

## **Memorandum of Understanding between providers in Bath & North East Somerset, Swindon and Wiltshire (BSW) Integrated Care System (ICS) to standardise person specifications for Advanced Clinical Practitioner (ACP) and trainee ACP roles across the BSW footprint.**

### **1. Introduction**

- 1.1 This Memorandum of Understanding (MoU) describes the relationship, obligations, and agreement between Bath & Northeast Somerset, Swindon and Wiltshire (BSW) ICS partners pertaining to support the use of ACP and trainee ACP person specifications to standardise practice according to the Multi-Professional Framework for Advanced Practice in England (2017) and support recruitment to advanced practice roles across BSW organisations.
- 1.2 This document is an overarching agreement that each BSW organisation will use the ACP and trainee ACP person specifications when recruiting for future ACP roles.

### **2. Definitions**

- 2.1 In the Agreement, unless the context otherwise requires, the following words and expressions shall have the meanings assigned to them:
- 2.2 BSW organisation is a health and/or social care employer that delivers services within the BSW footprint. For the purposes of this agreement these include NHS organisation's (such as Royal United Hospital Bath, Great Western Hospital NHS Trust, Salisbury Foundation Trust, Avon and Wiltshire Partnership and the BSW CCG) and providers of NHS services (such as Medvivo and Virgincare)
- 2.3 "Memorandum of Understanding (MoU)" means this document
- 2.4 Advanced Clinical Practitioner (ACP) means a clinician who can register, or is registered, with the Health Education England (HEE) Centre for Advancing Practice, and who can demonstrate qualification, competence, and capability through:
  - MSc in Advanced Practice, mapped to the four pillars of advanced practice, or
  - Equivalent/other MSc, mapped to the four pillars of advanced practice, or
  - MSc Advanced Clinical Practitioner Apprenticeship route, or
  - Demonstratable competence and capability at an advanced practice level through achievement of Royal College or Health Education England Credentialing.
- 2.5 Trainee ACP means an individual who is on an approved course or programme of study at MSc level to attain the educational and capability requirements to become an ACP.

### **3. Background**

- 3.1 Health Education England (2017) has developed and agreed a definition of advanced practice:

'Advanced clinical practice is delivered by experienced, registered health and care practitioners. It is a level of practice characterised by a high degree of autonomy and complex decision making. This is underpinned by a master's level award or equivalent that encompasses the four pillars of clinical practice, leadership and management, education, and research, with demonstration of core capabilities and area specific clinical competence. Advanced clinical practice embodies the ability to manage clinical care in partnership with individuals, families, and carers. It includes the analysis and synthesis of complex problems across a range of settings, enabling innovative solutions to enhance people's experience and improve outcomes.'

- 3.2 Advanced Practice is multi-professional. Nurses, Midwives, Paramedics, Physiotherapists, Occupational Therapists, Speech and Language Therapists, Dieticians, Podiatrists, Radiographers and Pharmacists are examples of health care professionals who can develop into advanced practice roles.
- 3.3 Regardless of professional background, advanced practice is underpinned by the four pillars of practice:
- Clinical Practice
  - Leadership and Management
  - Education
  - Research
- 3.4 A key driver for the implementation of advanced clinical practice is to enable practitioners to practise to their full potential and to optimise their contribution to meeting population and individuals', families' and carers' needs through different models of service delivery, multidisciplinary working and in bespoke areas of practice.

#### **4. Utilisation of the ACP and Trainee ACP Person Specifications**

- 4.1 These ACP person specifications are descriptions of the qualifications, skills, experience, knowledge, and other attributes which an ACP must possess to fulfil the definition of an ACP as per Health Education England (2017).
- 4.2 The trainee ACP specification is a description of the qualifications, skills, experience, knowledge, and other attributes which an individual should demonstrate to be eligible for training towards full ACP status.
- 4.3 These person specifications can be used by service managers and human resource departments across BSW organisations to ensure recruitment documents for advanced clinical practice roles have the requisite skills and competencies.
- 4.4 The adoption of these person specifications across BSW organisations will ensure standardisation of advanced practice roles in-line with current national guidance from Health Education England (2017).
- 4.5 These person specifications will establish the essential criteria against which all candidates will be judged objectively.
- 4.6 These person specifications contain desirable criteria which can be used to establish the most suitable candidates.
- 4.7 Both the ACP and trainee ACP person specifications will inform potential applicants on the level and complexity of the ACP role and will help individuals to decide whether to apply for an advanced practice position.
- 4.8 These person specifications can be used alongside national role profiles and other recruitment documentation to facilitate role banding/salary. Trainee ACPs are usually Agenda for Change band 7 (or equivalent) and full ACPs are usually AFC band 8a (or equivalent)

- 4.9 Service providers will ensure appropriate supervision/mentorship process in line with Health Education England documents ( i.e. Workplace Supervision for Advanced Clinical Practice available at: <https://www.hee.nhs.uk/our-work/advanced-practice/reports-publications/workplace-supervision-advanced-clinical-practice> ) are in place and supported.

