

Health Education England (HEE) Directory for Advancing Level Practice Frequently Asked Questions

1.0	What are the key responsibilities of HEE Centre for Advancing Practice?
<p>Health Education England has established the Centre for Advancing Practice to oversee the workforce transformation of advanced level practice. The Centre will:</p> <ul style="list-style-type: none"> • Establish and monitor standards for advanced level practice education and training • Accredite advanced level programmes • Support and recognise developing APs/ trainees, advanced and multi-professional consultant level practitioners • Develop and endorse credentials • Establish independent and supported portfolio accreditation • Maintain a directory of advanced level practitioners • Promote public and peer confidence in advanced level practice 	

2.0	When is the expected launched date of HEE Centre for Advancing Practice?
<p>This is currently planned for July 5th 2021.</p>	

3.0	What is meant by the HEE Directory?
<p>HEE Centre for Advancing Practice will maintain a public directory of registered health and care professionals who demonstrate and maintain the standards for advanced level practice through the following routes:</p> <ul style="list-style-type: none"> • Successful completion of an accredited HEI programme • Portfolio routes (independent or supported through HEI assessment). This route will recognise prior education, training and experience at an advanced practice level. <p>A directory of accredited education providers will also be held by HEE. In time the HEE Directory will also list enhanced and multi-professional consultant level practitioners.</p>	

4.0	Why is there a need for a HEE Directory?
<p>The move towards standardisation will support patient safety and accountability to the public. Standardisation will enhance workforce transformation as well as promote as public and peer confidence in this level of practice.</p>	

5.0 What do I need to do and what capabilities should I map against?

HEE EoE have advised that there is a need for those practitioners with the term **advanced** within their title who have not successfully completed an accredited HEI programme to start mapping against the capabilities across the 4 pillars of advanced level practice as outlined in the national framework for multi-professional advanced clinical practice (NHS 2017).

If there is a HEE advanced practice specialty curricula and capabilities framework for the speciality you work in you may find it easier to collect your evidence by mapping against these capabilities. By doing this you will naturally cross map against some, if not most, of the HEE multi-professional capabilities. The decision however is a personal choice.

Through the process of mapping, you will be able identify potential gaps in the expected capabilities across the 4 pillars of advanced practice. Mapping will enable you to develop an action plan to address gaps. These action plans must embed level 7 learning and may involve a wide range of learning e.g., HEI modules, leadership development, QI projects etc. See below for further information relating to level 7 evidence or contact your Lead ACP or the WSFT Advancing Roles Oversight Group.

6.0 Will I be able to enter a credential onto HEE Advanced Level Directory?

Successful completion of a HEE Centre **endorsed** credential will enable the Centre to annotate its Directory of Practitioners to indicate individuals' acquisition of specific credentials. However, the Centre will **not** maintain a directory of all practitioners who successfully complete credentials.

Other units of learning may be developed and delivered that are **not** put forward for Centre endorsement as a credential, or for which Centre endorsement is not conferred. However, they may be recognised as credentials by other organisations ([HEE Centre for Advancing Practice](#)).

If an education provider delivers a Centre-endorsed credential without securing Centre approval, practitioners who complete it successfully will not be able to secure annotation of this on their Centre directory record as a matter of course. However, the potential to be able to give recognition through the Centre's portfolio route will be considered ([HEE Centre for Advancing Practice](#)).

Where a credential already exists, there is an intention by HEE that there will be a mechanism by which HEE may provide recognition.

Further Information see: <https://www.hee.nhs.uk/our-work/advanced-practice/credentials>

7.0 I have credentialed with the RCN what should I do?

The Centre for Advancing Practice is exploring possible recognition/reciprocity arrangements with the RCN, RPS and SCoR for practitioners who have been through an accreditation or credentialing process to have their name listed on HEE advanced level Directory.

Any further information we have will be circulated to you promptly.

8.0 Are there any restrictions on the time period for evidence to be current?

We are still awaiting clarification from HEE. Any further information we have will be circulated to you promptly. For the HEE independent portfolio route feasibility study current evidence referred to less than 5 years. For evidence older than this there was a requirement for participants to demonstrate how they kept their evidence active, integrated it within their practice and up to level 7.

9.0 What level of evidence will be required by HEE?

Academic level 7 (master’s level) evidence is required within portfolios i.e., critical reflection, critical analysis, evaluating and creating to support the 4 pillars of advanced level practice. The following are useful websites you may wish to explore to support your portfolio development:

- Critical appraisal skills programme: <https://casp-uk.net/> or <https://casp-uk.net/casp-tools-checklists/>
- Reflection: <https://libguides.cam.ac.uk/reflectivepracticetoolkit/bibliography>
- Person-centred care toolkit: <https://www.rcgp.org.uk/clinical-and-research/resources/toolkits/person-centred-care-toolkit.aspx>

10. What type of evidence should I be collecting for my portfolio?

While not exhaustive the following list will guide the creation of your portfolio as you map against the required capabilities.

Career details:

- Employment history, details of duties and responsibilities
- Qualifications
- Evidence of recognition onto the HEE Advanced Level Directory
- Evidence of the successful completion and award of a HEE endorsed /recognised credential
- Evidence of revalidation

10.0 What type of evidence should I be collecting for my portfolio? (continued)

Career details:

- Job plan, job description and agreed scope of practice
- Publications e.g., journal publications, blogs
- Presentations e.g., conference presentations and posters
- Achievements e.g., leading a practice development group in the work setting, contributing to an ICS, regional or national project
- Continuing professional development e.g., certificates of attendance /learning
- Appraisals
- Membership of professional bodies, special interest groups, committee memberships
- Other learning.

