

Lead Link Lecturer and Link Team Essential Activities

Essential activities include:

1. The Lead Link Lecturer /Link Team will coordinate a team approach in order to reach a consensus on activities within the NHS/PIVO (Private, Independent and Voluntary Organisations). The aim of this is to ensure that these are planned, delivered and reviewed at regular intervals.
2. The Lead Link Lecturer /Link Team will organise and facilitate team meetings, the frequency of which will be determined by the team within the designated service areas.
3. The Lead Link Lecturer /Link Team will support the Professional Placements Team in their role of placement allocation. The Lead Link Lecturer /Link Team will liaise with the placement team, education lead, and placement providers to plan future placements using the forecast data.
4. The Lead Link Lecturer /Link Team will collaborate with placement providers to explore and identify new placements and liaise between Sheffield Hallam University and placement providers in relation to any changes in the pattern of service delivery that may affect the availability and/or suitability of areas for student placements, whether temporarily or permanently.
5. The Lead Link Lecturer /Link Team will work with the education leads/ Learning Environment Managers to coordinate contributions within NHS/PIVO so that the Practice Supervisors/Practice Assessors update process/activity is planned, delivered and reviewed, to include curricula content/changes, assessment of placement learning process, university policies and guidelines for placement learning, the processes for managing students who are failing to progress and for reporting any concerns/accidents or incidents affecting a student on placement.
6. The Lead Link Lecturer /Link Team will work with provider Education Leads/ Learning Environment Managers to support the development of new Practice Supervisors/Practice Educators.
7. The Lead Link Lecturer /Link Team supports the Learning Environment Manager in compliance with NMC Standards for Student Supervision and Assessment.
8. The Lead Link Lecturer /Link Team works with Learning Environment Manager, practice supervisors and practice assessors to make available information and resources that enable students to be empowered to take responsibility for their learning.
9. The Lead Link Lecturer /Link Team will consult with education leads and Learning Environment Managers to support timely completion of educational audits and

placement profiles and ensure that identified new placement areas are audited using systems agreed by the University and placement providers.

10. The Lead Link Lecturer /Link Team will escalate to the DPL/ CPLL any concerns that arise from CQC/ OFSTED/ NMC inspections.
11. The Lead Link Lecturer /Link Team will coordinate action plans as required by the DPL/CPLL in response to CQC/ OFSTED/ NMC inspections and outcomes and to work to the faculty's Escalation of Concerns policy.
12. The Lead Link Lecturer /Link Team will ensure that education audits are reviewed and relevant narrative added to the education audit to verify that the education audit has been reviewed in response to relevant concerns raised by the CQC/ OFSTED/ NMC.
13. The Lead Link Lecturer /Link Team will be available to support, where necessary, managers or education leads or Learning Environment Managers where action is required regarding points raised by educational audits.
14. The Lead Link Lecturer /Link Team will liaise with the Subject Group Lead if any member of the Lead Link Lecturer /Link Team changes and replacement is required.
15. The Lead Link Lecturer /Link Team will collate information on student evaluations and be available, where necessary, to support the monitoring and response to evaluations if required.
16. The Lead Link Lecturer /Link Team will collaborate to ensure that information on their activity is collated and distributed to the Director of Practice Learning and the Subject Group Lead.
17. The Lead Link Lecturer /Link Team will act as a conduit for information to and from the designated areas.
18. The Lead Link Lecturer /Link Team will attend regular liaison meetings with education leads/ Learning Environment Managers as required.
19. The Lead Link Lecturer /Link Team will be encouraged to attend regular Lead Link Lecturer /Link Team development/forum meetings supported, as necessary, by the Director of Placement Learning.
20. The Lead Link Lecturer /Link Team will collaborate with placement providers to identify and take forward areas for development to enhance student learning in practice.

The Lead Link Lecturer /Link Team Report will contain information in the following sections:

1. SHU Placement Link activity
 - Placement profile.
 - Evidence of changes to placement configurations.

- Evidence of changes to profile following student evaluations.
2. Educational audit
 - Number of audits complete.
 - Number of action plans following audits.
 - Number of action plans reviewed and completed.
 - Number of inter-professional audits.
 - Review of audits in response to concerns raised by CQC/ OFSTED/NMC student evaluations/issues/accidents/concerns reports.
 3. Student/ Practice Supervisors/Practice Assessors evaluations
 - Total number of evaluations; highlight areas of concerns and evidence of feedback to course teams for feeding forward to students if appropriate.
 - Evidence of positive evaluations.
 - Evidence of actions in relation to negative evaluations, including timely response and feedback to DMG and practice partners. Examples of student evaluation review and links to curricula.
 - Evidence relating to feedback from service users.
 4. Practice Supervisors/Practice Assessors register
 - Confirmation that Practice Supervisor/ Practice Assessor register is being maintained by NHS Trusts or, for PIVO organisations, is being maintained by the university link lecturer in conjunction with the provider
 - Evidence of support of Practice Supervisor/ Practice Assessor update activity
 - Any key topics relating to Practice Supervisors/ Practice Assessors update including the information used which need to be addressed (informed by student feedback or by regional or national directives)
 - All students are allocated appropriately to a Practice Supervisor and Practice Assessor in line with NMC SSSA Standards
 - Supernumerary status is upheld
 - Timely completion of practice assessment documentation, including completed practice hours, by practice supervisors/assessors
 5. Placement capacity
 - Placements gained and lost – rationale.
 6. SAPL/ Link Team activity
 - Evidence of ongoing partnership/communication between SHU and placement provider (meetings; emails; Practice Supervisors/Practice Assessors updates etc.).
 7. Student preparation for practice
 - Issues relating to preparation for practice.

- Sharing relevant information with course teams and providers for any enhancements required.
8. Placement issues/causes for concern (relating to safeguarding, students and staff)
- Evidence of partnership working to support issues relating to student performance.
 - Evidence of outcome and timely response.
 - Number of student incidents reported to DPL and uploaded to share point. Evidence of outcome and timely response.
 - Safeguarding and concerns raised by quality assurance reviewers, e.g. CQC/OFSTED.
 - Lessons learnt.
9. Areas for development and action plan

ISSUE	ACTION	HOW WILL THIS BE ACHIEVED?	BY WHOM/WHEN - DATE	ACHIEVED?