

If attendees could kindly ensure that their microphones & cameras are switched **off** during the webinar to reduce any noise interference or bandwidth issues.

Thankyou

Supporting the Advanced Practice trainee in difficulty



SW Region Advanced Practice Faculty - AP Networking Event 2022

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Purpose

WE will

- ✓ Explain the 'trainee in difficulty' flowchart
- ✓ Explore the responsibilities of the trainee, the manager/supervisor, AP lead & AP faculty
- ✓ Look at possible solutions when the trainee is in difficulty

YOU can help

- ✓ Disseminate and share wider
- ✓ Influence the advancing practice agenda in the SW Region to benefit your people



Why do we need this?



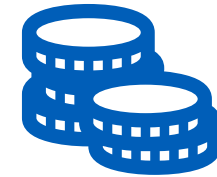
Consistency



**Get the
Trainee
Through
Their
Training**



**Patient and
Practitioner
Safety**




**Best use of
public funds**

What's the expectation?

There is an expectation for all Advanced Practitioner trainees that they are proactive in managing their learning journey.


This includes acting to manage & resolve problems that may occur during the course of their training programme, with the support of their manager, supervisor, organisational AP Lead and HEE Regional AP Faculty

SW Regional Guide


Health Education England

Advancing Practice in the South West Region

A guide to implementing and funding advanced practice 2022-2023



HEE South West Faculty of Advancing Practice

www.hee.nhs.ukWe work with partners to plan, recruit, educate and train the health workforce

This Commitment Statement summarises the roles and responsibilities that support the decision by Health Education England South East Region Faculty of Advancing Practice to award Advanced Practice funding for training. The content of this agreement forms the basis of regular, 6 monthly reviews between the Faculty and the AP Lead for the Organisation/Trust/Primary Care Training Hub to track the progress and review the ongoing support and commitment needed for the duration of the funding.

SECTION 1: Basic Information

This section provides details of the parties responsible for ensuring the satisfactory provision of support, supervision and assessment processes that will ensure the successful completion of the agreed programme.

	TRAINEE	SUPERVISOR	MANAGER
Name			
Organisation			
Title			
Email			
Programme/credential			Start date
University			Planned end date

SECTION 2: Documentation

I confirm that I have received, read and understood the following documentation provided by HEE SE Faculty for Advancing Practice

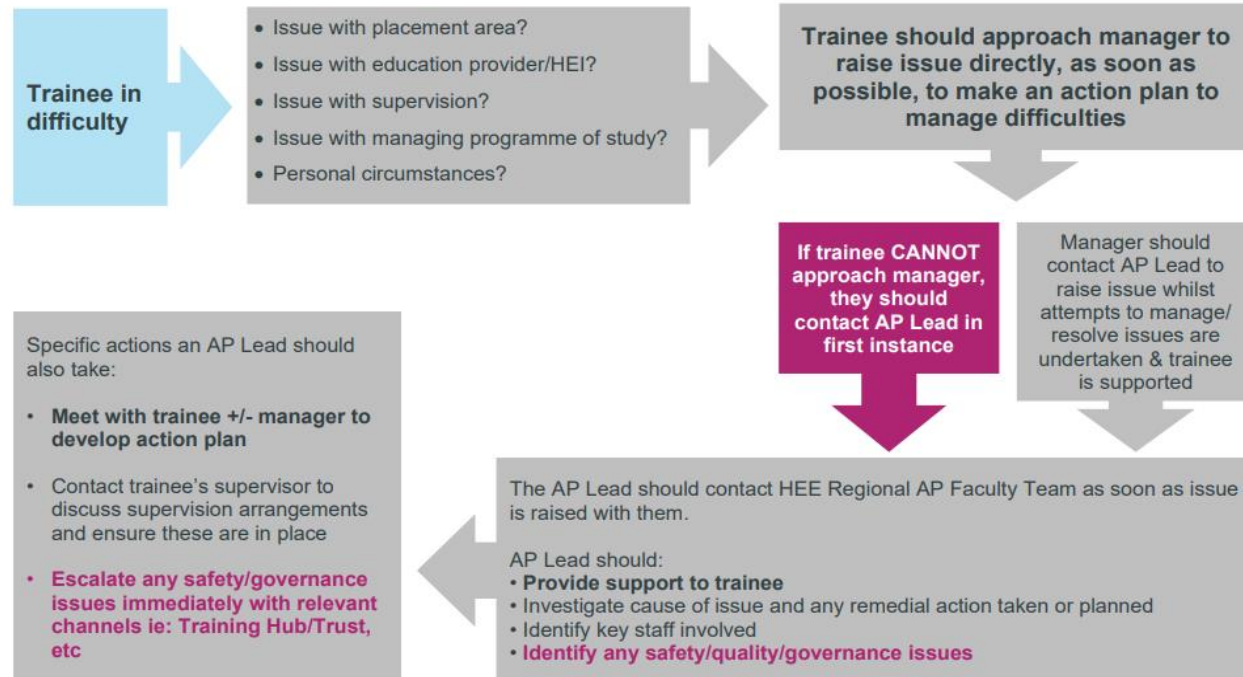
1. ACP MSc Covering Letter
2. Advancing Practice in the South East Region. A guide to implementing and funding advanced practice 2022-2023
3. Advanced Practice Workplace Supervision – Minimum standards for supervision.

