To: NHS Board Executive Nurse Directors
   IJB Chief Officers
   Primary Care Leads
   Chief Executives of Scotland’s Hospices

Copy for information to: NHS Board HR Directors
                        NHS Board Workforce Planners
                        Donald MacAskill, Scottish Care
                        Heather Edwards, Care Inspectorate
                        BMA & SGPC
                        ANP Sub Group

5 May 2017

Dear Colleague

SERVICE NEEDS ANALYSIS AND EDUCATION NEEDS ANALYSIS: ADVANCED NURSE PRACTITIONERS

You will be aware that the Scottish Government has been working towards a national approach to advanced practice, a key strand of the Transforming Nursing Roles programme. In addition, “A Plan for Scotland: the Government's Programme for Scotland 2016-17” includes a commitment to train 500 additional Advanced Nurse Practitioners (ANPs) by 2021. The Scottish Government has committed £3m of funding to achieve this commitment. ANPs will play a crucial role in taking forward the Scottish Government’s aims to transform Primary Care and shifting the balance of care from acute settings to the community. We therefore envisage that many of these posts will be developed in community settings which may include the care sector.

This letter sets out the work already underway to support the development of a national approach to advanced nursing practice and sets out the actions I am requesting IJBs/NHS Boards to take forward. These are:

- To implement relevant recommendations in Appendix 1 of the attached report “Transforming Nursing Roles: Developing Advanced Practice in NHSScotland – June 2016”;
- Appoint a lead person in each Board to take overall responsibility for completion of the Advanced Nursing Practice Service Needs and Education Needs Analysis. I would suggest this exercise is undertaken collaboratively between NHS Boards and IJBs.
- To undertake ANP Service Needs Analyses and Education Needs Analyses including liaising with local GPs about the need for Primary Care ANPs and the need for ANPs in social care settings.
- **To submit one Education Needs Analysis per IJB/Board** to Jane Harris, NHS Education for Scotland (NES) no later than **14 July 2017** using the automated Questback form that will be issued following the NES workshop on 31 May.
Where General Practitioners, care home organisations and hospices wish to benefit from Scottish Government funding to train Advanced Nurse Practitioners for their service, and details are not included in an IJB/Board wide exercise, they are asked to complete an **Education Needs Analysis** using the automated Questback form at the following link [https://response.questback.com/nhseducationforscotland/educationneedsanalysis2017](https://response.questback.com/nhseducationforscotland/educationneedsanalysis2017) This must be returned no later than 14 July 2017.

More information on these actions is set out below.

**National Approach to Advanced Practice**

To reduce unwarranted variation in practice, a national approach to the ANP role has been agreed by the Transforming Nursing Roles Group and Scottish Executive Nurse Directors as outlined in Appendix 1 of the enclosed paper “The Role of the Advanced Nurse Practitioner Across all Scottish Health & Care Settings”

- **IJBs/NHS Boards** are asked to implement the recommendations within this report which apply to them.

**ANP Service Needs Analyses**

One of the key recommendations in the above paper is that IJBs/NHS Boards undertake Service Needs Analyses to understand the needs of their patients in order to inform the sustainability of the development of the ANP workforce and workload in their area.

NES has developed a Service Needs Analyses (SNA) and Education Needs Analysis (ENA) Tool to support a systematic needs based approach to establishing advanced practitioner posts. This Tool has drawn on and collated information from a variety of existing sources. It can be used by IJBs/NHS Boards to strategically plan future workforce solutions or, at a more local level, to plan staffing for a single unit or specific field of clinical practice. The Service Needs Analysis Tool complements existing workforce workload planning tools and can be used alone or in conjunction with these tools. It is recommended that IJBs/Boards use the NES developed SNA to inform their education needs. However, IJBs/Boards can use a locally developed tool if required. I would also suggest that the tool is completed by individuals/teams that have experience of applying workforce planning and service needs tools and are able to take a strategic view. **Once completed these do not need to be returned to Scottish Government or NES as the information from the SNA will inform the completion of the ENA.**

IJBs/Boards should also take into account the need for Primary Care Advanced Nurse Practitioners in consultation with local GPs and the need for ANPs in social care settings.

NHS Education for Scotland will be in contact with Board representatives of the National ANP Group to invite the person leading the SNA/ENA (and colleagues) to a workshop on 31 May at NES Offices, Westport Edinburgh on how to complete this exercise. A workshop in Glasgow is also being arranged.

**Education Needs Analyses**

To underpin the development of appropriate education for ANPs, IJB/NHS Boards are requested to undertake Education Needs Analyses (at part 2 of the attached document) of their workforce. The revised definition and core competencies for ANPs, as outlined in
Appendix 1 of the attached document, should be considered in completing Education Needs Analyses.

- One Education Needs Analysis, which collates returns from all services within IJBs/NHS Boards, should be completed and submitted to Jane Harris, at NHS Education for Scotland no later than 14 July 2017. IJB/Boards should use the automated Questback form that will be issued following the NES workshop on 31 May.

Advanced Nurse Practitioners in General Practice, care home settings and hospices

In the absence of arrangements for the Education Needs Analysis results from independent contractors to be included in the return from the IJBs/NHS Boards, Primary Care Leads/general practitioners, care home organisations and hospices who wish to benefit from Scottish Government funding to train Advanced Nurse Practitioners are requested to complete an Education Needs Analysis (part 2 of the attached document) using the automated Questback form no later than 14 July 2017. The revised definition and core competencies for ANPs, as outlined in Appendix 1 of the attached document should be considered in completing Education Needs Analyses. There is no need for GPs, care home organisations and hospices to complete a Service Needs Analysis as the information from the SNA will inform the completion of the ENA.

Primary Care Leads/General practitioners, care home organisations and hospices are requested to complete the Education Needs Analysis using the automated Questback form at https://response.questback.com/nhseducationforscotland/educationneedsanalysis2017 no later than 14 July 2017.

Education Funding

The Scottish Government has committed £3m of funding to train 500 ANPs by 2021 and NES will manage these funds on Scottish Government’s behalf. Given the practice-based focus of the agreed education model, it is anticipated that the majority of the funding will be distributed to NHS Boards to support educational partnerships with university providers, taking account of national and local priorities and delivered within health and social care context. We also want to maximise the potential for ANPs within general practice and therefore we anticipate a proportion of funding will support developments within general practice (funding level and mechanism to be agreed). This funding is additional to any ANP funding available from the Scottish Government Primary Care Transformation Fund.

If you require any further information please contact Gillian Overton on 0131 244 3636 or at Gillian.overton@gov.scot, or Jane Harris at advanced.practice@nes.scot.nhs.uk

Yours sincerely

PROFESSOR FIONA MCQUEEN
Enc: Service Needs & Education Needs Analysis Tool (including at Appendix 1 Transforming Nursing Roles: Developing Advanced Practice in NHSScotland” – June 2016)