

Practice based learning Lead

Job Description & Person Specification –

A summary of the role responsibilities and person specification

Why Our Trust?

Terms and conditions

Post – Practice based learning Lead

Division – Trust Services

Department - Education

Band – 8a

Salary - £50,952 - £57,349

Location – Research and Education Centre Bristol and Weston Academy

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

University Hospital Bristol and Weston is a large university hospital which provides a wide range of learning opportunities across the organisation and the trust supports practice based learning for a diverse group of learners including those on Nursing, Midwifery and Allied Health Professional programmes as well as supporting learner pipelines such as clinical traineeships and T levels reflecting the ambition and focus of the education strategy and the NHS long term workforce plan (2023)

You will be required to deputise for the Head of Clinical Learning and Development as required and to undertake additional activities specified by the Head of Clinical Learning and Development and/or the Associate Director of Education and Workforce.

We are
supportive
respectful
innovative
collaborative.
We are UHBW.



About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - Our staff are proud to deliver excellent care. As a forward-thinking multi-award-winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-Super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the Southwest has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

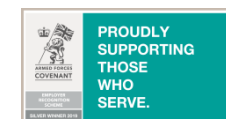
Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provide a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment, or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.



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The key purpose of the Practice based learning team, is to manage, lead and report on supervision, assessment and placement activity within UHBW and the wider BNSSG ICB to ensure that all learners have a positive experience and learning opportunities to ensure that students and learners achieve the requirements of their programme. The practice based learning team are also pivotal in driving the placement expansion agenda within the UHBW education strategy and the expansion of placement activity and capacity across the wider system to improve recruitment and the retention of students and learners meet the needs of the NHS long term workforce plan. (2023)

The practice based learning lead will be the operational lead within UHBW for practice based learning across all non-medical learner groups and will be responsible for the implementation of the key practice based learning objectives, milestones and deliverables within the education strategy and working to the targets and initiatives linked to the NHS long-term workforce plan (2023)

The role is also the operational lead for learner progression for UHBW learners.

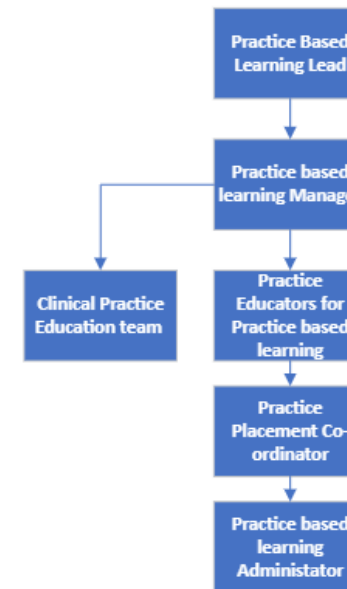
As the practice based learning lead you will be key in establishing the working relationships between the divisions across UHBW and the practice based learning team to ensure that that the key performance indicators are achieved including; placement expansion, student experience, commitment to 'grow your own' through clinical apprenticeships as well as the implementation of the learner management platform and the NHS England Safe Learning Environment Charter.

As practice based learning lead you will be pivotal in leading the development and sustainability of learning and development outreach that will foster relationships between the practice based learning team, divisional leads including HRBPs and recruitment leads, managers and clinical colleagues, AHP, midwifery and nursing professional and education leads to support placement activity, learner progression, pastoral support as well recruitment and on-boarding of learners.

You are responsible for leading and the clinical widening engagement and work experience agenda to support the wider clinical pipeline activity through the placement of external students including the technical level (T-Level), traineeships and wider work non-medical work experience placement activity.

As operational lead for practice based learning you will be working in partnership with higher education institutes and system partners and participating in relevant sub-groups linked to the BNSSG Learning Academy Group to steer the system approaches to clinical placements. This will

Organisational Structure



Key Relationships

- Head of Clinical Learning and Development
- Practice development lead and manager
- Divisional ward managers, matrons, education leads, and HR colleagues
- Resourcing and talent, recruitment leads and HR business partners
- Library, knowledge management and digital content team
- Learner management system team
- System partners within BNSSG
- NHS England

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include leading on the implantation of system wide placements and influencing curriculum design and approval to meet the needs of UHBW and the wider ICB system.

