

## Link Lecturer Essential Activities - Operating Principles

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

The Link Lecturer role encompasses a set of activities essential to delivering integrated support to students, 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
<b>Core Activities</b>	
Works with Lead Link Lecturer, Link Lecturer team and PLF 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 NMC Standards	Supports compliance with annual student self-declaration of <ul style="list-style-type: none"> <li>• Disclosure and Barring Service,</li> <li>• Health and</li> <li>• Good character</li> </ul> Supports monitoring visits by NMC, QAA, CQC as required.
Supports compliance with SHU and NHS Health Education England policies and procedures	SHU Placement Website - <a href="https://www.shu.ac.uk/health-social-placements/profession-information/nursing">https://www.shu.ac.uk/health-social-placements/profession-information/nursing</a>
Identifies issues for action; creates and implements Action Plans	Reports issues of concern affecting student placements to Lead Link Lecturer/ colleagues in Link Lecturer Team Reports information about areas for development/planning - including changes and reconfiguration of services to Lead Link Lecturer/ 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 PLFs in this core activity.

Escalates concerns about practice or patient safeguarding in relation to placements raised by CQC, NMC, OFSTED	Escalates to DPL/FPLL Revises placement audit accordingly
<b>Pre Placement</b>	
Audit (as agreed with HEI and Placement provider - liaison with Placement Team)	Steps taken to ensure objectivity must be provided for NMC/ QAA Contributes to annual review; reports to Lead Link Lecturer; contributes to evidence base. Action Plans and review.
LEM support and liaison	Communicates with LEM, Clinical Educator and Supervisor/Assessor team Provides contact details to LEM, Clinical Educator and Supervisor/Assessor team, Lead Link Lecturer/ colleagues in Link Lecturer Team
Supervisor/Assessor record facilitation	Supports LEM in guiding Supervisors/Assessors on recording their roles on PARE/PEMS
Supervisor/Assessor preparation and updates	Supports LEM, Clinical Educator and Supervisor/Assessor teams to follow agreed placement provider processes Supports access to guidance from university on use of PebblePad/MYEPAD 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
<b>During Placement</b>	
Student Support/dealing with failing students	Supports students – enabling students to lead on their own placement learning Supports students - student may contact the Link Lecturer 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

	<a href="https://www.shu.ac.uk/health-social-placements/profession-information/nursing">https://www.shu.ac.uk/health-social-placements/profession-information/nursing</a>
Supervisor/Assessor Support	Supports Supervisors/Assessors in <ul style="list-style-type: none"> <li>• implementation of assessment process and documentation</li> <li>• compliance with NMC Standards</li> <li>• keeping up-dated with curriculum and changes</li> <li>• ensuring fair and consistent assessment of the student.</li> </ul>
LEM support and liaison	Supports LEM in <ul style="list-style-type: none"> <li>• on-going identification and development of placement learning opportunities</li> <li>• compliance with NMC Standards</li> <li>• agreement and implementation of action plans for development of Supervisors/Assessors</li> <li>• keeping up-dated with curriculum and changes</li> <li>• 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.</li> </ul>
Reports issues of concern to Lead Link Lecturer/Professional Issues/Student Support Teams	Responds to and escalates concerns, including Fitness to Practice
<b>After Placement</b>	
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
- Supervisor/Assessor 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 Lead Link Lecturer, Link Lecturer Team and Placement Provider organisation.