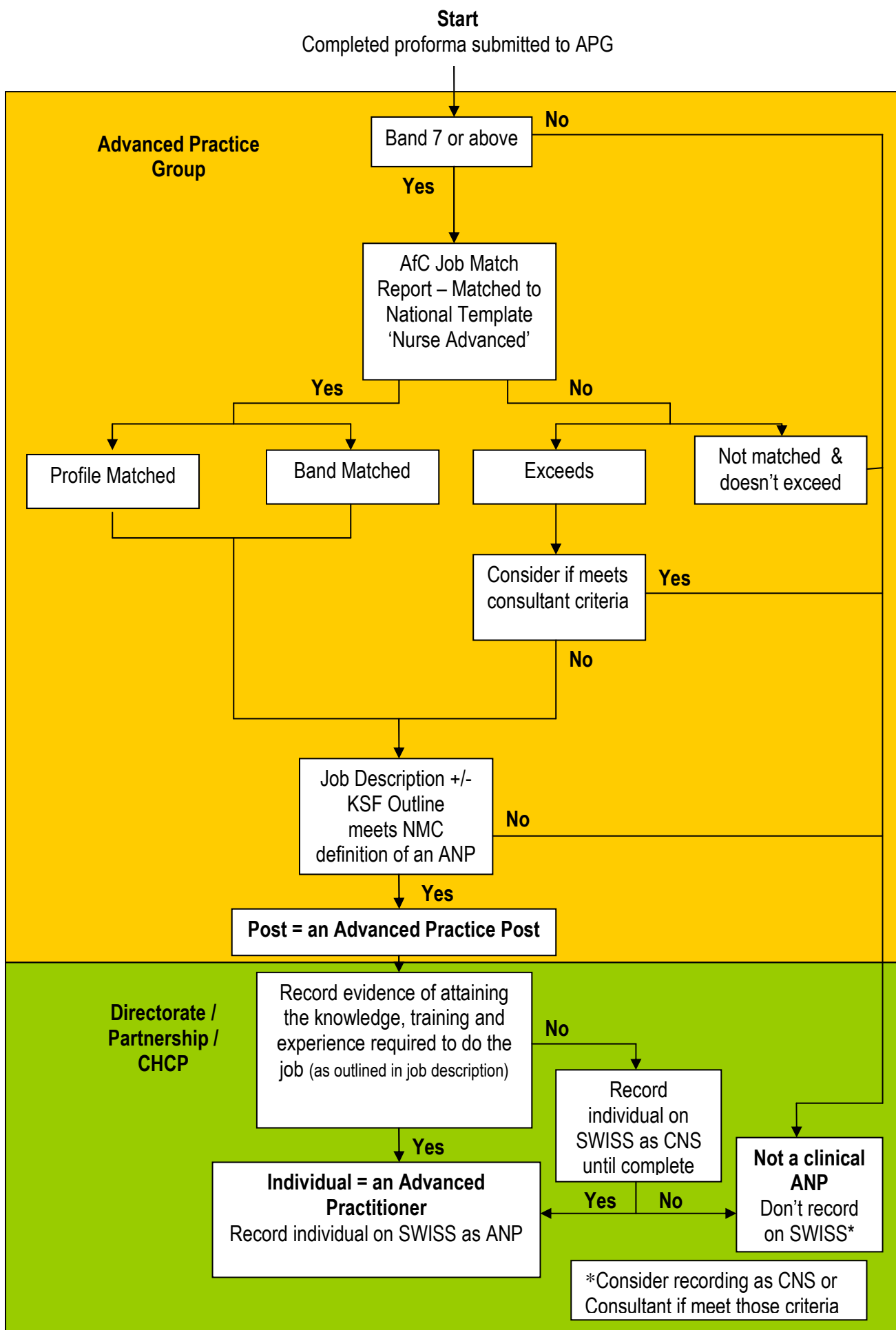


# Process for reviewing potential Advanced Nurse Practitioner posts



## 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