associate Workplace Supervisors' who support specified aspects of the practitioner's specialty or area-specific knowledge and skills development.

## What do the different types of Advanced Practice supervisors do?

**Answer:** The **Education Provider Course Supervisor** is provided by the Education Provider/HEI. They provide individual support to trainees to progress and complete all the requirements of the AP Level 7 apprenticeship/MSc programme the trainee has enrolled in. It is best practice that the Course Supervisor will have regular engagement with each trainee's work-based supervisors.

**Line Managers/Work Based Supervisors** have responsibility for directly managing individual employees. It provides the opportunity for performance review, setting priorities/objectives in line with the organisation's objectives and service needs and identifying training and continuing development needs.

The **Co-ordinating Education Supervisor** provides a consistent supervisory relationship throughout the practitioner's advanced practice development; guiding the practitioner's development from uni-professional to hybrid professional at an advanced clinical practice level.

**Associate Workplace Supervisors** are practice-based practitioners who are experienced in practice-based education and the supervision of experienced registered professionals. The advanced practice Trainee can expect to work with a variety of associate workplace supervisors, each matched to support the development of area-specific knowledge, skills and expertise of an advanced practice capability and/or competence.



## Advanced Practice Workplace Supervision: South West Region Guidance

### Introduction

High quality supervision for health-care professionals moving into trainee advanced practice roles is essential for supporting the development of confidence and competence and underpins patient and practitioner safety.

The annual supervision fee provided by the Faculty for Advancing Practice SW is directly linked to the quality of supervision of the trainee. Any issues with supervision quality are discussed and resolved at regional level but concerns may be escalated for further investigation and result in funding offers being withdrawn.

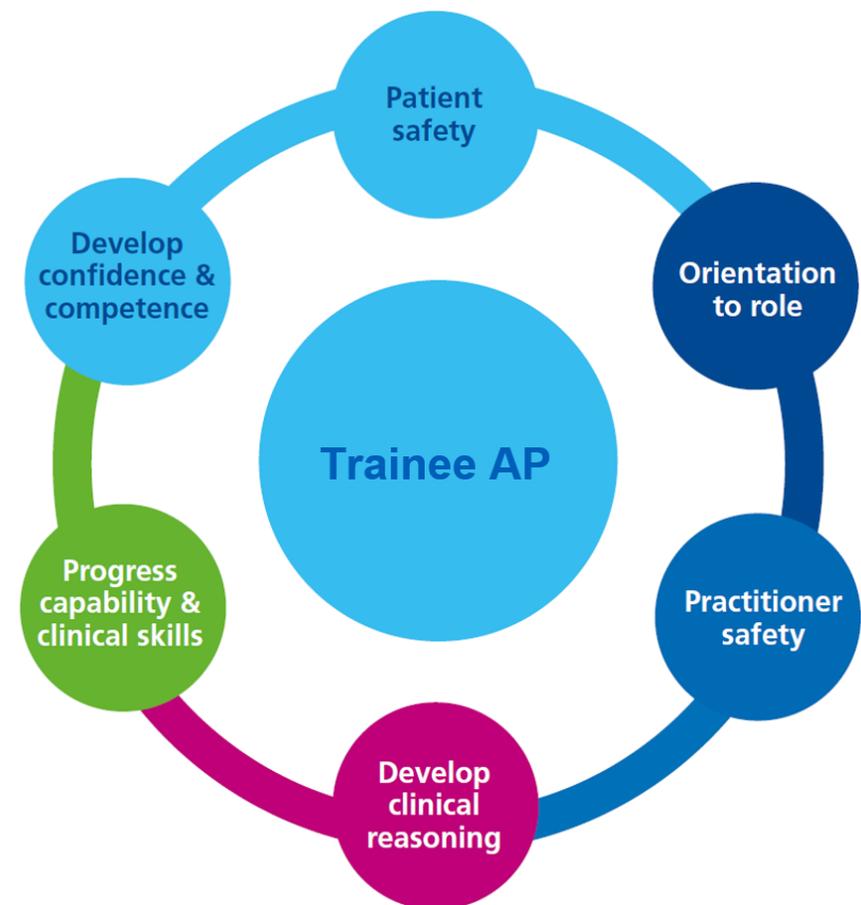
Health Education England's [Workplace Supervision for Advanced Clinical Practice](#) and the [Minimum Standards for Advanced Practice Workplace Supervision](#) guidance provides further in-depth, evidence based information and recommendations on how to develop quality supervision in the workplace. The following guidance is for supervisors, managers and trainee Advanced Practitioners to advise of the minimum expected standards of supervision.

