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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Placement Development Team Lead** |
| **Band:** | **Band 6** |
| **Responsible To:** | **Clinical Training Manager** |
| **Accountable To:** | **Head of People Development (Clinical)** |
| **Section/Department/Directorate:** | **People Development** |

**Job Purpose:**

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| To work within the Clinical Training Team and be the key link between practice learning placement, the Higher Education Institutions (HEI’s), Therapies and People Development to improve the pre-registration learning experience for students, identifying, developing and facilitating learning and development  To provide practical support to front line teams to ensure consistent high quality placements for students including supporting the implementation of appropriate models of student support such as collaborative learning in practice (CLiP).  To be a clinical lead for the Placement Development Team on the NMC Standards for Education and Training, Standards of proficiency for registered nurses and Standards for student supervision and assessment. | |
| **Context:** |
| Jointly lead and co-ordinate the practice element of the Placement Development Team linking with the Trainee Nursing Associate Clinical Tutor.  Contribute to the Placement Development Teams support of learners on pre-registration, Return to Practice and nurse apprentice programmes as well as supporting elective placement opportunities.  Contribute to the Placement Development Teams Support of practice supervisors and practice assessors in practice  The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.   |  | | --- | | **Key Working Relationships:**  Actively participate in a wide range of professional communication groups and networks, both internal and external.  Work with the Trainee Nursing Associate Clinical Tutor, managers and department leads within the Trust, Operational staff groups, Senior Nurses for community, Therapy leads, professional leads and HEI’s.  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | |
| **Organisational Chart:**  The Placement Development Team Lead will be based at NDDH, Barnstaple. |
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| **Key Result Areas/Principal Duties and Responsibilities**  To be the named clinical lead for undergraduate multi-professional education and training in practice placements  Maintain effective communication across the wider organisation and act as a conduit between placements and the HEI’s  Lead student forums, network groups, coffee clubs and educational link meetings  Work as part of a nominated placement development team comprising of Trust and HEI members  To monitor audit activity conducted by HEI’s and placement areas and undertake regular capacity reviews  Support practice placements to ensure placements are educationally relevant through effective supervision and assessment in practice  Support the professional development of both employees and students, championing the use of simulation to support Inter-professional learning for both.  Work with placement areas to ensure there are the correct numbers of practice supervisors and practice assessors and ensure the currency of their knowledge  Work to support and ensure a live register of practice assessors and practice supervisors  Facilitate a support network to ensure all practice assessors and practice supervisors are supported in their role  Devise, plan, teach and deliver training programmes such as practice supervisor training for all staff groups  Drive forward the roll-out of CLiP and other appropriate models for student support whilst in placement, supporting staff and pre-registration learners with its implementation and the required on-going support  Ensure any health and safety or security issues affecting placements are identified and resolved where appropriate  Provide support, pastoral care and guidance to practice supervisors/practice assessors and learners in emotional and distressing situations such as failing learner issues  Ensure learners are appropriately inducted to placement areas  Monitor student placements, capacity and practice issues which may affect capacity or the ability of a placement to be an effective learning environment  Support clinical areas and staff in the NMC standards for education and training  Advise potential recruits and students on educational aspects of professional education and training programmes and to support quality development.  Take a key role in the evaluation of the impact of education and training activity on patient care  Advise potential recruits and students on educational aspects of professional education and training programmes and to support quality development  Assist in the undertaking of specific quality audits and evaluation of learning  Maintain own educational development and encourage new practice in others using new technology and media e.g. e-learning  Maintain own clinical competence to a level required to be a credible teacher and competent clinician, being an excellent role model to others, working clinically as required  Attend all statutory training to meet health and safety requirements and have expertise with policy and local procedure sufficient to be a good role model.  Maintain a personal portfolio of evidence relating to competence and achievement and support others in doing the same  The post holder will comply with policy and promote high standards of health and safety in the work place and teaching venues.  Support the organisation with recruitment and RePAIR activity to ensure appropriate uptake of provision To ensure safe practise to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular be aware of responsibilities as listed in the Infection Control Operational Policy. |
