**Centre for advancing practice**

**Programme accreditation for existing programmes**

**Supplementary information for education providers**

**Prior to booking**

You should ensure that you are familiar with the requirements for submission and the time involved to produce a high quality submission. This will avoid you having to request an extension or new submission date.

**Booking a submission slot**

Programme accreditation is conferred for individual Level 7 Advanced Practice programmes. Education providers must book a slot for each programme that leads to a separate award even if a high proportion of the modules are shared across a number of programmes. For example you must book and submit individual applications for:

* apprenticeship
* non-apprenticeship programmes;
* an MSc that also allows learners to register for a Postgraduate Diploma (PGDip) if you wish graduates from the PGDip to be eligible to apply to join the HEE Directory of Advanced Clinical Practitioners

**Definitions**

**Existing Programme:**  an Advanced Clinical Practice programme offered by an existing education provider of Advanced Clinical Practice programmes where at least one cohort of learners have completed one full year of the programme.

**New Programme** – a new programme offered by an education provider who has not previously offered a Level 7 Advanced Clinical Practice programme

**Programme titles**

The title of each submission must be used consistently on all documentation. You must ensure that your programme title clearly reflects each programme you are submitting for accreditation e.g.

MSc Advanced Clinical Practice **OR**

MSc Advanced Clinical Practice (Critical Care) **OR**

PGDip Advanced Clinical Practice

**Not**

MSc/PGDip Advanced Clinical Practice **OR**:

PGDip/MSc Advanced Clinical Practice **OR**

MSc/PGDip/PGCert Advanced Clinical Practice

**Preparing your submission**

**Mapping documents**

You must complete both the Multi-professional Framework and Standards for Education and Training mapping documents in full for each submission. For education providers who offer more than one programme which may share modules you must submit a separate set of mapping documents for each programme.

Please ensure you:

* use a file name for both documents that includes the date of the submitted document; the title of the programme; name of the education provider e.g.

*20200922 MSc ACP HEE SET (name of education provider)*

* sign and date the final page of each document
* use a file name for all other documents submitted in evidence that is consistent with the terminology used within the mapping documents
* include a covering letter that lists each document submitted for each submission

**Use of optional modules as evidence**

Ensure that an optional module is not used as sole evidence of meeting a standard.

**Signposting evidence within accompanying documents**

Remember the reviewers will not be familiar with your programme. You should ensure you provide and use concise and consistent titles for each document you submit with your mapping documents. You must also provide precise information as to the location of where your evidence of meeting each standard is within each document. For example it is not sufficient to state: *“See Programme Specification*”.

As a minimum you must provide the page number/s to indicate where, within each document/s, the evidence can be found e.g. “See Programme Specification pages 4 – 5” or hyperlinks to specific sections.

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Please note that administrative team reviews each submission and will return submissions to the education provider to ask for further detail or information to be provided. This will delay your submission.

**Supporting Information**

It is important that you provide sufficient information supporting your application which should include:

* assessment marking schemes
* feedback systems with summaries of feedback, actions and evidence of how feedback has contributed to programme development including feedback from learners, patients and carers, employers and work-based supervisors
* up-to-date short CVs, aligned to the requirements of HEE accreditation standards

**Evidence of evaluation**

You must include evidence of evaluation of your programme from your stakeholders. Some examples are given below.

**To demonstrate achievement of the standards of the multi-professional framework:**

* Examples of learner engagement in reflection and peer review and evidence of impact including learner feedback
* Specific examples of inter-professional learning opportunities including learner feedback

**To demonstrate a person-centred approach and the active engagement of patients and carers in the design, delivery, evaluation, review and onward development:**

* Examples of actions taken as a result of patient and carer feedback in the design of modules and review processes
* The Terms of Reference and Role Descriptors for patient representatives on formal programme oversight groups
* Feedback from patients as part of the annual monitoring
* Evidence from patients and learners that *“the learning process treats patients with respect, compassion and dignity”*

**To demonstrate a learner-centred approach and how learners receive regular feedback on their progress and are supported to embark on and progress through all stages of the programme:**

* Examples of learner feedback and the actions taken in response to feedback and evidence of further evaluation undertaken to assess the impact of those actions
* Examples of feedback from clinical supervisors, assessors and mentors who provide support to learners and evidence of further evaluation undertaken to assess the impact of those actions

**To demonstrate that the programme is demonstrably responsive to employers’ requirements and expectations in its design and delivery:**

* Diagram showing how the programme team works in partnership with employers including employer involvement in programme governance
* Examples of employer feedback with actions plans and an evaluation of the impact of those action plans;

**To demonstrate that the team involved in the delivery of the programme have the requisite knowledge and skills to be able to contribute safely and effectively:**

* Include an up-to-date list of the core team for the programme summarising, for each team member:
	+ Role in the team
	+ Profession
	+ Regulator (if required for their role)
	+ Registration number (if required for their role)
	+ Qualifications (including teaching and learning qualifications)
	+ Expertise at Advanced Practice level relevant to their role in the programme
* Include up-to-date short CVs

If you would like to discuss any aspect of programme accreditation please contact us via: [acpprogrammeaccreditation@hee.nhs.uk](https://apps.talktalk.co.uk/appsuite/)