Clinical

- Reflective accounts
- Reflective case studies
- Work based assessments (formative and summative) to demonstrate assessment of competences and capabilities - Acute Care Assessment Tool (ACAT), Case Based Discussion (CbD), Direct Observation of Procedural Skills (DOPS), mini-Clinical Evaluation Exercise (miniCEX), Multi Clinician Report (MCR), Multi-Source Feedback (MSF)
- Educational supervisor or other supervisor reports
- Patient/ carer feedback
- Teaching observation
- Logbook of operative/procedural activities including complications
- Significant events e.g., adverse events, near misses or never events
- Patient survey
- Courses – ALS, stimulation courses etc
- Quality improvement project.

Leadership and management, education and research

- Evidence of leadership: reflective accounts, CPD, 360 feedback, self-report/reflections, peer reviews, observation, clinical supervision, leadership PDP
- Evidence of delivering education/ training either formally or informally, reflective accounts, evaluation of teaching, learning and assessment activities
- Evidence of applying research in practice e.g., in relation to national standards or local policies, identifying gaps in evidence, developing a culture of research, journal club evidence, evidence significant involvement in or contribution to quality/service improvement activities e.g., clinical audit, plan, do, study, act (PDSA) project etc, primary research and reflective accounts.

11.	Which platform should I record my evidence on?
<p>This is a personal choice for example it may be a folder or an e-portfolio. HEE will soon have an e-portfolio available. Whichever platform you choose to store your evidence within, there will be a need to upload the evidence on to the HEE portal once it has become live.</p> <p>Further information will soon become available on this process.</p>	

12.	How long will the portfolio route be open for?
<p>We are waiting for further information from HEE. Any further information we have will be circulated to you promptly.</p>	

13.	Is it possible to access funding for the portfolio route?
<p>We are waiting for further information from HEE. Any further information we have will be circulated to you promptly. We would strongly recommend that you start collecting the evidence required to map against the capabilities for your portfolio. By undertaking this process, you will be in an informed position to apply to potential funding streams to address any potential gaps with meeting HEE standards for advanced level practice.</p>	

14.	I have the term 'advanced' in my professional title but I am not working at an advanced level of practice. What should I do?
<p>It is possible that you may be working at an enhanced, or multi-professional consultant level practice, or within a different role such a clinical manager. Please do not worry. A job review may be required to amend your job description and job title.</p> <p>If you would like HR guidance, please contact Adam East, WSFT HR Business Partner, Adam.East@wsh.nhs.uk. Further advice can be sought from WSFT Director of Nursing and/or WSFT Advancing Roles Oversight Group as well as your managerial supervisor.</p>	

15.	I am unable to engage in submitting evidence of level 7 capabilities to enable my name to be entered on HEE Advanced Level Directory. What should I do?
<p>Please be reassured that the WSFT will support you in this process.</p> <p>If you would like HR guidance, please contact Adam East, WSFT HR Business Partner, Adam.East@wsh.nhs.uk. Further advice can be sought from WSFT Director of Nursing and/or WSFT Advancing Roles Oversight Group as well as your managerial supervisor.</p>	

16. Where can I find additional resources for guidance on this process? What should I do?

Further information will be shortly available from HEE.

Useful resources

[APPN webinar - What is L7 Learning? - Kay Hurst recorded on 28.01.21](#)

available at: https://mmutube.mmu.ac.uk/media/1_7ovbkilj

[APPN webinar - Where to start building a L7 portfolio...Diane Reid recorded on 25.01.21](#)

available at: https://mmutube.mmu.ac.uk/media/Kaltura+Capture+recording+-+January+25th+2021%2C+8A47A30+pm/1_cz6wfb91

HEE Credentials: <https://www.hee.nhs.uk/our-work/advanced-practice/credentials>

References

NHS (2017) Multi-professional Framework for Advanced Clinical Practice in England

Available at: <https://www.hee.nhs.uk/sites/default/files/documents/multi-professionalframeworkforadvancedclinicalpracticeinengland.pdf>

17 How is the WSFT supporting this process?

WSFT expects, and will provide support to practitioners with **advanced** in their title to enable them to be recognised by HEE advanced level directory. and will communicate promptly any further information to you. Further advice is sought from HR, Director of Nursing and/or WSFT Advancing Roles Oversight Group as well as your managerial supervisor. If you would like HR guidance, please contact Adam East, WSFT HR Business Partner, Adam.East@wsh.nhs.uk

WSFT courses

If you would benefit from a refresher/update on the topics listed below please contact Beverley Walsh the WSFT Deputy Librarian Beverley.walsh1@nhs.net. Beverley has agreed to scope out the demands for updates from ACPs for the following courses:

- Finding the evidence
- Critiquing research papers
- Plagiarism
- Writing for publication
- Health literacy

Beverley is also able to direct you to on line resources that may be helpful.

WSFT register and email communication list

The WSFT Clinical Education Department is responsible for keeping a register of all APs and developing APs/trainees practising within the organisation. Once a developing AP/trainee reaches the end of their academic and clinical training and has been signed off by the AROG and accepted onto HEE Advanced Level Directory, they or their Line Manager must inform the WSFT Clinical Education Department in order to update the advanced level practice register.

17	How is the WSFT supporting this process? (continued)
	<p>All advanced and developing APs/trainees must ensure their name is recorded on the WSFT local register and will need to promptly inform the Clinical Education Department of any changes to their details (e.g., change of work address, change of role and email contact).</p> <p>When an AP leaves the organisation or changes their role, they or their Line Manager must inform the WSFT Clinical Education Department to enable the advanced level register to be updated. This includes any extended periods of leave/ absence of twelve months or more.</p>