### Why do we need supervision?

The shift from experienced professional to trainee Advanced Practice and then to qualified Advanced Practice requires significant adjustment. The transition can be characterized by periods of disconnectedness, lack of familiarity with the new situation and arrival of a new set of unfamiliar expectations.

Work role transition requires a change in identity and the development of new knowledge and skills, as well as a change in behaviour.

High quality supervision can support this transition:



## Who can supervise?

Supervisors:

- come from the multi-professional workforce and do not need to hold the same professional registration as the trainee.
- have expert knowledge of the area of practice they are supervising
- have education experience and are a skilled facilitator able to support learning, development, assessment and verification of competence and capability.

A trainee AP may need more than one supervisor to meet their needs across the 4 pillars of advancing practice:

- A Co-ordinating Education Supervisor who provides a consistent relationship throughout training and must have an in depth understanding of the Advanced Practitioner's role within the speciality.
- Associate Workplace Supervisors who work collaboratively with the coordinating education supervisor to guide trainee development in one or more of the 4 pillars of advancing practice.

These roles are defined in detail in Health Education England's [Workplace Supervision for Advanced Clinical Practice](#).

## What does good supervision look like?

Supervision can take many forms. This diagram illustrates just some of the different types of supervision a trainee could receive to support their development.



**Critical reflection on an observation of a clinical skill or consultation**



**Case based discussions**



**Communication skills development through coaching**



**Professional support and well being**



**Action learning sets**

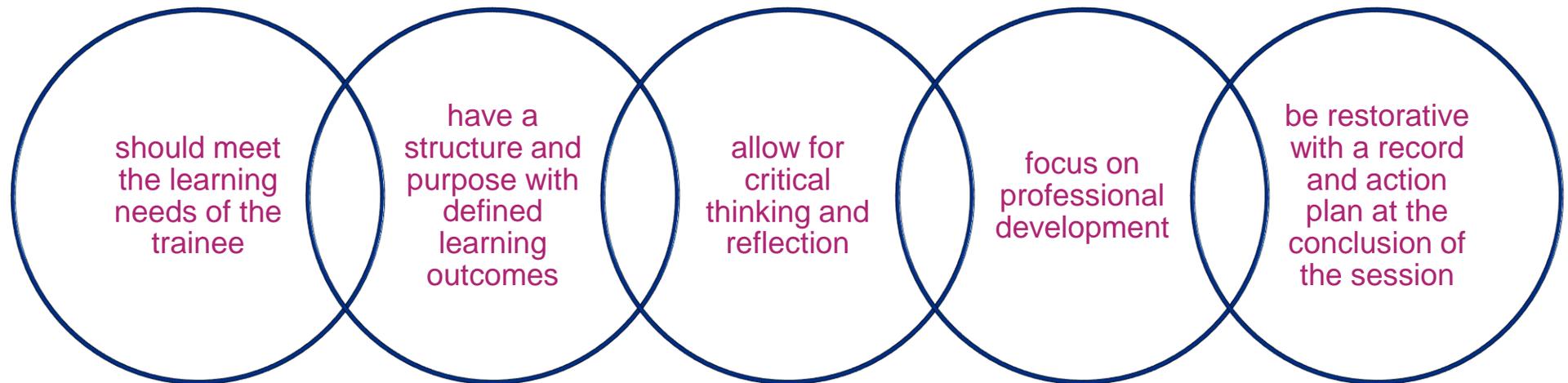


**Facilitated discussion on challenging situations such as conflict resolution, difficult conversations etc**



**Educational progress and personal learning plans**

## The five key elements of a supervision session:



### When should supervision take place?

The amount of supervision needed by a trainee practitioner will vary dependent on the stage they are at and their personal learning needs.

The supervision fee provided by the Faculty of Advancing Practice South West covers the equivalent of 1 hour per trainee per week throughout their training. This should be seen as the minimum amount of time the trainee receives for supervision.

