Advanced Nurse Practitioner

Annual Report (v1.2)

**1. Summary with key points**

[short statement summarising key achievements with bullet points]

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**2. Impact on service**

[Broad statement how team impacts on service]

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**3. New service developments**

[Paragraph or two on any new service developments]

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**4. Activity data**

[Key data relevant to particular team. May include number of patients seen, relevant HEAT targets/KPIs met or contributed to etc

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**5. Staffing**

[no of staff. (Number and head count, inc grade) No of recorded ANPs, no of trainees - in start date, anticipated end date, type of traineeship - percentage of training time, annex U/ secondment / permanent appointment]

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**6. Quality assurance**

[e.g. Revalidation, Annual PDP, Case note review, Summary of audit activity (audits under taken, number of times done, outcome etc), contribution towards CAS, User feedback/Patient satisfaction,

Incidence and complaints etc]

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**7. Education and training**

*Education undertaken*

[Description of education undertaken. Inc courses, Learnpro, other eLearning, conferences, short courses etc] [data can be gathered from ANPs learning logs]

[*For example:*

i) ANP trainees (no., stage and courses etc).

ii) ANP CPD

iii) other staff e.g. Teams support workers (if any)

*Contribution to teaching*

i) Placements (supported- ANP, and other)

ii) Formal courses ANPs have taught on related to advanced practice

iii) Formal courses ANPs have taught on other e.g MDT (ALS etc), pre-reg nursing etc]

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**8. Research and development**

[For example:

i) Research projects [inc masters projects]

ii) Original papers (published/accepted for publication)

iii) Presentations/posters

iv) other publications (e.g. National reports, book etc)]

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**9. Ongoing/future developments**

[Description of any specific future plans and what stage they are at – with approximate timeframe if known]

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**10. Workforce planning**

[Estimation on numbers of ANPs required to i) maintain service at currently levels, ii) to address described ongoing/future developments – with timescales.]

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Appendices (if required)