Organisation’s ACP Programme of study readiness checklist

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**The Faculty for Advancing Practice across the North West**

# Organisation’s ACP Programme of study readiness checklist

**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** 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](https://www.hee.nhs.uk/our-work/advanced-clinical-practice/multi-professional-framework) and should be carried out by the ACP lead (or other senior education lead responsible for ACP) at an organisational level in collaboration with departmental / service leads.

Organisations should rate their extent of readiness on a scale of 1 to 5, where 1 signifies there is no evidence and 5 signifies that 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 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](https://www.hee.nhs.uk/our-work/advanced-clinical-practice/advanced-clinical-practice-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 and director level of the organisation  | Named executive sponsor  |   |   |
| There is named strategic leadership and operational leadership for ACP  | Job descriptions, organisational chart  |   |   |
| ACP role is considered at organisational level Workforce Strategy to support the delivering and outcomes against the long-term plans.   | Workforce plans/Organisational Strategy    |   |   |
| 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 Leads to have an involvement at an ICS level  | Membership of ACP ICS Groups  |   |   |
| Identify where advanced roles exist and map against the Framework to establish where development is needed for transition to ACP roles  | Scoping your baseline/workforce intelligence  |   |   |
| **Yearly Workforce Planning and Recruitment** |
| Robust process to ensure ACP roles are considered in the annual operating workforce planning   | Workforce planning   |   |   |
| Services to have a business case to underpin the workforce requirement of a multi-professional ACP role including  * Confirmed funding for a substantive ACP post on completion of their training
* job description that covers all four pillars, purpose and scope
 | Business cases, Job descriptions, job plans,  |   |   |
| Robust processes for  * 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   |   |   |
| **Supervision and support** |
| Scope existing ACP trainees and Supervisor to assess * 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 (incl trainees)  | Individual learning plans  |   |   |
| All ACP supervisors have time specified in their job plans for supervision of ACP (minimum 1 hour per week)  | Job plans  |   |   |
| We have processes to ensure that the HEE funding for supervisory support (£2600 per trainee per year) is accessible at service level  | ACP strategy document, communications, minutes of meetings  |   |   |
| We provide support, training and induction for staff who supervise clinicians in ACP roles in training and beyond  | Governance Framework   |   |   |
| There are support networks for both trainees and supervisors (in-house, ICS-wide or speciality specific)  | Local supervisor database, supervisor networks/events  |   |   |
| Ongoing requirements  |
| We have mechanisms for evaluating the impact of ACP roles   | Service evaluations   |   |   |
| We have links with speciality-specific ACP networks e.g: 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