### Further resources for managers, supervisors and trainee Advanced Practitioners

- [NHS Health Education England \(2020\) Workplace Supervision for Advanced Clinical Practice: an integrated multi-professional approach for practitioner development.](#)

- [NHS Health Education England Centre for Advancing Practice website](#)

- [Health Education England \(2017\) Multi-professional framework for advanced clinical practice in England.](#)

- [NHS Health Education England e-Learning for Healthcare, Advanced practice toolkit](#)

[The Permeable Practitioner – ideas and resources to support health and care professionals to navigate uncertainty in everyday practice](#)

- Martin, P., Copley, J. & Tyack, Z. (2014) Twelve tips for effective clinical supervision based on a narrative literature review and expert opinion. *Medical Teacher* 36:201-20

# Section 5 – Trainee Difficulties and Support

## Personal Circumstances

**What happens if the trainee takes a break or discontinues their Advanced Practice programme before it is completed?**

**Answer:** It is recognised, from time to time, some students may have to suspend their study e.g. for long term sickness, personal reasons etc. Where a student is pausing their studying but will be returning to complete this and have indicated the timescales to the education provider, this is called 'stepping off' and HEE will consider resuming funding when the student returns to study, an example reason for this is parental leave. However, these are reviewed on a case-by-case basis as it is dependent on whether the student is able to complete the course within the timescales available on their return.

Where a student is not returning to study, HEE will discontinue the funding at the point they leave the programme.

In all circumstances HEE should be informed immediately by contacting [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and we require the trainee to [complete the online change of circumstances form](#).

**What happens if a trainee feels Advanced Practice training is not for them and wants to leave the course?**

**Answer:** Training for a Masters level qualification can be a stressful experience, as well as being rewarding and exciting. You may feel stressed about, exams, coursework or deadlines or may feel overwhelmed in the workplace or academically.

In the first instance the trainee should approach their Coordinating Educational Supervisor or Associate Supervisor and their Line Manager to raise the issue directly, as soon as possible. The supervisor will discuss the options available to the trainee and offer to make an action plan to manage difficulties and allow the trainee to continue on the programme.

If they feel unable to raise the issue with their Coordinating Educational Supervisor, Associate Supervisor or Line Manager they can contact their organisations Advanced Practice Lead for support and advice.

If after the above discussion is had, the trainee still feels they want to leave the course they will need to inform their employer and education provider of their decision.

They must inform HEE immediately by contacting [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and [completing the online change of circumstances form](#).

Where a student is not returning to study, HEE will discontinue the funding at the point they leave the programme.



## What happens if a trainee gets sick during their training?

**Answer:** For short periods of sickness (under 4 weeks) the trainee must follow their employer's sickness and absence policy. The trainee will also need to inform their Coordinating Educational Supervisor, Associate Supervisor and education provider so a plan can be made to ensure any missed learning is completed.

For long term sickness (over 4 weeks). The trainee will need to inform their Coordinating Educational Supervisor, Associate Supervisor, Advanced Practice Lead, education provider and HEE by contacting [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and [completing the online change of circumstances form](#).

## What happens if a trainee needs to move to less than full time due to unforeseen personal circumstances what options do they have?

**Answer:** In the first instance the trainee should approach their Coordinating Educational Supervisor and their education provider, as soon as possible to discuss the options available. Whether a course can be studied part time will be at the discretion of the education provider. Once the trainee has found out about the options available and made a decision the trainee must inform their Advanced Practice Lead and HEE by contacting [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and [completing the online change of circumstances form](#).

HEE will make decisions regarding part time funding on a case-by-case basis.

# Working Environment

## What happens if the trainee changes jobs and moves to another organisation? Does their funding come with them?

**Answer:** Funding is not solely trainee based and is not transferrable between employers. If a trainee changes employer during an academic year, the trainee will be required to inform the SW Faculty Team as soon as possible by contacting [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and [completing the online change of circumstances form](#).

HEE will discontinue the funding at the point they leave their old employer.

The trainee is advised to liaise with their new employer to ensure they include them into the next year's scoping survey to enable them to re-apply for funding. It may be prudent to ask at point of offer for the new position whether the new employer will support the trainee's continuing advanced practice education.

## What happens if a trainee's clinical area has concerns about how they are progressing?

**Answer:** In the first instance the trainee should approach their Coordinating Educational Supervisor or Associate Supervisor and their Line Manager to raise the issue directly, as soon as possible. The supervisor/manager will arrange a meeting between themselves, the education provider and the trainee to discuss the options available to the trainee and make an action

plan to manage difficulties and allow the trainee to continue on the programme.

