

Primary Care Allied Health Professions (AHP) Advisers

Supporting multi-professional primary care workforce in:

Cheshire and Merseyside
Greater Manchester
Lancashire and South Cumbria

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1. Introduction

Health Education England (HEE) exists for one reason only: to support the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place.

HEE's North West AHP Network supports the allied health professions workforce¹ to respond to national and local priorities. We support delivery of the NHS Long Term Plan and Interim People Plan by:

- Providing timely strategic support, advice and intelligence on AHP workforce supply, training, education and transformation to national and regional stakeholders.
- Accelerating implementation, adoption and spread of national and regional priorities for the AHP workforce to support improvements in population health, patient outcomes and service delivery.
- Working in partnership with others to develop and support strategic AHP leadership for improvement in the North West.

2. Summary

Organisations and partnerships within each of the three defined STP/ICS areas of the North West are invited to submit expressions of interest for hosting a Primary Care Allied Health Professional (AHP) Adviser role(s). This is an exciting opportunity to support the implementation of AHP roles, including first contact practitioners (FCPs), in general practice.

The Primary Care AHP Adviser roles will offer suitably experienced AHPs the opportunity to contribute to healthcare workforce transformation and the successful implementation of AHP roles in General Practice across the North West, working closely with HEE, local training hubs and primary care across a Sustainability and Transformation Partnership/Integrated Care System and wider North West region.

Host employers are expected to be primary or secondary care organisations in the North West who currently employ physiotherapists, paramedics and/or other AHPs working in general practice. Employing organisations should use the role description to identify existing members of staff within their organisation who are suitable for the role. Employing organisations will be confirmed based on their ability to support the expectations within this document.

Primary Care AHP Adviser roles will run over a 12-month period and will commence by January 2020. Role-holders will be experienced primary care practitioners from one of the allied health professions. They will be expected to set aside 0.2 - 0.5WTE for the purposes of the adviser role (see section 5). Health Education England will commit to support costs for successful applicants as covered in section 4.

¹ Allied Health Professions are: art therapists, dramatherapists, music therapists, chiropodists/podiatrists, dietitians, occupational therapists, operating department practitioners, orthoptists, osteopaths, prosthetists and orthotists, paramedics, physiotherapists, diagnostic radiographers, therapeutic radiographers, speech and language therapists.

3. Background

NHS England and the British Medical Association's General Practitioners Committee have agreed a [five-year GP \(General Medical Services\) contract framework from 2019/20](#). The contract ensures general practice plays a leading role in every [Primary Care Network](#) (PCN), which will include bigger teams of health professionals working together in local communities. This includes funding for physiotherapists (from 2020) and paramedics (from 2021).

Successful implementation of these and other roles, and associated improvements in patient care and experience and service productivity, will benefit from coordinated, sustainable approaches to workforce supply, training and education.

4. Benefits to systems, patients and the workforce

The role-holder will provide multiprofessional leadership to:

- Advise a range of stakeholders on high quality AHP care in primary care.
- Support sustainable workforce supply, training and education.
- Support a coordinated approach to primary care AHP workforce; connecting work and learning across sectors within STPs/ICSs and across the North West.
- Support the development of practical implementation resources to support training hubs, PCNs and systems with sustainable AHP workforce supply and education.
- Support PCNs in recruiting, training and retaining AHPs.

5. Scope of Contract: HEE Investment

Each STP/ICS footprint within the North West will be ringfenced up to 0.5 WTE plus on-costs (up to £33,190); allocation within an STP/ICS area will depend on expressions of interest received.

Investment will be provided to employers as follows:

- **Staff Costs** Posts will be aligned to NHS pay-scales and will be set in the middle of band 8a (pro rata) plus 24% on-costs (see table 1).
- **Non-Staff Costs** HEE will provide a support allowance of up to £3500 for each 12-month post. This includes support for travel, IT and relevant conferences. HEE will also provide funding for overheads (see table 1).

HEE will reduce the amount provided on a proportional basis for proposals for less than 0.5WTE. Proposed number of hours of adviser time should be communicated by organisations at the expression of interest stage.

