

## **Royal Hospital for Neuro-disability Job Description**

<b>Job title:</b>	Student Placement Coordinator (Nursing)
<b>Department:</b>	Learning and Development
<b>Salary grade:</b>	Band 6 (approx. £24,500 pro rate) – part time (3 days per week)
<b>Responsible to:</b>	Learning and Development Manager
<b>Responsible for:</b>	Pre-registration placement
<b>Behavioural Framework:</b>	Leadership Behavioural Framework: Level 1

### **Scope**

The Royal Hospital for Neuro-disability is a non-profit, medical charity, a hospital and home, based in Putney, South West London. We provide both short and long-term specialist services (assessment, rehabilitation and disability management) for adults with profound or complex disabilities resulting from damage to the brain or nervous system. Through these services, we seek to enable people with profound neuro-disability to enjoy an optimal quality of life

The successful postholder will work closely with the Learning and Development Team and the Matron for Education, facilitating pre-registered students and post registration employment support for nurses.

The successful post holder will be wholly responsible for the coordination, on boarding and general placement journey for pre-registered nurses. Ensuring that clinical care standards are being maintained and developed across the hospital - nurturing a progressive learning environment for all nursing students.

You will be a Registered Nurse with extensive experience. You will have demonstrable leadership experience and the ability to develop others. You will be a forward thinking practitioner with a good understanding of current clinical practices.

### **Job Summary:**

- To support in the delivery and development of the preceptorship of newly qualified nurses, as well as the development and assessment of clinical competencies.
- To assist with RHN wide clinical training and development needs of pre-registered nursing staff
- To work collaboratively in ensuring the RHN provides a progressive learning environment for all nursing staff
- To act an effective role model for best practice nursing.

### **Main duties and responsibilities:**

- In collaboration with the Director of Nursing and the Learning and Development Manager, you will design and implement a placement programme that will support students' before, during and after placement. This includes, but is not limited to clinical skills development / education, an employment surgery, as well as workshops and mentoring.
- Provide a first point of contact for students both seeking a placement and on placement; answering, following up and taking action on queries.

- Whilst students are on placement ensure their welfare is managed appropriately; where problems arise take the appropriate action to inform the university link lecturer and work with the wider team to find the best solution, ensuring to escalate as appropriate.
- Work with the Director of Nursing and Learning and Development Manager to work with the nursing team to safely increase the number of student places on the wards.
- Work with the Recruitment Business Partner to create a suite of marketing tools to promote the concept of placements (both internally and externally) amongst students, and raise demand for student placements at RHN.
- Use a range of communication channels to maintain contact with students before, during, and after placement, enabling access to placement information for all, and facilitating excellent customer service.
- Match suitable students into wards and manage all stages of the placement and ensuring effective communication with the universities, students and Senior Nursing staff.
- At the end of the placement, seek feedback from students, Link Lecturers and Senior Nursing staff to inform future placement capacity, create case studies, and maintain accurate placement records.

### **General responsibilities**

- To work in accordance with the NMC Code Professional standards of practice and behaviour for nurses and midwives 2015
- To ensure that own practice demonstrates current clinical knowledge and expertise
- To act as a role model, demonstrating clinical expertise and decision making within the specialty.
- Facilitate the development, implementation and evaluation of best clinical guidelines, policies and protocols (where necessary)
- To support pre-registered nursing staff in developing clinical competency using the RHN core and clinical competency document, and care certificate frameworks. To monitor use and completion of these to an agreed level, in accordance with ward requirement.
- To demonstrate compassionate, humanised practice with patients and their relatives/carers, acting as a positive role model for nurses and other staff.
- To maintain effective working relations with colleagues at all levels and from all professions within the division, ensuring effective communication at all times.
- To maintain an active record of all preceptors and provide regular support for those undergoing the preceptorship programme and supervision for this role.
- To address and challenge poor practice or conduct when observed and report to appropriate line manager to ensure appropriate action is taken.

- Provide high quality and innovative teaching and assessing in the clinical setting demonstrating a flexible and responsive approach when required.

### **Leadership and Management**

- To produce appropriate educational data and activity reports on a monthly basis to the Senior Nursing staff
- To assist in the process of recruitment of newly qualified nurses for the RHN
- To work with the Recruitment Business Partner to coordinate and attend student and job fairs
- To actively participate in quality assurance strategies and audit, including documentation audits
- In conjunction with senior nursing colleagues identify and address the educational implications of adverse incidents and implement supportive training programmes to address as required.
- To make an active contribution to clinical governance strategies, particularly in relation to producing and/or reviewing nurse-led clinical guidelines
- Maintain an ongoing awareness of health & safety at work issues and ensure that these are reflected in nursing at all levels of the RHN (including own work environment).

### **Personal Professional Development**

- To take responsibility for maintaining own professional development within the specialty and field of education with Line Manager and other senior staff.
- To ensure own mandatory training certificates are up to date.
- To maintain own personal and professional development in accordance with NMC revalidation requirements, attending mandatory study sessions as required
- To participate in reflective practice, and maintain a personal learning portfolio.
- To keep up to date with NMC guidance, current development in the field of nursing and education and the relevant specialist, guidelines and protocols.

### **Person Specification:**

- Registered Nurse - The post holder must be an RN (1) and is therefore bound by the NMC Code Professional standards of practice and behaviour for nurses and midwives 2015
- Evidence of professional development.
- Proven leadership skills.
- Demonstrable clinical skills and experience
- Advanced practice skills.
- Experience of training and developing staff
- Collaborative and ability to influence medical and multi-disciplinary teams
- Effective communication skills both written and verbal.

- Knowledge of research and audit.
- Innovative and forward thinking
- Resourceful
- Experience working with pre-registered nurses (desirable)