| **Communication and Relationship Skills**  Actively participate in a wide range of professional communication groups and networks, both internal and external on a range of matters concerning student placements, capacity, audits and practice support.  Maintain communication and good working relationships with educational providers and partner universities to enhance student experience  **Analytical and Judgement Skills**  The post holder will manage and prioritise all incoming and outgoing communications relating to their job responsibilities  **Planning and Organisational Skills**  The post holder will be expected to plan and organise their work, identifying priorities and responding to student or service needs as and when the arise  **Physical Skills**  Utilisation of keyboard skills, occasional lifting and moving of marketing or education materials within capability.  Transporting and use of presentation equipment as required.  The post holder may need to travel to Exeter and Plymouth as required as well as other areas as identified.  **Responsibility for Patient and Client Care**  The post holder is required to put the patient, as the first priority, at the centre of all activities. The post holder will be required to deal directly with patients as required by service need.  **Responsibility for Policy and Service Development**  The post holder will contribute to service development within their area of specialty and will adhere to Trust policy at all time  **Responsibility for Financial and Physical Resources**  The post holder does not have financial responsibility or a budget to adhere to  **Responsibility for Human Resources**  The post holder does not have any responsibility for other staff. They may be expected to participate in the interviewing of students in partnership with local universities  **Responsibility for Information Resources**  Uses a range of computer systems e.g. Word, Excel and PowerPoint to create reports, documents and presentations.  **Responsibility for Research and Development**  Comply with Trust’s requirements and undertake surveys as necessary to own work  **Decision Making**  The post holder will be guided by Trust policies and procedures, using own initiative and seeking advice from manager as required  **Physical Effort**  Office work with requirement to sit in a restricted position at display screen equipment. Occasional lifting of files, laptops, projectors, conference phones, presentation materials and stationery. Some travel across the Trust and to partner organisations  **Mental Effort**  Requirement to regularly concentrate and liaise with a range of staff across the organisation.  **Emotional Effort**  Occasional exposure to distressing or emotional circumstances. The post holder will respond to concerns and questions from staff and students who may be anxious or distressed relating to specific issues particularly in relation to individual’s and progression or failure in their studies  **Working Conditions**  The post holder will be working in the office and driving to other Trust sites and community areas to work with support staff, nurses, therapists etc in community nursing teams and community hospitals. There will be a need on occasion to drive to Exeter or Plymouth for meetings |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Placement Development Team Lead**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Active professional healthcare qualification  Educated to degree level (or equivalent) in a health related subject or relevant experience  To hold or working towards a recognised teaching qualification | E  E  D |  |  |  |
| KNOWLEDGE/SKILLS:  Evidence of continual professional updating  IT literacy in word processing and presentation skills  Credible clinician and able to work clinically  Excellent communication and presentation skills  Good evidence of facilitation skills and/or working with teams | E  E  E  E  E |  |  |  |
| EXPERIENCE:  Evidence demonstrating teaching or facilitation ability with a wide range of people and situations.  A broad level of knowledge and experience of healthcare settings of at least 5 years  Experienced mentor/sign-off mentor/Assessor with at least 3 years of supporting and mentoring pre-registration students | E  E  E |  |  |  |
| PERSONAL REQUIREMENTS:  A sense of humour  The ability to continually engage, inspire and motivate others  Ability to display resilience in a variety of teaching and educational settings  A team player  Ability to organise own workload and meet targets  Ability to travel to work in a variety of remote locations | E  E  D  E  E  E |  |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  E | Interview  Interview |  |  |

\*Essential/Desirable

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinacious Dusts |  | Clinical contact with patients | X | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour | X | Manual Handling | X |
| Solvents |  | Driving | X | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | X |
| Cytotoxic drugs |  | Night working |  |  |  |