In partnership with the head of clinical learning and development you will be responsible for leading on the design and delivery of clinical education pathways necessary to develop staff and ensure compliance with programme funding requirements and assuring learner progression will be an essential aspect of this role.

The head of clinical learning and development, the practice development lead and the practice based learning lead will provide the senior leadership for clinical learning and development and you will be required to deputise for the head of clinical learning and development as needed.

Main Duties and Responsibilities

Communication

Be responsible for leading on the Trust's placement activity in partnership with Bristol, North Somerset and South Gloucestershire ICB, and higher education institutes

Act as the Trust lead for pre-registration, T-level, traineeship, Trainee Nursing Associate (TNA), Registered Nurse Degree Apprenticeship (RNDA) and Return to Practice standards and work in partnership with AHP professional leads to support AHP learners.

Communicate within the Trust key external drivers, impacting upon placement provision; make recommendations to support successful outcomes and provide leadership in collaboration with divisional leads to implement recommendations.

Be responsible for providing high quality concise written and verbal reports and papers to an internal or external audience, related to practice based learning provision.

Relay information and interpret data related to practice based learning and present this via internal/external quality governance processes.

Lead on the development and implementation of career pathways for learner progression focusing on the ambition and targets linked to the education strategy and the UHBW response to the NHS long term workforce plan.(2023)

Lead on the operational aspects linked to the expansion of career pipelines onto the clinical

apprenticeship programmes and wider engagement activities and lead on the implementation of new programmes.

Effectively communicate, in an inclusive way that values the contribution of all staff and learners/trainees and promotes the learner voice and freedom to speak up.

Ensure that there is effective communication with higher education institutes partners to ensure the smooth delivery and progression of the learners and act as the lead for partnership approval events.

In partnership with the head of clinical learning and development communicate the UHBW strategic and operational objectives and priorities at a system, regional and national level.

Leadership and management

Be accountable for clinical placement capacity within UHBW and ensure that clinical placement expansions remains as key priority for clinical learning and development and the wider organisation.

In partnership with the head of clinical learning and development lead on the learning placement group and support effective escalation via the Learning and workforce and development board.

In partnership with the head of clinical learning and development lead and demonstrate effective operational system working to ensure that there is effective alignment with BNSSG initiatives and priorities.

Demonstrate effective leadership behaviours that promote the development of knowledge, skills and behaviour of the practice based learning team by engaging in the Trust Leadership and Management training and resources.

Ensure that members of the practice based learning team have the necessary development to drive high standards and a process of continual improvement as well as responding to the needs of learners in clinical practice.

Monitor and oversee all Datix incidents that involve learners and work with divisional leads to ensure that appropriate actions are taken that there is support for learners following a clinical incident.

Responsible for risks that are included on the Learning and Development risk register that are relevant to practice based learning.

Accountable for Practice Assessor and relevant educator supervision training, and maintaining a register within the UHBW learner management platform.

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Lead on the quality assurance for all placement areas and oversee compliance with the Safe Learning environment charter and HEI contractual placement agreements.

In partnership with practice based learning lead and manager ensure that placement audits are maintained

Participation in the UHBW learner placement group and as required attend the BNSSG Learning Academy strategic sub-group and/or Task and Finish groups

Provider leadership to ensure that placement expansion initiatives and the implementation of Collaborative Learning in Practice and other innovative supervision models is achieved.

Accountability for learner caseload and learner progression and developing processes that aligns to UHBW policies and guidelines and promote fair and just assessment and supervision in clinical practice.

Responsible for the consistency of approach, good teamwork and optimal use of resources and development of high-quality communication, support networks and learning environments.

Manage the Practice based learning escalation via Learning and Development governance processes, including the Learning and Workforce Development board, People and Learning Development Group and People Committee.

Acts as an advocate for learners who raise concerns following the trust policies and procedures and works in partnership with divisional leads and HEI partners to ensure that concerns are actioned in a timely way and where appropriate leads on the response to relevant higher education institutes via the partnership meetings.

