



## South Yorkshire and Bassetlaw Faculty for Advanced Clinical Practice: Clinical Academic Support Panel (CASP) Checklist [revised January 2020]

This document is designed to support the governance requirements identified within the Multi-Professional Framework for Advanced Clinical Practice (HEE 2017) and should be used in conjunction with the Faculty Guidance for Advanced Clinical Practice (ACP) Education and Training and Continuous Professional Development. The CASP is currently a formative process to assess progress in training and the learning environment for trainee ACPs. The CASPs will take place yearly throughout training until the identified competency framework is complete. **Please can the trainee ACP (tACP) share their portfolio evidence (which can electronically by adding your named reviewers to your E-Portfolio or a paper portfolio) a minimum of 2 weeks before your CASP review.**

ACP Name:		Commensal date of training:		
Name of Educational Supervisor:		Name of Line Manager:		
Clinical area of practice & care group (as applicable):				
CASP Panel Members:				
		YES	NO	Comment
Portfolio	Evidence of a live portfolio of evidence?			
Appraisal	Evidence of appraisal within previous 12 months. Evidence of current professional registration.			
Supervision	Evidence of supervision meetings within the trainee ACP (tACP) portfolio.			
Are there any significant Incidents or complaints this year?	Has the trainee declared any complaints or involvement in significant events? Restrictions on practice?			
Time out of training? Full time or % FT?	Please identify no. of days off sick, special leave			

Trainee ACP (tACP) name: ..... Date: .....



<b>Clinical Pillar of Advanced Clinical Practice</b>				
		<b>YES</b>	<b>NO</b>	<b>Comment</b>
<b>Workplace based assessment</b>	Completed a minimum of : Mini CEX x 12 DOPs x 8 CBD x 10 TAB/ MSF/360 assess x 1 Critical reflections x 12			
<b>Competencies</b>	Completed core competencies  Completed specialist competencies  If not completed is the progress satisfactory for point in training			
<b>Education Pillar of Advanced Clinical Practice</b>				
<b>HEI educational programmes</b>	Satisfactory performance on educational programme.  Which modules are complete?  Which module is currently being studied?  Completion of Masters programme and date.			
<b>Non HEI learning</b>	Evidence of attending Trust/ non HEI teaching			

Trainee ACP (tACP) name: ..... Date: .....



		YES	NO	Comment
<b>Intermediate/Advanced life support training</b>	Completed training and date. If not already attended, is this booked?			(community ILS, Paediatric LS, secondary care ALS)
<b>Is the study leave guidance being followed?</b>	Appropriate time allowed for education/development in line with regional guidance (1 day in University, 1 day supernumerary minimum)			
<b>Delivering Education to others</b>	Evidence of planning and delivering education to others?			
<b>Research &amp; Audit pillar of Advanced Clinical Practice</b>				
<b>In the last year has the ACP undertaken any:</b>	Audit or research Conference presentations/poster Publications, QI Projects			
<b>Leadership Pillar of Advanced Clinical Practice</b>				
<b>In the last year has the ACP undertaken any Leadership or Management activities such as:</b>	Rota writing Appraisal of others Involvement in guideline or policy development			

Trainee ACP (tACP) name: ..... Date: .....

General Feedback	

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CASP outcome 1-6:	1	2	3	4	5	6
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The trainee and lead member of the CASP to sign below to agree the outcome and any actions of the meeting and that the information supplied is accurate.

**Trainee ACP Name (printed):** .....

**Trainee ACP Signature:** .....

**CASP Panel Chair Name (printed):** .....

**CASP Panel Chair Signature:** .....

**Date:** .....

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Trainee ACP (tACP) name: ..... Date: .....



<b><u>Glossary of Terms</u></b>			
<b>Mini CEX</b>	Mini Clinical Examination	<b>DOPS</b>	Direct Observation of Procedural Skills
<b>CBD</b>	Case Based Discussion	<b>TAB</b>	Team Assessment of Behaviours
<b>MSF</b>	Multi Source Feedback		

<b>CASP Numbered Outcomes (which can be used along with narrative feedback)</b>		
<b>Outcome number</b>	<b>Outcome</b>	<b>Outcome description/action to be taken and agreed between tACP and CASP panel</b>
<b>Outcome 1</b>	Satisfactory progress	Achieving progress and the development of competences at the expected rate
<b>Outcome 2</b>	Development of specific competences required	Additional training time <b>not</b> required
<b>Outcome 3</b>	Inadequate progress	Additional training time and adjustments required
<b>Outcome 4</b>	Potential release from training programme is strongly recommended with or without specified competences and with input from trainee Employer	If this outcome is to be given, early discussion and inclusion of employer HR is essential
<b>Outcome 5</b>	Incomplete evidence presented	Additional training time and possible adjustments may be required
<b>Outcome 6</b>	Has met all the required clinical competences to complete the training programme	This outcome is usually given on completion of the training programme

*Acknowledgements: Suzanne Owens, Professional Lead, Sheffield Teaching Hospitals NHS Foundation Trust*

Trainee ACP (tACP) name: ..... Date: .....