

Advanced Practice/Extended Skills Education Funding Guidance.



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Shared Services
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Workforce, Education and Development Services

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Date	Amendment
January 2017	Original Version
October 2017	<ol style="list-style-type: none"> 1. Page 1- added "Advanced practice education is at Masters level, and with either be a full Advanced practice masters degree pathway or modules from an advanced practice degree pathway" 2. Page 1 – added "Extended skills education is modules of education which may be at masters or undergraduate level i.e. level 5 and 6. This funding does not extend to modules at level 4 and below". 3. Page 1- added "More recently Welsh Government has made additional education funding available for Community/Primary Care". 4. Page 1/2 – amended "Requests for Advanced practice/extended skill education are submitted on the education commissioning template via the IMTP process. Education funding requests must be service driven and linked to the NHS Organisations workforce plans. NWSSP (WEDS) meet with all NHS Organisations to discuss and agree all funding requests. NWSSP (WEDS) stringently monitor the use of this budget". 5. Page 2- amended "All prospective applicants selected for advanced practice/extended skills education funding, must ensure this requirement is identified as part of their PADR process and must be agreed with their line manager, and Education department. Please note it is imperative that all prospective applicants should obtain the agreement of their employer that:" 6. Page 2 – added "contacting WEDS at the earliest convenience. 7. Page 2 – removed completing appendix B 8. Page 2 – amended "On a pro rata basis NWSSP will calculate the funding amount each organisation will be allocated for existing and new advance/extended practice education". 9. Page 3 – added "NWSSP (WEDS) will meet with each NHS Organisation to discuss and agree the education requests and budget allocation for that year". 10. Page 3 – added "All NHS Organisations will provide NWSSP (WEDS) with a completed monitoring form that falls within the funding allocated. 11. Page 3 – removed a. "For those organisations whose requests are within the allocated budget NWSSP will write to the organisations confirming the education requested and provide the monitoring template for organisations to monitor their enrolments". 12. Page 3- removed b. "For those organisations whose requests that are over the allocated budget, NWSSP will write to the organisations highlighting the over spend, and provide the monitoring template for prioritising within the allocated financial limit. A table illustrating the agreed modules and masters' costs for each university will be provided to support this process. Once NWSSP have received the revised template with the education requests totalling within the limit, NWSSP will confirm the education requested and return the confirmed monitoring template for organisations to monitor their enrolments". 13. Page 3 – " amended "Where a non Welsh Education institute provides the course, because no equivalent course is available in Wales, NWSSP (WEDS) and the NHS organisation will agree the process for paying the invoice. Any invoice paid by the NHS organisation will be reimbursed by NWSSP (WEDS) Finance". 14. Page 4 – added Breaks in Study "NHS organisations must inform NWSSP (WEDS) if any members of staff in receipt of advanced practice/extended skills funding has any absence from the workplace that results in either withdrawal or lack of progression in a programme. 15. Page 4 – removed Sickness absence, and maternity Leave sections 16. Appendix A,B,C and D removed

ADVANCED/EXTENDED PRACTICE EDUCATION

Since 2010 NHS Wales has had in place a “[Framework for Advanced Nursing, Midwifery and Allied Health Professional Practice in Wales](#)”

Advanced Practice can be defined as:

“A role requiring a Registered Practitioner to have acquired an expert knowledge base, complex decision-making skills and clinical competences for expanded scope of practice, the characteristics of which are shaped by the context in which the individual practices. Demonstrable, relevant Masters level education”.

NHS Wales Shared Services Partnership (NWSSP) provides additional support to organisations to fund the training of staff that need to meet the requirements of the advanced practice framework, are aspiring advanced practitioners or require extended skills.

Advanced practice education is at Masters level, and will either be a full advanced practice masters degree pathway or modules from an advanced practice degree pathway.

Extended skills education is modules of education which extends a registrant’s skill set and may be at masters or undergraduate level i.e. level 5 and 6. This funding **does not** extend to modules at level 4 and below.

The notes which follow explain the detailed arrangements for the funding of this training on an all Wales basis.

Initially the investment in advanced/extended practice education was targeted towards nurses, midwives, allied health professionals and pharmacists, working in the following areas:

- Emergency medicine
- Unscheduled care
- Neonatal
- Paramedic
- Primary/Community care

Following consideration of these areas at the Strategic Education and Development Group in November 2016, it was agreed that NHS Wales’s organisations should identify their priorities for them as individual organisations, for the workforce groups identified above. More recently Welsh Government has made additional education funding available for Community/Primary Care.