In partnership with the head of clinical learning and development lead support strategic relationships with higher education institutes and training providers to ensure the smooth delivery of programmes, curriculum development and progression of learners to meet the workforce demands of the trust.

Improve efficiency by exploring new ways of working and opportunities for education.

Work in partnership with training providers and NHS England to assess, plan and evaluate apprenticeship and widening engagement provision and wider practice based learning provision to ensure that contractual arrangements are maintained and monitored

Be accountable for the provision of clinical practice educator and practice educator outreach provision and ensuring that this meets the needs of key stakeholders including learners in practice.

Manages the response to complaints and concerns in relation to learners and the learning environment and escalates to the Practice based Learning lead or Head of Clinical Learning and development Lead as needed.

In partnership with the practice development lead ensure that the practice based learning outreach

Work in partnership with the library, knowledge management and digital content lead to support digital reporting of learner progression and recording of competencies within the UHBW learning management system.

Develop, deliver and evaluate training programmes and digital content aligned to workforce priorities.

Lead on the development of a UHBW learner dashboard that can provide a way of the trust effectively planning and reporting on placement activity as part of wider workforce development.

programmes are delivered effectively and ensure that all divisions and learners groups have equitable provision.

Information resources

Demonstrate digital literacy skills to ensure effective data entry, analysis, and reporting of KPI related to practice based learning including the in-place system.

Lead on the implementation and development of blended learning methods aligned to learning and development guidelines to support the EDI objectives and to ensure that delivery is aligned to appropriate pedagogical approaches. Also be responsible for creating a culture that embraces innovative approaches learning, supervision and assessment and drives initiative forward using a clear evidence base.

Work in partnership with the library, knowledge management and digital content lead to support digital reporting of learner progression and recording of competencies within the UHBW learning management system.

Develop, deliver and evaluate training programmes and digital content aligned to workforce priorities.

Lead on the development of a UHBW learner dashboard.

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Finance and Resources

Responsible for the finances and resources of the practice based learning team, including being the authorised budget holder

Ensure the effective use of resources to reduce replication and optimise the use of the available resource to support placement activity, expansion and learner progression.

Be responsible for the accuracy of the NHS-E placement activity reporting to ensure that the trust maximises the placement tariff linked to non-clinical placements.

Responsible for processes to assure that pay scales for clinical apprentices are linked to successful progression on their programmes and is aligned to academic regulations and processes.

Work with other education leads for the procurement and finances necessary for training such as equipment.

Lead on external commissioning and contracts necessary for practice placement and development in partnership with the Learning and Development business manager.

Lead on relevant UHBW improvement initiatives that provide value for money.

Organisation and Planning

Work in partnership with recruitment and resourcing, and the apprenticeship team to ensure effective planning and on boarding of learner cohorts. This includes working with recruitment leads and the key stakeholders to procure the required number of courses/spaces.

Lead on learner recruitment in line with organisational workforce planning and in partnership with recruitment, divisional leads, clinical managers, and other departments throughout the recruitment process. You will also act as the lead for queries linked to qualifications, including ENIC international qualification checks.

Work in partnership with training providers and BNSSG to assess, plan and evaluate pre-registration, apprenticeship and widening engagement provision and ensure that provision aligns to trust priorities and objectives.

Responsible for the processes that ensure that placement capacity is maintained and that placement data is accurately reported internally and externally. This will include accountability for the placement data to support the UHBW learner dashboard and placement capacity using the In-Place system and the creation of processes and action plans to support divisional leads to manage their placement capacity within the division.

Through partnership working lead on the placement requirements attached to learner placements and ensure that key stakeholders understand the requirements of the programmes and this includes leading on the scope of practice for learners in practice.

Lead on the delivery of learner induction programmes at relevant points across the recruitment cycle or academic year.

Identify learners who required targeted support in clinical practice and lead on the organisation and planning of interventions to support individuals or a group of learners.

Use analytical and judgement skills as necessary to support delivery of high-quality learning opportunities and learning experiences.