## **5. Equal Opportunities and Diversity**

- 5.1 No criteria have been included which could unfairly discriminate on the grounds of race, religion, belief, gender, age, disability, sexual orientation, gender re-assignment, marriage/civil partnership or pregnancy/maternity.

## **6. Appendix**

- 6.1 ACP Person Specification  
6.2 Trainee ACP Person Specification

## **7.0 Review**

- 7.1 This document will be reviewed in 2 years.

***Signed by:***

**LWAB / HR member:**

Name:..... Organisation:.....

Signature: ..... Date: .....

**Organisational lead for Advanced Clinical Practice / appropriate clinical lead:**

Name:..... Organisation:.....

Signature: ..... Date: .....

**Organisational Executive level sponsor:**

Name:..... Organisation:.....

Signature: ..... Date: .....

***Please return the completed document to the BSW ACP project lead: [naplin@nhs.net](mailto:naplin@nhs.net)***

## Advanced Clinical Practitioner Person Specification

*This person specification can be used by service managers and human resource departments to ensure that recruitment documents for advanced clinical practice roles have the requisite skills and competencies described.*

*The optional texts can be selected as needed or edited and should be transferrable to any provider and clinical setting.*

*These role descriptions have been matched to the four pillars of advanced practice as described in the HEE Multi-professional framework for ACP (2017). Please see link to framework attached below:*

[multi-professionalframeworkforadvancedclinicalpracticeinengland.pdf \(hee.nhs.uk\)](https://www.hee.nhs.uk/multi-professional-framework-for-advanced-clinical-practice-in-england)

<b>Education/Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Mapped to 4 Pillars of Advanced Practice</b>
Professional Registration with either NMC, GPhC or HCPC.	X	N/A	N/A
Evidence of MSc level education. Such as: <ul style="list-style-type: none"> <li>• MSc Advanced Practice.</li> <li>• Equivalent / other MSc mapped to the four pillars of advanced practice.</li> <li>• Demonstrated competence at an advanced practice level through Royal College or HEE Credentialing.</li> </ul>	X		Clinical Practice; Research; Leadership and Management; Education
Evidence of Continuing Professional Development	X		Clinical Practice; Research; Leadership and Management; Education
Non-Medical Prescribing if appropriate to registered profession / role.	X		Clinical Practice
Relevant role specific qualifications (i.e., Advanced Resuscitation - ALS/EPLS/ATLS, surgical skills qualification or radiology interpretation skills)	X		Clinical Practice
Completed ACP training within relevant clinical field.	X		Clinical Practice
Leadership/management course or validated portfolio evidence (if not part of MSc level qualification)	X		Leadership and Management

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Mapped to 4 Pillars of Advanced Practice</b>
Significant demonstrable experience of working as a registered practitioner in a provider organisation (e.g., acute sector, community provider, third sector, social care or primary care) and within a relevant specialty (suggested 4-5 years minimum)	X		Clinical Practice
Demonstrate an up to date and detailed knowledge of relevant guidelines and clinical practice in the specialty.	X		Clinical Practice
Evidence of recent teaching, mentorship, and supervision of staff	X		Education
Evidence of recent audit and/or research experience	X		Research
Evidence of involvement in change management and/or clinical service improvement.		X	Leadership and Management

<b>Skills and Ability</b>	<b>Essential</b>	<b>Desirable</b>	<b>Mapped to 4 Pillars of Advanced Practice</b>
Evidence of theoretical and practical skills allowing autonomous patient management (i.e., patient assessment, diagnosis and management) related to clinical scope of practice	X		Clinical Practice
Understand, encourage, and support clinical supervision and mentorship both within and across professional roles.	X		Clinical Practice; Leadership and Management
Effective leadership skills relevant to role (i.e., demonstrated ability to provide clinical professional leadership and mentorship)	X		Leadership and Management
Effective written and verbal communication skills	X		Leadership and Management
Educational skills such as identification of learning needs,	X		Education

delivery, and evaluation, providing work-based learning.			
Experience of multi-professional working	X		Leadership and Management
Ability to interpret and evaluate national and international guidelines and apply to local protocols and practice as appropriate	X		Clinical Practice; Research; Leadership and Management; Education
Ability to communicate effectively with all stakeholders including to service users, clinicians, and senior leadership teams. This will require proven ability and leadership skills demonstrating motivational, visionary, diplomacy and negotiation skills.		X	Leadership and Management
Works under own initiative with strong organisational skills and ability to achieve to deadlines	X		Leadership and Management
Able to use high-level problem-solving and analytical skills and manage complexity.	X		Leadership and Management
Effective time-management and prioritisation skills	X		Leadership and Management
Appropriate level of I.T literacy (i.e., for radiology, pathology, microbiology ordering as per Trust / organisational protocols, utilising patient systems)	X		Clinical Practice