Requests for Advanced practice/extended skill education are submitted on the education commissioning template via the IMTP process. Education funding requests

must be service driven and linked to the NHS Organisations workforce plans. NWSSP (WEDS) meets with all NHS Organisations to discuss and agree all funding requests. NWSSP (WEDS) stringently monitor the use of this budget.

All prospective applicants selected for advanced practice/extended skills education funding, must ensure this requirement is identified as part of their PADR process and must be agreed with their line manager, and Education department. Please note it is imperative that all prospective applicants should **obtain the agreement of their employer that:**

- **Training supports the organisation's education priorities identified in the IMTP, and it has been agreed by NWSSP that it will be funded out of the Advance Practice/Extended skills budget**
- **Employers must consent to their release to undertake training, prior to submitting an application for a place on a course with an Education Provider.**

ALLOCATION/MONITORING

Each year the allocation of places for advanced/extended practice education detailed in the organisation's IMTP will follow the process below:

1. NWSSP (WEDS) will complete an advanced/extended practice monitoring form with each organisation's **new** education requirements and projected costs, as identified from their IMTP, for the forthcoming academic year.
2. Requests for education programmes in HEI's outside of Wales will only be considered and funded if it can be demonstrated that there is no equivalent course within Wales.
3. If any individual has withdrawn from the module, full MSc programme or left the organisation this should be, made clear to NWSSP (WEDS) at the earliest convenience.
4. On a pro rata basis NWSSP (WEDS) will calculate the funding amount each organisation will be allocated for **existing** and **new** advance/extended practice education.

Please note: This funding is intended to **supplement** local investment in the educational requirements of health professionals within the organisation.

5. NWSSP (WEDS) will notify NHS organisations of the amount of funding available to their organisation for existing and **new** advance/extended practice education that NWSSP (WEDS) has agreed from their IMTP.

6. NWSSP (WEDS) will meet with each NHS Organisation to discuss and agree the education requests and budget allocation for that year.
7. All NHS Organisations will provide NWSSP (WEDS) with a revised/completed monitoring form that falls within the funding allocated, by the agreed period.
8. NWSSP (WEDS) will inform the HEI of the education requests from the NHS Organisations which that they have agreed to support and which has been agreed to be funded by NWSSP (WEDS).
9. The HEI will work collaboratively with NHS organisations to ensure that individuals are recruited onto the relevant courses.
10. The HEI should ensure that students are selected for the course based on the selection criteria agreed between the HEI and NHS Organisation, and include appropriate representation from NHS organisations on the selection panel.
11. The HEI will provide NWSSP (WEDS) with confirmed enrolments on the Advanced/extended Practice Education Monitoring form. Completed monitoring forms are emailed to etfinance.nwssp@wales.nhs.uk by the agreed timeframe. Invoices to be received by 28th February annually with appropriate course details as backing confirmation.

REGISTRATION

Throughout the duration of their course, individual students **MUST** maintain their professional registration. Local arrangements should be in place to ensure this. Students and their employer are jointly responsible for ensuring their professional registration remains up to date throughout the period of their course.

COURSE FEES

NWSSP (WEDS) will meet the cost of the agreed course fees for all NHS Wales funded students whether on a part time or modular course. Course fees are payable on receipt of an invoice from the Education Provider, where the course is provided by a Welsh Education Provider

Where a non Welsh Education institute provides the course, because no equivalent course is available in Wales, NWSSP (WEDS) and the NHS organisation will agree the process for paying the invoice. Any invoice paid by the NHS organisation will be reimbursed by NWSSP (WEDS) Finance. Invoices should include the staff name, course title and HEI and be sent to: ETFinance.NWSSP@wales.nhs.uk

TRAVEL EXPENSES

Please note, **course fees only are funded** by NWSSP (WEDS). Any associated travel costs will not be reimbursed.

BREAKS IN STUDY

NHS organisations must inform NWSSP (WEDS) if any members of staff in receipt of advanced practice/extended skills funding has any absence from the workplace that results in either withdrawal or lack of progression in a programme.

If you have any queries or need further explanation then please email etfinance.nwssp@wales.nhs.uk