

HEE will send out an email in **February/ March** to named Advanced Practice Leads or other specified contact within each provider (e.g.: NHS Trust or Training Hub) seeking expressions of interest for the Advanced Practice programme for:

A. **Continuing Students**

B. **Prosepective new MSc students**

C. Students doing the **apprenticeship route** that wish to receive the HEE supervision fee

Documentation includes a **Readiness Checklist, handbook** and **demand survey**.

The **Provider** will be expected to circulate this email within their organisation, ensuring that all relevant professional groups, directorates and services are included. This may include:

Nursing, Midwifery, AHPs, Pharmacy etc.

The **Provider** will be expected to complete the **Demand Survey**. The Readiness Checklist may be completed by the Lead in the NHS Provider organisation to assure all processes are in place to support advanced practice training in the organisation.

HEE will review all requests and will prioritise according to budgetary capacity.

HEE will offer drop in sessions via MS Teams to discuss submissions and clarify any queries prior to confirmation of allocations.

Providers may contact the faculty to arrange drop-in sessions ahead of a submission, to discuss queries or ask questions.

Providers can also contact ACP enquiries* or their named Supervision and Assessment Lead** for support or advice

All suitable requests to be support are confirmed with NHS providers by email.

The **NHS Provider (Advanced Practice Lead)** inform the individuals if they have been successful or not.

The **Student** is responsible for completing the necessary application and enrolment processes with their chosen HEI.

1. Confirmation of actual students takes place from August - November and confirmed lists of students are returned to HEE.
2. These Lists and Funding Letters are sent to all NHS Providers. Advanced Practice Leads are to sign the declaration letter and, review and return the confirmed list of students for their organisation by the date outlined in the confirmation letter sent by HEE.
3. HEIs and NHS Employers are sent a student consent form to be signed and submitted by HEE funded students.
4. Supervision fees are paid to NHS providers following steps 1 and 2 in this box, through the Education Contract.

Contact	Role	Contact Details
Nora Ponnusamy	Advancing Practice Project Manager	ACPenquirieslondon@hee.nhs.uk
Geoff Jonas	Advancing Practice Project Support Officer	ACPenquirieslondon@hee.nhs.uk
Neha Mehta	Advancing Practice Business Support Officer	ACPenquirieslondon@hee.nhs.uk
Region	Supervision and Assessment Lead	Contact Details
NEL Primary Care	Natalie Hough	Natalie.hough@hee.nhs.uk
NEL Hospital Trusts	Natalie Hough	Natalie.hough@hee.nhs.uk
NCL Primary Care	Natalie Hough	Natalie.hough@hee.nhs.uk
NCL Hospital Trusts	Anne Addison	anne.addison@hee.nhs.uk
NWL Primary Care	Ajay Bhatt	ajay.bhatt@hee.nhs.uk
NWL Hospital Trusts	Ajay Bhatt	ajay.bhatt@hee.nhs.uk
SWL Primary Care	Yvonne Coldron	Yvonne.Coldron@hee.nhs.uk
SWL Hospital Trusts	Yvonne Coldron	Yvonne.Coldron@hee.nhs.uk
SEL Primary Care	Anne Addison	anne.addison@hee.nhs.uk
SEL Hospital Trusts	Anne Addison	anne.addison@hee.nhs.uk
Region	Training Programme Directors	Contact Details
Ophthalmology Training Programme Director	Rebecca Ellis	rebecca.ellis@hee.nhs.uk
Advanced Critical Care Practice	Joanne Gilroy	joanne.gilroy@hee.nhs.uk