

Readiness checklist for Primary Care - Advanced Practice Programme of study



Advanced Practitioners



Readiness Checklist for Primary Care

The North West Faculty for Advancing Practice are supporting PCN's, Practices and other primary care organisations to develop Advanced Practice roles in primary care.

Is my organisation ready to implement and support Advanced Clinical Practice?

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 senior education lead responsible for Advanced Practice, this may be a GP, Practice Manager or an ACP lead. When considering the development of an Advanced Practice role this checklist will assess your readiness.

How do I complete this checklist?

Rate your extent of readiness on a scale of 1 to 5, as detailed below:

Rating score	1	2	3	4	5
Rating description	Nothing yet planned	Planned	Developing	Progressing	Ongoing monitoring
Rating summary	Emerging		Developing	Maturing	

Area to check	Examples of evidence	Rating	Actions for Improvement
Organisational Leadership and Strategy			
There is clear commitment and understanding of Advanced Practice roles at senior level	Named executive/senior manager sponsor (eg AP Lead, PM, GP partner)		
Advanced Practice has been identified as a service/population need in your workforce strategy	Organisational strategy / workforce plans		
Practice or organisation has been signed off as a unified learning environment	Recent audit carried out with you Primary Care Training Hub		
Clearly identified budget for ACP development	Budget / Finance reports		
Engagement with your local Primary Care Training Hub for Advanced Practice	Evidence of engagement with the Training Hub		
Workforce planning and recruitment			
A business plan or case to underpin the workforce requirement of a multi-professional Advanced Practice role	<ul style="list-style-type: none"> Confirmed funding for a substantive ACP post on completion of their training Job description covers all four pillars, purpose and scope or practice and a speciality capability framework mapped to the role has been identified 		
Robust processes for recruitment and selection	<ul style="list-style-type: none"> Appropriate job description Equitable recruitment process There is a specific role during training and once qualified 		
Suitable candidate meets the university entry requirements and are prepared for the demands of education and training.	ACP recruitment and selection strategy		

Supervision and support from the organisation			
There is a governance structure / framework in place for supervision	<ul style="list-style-type: none"> Clinical supervision timetables (minimum 1 hour per week) There is a named co-ordinating Educational Supervisor Practice/organisation have completed the readiness to support supervision checklist. Named supervisor has completed the readiness checklist. Job plans provide time for on the day supervision, training, and work-based assessment. There is an Individual learning plan template 		
Commitment to provide protected study time (and study leave) for all trainee ACPs	Job plans, contracts of employment		
Supervisors have completed training in supervision, utilise the 'Advance practice workplace supervision minimum standards' to guide their practice and have on-going support to maintain capability within their role as outlined in the 'Advanced practice Supervisor capabilities framework'	<ul style="list-style-type: none"> Strategy for appropriate experienced Advanced Practitioners or Doctors to develop as supervisors. Supervisors have completed the readiness to support checklist 		
Ongoing requirements			
We have mechanisms for evaluating the impact of Advanced Practice roles	Service evaluation		

If you require any additional support whilst completing this checklist, please email the North West Faculty for Advancing Practice: england.acp.nw@nhs.net

Please note, this self-assessment tool is to help organisations/practices establish their organisational readiness and will not have an impact on any future funding an organisation may receive to support advanced clinical practice.

Please also refer to the [Workplace Supervision for Advanced Clinical Practice](#) when completing the checklist.

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