

To Trust and Training Hub ACP Leads

Via email

London Office
 Stewart House
 32 Russell Square
 London
 WC1B 5NN



28th February 2020

Dear Colleague,

Re: Advanced Clinical Practice Programme 2020/21

I am writing to outline our intended approach to commissioning Advanced Clinical Practice (ACP) programmes in 2020/21.

There is the intention, subject to budget signoff, to provide funding for ACP for continuing and new students where this is in line with the service and workforce plans of organisations and where certain conditions are met. Trusts and Training Hubs are invited to put forward their expressions of interest for ACP training for new learners.

You are invited to put forward learners under the following training pathways:

- Advanced Clinical Practice Postgraduate Diploma programme over 2 years
- Top-up level 7 modules to fully meet the Multi-Professional ACP Framework
- Level 7 Advanced Clinical Practice apprenticeship

The expected funding model is outlined below:

Training pathway	Tuition fees	Supervision fee
ACP PG Diploma	Full tuition fees paid to the HEI for a period of 2 years practice (the individual or employer would need to fund the dissertation/third year modules)	£2,500 for 2020/21
Top-up modules	Tuition fees paid to the HEI for named modules agreed between HEE and the employer. Modules must be completed within the 2020/21 academic year and must upskill the individual to fully meet the Multi-Professional ACP Framework	N/A
ACP Apprenticeship	N/A (paid by the employer through the apprenticeship levy)	£2,500 for 2020/21

Tuition fees will be paid from HEE to HEIs directly, providing that there is already a contract in place (see annex 1). For all other HEIs not included in annex 1, the employer will be expected to pay directly and then provide HEE with proof of payment to receive a reimbursement.

Supervision fees will be paid to employers after the named individual has enrolled. A data validation exercise will take place between HEIs and HEE to confirm enrolled students.

Funding for single modules will not be provided unless there is a strong case that it is as part of an ACP pathway. Top-up modules must be completed within the academic year, no further funding will be committed. Alternative CPD funding can be used to support standalone modules for individuals who are not completing a full ACP pathway.

Continuing students are being reviewed separately through our monitoring process with HEIs, which will confirm which students are still on programme. You will be contacted at a later date to confirm continuing students and agree 2020/21 commitments.

Expectations around ACP funding are as follows:

- Funding is for programmes of accredited academic study for staff who are already registered as nurses, midwives, pharmacists or AHPs to train as Advanced Clinical Practitioners (ACP).
- This is a specific offer to develop ACPs. It cannot be replaced by an equivalent offer of funding for other activity.
- The individual should be undergoing training in line with the Multi-Professional Advanced Clinical Practice Framework.
- Staff supported by this funding must be academically eligible and ready to start a course in 2020/21 academic year.
- For new ACP trainees, a full pathway should be undertaken rather than single modules.
- The employer should make a clear case for the ACP role to demonstrate that it is one of the organisational priorities in line with their workforce plans and service requirements.
- The employer should provide assurance that there will be an ACP post on completion of training, demonstrated in the service/division establishment by way of a Job Description or job plan, to avoid investing in the upskilling of staff who cannot then put their advanced skills into practice.
- There should be a job description or job plan in place to ensure that the individual has work-based learning opportunities whilst in training.
- The employer should commit to providing a suitable learning environment to the ACP trainees, in line with the HEE Quality Framework.

Learning environment, educational and workplace supervision

The £2,500 supervision fee is available for those on a full ACP pathway to support organisational costs of supporting an ACP. It is based on the equivalent cost of 0.25PA at consultant level per week. This is available for new starts in 2020/21 and starts from 2019/20 who are in year two of the programme.

Individuals on ACP pathways require regular educational and workplace supervision, opportunities for work-based learning and adequate study leave throughout their period of training. A lack of support often results either in individuals withdrawing from the programme or seeking alternative employment; employers should consider whether they can fully support individuals before seeking funding for training.

The expectations of employers in return for the supervision fee are:

- Principles of the [HEE Quality Framework](#) should be in place for all learners.
- Sufficient study leave for university training. It is not acceptable for ACP trainees to be taking unpaid or annual leave for dedicated training days.
- Supervision provided by an appropriately trained supervisor. The expectation is that ACP trainees will have a minimum 0.25PA (1 hour) of supervision per week over the course of their training.

- Inclusion of postgraduate medical education department in discussion of supervision where appropriate to enable suitable job-planning.
- Sufficient work-based learning opportunities to gain clinical competence at an advanced level.
- Appropriate governance in place in line with the Multi-Professional Advanced Clinical Practice Framework.
- Learners should be encouraged to complete NETS survey.

Where these conditions are not met, funding may be discontinued and where there is a pattern within an employer of ACP trainees not being supported appropriately, future ACP funding may be fully withdrawn from the employer.

Next steps

1. Please complete the demand template by Friday 3rd April 2020. The template must be fully completed; and in order of priority (further details within template guidance). Where information is missing requests may not be considered.
2. Following submission of your demand from employers, HEE will review the indicative demand against the criteria outlined in this letter and within the form. Funding will then be confirmed where possible, depending on the allocated budget.
3. You will be contacted separately with confirmation of continuing students.

If you have any questions, please refer to the HEE London ACP handbook in the first instance. If your question is not answered in the handbook or you would like to provide any updates, please contact ACPenquirieslondon@hee.nhs.uk.

Kind regards,



Lisa Hughes
Interim Deputy Head of Workforce Transformation

Annex 1: List of Higher Education Institutes HEE will pay directly for ACP funding

The below list of HEIs includes all those that HEE holds a workforce development contract with which is the mechanism of payment for ACP funding. If you have ACP trainees studying at other HEIs, you will need to pay the HEI directly, provide proof of enrolment to HEE and you will be reimbursed.

Brunel University
Buckinghamshire New University
City, University of London
London South Bank University
King's College London
Kingston and St. George's University of London
Middlesex University
The Royal Marsden School
University of Greenwich
University of Hertfordshire
University of West London

Please note that this is **not** a recommended list of HEIs specifically for Advanced Clinical Practice and this list is not exhaustive of HEIs offering Advanced Clinical Practice programmes. It is the responsibility of the individual and the employer to identify a programme that is relevant for the intended ACP role and that meets the requirements set out in the Multi-Professional ACP Framework.