Table 1: summary of investment per STP/ICS footprint:

Costs	Up to (amount: £)
Staff costs (band 8a, pro rata)	£23,165
On-costs (24%)	£5,559
Support allowance	£3,500
Sub-total	£32,224
Overheads (3% of total amount)	£966
Total (maximum)	£33,190

6. Scope of Contract: Primary Care AHP Adviser role and responsibilities

The Primary Care AHP Adviser will:

- Act as a source of specialist advice and support on AHP roles in primary care, including employment models, workforce supply, preceptorship, supervision and mentoring, training and education.
- Work collaboratively with other Primary Care AHP Advisers, HEE and stakeholders to lead and support the development of a North West AHP primary care collaborative/community of practice.
- Work closely with other Primary Care AHP Advisers to lead and support the development of practical tools and resources to support primary care networks, local organisations and systems with sustainable workforce supply, training and education.
- Identify, develop and share AHP in general practice case studies across the North West region.
- Work collaboratively with secondary care colleagues to support evidence-based care pathways and effective interface between AHP services.
- Support system-wide approaches to identifying risks and issues, and appropriate mitigation and solutions, for the primary care AHP workforce.
- Work collaboratively with the North West AHP Workforce Lead and report on activity and impact to the North West AHP Council (see [Monitoring and quality assurance](#)).

The adviser may also carry out other duties including (but not limited to):

- Developing understanding of the role of physiotherapists, paramedics and other AHPs in general practice.
- Act as a champion for AHPs in primary care, advising on new ways of working, and supporting PCNS and practices to take the next step in recruiting AHPs.
- Advise education providers on specific education and training needs of AHPs working in primary care.
- Identifying where workforce conferences and multi-organisation meetings are required and organising/facilitating as appropriate (with resource support from their employing organisation and/or HEE).
- Representing the interests of general practice AHPs at national stakeholder meetings/engagement events/conferences where appropriate – either as part of the wider team or individually.
- Identifying innovative projects for supporting the growth of the general practice workforce at local and regional levels.
- Identify and share career development opportunities for AHPs in general practice.

7. Employing Organisation – responsibilities and expectations

Employing organisations must demonstrate:

- Ensuring protected time for the role for the life of the contract term, as described in section 6.
- Support to undertake the duties described in section 6 across both a STP/ICS and North West regional footprint as well as some national activities.
- Commitment to support and develop AHPs in general practice as per the job description / person specification (see [Appendix 1](#)).
- Willingness to support reasonable education and training opportunities.

8. HEE – responsibilities

HEE commits to:

- Funding the post as set out in [HEE Investment and Costs](#)
- Ensuring this work connects with, and informs, wider regional and national work in relation to AHP roles in primary care.
- Professional development and leadership support via members of the North West AHP team and network, and regular support and advice to advisers.

9. Contract Management and Review

Personal responsibility

It will be the responsibility of each Primary Care AHP Adviser and their nominated clinical lead to ensure that all governance and indemnity requirements are met, and full authorisation is given to carry out clinical and adviser-focussed duties by the employing organisation.

Monitoring and evaluation

Each Primary Care AHP Adviser will be required to agree an initial objectives and project plan with HEE within the first 6 weeks.

Each Primary Care AHP Adviser will also be required to collect data and soft intelligence identifying:

- activities
- progress
- risks and issues
- impact on workforce planning and transformation.

As well as describing where and when their skills are put into practice; both during and following completion of the programme.

Employer organisations will be responsible for reporting to the project team, around:

- Practical issues affecting progress (absence, sickness, workforce/HR issues).
- Workforce integration models (suggested, proposed and actual) and relevant service improvement projects.

Project Reporting

- Primary Care AHP Advisers will be accountable to the North West AHP Workforce Lead, Health Education England.
- Primary Care AHP Advisers will take part in 6-8 weekly project calls organised by HEE project team to support communication and collaboration between advisers, North West AHP Network and HEE STP-facing teams.
- Pre-Initiation and project close meetings will also be organised by the HEE project team.
- Progress reports will be provided to HEE by the end of Week 1 of each month of operation. Report templates will be supplied by the HEE project team.
- Ad hoc communication will also take place between the project team members, ambassadors and employing organisations where necessary, to discuss project progress, risks / issues identified and agree variance/mitigating actions.

10. Contract Period

Contracting between HEE and the lead employer will be agreed prior to commencement.

Primary Care AHP Adviser roles will run over a 12-month period and will commence January 2020.

Payment will be made in this financial year – a first instalment in January 2020 and second, final payment in March 2020.

11. Submission of proposal(s)

Expressions of interest are required by **12pm Monday 11th November 2019** using the proforma provided. Please send this to ahp.north@hee.nhs.uk.

The timetable for review of proposals is as follows:

Request for expressions of interest (EOI) issued to each STP/ICS area	18/10/2019
Deadline for EOIs	11/11/2019
EOI evaluation	w/b 18/11/2019
Notification of successful and unsuccessful EOIs	27/11/2019
Contracts awarded	06/12/2019
Start date of Adviser roles	January

For further information on the role or on working with the advisers in the future, please contact Naomi McVey, North West AHP Workforce Lead, naomi.mcvey@hee.nhs.uk.

