



ACP Ready Scheme 2023/24

Information Pack for Practices

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1 Introduction

In response to the rising demand for the development of Advanced Clinical Practitioners (ACPs) in Primary Care, Health Education England North has increased the number of trainee ACP posts they are able to support in general practice.

This scheme is open to practice nurses who wish to continue with their career development and allied health professionals, such as paramedics, physiotherapists and pharmacists who wish to develop ACP roles in Primary Care.

In addition to the bursary and course fees available from HEE, the ACP Ready Scheme offers general practices in Humber and North Yorkshire additional support for education and training during completion of an MSc in Advanced Clinical Practice whilst working in the Primary Care environment including local support for trainees and supervisors.

To meet the rising demand for ACPs, some universities are planning to run more than one intake. If your practice wishes to take advantage of the scheme, please contact your local University to determine the very latest position with regard to their ACP courses including start dates and application processes.

HEE North are working to support consistency through the principles detailed in the Multi professional Framework for Advanced Clinical Practice in England detailed below.

<https://www.hee.nhs.uk/sites/default/files/documents/HEE%20ACP%20Framework.pdf>

2 Scheme description

To assist general practices in taking the step of considering the appointment of a practitioner to train as an ACP, HEE North are offering:

- **The apprenticeship route (see section 6)**
 - Fees paid via the levy from the organisation
 - A training grant of £10,200 per year payable over a 3-year period.
- **The HEE/HEI fees paid route (exceptional circumstances)**
 - Fees paid directly to the HEI for courses on the preferred supplier list
 - A training grant of £10,200 per year payable over a 3-year period.

This incentive is to be used to support the education and training of a new ACP employment whilst working towards completing the MSc in Advanced Clinical Practice. The Humber and North Yorkshire Primary Care Workforce & Training Hub (PCWTH) are hoping to provide a supplementary ACP Ready scheme that will provide additional support to local trainee ACPs, supervisors and participating practices, coordinated through the network and led by Haxby Group Training within the Humber and North Yorkshire area.

The scheme hopes to be open to the full variety of roles which practices may choose to develop into an ACP, examples include:

- Registered Nurses developing into an Advanced Nurse Practitioner (ANP)
- Paramedics
- Physiotherapists
- Pharmacists

Practices who wish to support their staff to undertake a University ACP Masters programme should give careful consideration to how they will supervise and support their staff member as they complete the clinical element of these programmes; putting key learning into practice and moving into new ACP roles with the practice upon completion of their studies. Practices taking part in the scheme will develop an educational plan for the new ACP and have a named appropriate supervisor within the practice.

An interested practice must be able to show evidence of:

- A defined role for the ACP to carry out
- Ability to provide a good quality learning environment which involves the whole practice team providing a positive supportive culture of learning
- Ability to allocate a named formal supervisor(s) with the sufficient skills and capacity to support and mentor the ACP (*ideally with a teaching qualification although not essential*).
- Ability to provide access to a range of appropriate experiences for a career in primary care
- Commitment to attend and participate in educational events coordinated by the PCWTH hub

These elements will be used to assess potential bursary recipient practices' suitability for this scheme and acceptance onto the scheme cannot be guaranteed.

When advertising for and recruiting candidates, practices should ensure that they meet the University entry criteria for the ACP Masters programme. This may vary slightly between HEIs but as a guide includes:

- Holds a first degree at 2:1 (there may be some exceptions).
- Registered with the Nursing and Midwifery Council, the Health Care Professions Council, or the General Pharmaceutical Council.
- Has been working in a clinical area for a minimum of three years and is currently working in a relevant clinical area with access to a suitable supervisor for one day per week during the first two years of the course.
- Must be able to attend University during term time, University attendance may be one or two days per week.

Practices must ensure that their candidates meet these criteria in order to successfully enrol on the ACP Masters programme and receive the funding. In order to make sure a candidate is suitable prior to employment it is recommended that practices offer a 'conditional post of employment' subject to successfully gaining a place on the course. Candidates should be encouraged to complete the university application as soon as the 'conditional offer' is made. If you are unsure whether your candidate meets the entry requirements it is recommended to liaise with your chosen university to confirm.

