

## South West Advanced Practice Scoping Webinar FAQ's

### **What support is there for organisations/services/managers looking to develop advanced practice roles with a service/pathway?**

**Answer:** The workforce transformation lead in the Faculty is also available to discuss individual organisational and service workforce plans. The Faculty also offers support within scope of practice from our supervision and assessment leads. If you wish to contact any of these please email the Faculty on [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk).

### **I am interested in undertaking a scope of practice specific Advanced Practice masters. I am aware that there are courses for this in other parts of the country. Can these be funded?**

**Answer:** Depending on the programme, the Faculty does fund courses outside of the South West where there is no suitable South West based course offered. If you are uncertain about whether your application will be funded, please contact your organisation or Primary Care Training Hub Advanced Practice lead. If after this you are still uncertain, please ask your Advanced Practice Lead to contact the Faculty.

### **Could you confirm the entry requirements for the MSc Advanced Practice programme?**

**Answer:** The MSc Advanced Practice apprenticeship and non-apprenticeship programmes are for healthcare professionals who are registered with statutory regulatory bodies only. Entry requirements are specified by the education provider and may differ between them. Please go to your preferred education provider webpage and contact their team.

### **What would a registered healthcare professional need to do to develop into an Advanced Practitioner. Could this be done part time and what commitments would the employer need to offer.**

**Answer:** The clinician would first need to speak to their department lead to ensure there is an identifiable workforce need for an advanced practitioner and that an appropriately remunerated post will be available on completion – some organisations may require a successful business case to develop Advanced Practice roles. If so, this can be done part time in agreement with their employer and education provider. Usually, the minimum requirement for working hours is 30 hours per week to gain and prove capabilities, however this should be discussed with the education provider.

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The employer would also need to provide a co-ordinating educational supervisor for minimum of one hour per week supervision time over the duration of the training, alongside workplace supervisors to support individual development as required.

### What incentives are there for my employer to support me doing my MSc Advanced Practice programme?

**Answer:** If your employer has identified a workforce need for Advanced Practice, they will be aware of the benefits and opportunities these roles bring to services, patients and organisations.

For trainees who are on an apprenticeship programme, the tuition fees are covered by the apprenticeship levy.

The Faculty offers further funding to enable organisations to support Advanced Practice trainees, which is outlined in section two in our handbook. [Please see here for a link to the handbook.](#)

### Please can you explain how employers access supervision money?

**Answer:** Both training grant and educational supervision funding provided by the Faculty is sent to secondary care organisations via the education contract payment schedules. We estimate this funding to be released in the September schedule. This will then be accessible via your internal financial processes. Please liaise with your organisation's Advanced Practice Lead or nominated individual to confirm exactly when funding is available.

For primary care, the training hubs will invoice the Faculty for the total within their training hub. The individual practices will then be able to invoice the Training Hubs to access funding. Please contact your training hub to get invoicing details. We anticipate this will also be roughly in September, please liaise with your Primary Care Training Hub Advanced Practice Lead to confirm exactly when funding is available.

### What is the training grant for, can it be used towards the tuition fees? Is the supervision grant to pay for supervisor time in job plan?

**Answer:** The training grant should be used to support the named, funded trainee. This can include, but is not limited to, tuition fees (where trainees are not using the apprenticeship levy), to support release of trainees for academic study or supernumerary working to enhance training and any additional courses the trainee may need to meet competence requirements.

The educational supervision funding is specifically for the minimum 1 hour per week of supervision for the trainee that is required and to support supervisor job planning and development in role.

### Do employers who have staff going down the HEE e-Portfolio (supported) route have access to supervision money?

**Answer:** The e-Portfolio (supported) route is being led by the National Centre for Advancing Practice. While there is no funding from the regional Faculties for the e-Portfolio (supported) route, there is funding for identified additional learning built into this process. For queries about this route contact [advancedpractice@hee.nhs.uk](mailto:advancedpractice@hee.nhs.uk).