Trainees in difficulty: general principles

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Appendix 3

Trainees in difficulty: general principles



- Trainees can get into difficulty at any point in their learning journey
- Difficulties can come from a variety of directions
- Most can be managed effectively and without disruption to the trainee journey

• The KEY is:

- early 'flagging' of issues
- Raising issues with those most able to help resolve them
- Clear 'flow' of communications
- Open & honest dialogue

Issues for trainees may
also indicate safety
concerns for patients

Difficulties with HEI studies

South West Faculty of Advancing Practice

Trainees in difficulty: Difficulties with academic studies

There is an expectation for all Advanced Practice trainees that they are proactive in managing their learning journey. This includes acting to manage & resolve problems that may occur during the course of their training programme, with the support of their manager, supervisor, organisational AP lead and HEE Regional AP faculty.

Trainee experiencing difficulties with MSc Programme / University studies

Within 4 weeks of trainee experiencing difficulties:

Trainee contacts MSc AP pathway lead or personal tutor at HEI to organise support for studies

Within 1 week of trainee contacting HEI:

Trainee contacts manager & supervisor(s) to discuss issues and to make appropriate arrangements for adjustments in practice placement if needed

The trainee MUST report to their manager IMMEDIATELY:

- If they intend to leave the programme
- If they refer on assignments/need to resubmit assignments: these may be university assignments or practice placement assignments/portfolios/skills, etc.
- If they get into difficulties in attending required study days, and/or are unable to attend.
- If they are considering asking for a deferment, or to intermit on their programme.

The manager MUST report this to HEE within 7 days of being informed of any the above by the trainee.

If the manager cannot be contacted for any reason, the trainee should contact their supervisor instead. The supervisor MUST then contact HEE within 7 days.

Managers/supervisors should contact HEE via advancingpractice.sw@hee.nhs.uk and head the email 'Trainee concern' all 'Trainee concern' emails will be answered within 7 days of receipt.

Trainee A is struggling to get their academic work completed – they have referred on an assignment and are now worried about getting behind in their studies.....

- Explore the causes
- What's happening in the practice area?
- Raising issues EARLY is more likely to lead to successful resolution

Difficulties with HEI studies

Intermit

**Additional
support in
clinical
placement**

**Coming off
programme**

**Recognition of
additional
learning needs:
dyslexia, etc**

Difficulties in placement areas

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Trainees in difficulty: Difficulties in trainee placement areas

There is an expectation for all Advanced Practice trainees that they are proactive in managing their learning journey. This includes acting to manage & resolve problems that may occur during the course of their training programme, with the support of their manager, supervisor, organisational AP Lead and HEE Regional AP Faculty.

Trainee experiencing difficulties in the training placement area: these may be work-related or personal circumstances

- Trainee should meet with manager of placement area to raise any issues at earliest opportunity: within 7-10 days from start of issue
- Trainee should also contact supervisor to arrange support and make an action plan of how to resolve issues (same time frame as with manager)
- **Any issues relating to patient safety or safety of the placement environment MUST be reported to manager and supervisor immediately**

- If issues cannot be resolved, the organisational AP Lead must discuss with HEE any plans for the trainee to move placement areas, before any move occurs (excepting emergencies)
- The trainee must stay in contact with manager, supervisor and AP lead (if they are involved) at regular intervals

- Efforts must be made to resolve any issues within the placement area, an action plan should be made by the trainee, supervisor, manager and, if appropriate, the organisational AP Lead within 7 days of first contact.
- The action plan should have SMART targets.
- **The trainee, manager (or supervisor) MUST contact HEE at this point, to advise that trainee is in difficulty and to share the action plan. At this stage, HEE will not take any action but will be aware of concerns.**

- If trainee is unable to discuss issues with manager and/or supervisor – because of absence or breakdown in relationship, for example, trainee should contact organisational AP Lead within 7-10 days of start of issue
- Any concerns about safety of trainee placement and/or patient safety **MUST** be reported to AP Lead immediately

Trainee's supervisor has left – there is now no-one to supervise them. The trainee is not being able to develop across all 4 pillars of AP and feels unsupported.....

- Explore the causes
- What's happening in the practice area?
- Raising issues EARLY is more likely to lead to successful resolution

Difficulties in placement areas

**Making a robust
action plan with
SMART goals**

**Tripartite
meetings**

**Additional
supervision/
supervisors**

**Moving
base site**



The goal is to help the trainee, manager and supervisor to navigate any difficulties that arise during the learning journey – so that the trainee can successfully complete their programme of study, qualify as an advanced practitioner and perform confidently, competently and safely in their place of work.



**Any
questions?.....**

Staying Connected



HEE advanced practice website:
<https://advanced-practice.hee.nhs.uk/>



Email: advancingpractice.sw@hee.nhs.uk



Twitter: [@NHSHEE_SWest](https://twitter.com/NHSHEE_SWest)