## I am being bullied by a colleague what can I do?

**Answer:** All employees should be treated with dignity and respect at work. Bullying and harassment in the workplace is unacceptable and employers have a duty of care to provide a safe working environment for all their employees. Bullying and harassment in the workplace can involve arguments and rudeness, but it can also be more subtle. Other forms of bullying include:

- excluding and ignoring people and their contribution
- overloading people with work
- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone
- denying someone's training or promotion opportunities

Do not be ashamed to tell people what's going on. Bullying is serious, and you need to let people know what's happening so they can help you.

Your employer will have a policy regarding bullying and harassment including who to go to for help. The trainee can talk to their Supervisor or Line Manager to raise the issue. If you do not feel comfortable doing that, try and find someone else in your organisation you feel comfortable talking to, such as the Advanced Practice Lead, another manager, someone in HR or your local Freedom to Speak up Guardian. They will be able to follow your employer's policy/guidelines and offer advice and guidance on the informal and formal actions that can be taken to get the issue resolved.

If you need more support, some workplaces have trained members of staff you could speak to, for example fair treatment ambassadors, mental health first aiders or health and wellbeing representatives. Your workplace may have an employee assistance programme (EAP) you can use.

If after following the bullying and harassment policy within your organisation the issue is not resolved trainees can contact HEE through the following email address: [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) or the trainee can contact their assigned Supervision and Assessment Lead for support and advice.

## Supervision

### If a trainee is having difficulty with their supervisor what can they do?

**Answer:** The trainee should approach their Line Manager to make them aware of the issue. They will be able to help the trainee manage the situation, offer support, guidance, and escalate where needed. If the issue cannot be resolved an alternative supervisor will need to be provided by the employer.

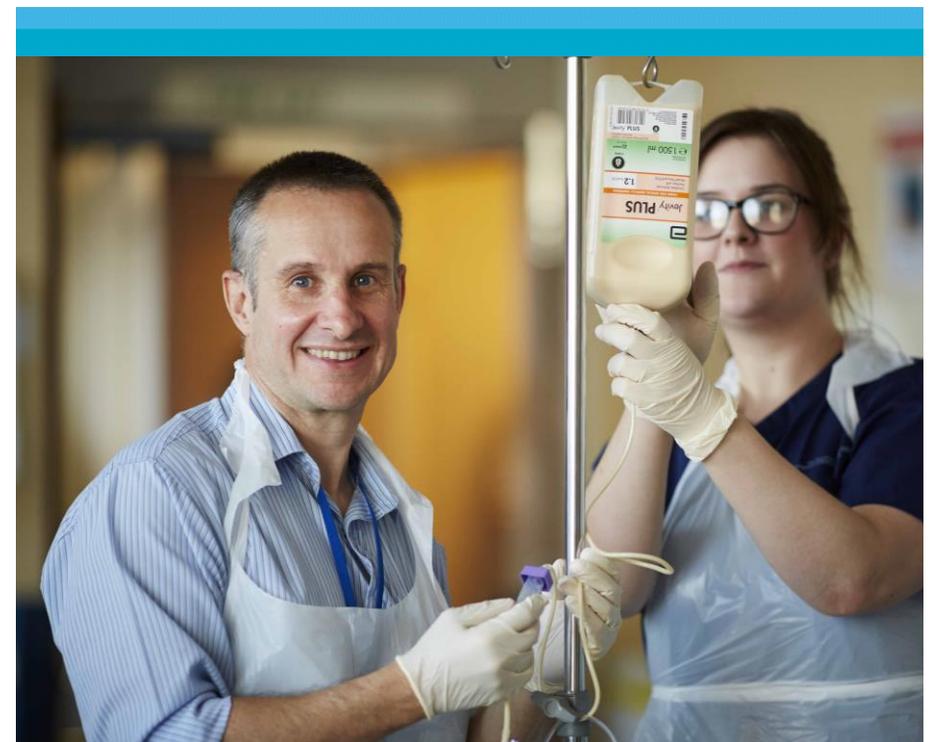
If you do not feel comfortable raising it with your Line manager, try and find someone else in your employing organisation you feel comfortable talking to, such as the Advanced Practice Lead, another manager or someone in HR.

If the trainee is to be provided with a different Coordinating Education Supervisor please inform HEE immediately by contacting [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and [completing the online change of circumstances form.](#)

If after raising the issue within your organisation the issue is not resolved trainees can contact HEE through the following email address: [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) or the trainee can contact their assigned Supervision and Assessment Lead for support and advice.