### Where are MSc Advanced Practice programmes available in the South West?

**Answer:** Please see the list of education providers within the South West who are offering a variety of MSc Advanced Practice programmes [in our handbook](#).

### Are any MSc programmes eligible for funding from the Faculty?

**Answer:** The funding is only available for MSc Advanced Practice programmes which are HEE Accredited or have committed to undergo HEE accreditation. [A list of accredited programmes can be found here](#).

The HEE Centre for Advancing Practice is currently reviewing all programmes which have applied for accreditation across England. As not all Education Providers have been through this process at present, the Faculty will also fund programmes which are either undergoing the accreditation process or have committed to undergo the accreditation process where the programme meets the multi-professional framework requirements and so is likely to be successful. These programmes are being funded in good faith of a successful outcome, but organisations and trainees must be aware that this is not guaranteed, and there is a risk that accreditation is not achieved. If you have any queries about whether a programme is being funded, please contact the Faculty at [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk).

### Do we have to have the application to the Education Provider already completed before we finish the form? As in a confirmed university place.

**Answer:** An application to your preferred education provider does not need to be completed prior to submission on the annual demand scoping survey but can be – there is the option to identify the preferred education provider and course and identify that a place has not been obtained. We advise that the trainee does contact their preferred education provider as soon as possible to discuss the course. However, confirmation of a place on an appropriate course must however be provided prior to finalising the funding offer and release of funds.

### Who should be completing this survey? The organisational Advanced Practice Lead or department/specialty lead?

**Answer:** Only named individuals (Advanced Practice Lead or nominated lead) will be permitted to fill in the scoping survey. If you have individuals, you want to put forwards for Advanced Practice training please speak to the Advanced Practice Lead within your organisation or Primary Care Training Hub.

### Can you explain the apprenticeship levy and how to access this?

**Answer:** Our [2021 Quarter 2 faculty update](#) covers the basics about apprenticeships and addresses some common questions about apprenticeships. You can also find more information on apprenticeships [on our HEE website](#).

To access the apprenticeship levy please contact your organisations apprenticeship lead or education and training team. If you are in primary care, there are Integrated Care Board apprenticeship leads who can help you access the apprenticeship levy or arrange a levy transfer. Please contact your training hub Advanced Practice lead or the Faculty ([advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk)) if you are unsure who your Integrated Care Board apprenticeship lead is.

### When is the date for 2024/2025 applications? (If we miss the 15th March 2023 deadline)

**Answer:** This is an annual cycle, if the March deadline is missed the next opportunity to apply of HEE Advanced Practice funding will be in February the following year. Exact dates are yet to be confirmed for future years.

### Is the co-ordinating education supervisor individual to the student? or can we use our Advanced Practice lead?

**Answer:** The co-ordinating education supervisor is individual to each trainee Advanced Practitioner, there is an expectation that the co-ordinating education has an in depth understanding of the trainee Advanced Practitioners area of practice, and therefore the organisations Advanced Practice Lead may not be best placed to undertake this role. For further information on the role of the co-ordinating education supervisor, please see Section 6 of the HEE [Workplace Supervision for Advanced Practice](#) document or the HEE [Advanced Practice Workplace Supervision – Minimum Standards for Supervision](#) document.

It is recommended that no Educational Supervisor be supporting more than a maximum of 2 advanced practice trainees at any time to ensure that they have the ability to provide quality supervision and support.

### What happens if a trainee needs to take time off, can the apprenticeship be paused?

**Answer:** Apprenticeship MSc Advanced Practice programmes and non-apprenticeship MSc Advanced Practice programmes can be paused if needed. This should be discussed with the trainee, employer and education provider in the first instance. The Faculty needs to be informed immediately if a pause in training is agreed and by completion and submission of the [change of circumstances form](#).

