

Lead Link Lecturer and Link Team Essential Activities

Essential activities include:

1. The LLL/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 LLL/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 LLL/Link Team will support the placement department in their role of placement allocation. The LLL/Link Team will liaise with the placement team, education lead, and placement providers to plan future placements using the forecast data.
4. The LLL/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 LLL/Link Team will work with the Education Leads to coordinate contributions within NHS/PIVO so that the Placement Supervisors/Placement 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 LLL/Link Team will work with provider Education Leads to support the development of new Placement Supervisors/Placement Assessors.
7. The LLL/Link Team supports LEM in compliance with NMC, 2018, *Part 1: Standards Framework for Nursing and Midwifery Education*, 4.4: ensuring that the LEM/Placement Supervisor/Assessor Team "...have supported time and resources to enable them to fulfil their roles in addition to their other professional responsibilities."
8. The LLL/Link Team works with LEMs, supervisors and assessors to make available information and resources that enable students to be empowered to take responsibility for their learning.
9. The LLL/Link Team will consult with LEMs and Educational leads 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 LLL/Link Team will escalate to the DPL/ FPLL any concerns that arise from CQC/ NMC/ OFSTED inspections
11. The LLL/Link Team will coordinate action plans as required by the DPL/FPLL in response to CQC/NMC/OFSTED inspections and outcomes and to work to the faculty's Escalation of Concerns policy.
12. The LLL/Link Team will ensure that education audits are reviewed and relevant narrative added to the PPQA audit to verify that the education audit has been reviewed in response to relevant concerns raised by the CQC/NMC/OFSTED.
13. The LLL/Link Team will be available to support, where necessary, managers or LEMs or Education Leads where action is required regarding points raised by educational audits.
14. The LLL/Link Team will liaise with the Subject Group Leader if any member of the LLL/ Link Team changes and replacement is required.
15. The LLL/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 LLL/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 Leaders.
17. The LLL/Link Team will act as a conduit for information to and from the designated areas.
18. The LLL/Link Team will attend regular liaison meetings with LEMs/ Education Leads as required.
19. The LLL/Link Team will be encouraged to attend regular LLL/Link Team development/forum meetings supported, as necessary, by the Director of Placement Learning.
20. The LLL/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/NMC/OFSTED/student evaluations/issues/accidents/concerns reports.
3. Student/ Placement Supervisors/Placement 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. Placement Supervisors/Placement Assessors register
 - Number of active Placement Supervisors/Placement Assessors.
 - Evidence of Placement Supervisors/Placement Assessors update activity – types; content; attendance records; evidence of support to education leads/learning environment managers.
 - Any key topics relating to Placement Supervisors/Placement Assessors update including the information used which need to be addressed.
 5. Placement capacity
 - Placements gained and lost – rationale.
 6. SAPL/LLL/Link Team activity
 - Evidence of ongoing partnership/communication between SHU and placement provider (meetings; emails; Placement Supervisors/Placement 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?