### Can a trainee change supervisors part way through training?

**Answer:** Yes, if the trainee is to be provided with a different Coordinating Education Supervisor, please inform HEE immediately by contacting [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and [completing the online change of circumstances form.](#)



## If a trainee's supervisor has left/moved organisations, what should they do?

**Answer:** The trainee should approach their Line Manager to make them aware of the issue. They will be able to help the trainee find an alternative supervisor from within the employing organisation.

If the trainee is to be provided with a different Coordinating Education Supervisor please inform HEE immediately by contacting [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and [completing the online change of circumstances form](#).

## Academic Issues

### What happens if a trainee fails an academic component of their MSc/Apprenticeship?

**Answer:** Although this may feel overwhelming at the time, this is not uncommon and there will be options available to move forwards based on individual circumstances. For this reason the trainee must approach their Coordinating Educational Supervisor or Associate Supervisor and their Line Manager to raise the issue directly, as soon as possible. The supervisor/manager will arrange a meeting between themselves, the education provider and the trainee to discuss the options available to the trainee and make an action plan to manage difficulties and allow the trainee to finish their programme of study.

HEE should be informed immediately by contacting [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) as depending on the circumstances there may be funding implications.

<https://healtheducationyh.onlinesurveys.ac.uk/hee-sw-faculty-of-advancing-practice-trainee-change-of-c>HEE will not offer additional funding for trainees to retake failed modules. Nor will they provide further funding if the trainee does not complete the course within the stated timescale.

### If a trainee is having issues with the quality of learning what can they do?

**Answer:** If there is a concern with regards to the Higher Education Institute programme, the trainee should raise the issue with their Coordinating Educational Supervisor. If there are concerns around the education within their employer, the trainee should approach their advancing practice lead. The Coordinating Educational Supervisor or advanced practice lead can then contact HEE through the following email address: [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk).

Trainees are required to fill in the HEE [National Education and Training Survey](#) (NETS) which is open to all health and care trainees and students across all clinical learning environments. The survey will offer Advanced Practice trainees the opportunity to provide anonymous feedback on their clinical placements, supervision, induction, support and training.

## I am being bullied at the Higher Education Institute what can I do?

**Answer:** Do not be ashamed to tell your education provider and co-ordinating educational supervisor what's going on. Bullying is serious, and you need to let people know what's happening so they can help you.

Your education provider will have a policy regarding bullying and harassment including how to make complaints and who to go to for help. You may want to speak to someone at the education provider informally first, this could be your Education Provider Course Supervisor, a campus counsellor or student union representative. They will be able to follow your education providers policy and offer advice and guidance on the informal and formal actions that can be taken to get the issue resolved.