3 HEE expectations of practices

Successful recipient practices are expected to;

Expectations of successful recipient practices

Pre-employment:

- Discussion within the practice to employ a trainee Advanced Clinical Practitioner (ACP) or develop an existing member of staff into the role of ACP
- Consideration of how the new practitioner will be supported through their training period and what education and support they may need to access
- Consideration of which University MSc course they will apply to attend
- Meet/discuss the scheme with the PCWTH hub practice and be party to an initial suitability assessment if required
- Advertise for a new ACP to work at their practice or commit to an existing member of staff undertaking the role

Employment/role commenced:

- Assign a supervisor for the new ACP who will support them during their initial period within the practice
- Develop an ACP educational plan which has been agreed between the new employee and their supervisor at the employing practice
 - The plan should include a HEE North approved MSc programme.
 - The plan should also include a statement regarding how the employing practice will support the new practitioner in matters such as agreed released time for education/training
 - Additionally this plan should be shared with the PCWTH hub practice
- Commit to releasing appropriate time for study and support. Exact requirements vary by university but as a guide this may be 1-2 days per week at University and a day per week educational time in practice.
- Review the ACP educational plan regularly throughout the two year Advanced Clinical Practice Programme
- Support the ACP throughout dissertation
- Ensure appropriate insurance is in place

Overall responsibility:

- Keep accurate financial records regarding claims relating to the ACP Ready scheme
- Allow PCWTH hub practices/HEE access to all information and requirements related to the scheme including;
 - Answering questions relating to the scheme's suitability assessment
 - Providing details of staff appointed in relation to the scheme
 - Supplying the name of an assigned GP mentor
 - Providing copies of agreed ACP educational plans in the timescales required
- Actively participate in audits and evaluation of the scheme as and when required
- Attend PCWTH hub practice-led activities related to ACP staff such as workshops, networking, education or information sharing events and contribute as required.
- Actively contribute (as required) to any work which is being undertaken across Yorkshire and the Humber regarding the development of a 'standardised' offer of ACP educational journey for the ACP workforce

4 Support available to practices as part of the ACP Ready Scheme

- Signposting to locally available MSc courses in Advanced Clinical Practice.
- Example job description, person specification, and job advertisements are available which can be adapted for individual practice use.
- Example competency documents are available to be used as a guide and adapted appropriately for individual practice use.
- The PCWTH hub practice will be able to advise the likely support a new trainee ACP will require as part of their training period.
- The PCWTH hub will offer ongoing support for supervisors and assist in coordinating group educational sessions for ACPs and supervisors.
- Educational support document for guidance and recording of educational plans and induction.

5 Financial support available

In this current financial year HEE North has committed to support new trainee ACPs in Primary Care across Yorkshire & Humber.

Funding has been apportioned as below:

Timescale	Amount	Description
Year One – After commencement on MSc course	£10,200	<p>Training Bursary</p> <p>Payable upon confirmation of the following information;</p> <ul style="list-style-type: none"> • Details of the new ACP • Name of supervisor supporting the new ACP • Commencement on MSc
Year Two – Continuation of MSc course	£10,200	<p>Training Bursary</p> <p>Payable upon confirmation of the following information;</p> <ul style="list-style-type: none"> • Continued progression on MSc course and starting 2nd year of programme
Year Three – Continuation of MSc course	£10, 200	<p>Training Bursary</p> <p>Payable upon confirmation of the following information;</p> <ul style="list-style-type: none"> • Continued progression on MSc course and starting 3rd year of programme

5.1 Utilisation

The financial support that practices receive from HEE is to be utilised to support the education/learning aspects of an ACP training period, which may include backfill for the release of supervisor time to support the ACP. This may also include non-medical prescribing.

It is **not** designed be utilised to;

- Support any other activities relating to the employment of new staff such as statutory and mandatory training
- Supplement or replace local practice induction
- Support non education or training related activities
- Pay for new legal or legislative training requirements relating to the provision of primary care services

Information regarding payment utilisation may be required by the PCWTH hub practice/HEE as part of an audit and evaluation of the scheme.

