

This checklist is designed to help you recruit and develop medical associate professions (MAPs) in your organisation, and support them to deliver excellent patient care.

## ✔ Measure current performance

- Hold sessions with staff groups to gather feedback on the supply of non-medical and medical staff.
- Consider whether the recruitment and utilisation of MAPs roles could help alleviate any concerns around supply.

## ✔ Gain support from stakeholders

Seek buy-in from key stakeholders such as:

- medical director or nominated lead
- Postgraduate medical education (PGME) staff (director of PGME and medical education manager)
- clinical directors
- service managers
- staff groups (consultants, nurses, SAS doctors, junior doctors and allied health professionals)
- patients
- Health Education England.

## ✔ Organise internal project management

- Set up a working group with representation from areas that may benefit from the employment of MAPs.
- Work with clinical directors and PGME staff to develop job descriptions and timetables which will enable MAPs to undertake an array of duties.
- Investigate the financial resources required for the project.

## ✔ Develop a business plan

Prepare a business case that includes the following elements:

- details about your supply issues
- your strategic plan and how you will recruit and support MAPs
- the number of roles and skills required
- the recruitment campaign activity
- resources to coordinate activity in the trust – clinical and pastoral
- the use of social media such as LinkedIn and Twitter in recruitment and engagement
- pastoral support for pre-employment, induction and supervision
- plans for engaging with current staff to build support for the recruitment and integration of MAPs
- campaign evaluation to inform further MAPs recruitment activities you may undertake in the future
- timescales and resources for the recruitment, development and training of MAPs
- clear measurables to help you understand and demonstrate the impact
- how you will undertake local equality impact assessments.

### ✔ Prepare for a recruitment campaign

- Contact your local course provider/ higher education institutions (HEI) to find out when students will be seeking employment after graduation.
- Ensure your local course provider/ HEI have information for students on the application process.
- Invite students to meet with junior doctors, consultants, nurses and patients to discuss potential employment opportunities. Highlight the wider reward package and benefits working for your organisation.
- Advertise any employment opportunities both internally and externally to maximise applications.
- Use values-based recruitment processes and include doctors, consultants and patients on the interview panel to ensure the right candidates are recruited to provide safe patient care.

### ✔ Provide pastoral support

- Plan for MAPs to join at the same time. This will help them build up a peer network and reduce feelings of isolation.
- Invite MAPs to attend the same inductions as other staff groups, such as junior doctors.
- Provide MAPs with guidance and policies, including serious incidents, and facilitate any additional training necessary.
- Organise for MAPs to receive support from medical staffing throughout their employment, to ensure they receive the right level of support.
- Allocate a supervisor who can provide regular feedback on their performance and provide them with support in their day-to-day activities.
- Produce a development plan which will support them and extend their scope of practice to special areas of interest.

### ✔ Plan your evaluation

- Review existing national data – consider using data over a minimum of three years to identify trends which can provide a baseline. Use available data on trust outcomes such as Care Quality Commission reports, the General Medical Council's National Training Survey, etc.
- Measure the effectiveness of the implementation of the MAPs – consider organising listening events with junior doctors and other relevant staff groups to seek feedback on utilisation of MAPs.
- Liaise with clinical directors and ward managers – identify the financial benefits such as reduced agency spend, income generation, etc.
- Present the evaluation to the board – this will help you to seek continued commitment for the development of MAPs within your organisation.

### ✔ Update existing information

- Review and update existing internet and intranet information for MAPs.
- Consider updates to policies and strategies that include MAPs as an integral element of the medical workforce.
- Continue to identify further development opportunities such as quality improvement projects.

### ✔ Recognise your success

- Seek feedback from all staff groups on how MAPS have improved productivity and patient care.
- Present positive outcomes from the evaluation to the board and relevant stakeholders.
- Share examples of good practice in the development, support and utilisation of MAPs on a local, regional and national level.
- Make plans to repeat the process of evaluation annually.

## Further Information

For further information on the medical associate professions, visit [www.nhsemployers.org/maps](http://www.nhsemployers.org/maps)