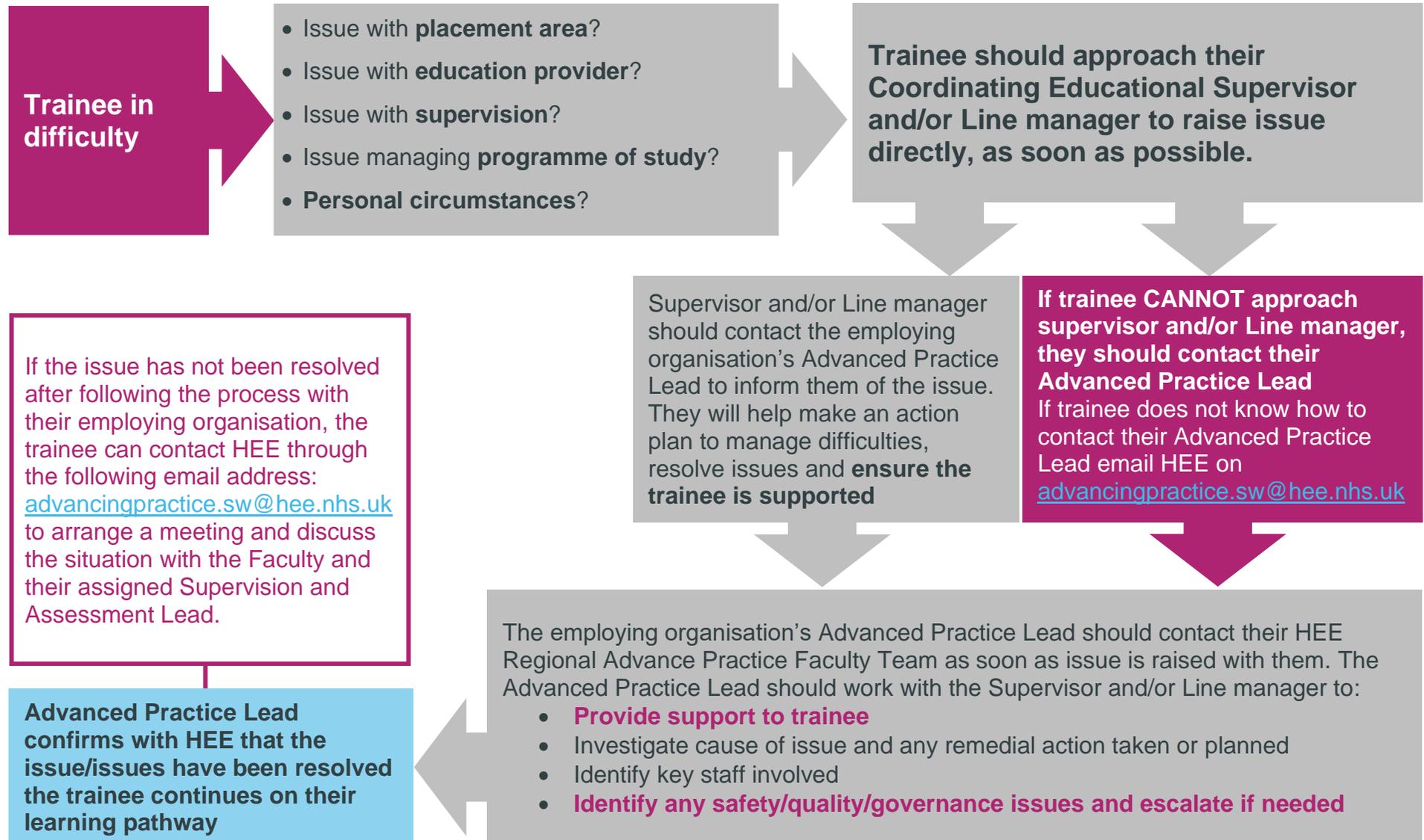
The trainee should also talk to their Coordinating Educational Supervisor to make them aware of the issue. They will be able to help the trainee manage the situation, offer support, guidance and advice and escalate where needed.

If after following the education providers bullying and harassment policy the issue is not resolved trainees can contact HEE through the following email address: [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and through their assigned Supervision and Assessment Lead for support and advice.



# Trainees in difficulty

## Trainees in difficulty: general principles



## Trainees in difficulty: Difficulties with academic studies

There is an expectation for all Advanced Practice trainees that they are proactive in managing their learning journey. This includes acting to manage & resolve problems that may occur during the course of their academic studies, with the support of their manager, supervisor, organisational Advanced Practice lead and HEE Regional Advancing Practice faculty.

**Trainee experiencing difficulties with Advanced Practice MSc or Level 7 Advanced Practice Apprenticeship studies**

**Within 4 weeks of trainee experiencing difficulties:**

Trainee contacts Coordinating Educational Supervisor and Course Supervisor at their Education Provider to organise support for studies.

**Within 1 week of trainee contacting Coordinating Educational Supervisor and education provider:**

Trainee contacts Associate Supervisor and/or Line manager to discuss issues and to make appropriate arrangements for adjustments in practice placement if needed.

**The trainee MUST report to their Coordinating Educational Supervisor and Line manager IMMEDIATELY:**

- **If they intend to leave the programme**
- If they defer on assignments/need to resubmit assignments: these may be university assignments or practice placement assignments/portfolios/skills, etc.
- If they get into difficulties in attending required study days, and/or are unable to attend.
- If they are considering asking for a deferment, or to intermit on their programme.

**The Coordinating Educational Supervisor/Line Manager MUST report this to HEE within 7 days of being informed of any the above by the trainee.**

**If the Coordinating Educational Supervisor and Line manager cannot be contacted for any reason, the trainee should contact their Advanced Practice Lead instead.**

**HEE should be contacted via [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) and head the email 'Trainee concern' all 'Trainee concern' emails will be answered within 7 days of receipt.**

## Trainees in difficulty: Difficulties in trainee placement areas

There is an expectation for all Advanced Practice trainees that they are proactive in managing their learning journey. This includes acting to manage & resolve problems that may occur during the course of their training programme placements, with the support of their manager, supervisor, organisational Advanced Practice Lead and HEE Regional Advancing Practice Faculty.