### We also have people join programme throughout the year, so does this mean will they miss out?

**Answer:** The annual demand scoping survey is a one a year funding offer from the faculty. We do fund trainees along the entire MSc Advanced Practice pathway, so you would be able to apply for funding on the next year's scoping for trainees who wish to apply for HEE funding after scoping has occurred.

### If we submitted a readiness for Advanced Practice checklist last year as part of the annual demand scoping, do I need to do a new one?

**Answer:** The Readiness Checklist for Advanced Practice has been replaced by the HEE [Governance Maturity Matrix](#). Organisations are required to submit their most recent version of the Governance Maturity Matrix, as part of the annual demand scoping exercise, as this part of our Quality Surveillance processes.

### Does the submission of names need to be completed in the order of priority of funding?

**Answer:** We have asked that Advanced Practice Leads complete the submission of names within their individual organisation in order of organisation priority for funding. This will only be utilised should the number of applications, across the South West region exceeds available budget.

### What are the timescales for trainees to complete the programme?

**Answer:** There is funding available for up to 3 years for completion of an MSc Advanced Practice programme, depending where in the MSc Advanced Practice pathway an individual trainee is – [please see our handbook](#) for the funding offers and related timescales.

### How do we find out who the Advanced Practice Lead (or nominated individual) is for our organisation?

**Answer:** If you are unable to find this information out within your organisation, please contact the Faculty by email [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk)

### How many training days is the student expected to attend. I.e., how many days out of work are needed in total?

**Answer:** The number of days that a trainee is at the education provider will depend on each module throughout the MSc Advanced Practice programme and may vary between education providers. Please contact the preferred education provider of the intended MSc Advanced Practice programme for this information. Trainee Advanced Practitioners on an apprenticeship MSc Advanced Practice programme have a minimum of 6 hours off-the-job time per week, which includes education provider contact time as well as other educational and development opportunities to allow the trainee to develop in the advanced practitioner required by the service/area of practice in which they will be practising.

### Could we confirm number of places at this stage and then give names when appointed and training place confirmed to the faculty?

**Answer:** The funding offered is currently on a named trainee basis only, so we do require the names of trainees and their co-ordinating educational supervisors to be able to process an application for the annual demand scoping. This will be a yearly process, so if trainees are recruited later in 2023, then we would encourage an application for them when the annual demand scoping opens for 2024/25.

### Can health professionals working in social care or council services be funded?

**Answer:** We encourage social care and council services to get in touch with the Faculty as soon as possible to discuss funding in these organisations. Please note that the 2023/24 annual demand scoping will close on 15<sup>th</sup> March 2023 at 23:59.

### How do I know if there is a Supervision and Assessment Lead for my area of practice?

**Answer:** As a Faculty we currently have a number of Supervision and Assessment Leads, who cover a large number of scopes of practice. Please see the [Meet the Faculty](#) section of our website for more information, if you are not sure which Supervision & Assessment Lead covers your scope of practice or where a lead is not listed for your area of practice, please contact the faculty [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk)

### **Can registered professionals become Advanced Practitioners or is it just for nurses?**

**Answer:** Advanced Practice is open to all health care professionals registered with a statutory regulatory body, this includes Allied Health Professions, Pharmacists, Nurses and Midwives. If you are unsure if your profession is eligible for Advanced Practice, then please discuss with your organisations Advanced Practice Lead or Primary Care Training Hub Advanced Practice Lead. If you are unsure who this is, then please email the Faculty [advancingpractice.sw@hee.nhs.uk](mailto:advancingpractice.sw@hee.nhs.uk)

### **As funding is for the financial year not academic year, can I submit an application for a trainee that will finish their MSc in the summer (or before the academic year starts in September)?**

**Answer:** The funding is aimed towards those trainees that are starting their second and third years within the financial year. Trainees who are due to complete in this current financial year would not be eligible. For example if the trainee is finishing their MSc in the summer 2023 they would not be eligible, however if they were finishing their second year in the summer and beginning their third year in September 2023, they would be eligible.