Responsibility of the planned delivery of face to face or virtual teaching for small or large groups delivered by the practice educators. This may include student/staff Forums, recruitment events and Induction as well as delivery and/or co-ordination of teaching linked to relevant learner proficiencies and competencies.

Leading on the implementation of innovative models of learner supervision and assessment such as the Collaborative Learning in Practice model and long arm supervision and ensuring that pedagogical approaches are evidence based.

Uses a coaching approach to develop ideas and innovative in relation to service improvement which is underpinned by patient safety, learning from incidents and learner/staff experience.

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Service Development and Research

In partnership with the head of clinical learning and development be accountable for the implementation of the education strategy deliverables and milestones and related Trust policies aligned to practice based learning.

Responsible for relevant placements Key Performance Indicators within the education strategy are met.

In partnership with other learning and development managers provide leadership optimise an integrated education offer that promotes multi-disciplinary working and the ethos of the teams that work together train together across the Trust.

Contribute toward education research and projects.

Participate in research and lead audit projects and implement relevant outcomes and actions following audit.

Promote the work of learning and development through submissions to conferences and publications and contributions to national initiatives.

Effectively embed the NHS England Safe Learning Environment Charter within the organisation.

Lead on the implementation of innovative models of learner supervision and assessment such as the Collaborative Learning in Practice model and long arm supervision.

Uses a coaching approach to develop ideas and innovative in relation to service improvement which is underpinned by patient safety, learning from incidents and learner/staff experience.

Professional development

Undertake relevant continued professional development to ensure that you remain credible, relevant and up to date in relation to clinical learning and development and education.

You are responsible for maintaining your professional registration and performing within the relevant professional standards and code of conducts.

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Post-registration experience in healthcare (E)
- Substantial experience of education and training as part of large, complex health and social care organisation to masters level equivalent(E)
- Experience of managing staff and building successful high performing teams (E)
- Demonstrable knowledge and understanding of placement and assessment suited to clinical practice placement and development (E)
- Clear understanding of the career pipelines into nursing (E)
- Clear understanding of clinical apprenticeship standards and varying placement requirements attached to each standard (E)
- Good level of understanding of contract and regulatory KPIs and external governance requirements such as CQC, Ofsted, NMC and NHS England (E)
- Proven managerial and leadership experience of a team or project (E)
- Prior experience of managing budgets and resources (D)
- Knowledge of different assessment and learning methods (E)
- Evidence of recent relevant professional development and its application in the workplace (E)
- Experience of working with HEIs to gain accreditation for internal programmes (D)

Qualifications and Training

- Clinical Professional Registration, registered with a professional body e.g. NMC, HCPC (E)
- Educated to a Masters level in relevant subject or equivalent (E)
- A teaching/education qualification or willingness to work towards. This could include a Fellow in Higher Education qualification (E)
- Leadership/management qualification or relevant experience (D)
- Professional Nurse Advocate (D)

Skills and abilities

- Able to provide leadership by designing strategy and translating strategy and evidence into effective operational and education plans (E)
- Excellent communication, presentation, and teaching skills (E)
- Well-developed and demonstrable communication skills, to include the ability to provide complex, information to working groups or large groups of staff and trainees (E)
- Able to work with others to develop and increase the recruitment pipeline and capacity provision (E)
- Able to build and maintain effective customer focused partnerships with internal and external stakeholders (E)
- Skilled, inclusive communicator and educator with the ability to relay complex, sensitive and contentious information to internal and external audience (E)
- Able to align practice placement and development to regulatory and quality assurance standards (E)
- Excellent organisational and prioritisation skills (E)
- Personal motivation and ability to drive forward high standards in education, service improvement and innovation (E)
- Able to work across organisations for system solutions and sharing of best practice (E)
- Proven ability to pre-empt and evaluate problems, and identify solutions (E)
- Ability to ensure a balance between empowering others to act and holding to account in order to achieve agreed targets and objectives.(E)

Attributes

- Resilient and solution focused (E)
- Collaborative and able to demonstrate system leadership (E)
- Determination (E)
- Highly motivated (E)
- Flexible and adaptable (E)

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient, and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical, and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers, and managers.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes, and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents, and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety, and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas, and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.