### Trainee experiencing difficulties in the training placement area: these may be work-related or personal circumstances

- Trainee should meet with manager of placement area to raise any issues at earliest opportunity: within 7-10 days from start of issue
- Trainee should also contact Coordinating Educational Supervisor to arrange support and make an action plan of how to resolve issues (same time frame as with manager)
- **Any issues relating to patient safety or safety of the placement environment MUST be reported to manager and supervisor immediately**



- If issues cannot be resolved, the organisational Advanced Practice Lead must discuss with HEE any plans for the trainee to move placement areas, before any move occurs (excepting emergencies)
- The trainee must stay in contact with manager, supervisor and Advanced Practice lead (if they are involved) at regular intervals

If the trainee feels the issue has not been resolved after following the process with their employing organisation, trainees can contact HEE through the following email address:  
[advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk) to arrange a meeting and discuss the situation with the Faculty and their assigned Supervision and Assessment Lead.

- Efforts must be made to resolve any issues within the placement area, an action plan should be made by the trainee, supervisor, manager and, if appropriate, the Advanced Practice Lead within 7 days of first contact
- The action plan should have SMART targets
- **The trainee, manager (or supervisor) MUST contact HEE at this point, to advise that trainee is in difficulty and to share the action plan. At this stage, HEE will not take any action but will be aware of concerns.**

- If trainee is unable to discuss issues with manager and/or supervisor – because of absence or breakdown in relationship, for example, trainee should contact organisational Advanced Practice Lead within 7-10 days of start of issue
- Any concerns about safety of trainee placement and/or patient safety **MUST** be reported to Advanced Practice Lead immediately
- (If trainee does not know how to contact their Advanced Practice Lead email HEE on [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk))



# Section 6 – Freedom to speak up

## Freedom to speak up

Freedom to speak up is a policy for raising concerns (whistleblowing) for the NHS. Recommended by Sir Robert Francis in his [Freedom to Speak Up review](#), this policy contributes to the need to develop a more open and supportive culture that encourages staff to raise any concerns about patient care or the working environment. It is expected that this policy (produced by NHS Improvement and NHS England) will be adopted by all NHS organisations in England as a minimum standard.

Speaking up about any concern you have at work is really important. In fact, it's vital because it will help us to keep improving our services for all patients and the working environment for our staff. You may feel worried about raising a concern, and we understand this, but please don't be put off. When things go wrong, we need to make sure lessons are learnt and improvements made. If you think something might go wrong, you should feel able to speak up so that any potential harm is prevented.

### What concerns can I raise?

**Answer:** You can raise any concern about risk, malpractice, or wrongdoing you think is harming the service. Just a few examples of this might include (but are by no means restricted to):

- unsafe patient care
- unsafe working conditions
- inadequate induction or training for staff
- lack of, or poor, response to a reported patient safety incident
- suspicions of fraud (which can also be reported to your local counter fraud team)



- bullying and harassment (across a team or organisation rather than individual instances of bullying)

For further examples, please see the [Health Education England video](#).

Remember that if you are a healthcare professional you may have a professional duty to report a concern. If in doubt, please raise it. Don't wait for proof, we would like you to raise the matter while it is still a concern. It doesn't matter if you turn out to be mistaken as long as you are genuinely troubled.

### Who can raise concerns?

**Answer:** Anyone who works (or has worked) in the NHS, or for an independent organisation that provides NHS services can raise concerns. This includes agency workers, temporary workers, students, volunteers, and governors.

### Who should I raise my concern with?

**Answer:** In many circumstances the easiest way to get your concern resolved will be to raise it formally or informally with your line manager, lead clinician or tutor. If raising it with your line manager lead clinician or tutor does not resolve matters, or you do not feel able to raise it with them, you can contact one of the following people:

- Your organisations Freedom to Speak Up Guardian
- Your organisations HR team
- Your organisations risk management team
- Your organisations counter fraud team.
- Your Trade union representative.

All these people have been trained in receiving concerns and will give you information about where you can go for more support.

