

Job Description

Placement Expansion Lead

Job Title:	Placement Expansion Lead
Band:	Agenda for Change Band 6
Responsible to:	BNSSG Training Hub Programme Manager
Accountable to:	BNSSG Training Hub Programme Manager
Location/Base:	BNSSG Training Hub. Base South Plaza, Bristol & Home Working

Job Summary and Purpose

1. Job Purpose and summary

As a member of the BNSSG Healthier Together, Clinical Placement Expansion Programme (CPEP) the Placement Expansion Lead (PEL) will assist in enabling undergraduate clinical placement expansion of Nursing, Midwifery and Allied Healthcare Professional across the BNSSG STP.

The post holder will be responsible for the growth of sustainable quality clinical placements

As part of the strategic vision of BNSSG, the post holder will research, scope, develop and successfully introduce Collaborative Learning in Practice (CLiP) to the BNSSG system.

The post holder will also promote the benefits of CLiP and Technology Enabled Care (TEC) as principle, flexible, creative and new forward thinking ways of working in these COVID-19 times.

The post holder will support colleagues and work collaboratively across multiple organisations in the STP region (Bristol, North Somerset and South Gloucestershire). This includes the HEI (UWE), mentors, assessors, managers, IT departments, other relevant staff and the Placement Expansion Lead (PEL) working on TEC implementation (TEC PEL), to ascertain and deliver the best possible CLiP solution to facilitate clinical placement expansion.

These two PELs will work collaboratively between Sirona and Primary Care and also look to develop opportunities in Social Care, the PVI sectors and others across BNSSG. They will have a focus on CLiP but it's not exclusive, as a blended approach, rotational model etc. could be explored.

The post holder will also attempt to future proof by ensuring that the CLiP provision meets the changing needs and demands of BNSSG: its staff, patients and HEI, whilst fulfilling HEEs objectives in line with any legislation.

2. Main Duties and Responsibilities

- Development of approaches that maximise the number of students who can be supported in clinical practice areas, for example CLiP and TEC
- Research, design/adapt, implement and evaluate innovative, cost effective and sustainable CLIP model of student supervision and engagement, to support placement expansion across the BNSSG region.
- Ensure that the CLiP model of student supervision and engagement is flexible to meet service requirements in the Provider organisations within the BNSSG region
- Collaborate with the TEC PEL, development teams, practice assessors and supervisors in provider organisations to implement the new TEC way of working in their model of student support
- Liaise with and include the expertise of Academic Assessors and Academics in Practice from Higher Education Institutions when designing and implementing the CLIP models of student support and engagement.
- Work with placement providers and programme teams, to identify placement learning opportunities and pathways to meet workforce needs
- Advocate and impart NMC good practice i.e. Standards for Student Supervision and Assessment (SSSA) and ESFA requirements
- Develop and maintain relationships with key stakeholders internally and across the BNSSG system
- Understand the need to attract, recruit and retain into clinical roles relies on good placement experiences
- Keep up-to-date with knowledge of TEC via TEC PEL
- Create BNSSG CLiP policies, procedures and best practice guides and ensure accessibility.
- Recognise and celebrate areas of good practice where new models of supervision and engagement have enhanced the quality of the student placement / episode of care
- Develop and deliver CLiP knowledge, training and skills to support and promote the benefits to BNSSG colleagues and HEI, so that it is embraced and effectively utilized.
- Present information and issues to a wide range of internal and external stakeholders.
- Support employers and stakeholders in achieving effective placements across the BNSSG.
- Reporting to the STP and line manager on progress, to keep on track of the CLiP development as well as escalating any risks and delays with formulated contingencies.
- Transfer knowledge and skills and support colleagues across BNSSG including, social care organisations
- Deliver operational development of clinical placements expansion across BNSSG
- Contribute to the approval and re-approval of supervisors of learners
- Support the delivery of educational quality management processes across BNSSG

3. Working Conditions / Effort

- Work across multiple sites in the region and with multiple partners (must be willing to travel and be able to work remotely)
- Work independently and within timeframes
- Working remotely
- Work collaboratively within teams
- Communicate with all levels of staff in different organisations on a daily basis.
- Be able to champion and challenge current IT departments in the system to work collaboratively towards a system solution