6 Apprenticeship Funding

Details

- There are several options for apprenticeship funding depending on organisation size.
- If your organisation requires further help with the levy transfer or reservation of funding, please contact rachel.chalk@hee.nhs.uk

7 How the scheme will be assessed

Overall

- Qualitative feedback from the ACPs, supervisors, and patients
- Knowledge and experience gathered about new ACP educational needs
- Numbers of new ACPs working in primary care pre and post scheme

Other data collection

- No. of practices interested in the scheme versus those who are successful
- Appointee details and professional registration numbers
- Educational plans
- Analysis of financial support spend by practices

8 Frequency Asked Questions (FAQs)

Question**Response**

Why are HEE offering this scheme to staff other than doctors?

This scheme is intended to encourage practices to move away from 'recycle and poach' approach to recruiting experienced staff from neighbouring practices and to increase the range of skills available to patients.

Does the proposed ACP need to be full time?

Both full-time and part-time employees will be considered for the scheme. Regardless to the hours worked, all new staff will require the same level of training in potentially the same number of topics. Staff will also need to regularly attend University to fulfil the MSc course.

Is there a standard educational offer for a new ACP?

Practices will access the MSc in Advanced Clinical Practice at a local University. Work is being undertaken within Humber and North Yorkshire to provide guidance in relation to in-house support and training. PCWTH hubs will offer support and guidance for supervisors and assist in coordinating group educational sessions.

The MSc in Advanced Clinical Practice is available at most of the Universities across Yorkshire and the Humber, full details and application information can be found on each University's website. Some Universities have more than one intake in the year.

Information for each university can be found on the links below. Further details on all of the Advanced Clinical Practice courses offered within Y&H can be found in the HEE guidance document in appendix 1.

When and where are courses available, and how do I apply?

Hull University

[MSc Advanced Clinical Practice course | University of Hull](#)

York University

<https://www.york.ac.uk/study/postgraduate-taught/courses/msc-advanced-clinical-practice/>

Leeds Beckett University

[MSc Advanced Clinical Practice Course | Leeds Beckett University](#)

Leeds University

[Advanced Clinical Practice MSc | University of Leeds](#)

Sheffield Hallam University

[MSc Advanced Clinical Practice Part-time 2023/24 | Sheffield Hallam University \(shu.ac.uk\)](#)

University of Sheffield

[Advanced Clinical Practice \(General Practice\) MMedSci | 2023 | Postgraduate \(sheffield.ac.uk\)](#)
(MMedSci General Practice Advanced Nurse Practitioner)

What are the entry requirements for MSc courses?

Specific requirements for each University can be found on their individual websites, however as a guide most require:

- You hold a first degree at 2:1 (there may be some exceptions).
- You are registered with the Nursing and Midwifery Council, the Health Care Professions Council, or the General Pharmaceutical Council.
- You have been working in a clinical area for a minimum of three years and are currently working in a relevant clinical area with access to a suitable supervisor for one day per week during the first two years of the course.
- You need to be able to attend University during term time and have the full support of your workplace management. University attendance may be one or two days per week
- You may be required to pass an interview at the University

If you are unsure whether your candidate meets the entry requirements it is recommended to liaise with your chosen university to confirm.

What is the structure of the MSc course?

Aligned to the Multi-professional framework for advanced clinical practice in England (HEE 2017), the agreed modular structure for the course incorporates the opportunity for trainee ACP's to demonstrate achievement of the capabilities defined within the 4 pillars underpinning practice at this level and the area specific clinical competencies through access to specialist modules.

The below outline provides a guide, actual module titles, credit values and sequencing will be HEI specific

Award	*Core Modules to include the four pillars of clinical practice, leadership and management, education and research, to enable demonstration of core capabilities and area specific clinical competence (HEE 2017)
PG Certificate (60 credits)	(1) Pathophysiology/Pharmacology
PG Diploma (120 credits)	(2) Clinical assessment, history taking & decision-making
	(3) Prescribing** for healthcare professionals
Masters (180 credits)	(4) Specialist focused module (selected from range of options)
	(5) Leading and managing teams and services
	(6) Developing evidence for practice and service enhancement
	(7) Dissertation/project focused on service improvement initiative
**If the Trainee ACP has completed a professionally approved prescribing programme (or this is not currently accessible to their profession/role), the programme should include the opportunity to select relevant 'specialist focused' module(s).	

