**candidate Advanced Practice (Nursing)**

**(Department of Health (DOH) Demonstrator Project)**

**Local Working Group**

**Terms of Reference**

**Introduction**

The *Policy for Graduate, Specialist and Advanced Nursing and Midwifery Practice Consultation Paper, Office of the Chief Nurse,* (DoH, 2017) proposes creating a framework for advanced practice (nursing) capable of developing a critical mass of Registered Advanced Nurse Practitioners (RANPs) to address emerging and future service needs, including driving integration between services. It includes an implementation phase delivered through demonstrator sites that support the development of RANP roles to meet service need.

Support at local level is required to facilitate the development of candidate Advanced Nurse Practitioners (cANP’s) as they progress to become Registered Advanced Nurse Practitioners (RANPs) in the areas of chronic disease management, older persons care and unscheduled care. In achieving specific competences the cANP develops his/her capabilities to extend his/her practice in line with service needs and evidence based competencies.

**Aims of the xxx Hospital Group/CHO Local Working Group**

The main aims of the xxx Hospital Group/ CHO LWG are to:

* Oversee and steer the development of the ANP service and to report on progress to the Hospital/CHO Local Implementation Group.
* Support candidate ANPs in meeting the NMBI criteria for registration as an Advanced Nurse Practitioner, as set out in the Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017)

**Objectives of the xxx Hospital Group/ CHO LWG**

The objectives are as follows:

* Agree effective governance structures to support the role of the cANP/ Registered Advanced Nurse Practitioner (RANP) xxx.
* Monitor alignment with National Clinical and Integrated Care Programmes
* Ensure compliance with Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017).
* Report progress to the Local Implementation Group
* Identify and mitigate or escalate risks as appropriate.

**Overview of xxx Hospital Group/CHO Local Working Group**

Advanced nurse practitioner roles are developed as a direct response to population health need and organisational requirements, as identified through local and national planning processes. The identification and confirmation of these specific role developments within HSE service areas is the responsibility of Chief Directors of Nursing and Midwifery, DON’s, DOM’s, DONM’s and Service Managers in collaboration with the NMPD Director.

**Roles & Responsibilities**

**The main purpose of the Candidate ANP role is to:**

* Develop the job description and supporting documentation under the direction of the Health Care Provider’s Advanced Practice Stakeholder Local Working Group, to enable the individual nurse to meet the NMBI Criteria for Registration as an Advanced Nurse Practitioner as set out in Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017).
* Undertake the academic preparation and develop the clinical and leadership skills, competencies and knowledge required to meet the criteria to be registered as a RANP with NMBI. The scope of the cANP role must reflect the incremental development of expertise and as such, the cANP cannot deliver care as an autonomous practitioner.
* Develop and submit their personal portfolio and all other necessary documentation to NMBI in order to register as a RANP.

**Local Working Group Members**

* Identify service need for the role by examining supporting data from local area, local population demographic and need – presentations, diagnoses, gender, age profile, reality of current service etc.
* Provide direction to the cANP xxx in establishing the new service.
* Discuss and agree the Scope of Practice at an advanced level.
* Agree the broad range of illnesses/conditions/health needs that can be managed by the cANP/RANP xxx.
* Agree the inclusion and exclusion criteria for the caseload.
* Agree the range of therapeutic interventions to be provided by the cANP/ RANP xxx.
* Determine the specific competences required by the cANP/ RANP xxx to manage the agreed caseload and ensure supporting structures are in place to enable achievement of competences (HEI & Associated Health Care Provider).
* Agree appropriate referral pathways to and from the cANP/ RANP xxx.
* Develop a Service Level Agreement (SLA) for Clinical Supervision.
* Identify and establish structures to support the advanced practice service e.g. Policies, Procedures, Protocols and Guidelines (PPPGs) / Service Level Agreement (SLAs)/ Memoranda of Understanding (MOU).
* Promote market and advocate the importance and value of the development of the RANP xxx service within xxx Hospital /CHO.
* Discuss and agree Key Performance Indicators applicable to the service that are consistent with DOH objectives.
* Ensure that the service being developed is aligned to national policy direction e.g. National Clinical and Integrated Care Programmes.
* Assist the cANP in preparing the job description.
* Support the individual nurse(s) in meeting the NMBI criteria for registration as an Advanced Nurse Practitioner, as set out in the Advanced Practice (Nursing) Standards and Requirements (NMBI, 2017).