4. Person Specification - Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	Knowledge:			
	<ul style="list-style-type: none"> Knowledge of placement coordination within practice and wider health & social care partners. 	√		A/I
	<ul style="list-style-type: none"> Awareness of the local health economy and the partners of the BNSSG STP. 		√	A/I
	<ul style="list-style-type: none"> Knowledge of Healthier Together's aims & objectives. 		√	A/I
	<ul style="list-style-type: none"> Knowledge of key principals required to facilitate a clinical placement. 	√		A/I
	<ul style="list-style-type: none"> Knowledge of the NMC Standards for Student Supervision and Assessment (SSSA) and ESFA requirements 		√	A/I
	<ul style="list-style-type: none"> Knowledge of TEC 		√	A/I
	<ul style="list-style-type: none"> Knowledge or understanding of the role of a Practice Education Facilitator (PEF) 	√		A/I
	<ul style="list-style-type: none"> An awareness of the NHS long term plan and its desire to increase NMAHP roles 		√	A/I
	Training:			
	<ul style="list-style-type: none"> Registered Nurse, Midwife or Allied Health Professional or Degree/diploma in a health/social care related field 	√		A/I
	<ul style="list-style-type: none"> Project Management or willingness to learn 	√		A/I
	<ul style="list-style-type: none"> Evidence of CPD or willingness to undertake 	√		A/I
	<ul style="list-style-type: none"> European Computer Driving License or equivalent 	√		A/I
	<ul style="list-style-type: none"> Teaching Qualification or equivalent 		√	A/I
	Experience:			
	<ul style="list-style-type: none"> Experience or understanding of CLiP 	√		A/I
	<ul style="list-style-type: none"> Ability to lead a team 	√		A/I
	<ul style="list-style-type: none"> Proven ability to work independently and using your own initiative 	√		A/I
	<ul style="list-style-type: none"> Experience in Project management 		√	A/I
<ul style="list-style-type: none"> Proven ability to coordinate people and projects, and establish strong relationships 	√		A/I	
<ul style="list-style-type: none"> Experience of multidisciplinary team working 	√		A/I	

	<ul style="list-style-type: none"> • Ability to make decisions autonomously when required on difficult issues working to tight and often changing timescales • Experience of teaching • Experience of managing risks and reporting • Ability to design, plan and deliver training and development sessions to multi-disciplinary teams 	√		A/I
		√		A/I
		√		A/I
		√		A/I
Communication Skills	<ul style="list-style-type: none"> • Ability to transfer knowledge and skills and provide on-going support to staff in applying learning. • Active listener • Good influence and persuasion skills across all levels of staff, including senior managers • Ability to establish and maintain strong working relationships with key stakeholders • Experience of creating and giving presentations to a varied group of internal and external stakeholders • Ability to facilitate collaborative working across organisational boundaries. 	√		A/I
		√		A/I
		√		A/I
		√		A/I
		√		A/I
		√		A/I
Analytical	<ul style="list-style-type: none"> • Strong knowledge of specialist areas with evidence of post qualifying and continuing professional development gained through post graduate qualifications or equivalent experience or training • Strong IT skills including MS Office • Ability to translate complex information into a form that is easily understood and able to be disseminated across wide audiences • Able to think creatively, analyse and solve problems 	√		A/I
		√		A/I
		√		A/I
		√		A/I
Planning Skills	<ul style="list-style-type: none"> • Able to prioritise and manage own workload without supervision • Ability to organise own work schedules, meet deadlines and devise objectives • Ability to manage projects and implement change • Ability to facilitate meetings • Flexible and positive attitude in all areas of responsibility 	√		A/I
		√		A/I
		√		A/I
		√		A/I
		√		A/I

Autonomy	<ul style="list-style-type: none"> Ability to make decisions autonomously when required on difficult issues working to tight 	√		A/I
	<ul style="list-style-type: none"> Able to prioritise and manage own workload without supervision 	√		A/I
Equality & Diversity	<ul style="list-style-type: none"> The promotion of equality of opportunity and good working relations (providing practical leadership) 	√		A/I
Other	<ul style="list-style-type: none"> Experience of managing a team without direct line management 	√		A/I

*Assessment will take place with reference to the following information

A=Application form

I=Interview

T=Test

C=Certificate

SAFER RECRUITMENT

General Duties and Responsibilities

1 Job Description Review

This job description is not a complete list of duties, but is intended to give a general indication of the range of work undertaken. It will vary over time as demands and priorities within the NHS change. Significant changes in the range of work undertaken will be made only following consultation with the post holder. This job description will be kept under review to ensure that it remains up to date.