## Trainee Advanced Clinical Practitioner Person Specification

*This person specification can be used by service managers and human resource departments to ensure that recruitment documents for advanced clinical practice roles have the requisite skills and competencies described.*

*The optional texts can be selected as needed or edited and should be transferrable to any provider and clinical setting.*

*These role descriptions have been matched to the four pillars of advanced practice as described in the HEE Multi-professional framework for ACP (2017). Please see link to framework attached below:*

[multi-professionalframeworkforadvancedclinicalpracticeinengland.pdf \(hee.nhs.uk\)](https://www.hee.nhs.uk/multi-professional-framework-for-advanced-clinical-practice-in-england)

<b>Education/Qualification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Mapped to 4 Pillars of Advanced Practice</b>
Professional Registration with either NMC, GPhC or HCPC.	X	N/A	N/A
Demonstrate (by example, portfolio or existing M-level module attainment), an enhanced level of current clinical practice that includes autonomous practice and ability to manage risk, uncertainty, and complexity	X		Clinical Practice
Evidence of ability and willingness to undertake full MSc Advanced Clinical Practice/or equivalent MSc level education. Such as: <ul style="list-style-type: none"> <li>• BSc (Hons)/BN</li> <li>• Post Registration Level 6/7 modules.</li> </ul>	X		Clinical Practice; Research; Leadership and Management; Education
Evidence of Continuing Professional Development	X		Clinical Practice; Research; Leadership and Management; Education
Non-Medical Prescribing if appropriate to registered profession / role		X	Clinical Practice
Relevant role specific qualifications (i.e., Advanced Resuscitation – ALS/EPLS/ATLS, surgical skills qualification or radiology interpretation skills)		X	Clinical Practice
Leadership/management course		X	Leadership and Management



or validated portfolio evidence (if not part of MSc level qualification)			
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<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Mapped to 4 Pillars of Advanced Practice</b>
Significant demonstrable experience of working as a registered practitioner in a provider organisation (e.g., acute sector, community provider, third sector, social care, or primary care) and within a relevant specialty (suggested 4-5 years minimum)	X		Clinical Practice
Demonstrate an up to date and detailed knowledge of relevant guidelines and clinical practice in the speciality.	X		Clinical Practice
Evidence of recent teaching, mentorship and supervision of staff		X	Education
Evidence of recent audit and/or research experience		X	Research
Evidence of involvement in change management and/or clinical service improvement.		X	Leadership and Management

<b>Skills and Ability</b>	<b>Essential</b>	<b>Desirable</b>	<b>Mapped to 4 Pillars of Advanced Practice</b>
Evidence of theoretical and practical skills allowing autonomous patient management (i.e., patient assessment, diagnosis, and management) related to clinical scope of practice		X	Clinical Practice
Understand, encourage, and support clinical supervision and mentorship both within and across professional roles.	X		Clinical Practice; Leadership and Management
Effective leadership skills relevant to role (i.e., demonstrated ability to provide clinical professional		X	Leadership and Management

leadership and mentorship)			
Effective written and verbal communication skills	X		Leadership and Management
Educational skills such as identification of learning needs, delivery and evaluation, providing work-based learning.		X	Education
Experience of multi-professional working	X		Leadership and Management
Ability to interpret and evaluate national and international guidelines and apply to local protocols and practice as appropriate	X		Clinical Practice; Research; Leadership and Management; Education
Ability to communicate effectively with all stakeholders including to service users, clinicians, and senior leadership teams. This will require proven ability and leadership skills demonstrating motivational, visionary, diplomacy and negotiation skills.		X	Leadership and Management
Works under own initiative with strong organisational skills and ability to achieve to deadlines	X		Leadership and Management
Able to use high-level problem-solving and analytical skills and manage complexity.		X	Leadership and Management
Effective time-management and prioritisation skills	X		Leadership and Management
Appropriate level of I.T literacy (i.e., for radiology, pathology, microbiology ordering as per Trust / organisational protocols, utilising patient systems)	X		Clinical Practice