Process for reviewing potential Advanced Nurse Practitioner posts

Start
Completed proforma submitted to APG

Advanced Practice Group

Band 7 or above

Yes

AfC Job Match Report – Matched to National Template ‘Nurse Advanced’

Yes

Profile Matched

No

Band Matched

Exceeds

Not matched & doesn’t exceed

Consider if meets consultant criteria

Yes

Job Description +/- KSF Outline meets NMC definition of an ANP

No

Post = an Advanced Practice Post

Record evidence of attaining the knowledge, training and experience required to do the job (as outlined in job description)

No

Yes

Directorate / Partnership / CHCP

Individual = an Advanced Practitioner

Record individual on SWISS as ANP

Record individual on SWISS as CNS until complete

Not a clinical ANP

Don’t record on SWISS*

*Consider recording as CNS or Consultant if meet those criteria

No

Yes

Yes

No
Notes:

1. The line manager or individual can download the ANP review pro forma from StaffNet. [Click here]

2. To complete the pro forma the following documents are required (which the post-holder should hold):
   a. Job description
   b. Matched Job Report (for that job description and CAJE number)
   c. KSF Outline

3. The completed pro forma along with copies of the Job Description, Matched Job Report and KSF outline should be submitted by the line manager with a cover letter to the Chair of the GG&C Advanced Practice Group (contact details on StaffNet page). Dates for future meetings and cut-off dates for submissions can also be found on StaffNet. The line manager may be invited to attend the GG&C APG to clarify information.

4. The GG&C Advanced Practice Group will review the submitted information and will make an independent decision on whether a specific post is a clinical Advanced Nurse Practitioner post or not. The Chair of the APG will notify the line manager and appropriate Head of Nursing/Senior Nurse of the recommendation.

5. If a post has been identified by the APG as an Advanced Nurse Practitioner post the line manager should then ensure they have a record of the individual post-holder attaining the knowledge, training and experience required for the post (as set out in the Job Description).
   a. If a post-holder has attained all requirements they should be recorded as an Advanced Nurse Practitioner
   b. If a post-holder has not attained the requirements they should be recorded as a Clinical Nurse Specialist until such time as the requirements are met.

6. The line manager should then discuss with the relevant Head of Nursing/Senior Nurse*

7. The Head of Nursing/Senior Nurse will then inform the Chair of the GG&C APG of the post-holders:
   a. Full name
   b. NMC Number
   c. Pay Number
   d. CAJE number
   e. Whether the individual should be recorded as
      i. An Advanced Nurse Practitioner (if all requirements met)
      ii. A Clinical Nurse Specialist (if requirements still to be met)

8. The Chair of the APG will inform HR Workforce Information and will ensure the individual is appropriately recorded.

*Heads of Nursing/Senior Nurses may wish to consult with HoN/Senior Nurse colleagues to ensure consistency across different parts of the organisation