2 Information Governance and Confidentiality

It is the duty of every employee to comply with all BNSSG policy requirements in relation to Information Governance, including the Freedom of Information Act and the Data Protection Act. As an employee, you may gain access to privileged information of a highly confidential nature relating to private affairs, diagnosis and treatment of patients; information affecting members of the public; personal matters concerning staff; commercial confidences of third parties and details of items under consideration by BNSSG. Such information should not be divulged or passed to any unauthorised person or persons. Failure to observe these rules will be regarded by BNSSG as serious or gross misconduct which could result in disciplinary action being taken against the employee.

3 Health and Safety/Security

The organisation recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety.

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

4 Quality and Clinical Governance

BNSSG promotes an open, learning culture ensuring appropriate governance systems and processes are in place to support and develop this culture. Employees are responsible for ensuring that they are aware and compliant with policies and procedures that govern their work; and if something goes wrong, employees have an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If an employee has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a senior member of management.

5 Codes of Conduct

All Employees will work in accordance with the principles and standards as set out in managerial and professional codes of conduct.

6 Dignity at Work Statement

BNSSG is committed to treating all employees with dignity and respect. An employee is responsible for behaving in a way that is consistent with the aims of our Equality and Diversity agenda in Employment Policies. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff. The organisation will not tolerate any forms of bullying or harassment in the workplace.

7 Equality Statement

Employees must act in a way that is consistent with organisational procedures and the law relating to equality, diversity and rights, and to treat everyone with whom you come into contact equitably, with respect and without discriminating.

To recognise and appreciate that people, both colleagues and service users are different and to act in ways that are consistent with their needs and preferences.

To ensure that practices and processes operated by your team are fair and provide equitable treatment for all, and to take effective action to deal with any discrimination or unfair treatment that you have become aware of.

8 Public Involvement and Engagement

Employees will work collaboratively with other organisations in the local health community on issues of common interest and contribute to partnership working with local authorities, other statutory organisations and the non-statutory sector as required.

Employees will promote effective patient, public, user and carer involvement in all elements of work.

9 Risk Management

All employees will follow risk management policies and procedures at all times. All employees are personally responsible for risk management issues in respect of themselves

and colleagues. Employees who identify a potential hazard should report it to a manager/supervisor at once using the organisational incident reporting process.

10 Safeguarding Children and Vulnerable Adults

All employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to the Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training. The organisation believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

11 Infection Control

All employees have a responsibility to adhere to policies and procedures in relation to infection control. BNSSG encourages all staff to make their voice heard in respect of preventing and controlling infection and maintaining and improving environmental cleanliness. This includes sharing good practice and raising problems and issues encountered.

12 Delivering Resilience

BNSSG supports the delivery of health services in times of emergency and where business continuity is affected as a Category 1 responder. Examples may include; extreme weather or local mass casualty situations. In these instances, as an employee, you will be required to provide flexibility around location or role in order to continue to deliver safe services and support as required.

13 Policies and Procedures

Employees are expected to follow organisational policies, procedures and guidance as well as professional standards and guidelines. Copies of policies can be accessed via the staff intranet or external website or via your manager.

The organisation operates a policy which promotes a smoke free environment.

14 Appraisal and Personal Development

BNSSG is committed to lifelong learning for all staff and has put in place an appraisal and development infrastructure. All employees have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning development needs in order to meet the agreed performance standards.

15 Records Management

Employees have a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records. The types of record held may consist of patient or staff records, administrative records, photographs, microfiche, audio and tapes, e-mails, electronic and scanned records and text messages.

16 Partnership Working

BNSSG is committed to partnership working and staff involvement, underpinned by the values of openness, trust, staff involvement, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.

17 Financial Instructions

Budget management and control is an element of each employee where they are designated as being budget holders. Employees must comply with the Financial Standing Orders, Standing Financial Instructions and Scheme of Delegation as appropriate to this role.

18 Sustainability/Carbon Footprint

BNSSG is committed to promoting sustainable development and reducing the harmful effects of its activities on the environment. Employees are expected to promote and embrace the principles of sustainable development in their daily duties; specifically, to ensure that they use energy and other natural resources as efficiently as possible to minimise their carbon footprint.

19 General Terms and Responsibilities

Contribute to the work of specific project groups within the organisation and across the local health community as required.

To undertake any other duties that may be reasonably requested of the post holder to help the department run smoothly.