Appendix 1

Primary Care AHP Adviser: Role Description & Person Specification

Primary Employer: <NAME>

Accountable to:

North West AHP Workforce Lead, Health Education England.

Remuneration:

- Agenda for Change Band 8a Duration: xx WTE, 12-month post (fixed term contract).
- Commencement Date: < >

1. General: About the Post

The post-holder will work:

- As an AHP in the employing organisation, with duties and responsibilities as per (2).
- As a Primary Care AHP Adviser, with the overarching aim of supporting AHP workforce development within general practice; across the Sustainability Transformation Partnership (STP)/Integrated Care System (ICS) of <X>, across the North West HEE region, and nationally where appropriate.
- The post-holder will support a portfolio of projects related to recruitment, workforce planning and professional support of AHPs in general practice working with key stakeholders including employers, HEIs, NHS England and HEE.
- This is an interface role, developed in response to the Long Term Plan, GP contract, Interim People Plan, Sustainability Transformation Plans (STP) and local workforce development needs.
- The role will offer a suitably experienced AHP the opportunity to contribute to the system transformation agenda and, through working within a multi-professional workforce, the opportunity to develop and advance AHPs in general practice.
- The post is supported by HEE in the North, to backfill 0.2 – 0.4WTE from the employer, in order to release the post-holder to deliver the adviser role.

2. Main Duties and Responsibilities

As an AHP in general practice:

- To participate in all clinical services in the employing organisation as described in their existing job description.
- To comply with HCPC requirements regarding revalidation and continuing professional development.

Note: Clinical duties will vary depending on the role scope determined by the employer.

As a Primary Care AHP Adviser:

The Primary Care AHP Adviser will:

- Act as a source of specialist advice and support on AHP roles in primary care, including employment models, workforce supply, preceptorship, supervision and mentoring, training and education.
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- Work collaboratively with the North West AHP Workforce Lead and report on activity and impact to the North West AHP Council (see [Monitoring and quality assurance](#)).

The adviser may also carry out other duties including (but not limited to):

- Developing understanding of the role of physiotherapists, paramedics and other AHPs in general practice.
- Act as a champion for AHPs in primary care, advising on new ways of working, and supporting PCNS and practices to take the next step in recruiting AHPs.
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3. Key Stakeholders

Key stakeholders include:

Local

- Sustainability Transformation Partnerships (STP)/Integrated Care Systems (ICS.)
- Primary Care Networks and Training Hubs (PCNs).
- NHS provider organisations.
- Local Workforce Action Boards (LWABs).
- Clinical Commissioning Groups (CCG).

Regional

- HEE regional office, including Workforce and Education Transformation Leads and primary care team.
- North West AHP Network and Council.
- Education providers delivering AHP training programmes.
- England North Local Area Team.

National

- Professional bodies.
- HEE National primary care team.
- National AHP teams, HEE and NHS England and NHS Improvement.

4. General Information

This role description is not intended to be an exhaustive list of duties, although it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.

The post holder will be required to comply with all policies and procedures issued by their employer.

Primary Care AHP Adviser: Person specification

	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Qualified allied health professional with current HCPC or GOC Registration • Evidence of post-graduate education and ongoing CPD 	<ul style="list-style-type: none"> • Member of relevant professional body • Quality improvement qualification • Leadership training and education • Advanced Clinical Practice programme • Independent prescriber
Experience	<ul style="list-style-type: none"> • Experience of working in NHS-funded first contact role in primary care/General Practice • Experience of working collaboratively across professions and organisations • Experience of developing and implementing new systems and services • Experience of assessing and demonstrating the value and impact of roles and services 	<ul style="list-style-type: none"> • Quality improvement experience • Currently prescribing in primary care
Knowledge	<ul style="list-style-type: none"> • Understanding of how GPs and general practices work • In-depth knowledge of the role and impact of AHPs in general practice and how they interact with other teams • Understanding of the workforce issues in general practice and associated national policy and strategy 	<ul style="list-style-type: none"> • Knowledge of the wider primary care and NHS landscape, including GP training and mentoring
Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, ability to engage and build effective relationships at all levels in stakeholder organisations • Ability to present to large and small groups of people • Ability to write evidence-based reports for senior members of staff • Excellent organisational skills • Excellent time management skills • Competence in Microsoft Office suite 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to work flexibly and under pressure and to meet priorities and deadlines • Consistently high attention to detail and quality of work • High level of credibility within primary care • Ability to establish and maintain good working relationships with people from a wide range of personal and professional backgrounds • Ability to travel across the region 	