Organisation readiness checklist - Advanced Practice Programme of study

Advanced Practitioners

NHSE North West Faculty for Advancing Practice

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 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 NHSE can identify areas in which we can better support employers across the North West in regard to advanced clinical practice.

This readiness checklist has been adapted with the kind permission of the London Faculty for Advancing Practice.

Organisation Readiness Checklist

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.	Clinical supervision timetables/plans Governance Framework		

• ACP supervisors have completed training in supervision and have on-going support for their role			
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: england.acp.nw@nhs.net