How do we receive the Training Bursary Payments?

You will receive these via the PCWTH. You will be advised when to expect these payments, and for confirmation that your candidate remains on the course.

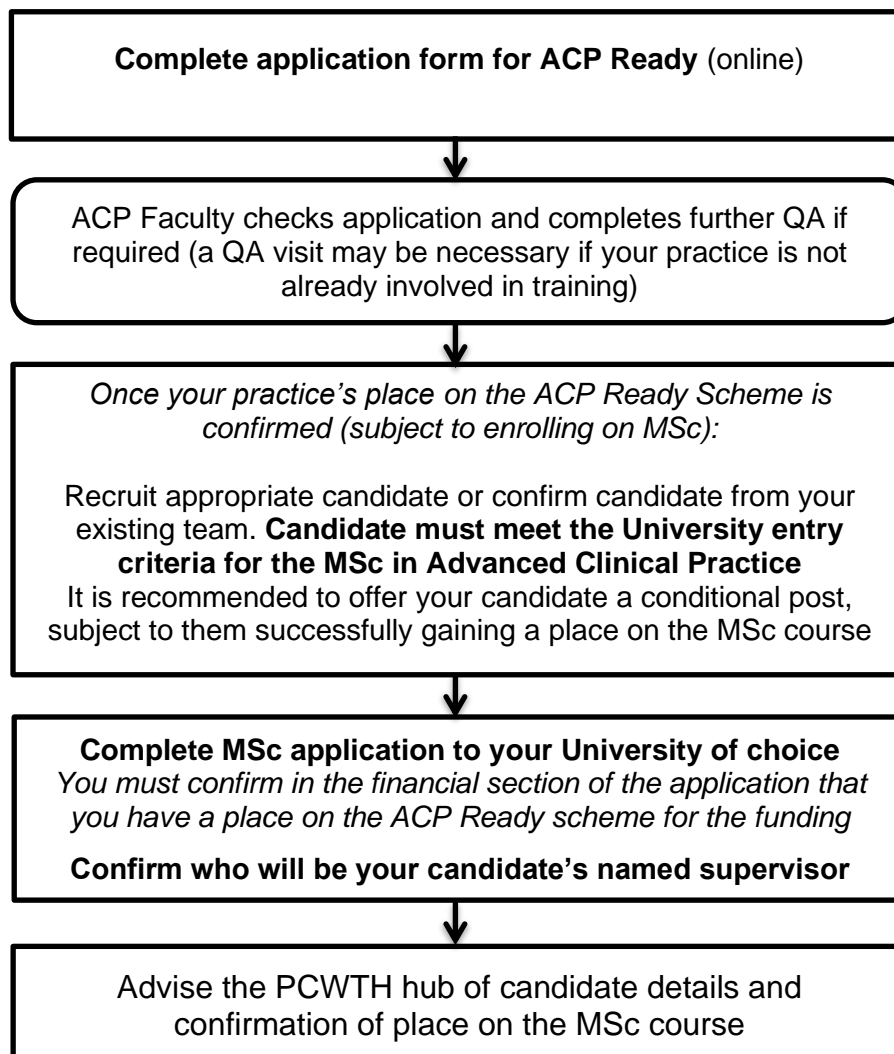
What happens if two or more practices employ the same individual?	The mentorship and education support monies are individual specific i.e. a new ACP would only have one MSc funded and the £30600 for training and supervision could be shared amongst employing practices. It would be up to practices to agree a fair split between themselves, dependent on number of hours, supervision responsibilities etc.
What if a trainee ACP wants to defer their course offer?	This should be discussed in the first instance with the HEI. If the trainee ACP is granted a leave of absence from their course, there is no guarantee that they will return to the ACP Scheme with the same level of training grant funding as awarded previously.
What happens if the trainee ACP moves to a different employer during training?	If a trainee ACP moves to a different employer, please contact the PCWTH to complete a form. If agreeable with the new surgery, they would be able to carry on with the apprenticeship as this is funded separately and would follow the trainee.
Is there a salary recommendation?	Salaries are for agreement with the employer and may depend on the individual's particular set of circumstances, experience, development etc. HEE guidance recommends: Practitioners, recruited as Trainee Advanced Clinical Practitioners, are normally placed within the NHS Agenda for Change salary mid-range Band 6 - 7 (or equivalent) and, following successful completion of the 'Trainee ACP Programme', Master's award, period of preceptorship including any locally agreed requirements, are placed within the salary mid-range Band 7-8a (or equivalent).
How much study time and supervisor/mentor support is required during the ACP course?	Specific requirements during the master's programme vary depending on the university. As a guide most courses entail one day a week at University (some may be two days per week) and one day per week should be supernumerary learning in practice, which may consist of a variety of learning experiences such as shadowing, tutorials etc. Individual universities may have differing guidance about what form this takes, your university of choice will be able to provide you with their requirements. Much of an ACPs training is also achieved by experiential learning, as even in independent clinics they have a lot of contact with the GPs and multidisciplinary team they are working alongside for queries, support and debriefs. Trainee ACPs on the master's programme need a named GP to act as their primary supervisor/preceptor/mentor but they can also work alongside other GPs and members of the team. Your university of choice will provide you with their specific requirements regarding how much of their time should be spent with the named supervisor.