**Membership of the xxx Hospital Group LWG**

The NMPDUs {insert} will provide support to the xxx Hospital Group LWG,as required. Support may also be available from the national clinical and integrated care programmes.

**Suggested membership of the xxx Hospital Group / CHO LWG may include the following**

* Director of Nursing / Assistant Director of Nursing
* Consultants/ Consultant/ Clinical Lead
* Candidate ANP
* NMPD Officer
* ADON xxx Directorate
* Clinical Nurse Manager
* Health and Social Care Professional Representatives (as appropriate)
* Pharmacy, Radiology and Laboratory Representatives (as appropriate)
* Representatives from other areas may be invited as required

**Accountability**

The Local Working Group is operationally accountable to the Hospital Group /CHO Local Implementation Group.

**Chairperson**

The Chairperson will be the Director of Nursing / Assistant Director of Nursing.

**Frequency and Duration of Meetings**

The xxx Hospital Group/CHO LWG will meet monthly initially

**Quorum:**

{Adapt as relevant to the xxx Group / CHO Area}

**Minutes and Agenda of Meetings**

The agenda and minutes of previous meeting will be sent out one week in advance of the scheduled meeting and accompanied by any supporting documentation.

**Administrative Support**

Administrative support should be available to the Local Working Group as required.

**Term**

The Advanced Practice (Nursing) Local Working Group Terms of Reference (TOR) is effective from the establishment of the group and will be ongoing until terminated by agreement between the parties.

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairperson of the Advanced Practice (Nursing) Hospital Group/CHO Local Working Group**

**Appendix 1**

**Meeting Notes Template**

**Candidate Advanced Nurse Practitioner xxx Department of Health (DOH) Demonstrator Local Working Group Meeting Notes**

**NNth xxx 2018**

**In Attendance:**

**Apologies:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Discussion/Decision/Action** | **Responsibility for Action** | **Timeframe** |
| 1. *Welcome & Introductions* |  |  |  |
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**Appendix 2**

**candidate ANP Job Description Template (add in)**

**Appendix 3**

**Gantt Chart**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RANP Process Proposed Project Timeline**  **Proposed Advanced Practice Role – Hospital Group/CHO** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** | **Month 7** | **Month 8** | **Month 9** | **Month 10** | **Month 11** | **Month 12** |
| **Overall Governance** |  |  |  |  |  |  |  |  |  |  |  |  |
| Strategic Agreement to proceed with the development of the ANP xxx |  |  |  |  |  |  |  |  |  |  |  |  |
| Identification of cANP/Project Officer and establishment/ review of project plan |  |  |  |  |  |  |  |  |  |  |  |  |
| Establishment of Local Working Group |  |  |  |  |  |  |  |  |  |  |  |  |
| \*Agreement of project plan and timelines with key stakeholders |  |  |  |  |  |  |  |  |  |  |  |  |
| Commencement of process |  |  |  |  |  |  |  |  |  |  |  |  |
| **Process \*\*** |  |  |  |  |  |  |  |  |  |  |  |  |
| Identification of patient need |  |  |  |  |  |  |  |  |  |  |  |  |
| Development of job description for the role |  |  |  |  |  |  |  |  |  |  |  |  |
| **NMBI –** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Person portfolio preparation** |  |  |  |  |  |  |  |  |  |  |  |  |
| Portfolio application process |  |  |  |  |  |  |  |  |  |  |  |  |
| cANP submission of Portfolio to NMBI |  |  |  |  |  |  |  |  |  |  |  |  |
| NMBI Panel Assessment |  |  |  |  |  |  |  |  |  |  |  |  |
| **Process governance** |  |  |  |  |  |  |  |  |  |  |  |  |
| NMBI decision regarding registration |  |  |  |  |  |  |  |  |  |  |  |  |
| Evaluation of Process (NMPD and Service) |  |  |  |  |  |  |  |  |  |  |  |  |
| Review of project plan/timelines |  |  |  |  |  |  |  |  |  |  |  |  |
| Close of Project (2019) date to be reviewed |  |  |  |  |  |  |  |  |  |  |  |  |
| **Gantt Chart Colour Key** |  |  |  |  |  |  |  |  |  |  |  |  |
| **In Process** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Achieved** |  |  |  |  |  |  |  |  |  |  |  |  |