

Link Tutor Essential Activities - Operating Principles

(See Checklist for Associated Activities on the Link Tutor Checklist)

The Link Tutor role encompasses a set of activities essential to delivering integrated support to students, practice educators, supervisors and assessors, and others who support student learning in practice in order to achieve a high quality placement learning experience.

Essential activities include:

	General comments
Core Activities	
Works with Subject Group Placement Lead, Link Lecturer team and PEF for the designated placement provider organisation(s)	Provides monthly report on activities as required to address issues of concern and good practice
Supports compliance with HCPC Standards	Supports compliance with annual student self-declaration of <ul style="list-style-type: none"> • Disclosure and Barring Service, • Health and • Good character Supports monitoring visits by HCPC, QAA, CQC as required.
Supports compliance with SHU and NHS Health Education England policies and procedures	SHU Placement Website - https://www.shu.ac.uk/health-social-placements
Identifies issues for action; creates and implements Action Plans	Reports issues of concern affecting student placements to Subject Group Placement Lead/ colleagues in Link Lecturer Team Reports information about areas for development/planning - including changes and reconfiguration of services to Subject Group Placement Lead / colleagues in Link Lecturer Team
Monitors current and explores potential new placement capacity	To create new placement opportunities and maximise use of existing placements Supports work of PEFs in this core activity.

Escalates concerns about practice or patient safeguarding in relation to placements raised by CQC, HCPC, OFSTED	Escalates to DPL/CPLL Revises placement audit accordingly
Pre Placement	
Audit (as agreed with HEI and Placement provider - liaison with Placement Team)	Steps taken to ensure objectivity must be provided for HCPC/ QAA Contributes to annual review; reports to Subject Group Placement Lead; contributes to evidence base. Action Plans and review.
Placement Coordinator support and liaison	Communicates with Placement Coordinator, Practice Educator and Supervisor team Provides contact details to Placement Coordinator, Practice Educator and Supervisor team, Subject Group Placement Lead / colleagues in Link Lecturer Team
Practice Educator/Supervisor record facilitation	Supports Placement Coordinator in guiding Practice Educators/ Supervisors on recording their roles on PARE/PEMS
Practice Educator/Supervisor preparation and updates	Supports Placement Coordinator, Practice Educator and Supervisor teams to follow agreed placement provider processes Supports access to guidance from university on use of PebblePad for assessment of practice
Student induction	Works with placement providers to ensure that essential elements of induction are undertaken to ensure that health and safety law and policy are complied with
Placement Profiles / information	Works with placement providers to ensure that placement profiles / information are maintained and up-to-date on PARE/PEMS
During Placement	
Student Support/dealing with failing students	Supports students – enabling students to lead on their own placement learning Supports students - student may contact the Subject Group Placement Lead to request additional support and guidance Supports placement providers in student support/dealing with students who are failing to progress.

	Supports placement providers in ensuring compliance with policies and procedures https://www.shu.ac.uk/health-social-placements
Practice Educator/Supervisor Support	Supports Practice Educators/Supervisors in <ul style="list-style-type: none"> • implementation of assessment process and documentation • compliance with HCPC Standards • keeping up-dated with curriculum and changes • ensuring fair and consistent assessment of the student.
Placement Coordinator support and liaison	Supports Placement Coordinator in <ul style="list-style-type: none"> • on-going identification and development of placement learning opportunities • compliance with HCPC Standards • agreement and implementation of action plans for development of Practice Educators/Supervisors • keeping up-dated with curriculum and changes • reporting on and reviewing the placement evaluations bimonthly and creating any required action plans in partnership with the university link team to constantly strive to improve the student placement experience.
Reports issues of concern to Subject Group Placement Lead /Professional Issues/Student Support Teams	Responds to and escalates concerns, including Fitness to Practice
After Placement	
Reviews and responds to student evaluations	Tracks and documents Action Plan in response to any negative qualitative comments and/or low scores on student placement evaluation

Reporting

The monthly returns will contain information on the following:

- Link Lecturer activity
- Practice Educator/Supervisor update and support

- Student evaluations - overview of trends and comments
- Audits
- Meetings
- Positive feedback
- Areas for development/planning - including changes and reconfiguration of services

These are the core principles and are not exhaustive. Core principles will be adhered to, but operationally determined and locally agreed between the Subject Group Placement Lead, Link Lecturer/Link Tutor Team and Placement Provider organisation.