Service or speciality readiness checklist - Advanced Practice Programme of study



**NHSE North West Faculty for Advancing Practice**

If you require any additional support whilst completing this checklist, please email your Trust AP Lead.

The self-assessment is a tool available to help services/specialities establish their readiness and will not have an impact on any future funding an organisation may receive to support advanced clinical practice. An action plan should be developed and implemented to ensure all governance and processes are set up to ensure the success of Advanced Clinical Practitioner roles for services and patient outcomes.

**Is my service or speciality ready to implement and support Advanced Clinical Practice?**

The checklist is a self-assessment tool based on the key principles of the [Multi-professional framework for Advanced Clinical Practice in England](https://www.hee.nhs.uk/our-work/advanced-clinical-practice/multi-professional-framework) and should be carried out by those responsible for the service in the development of new roles in collaboration with the organisational AP Lead. When considering the development of an Advanced Practice role this checklist will assess the service 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** |
| **Service/Speciality Leadership and Strategy** |
| There is clear support and commitment for Advanced Practice roles at a senior level within the service/speciality  | Named senior sponsor   |  |  |
| Your service/speciality workforce strategy has identified Advanced Practitioners as a workforce solution to service/population need. | Workforce plans/service or speciality 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     |  |  |
| Service/Speciality leadership team has clear connections with Trust AP Leads | AP Lead has sight of all assurance |  |  |
| If service/speciality have existing advanced practice roles, have they been mapped against the Framework to establish where development is needed to ensure full utilisation of ACP workforce  | Scoping your baseline/workforce intelligence /Job Plans to cover all 4 pillars of practice.  |  |  |
| **Workforce planning and recruitment** |
| Robust process to ensure ACP roles are considered in workforce modelling and workforce planning for all four pillars of practice.  | Workforce planning   Service/Speciality Strategy  |  |  |
| Services to have clarity of the role and its scope to underpin the workforce requirement of an ACP role considering the mult-professional framework | Job descriptions and person specification, job plans,   |  |  |
| Robust processes for equitable recruitment and selection | Appropriate job description  Equitable recruitment process There is a specific role during training and once qualified  |  |  |
| 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**  |
| There is a governance structure / framework in place for supervision  | * Clinical supervision timetables (minimum 1 hour per week)
* There is a named co-ordinating Educational Supervisor
* Named supervisor has completed appropriate supervision training
* 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’   | * Strategy for appropriate experienced Advanced Practitioners develop as supervisors.
* Capacity for the appropriate medical workforce to provide supervision
* Supervisors have completed the readiness to support checklist
* Appropriate training provided where required
 |  |  |
| The service/speciality aligned to the Trust’s governance and processes in place for ACP trainees in difficulty or failing  | * HR structures in place in preparation
* Service/Speciality lead partnership with HEI, Organisational AP Lead’s and Faculty for Advanced Practitioner
 |  |  |
| **Ongoing requirements** |
| 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   |  |  |

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