How long should ACP appointments be and what debriefs do they need?

Once trainee ACPs have gained competency they will have independent clinics with long appointments to start - possibly 30 mins depending on experience, this should be agreed between the trainee and their supervisor. Appointment length can reduce over time as appropriate to the new ACP's increase in skill and confidence, in agreement between the trainee and their supervisor. Each individual will be different depending on their starting experience, as a guide this may be a reduction to 25-minute appointments at around 3-6 months and to 20 minute appointments at around 6-9 months. Commonly ACPs work towards eventually having 15 min appointments with experience, once they have completed their training. Trainee ACPs should always have a GP on site for support, ideally the GP will have a few extra blocks in their clinic to give capacity for any queries and debrief at the end of each clinic (similar to a foundation doctor or registrar).

What process should we follow to apply?

Below is a flowchart guide to the application process:



Which practices can take part in this ACP Ready Scheme?

The scheme is open to practices covered by the Humber and North Yorkshire Workforce Board, this covers six place areas:

- East Riding of Yorkshire
- Hull
- North East Lincolnshire
- North Lincolnshire
- North Yorkshire
- Vale of York

ACP funding is also available to practices in other areas across Yorkshire and the Humber, with similar supporting schemes. If you are not based within Humber and North Yorkshire you can find out more about accessing funding and what support may be available in your area by contacting your local PCWTH.

When do we need to recruit by?

Practices applying to the scheme should consider which university intake they are aiming for their candidate to apply to.

For practices who are recruiting a new member of staff there may be a significant time frame involved in the recruitment process and notice period of the successful individual.

A recruitment timeline, for example if aiming to start the course in a September intake, may be:

	<ul style="list-style-type: none"> • Submit ACP Ready Scheme application
February	<ul style="list-style-type: none"> • Advertise 'Trainee ACP' post
April	<ul style="list-style-type: none"> • Interviews • Conditional offer made to candidate (subject to successful application to the MSc course) • Candidate completes University application
April-Jun	<ul style="list-style-type: none"> • Confirm employment offer following confirmation of place on MSc course and routine employment checks • Confirm candidate details to PCWTH Hub
Jun-Jul	<ul style="list-style-type: none"> • Potential notice period of candidate • Plan practice induction etc.
Jul-Aug	<ul style="list-style-type: none"> • Candidate commences employment and practice induction. Trainees who are new to Primary Care usually need a practice induction with shadowing and close supervision for around 4-6 weeks.
Sept	<ul style="list-style-type: none"> • Candidate commences University programme