### What is a Freedom to Speak Up Guardian?

**Answer:** Freedom to Speak Up Guardians support workers to speak up when they feel that they are unable to do so by other routes. They ensure that people who speak up are thanked, that the issues they raise are responded to, and make sure that the person speaking up receives feedback on the actions taken.

- [Watch a Health Education England video about the role of Freedom to Speak Up Guardian](#)
- [Find out more from the National Freedom to Speak Up Guardian's Office](#)

### How can I find my local Freedom to Speak Up Guardian?

**Answer:** Your organisations Freedom to Speak Up guardian should be listed on your organisations intranet. Alternatively you can [use this map to search for your Freedom to Speak Up Guardian](#)

# Section 7 – Trainee Wellbeing Resources

## Mental Health

- [Find information and support for your mental health](#)
- [Get urgent help for mental health](#)
- [NHS staff have been given free access to a number of wellbeing apps to support with their mental health and wellbeing.](#)

## Physical Health

- [Fitness Studio Exercise Videos](#)
- [Eat Well](#)
- [Healthy Body](#)
- [Sleep and Tiredness](#)

## General

- [Support available for our NHS people](#)
- [How-to guides](#)
- [Financial wellbeing](#)

## Support for healthcare staff



More charities and organisations where trainees can find help and support.



## Appendix 1 (Apprenticeship entry requirements)

### Application and enrolment requirements for apprenticeships.

#### ESFA eligibility

Funds in an organisations apprenticeship service account (apprenticeship levy or levy transfer), or from government employer co-investment can only be used for those who are eligible as specified by the ESFA funding rules. You must provide the education provider evidence of the individual's eligibility. To use funds in your organisation's apprenticeship service account (apprenticeship levy or levy transfer), or government-employer co-investment, the individual must:

- Be able to complete the apprenticeship within the time they have available.
- Not be asked to contribute financially to the cost of training, on-programme or end-point assessment. This includes where the individual has completed the programme successfully or left the programme early.
- Not use a student loan to pay for their apprenticeship.
- Spend at least 50% of their working hours in England over the duration of the apprenticeship.
- Have the right to work in England.
- Have an eligible residency status.

#### Maths and English

The requirement for all apprenticeships is that they apprentice must have completed the necessary Functional skills in maths and English before they can complete their apprenticeship. However, most of the education providers for the ACP apprenticeship will require the applicant to have already achieved their Level 2 Functional Skills in maths and English (or equivalent) before they can enrol onto the apprenticeship. You must, therefore, ensure that the applicant has achieved Level 2 Functional Skills in maths and English (or equivalent) before they apply for the apprenticeship. You must ensure that the applicant provides you with the certificates of their qualifications which can then be provided to the education provider. For any applicants who have international maths and English qualifications, a check will need to be undertaken to ensure that the qualifications are comparable to UK versions. The attached ENIC document provides details as to how you can apply for this check to be undertaken. This check must be applied for at the earliest opportunity to prevent any delays to the programme application.

## Apprenticeship Programme Application and Recruitment / Selection

You must contact the education provider immediately to discuss the necessary apprenticeship application, recruitment / selection and enrolment processes that must be followed. Many education providers may require joint recruitment processes with employers. You must ensure that the education provider has the necessary contact details for the apprentice lead of your organisation and the supervisors/mentor of the applicant so that relevant communications and paperwork can be provided. You must ensure that the required paperwork is completed and signed as soon as possible after receiving it from the education provider to prevent delays to the process. It is recommended that you contact your organisation apprentice lead at the earliest opportunity so that you can receive the necessary support from your organisation.

## Apprenticeship Standard and Assessment (Tuition Fees) funding application

- If you are a levy paying employer, you must contact your apprentice lead to ensure that apprenticeship levy funding is available, and the necessary process is followed to ensure the payments for the apprenticeship standard training and assessment (tuition fees) are paid via the digital apprenticeship service.
- If you are a non-levy paying employer, you must contact **your ICS apprenticeship lead**. If you are unsure who this is please contact [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk). This must be done immediately and should not be left until a place on the apprenticeship has been offered. You must ensure that you have confirmation that either a levy transfer or reservations of funds co-investment has been successfully arranged and is in place before the apprentice starts their apprenticeship. A levy transfer or reservation of funds co-investment cannot be arranged once the apprentice has started the apprenticeship.





Health Education England

HEE South West Faculty of Advancing Practice  
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Please use [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk)  
for all enquiries relating to advanced practice in the South West.