

## Organisation readiness checklist - Advanced Practice Programme of study



**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 <u>Multi-professional framework for Advanced</u> <u>Clinical Practice in England</u> 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, coordinated 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 Stra		3				
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.	plans/Organisational					
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 Clearly identified budget for ACP	Business cases, workforce plans, Internal Panels, Governance Framework including supervision, Workforce Intelligence Budget/Finance reports					
development	Membership of ACD ICS					
ACP Leads to have an involvement at an ICS level Identify where advanced roles exist and map	Groups Scoping your					
against the Framework to establish where development is needed for transition to ACP roles	baseline/workforce intelligence					
Yearly Workforce Planning and Rec	ruitment					
Robust process to ensure ACP roles are considered in the annual operating workforce planning	Workforce planning					
<ul> <li>Services to have a business case to underpin the workforce requirement of a multiprofessional ACP role including</li> <li>Confirmed funding for a substantive ACP post on completion of their training</li> <li>job description that covers all four pillars, purpose and scope</li> </ul>	Business cases, Job descriptions, job plans,					
<ul> <li>Robust processes for</li> <li>Identifying and prioritising for HEE funding</li> <li>recruitment and selection into trainee ACP level roles</li> <li>monitoring progress of trainees and recording completion of training.</li> </ul>	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						
<ul> <li>Scope existing ACP trainees and Supervisor to assess</li> <li>If each ACP trainee has a named and appropriate supervisor</li> <li>appropriate levels of supervision are in place.</li> </ul>	Clinical supervision timetables/plans Governance Framework					

## Organisation Readiness Checklist

Workplace assessment of ACP       ACP strategy, workforce         trainees are carried out by competent       reviews         assessment tools       Job plans, contracts of         Commitment to provide protected study time (and study leave) for all trainee ACPs       Job plans, contracts of         Planned and common approach to clinical supervision in place for ACP roles       Individual learning plans         (incl trainees)       Job 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 consumications, minutes of for supervisory support (£2600 per trainee per meetings       ACP strategy document, communications, minutes of for supervisory support (£2600 per trainee per meetings         We provide support, training and induction for staff who supervise clinicians in ACP roles in training and beyond       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       ACP strategy, network events       ACP strategy, network							
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If you require any additional support whilst completing this checklist, please email the North West Faculty for Advancing Practice: <a href="mailto:england.acp.nw@nhs.net">england.acp.nw@nhs.net</a>