

## STANDARDS FOR THE LINK LECTURERS ROLE

*Responsibility for monitoring these standards will be through the following mechanisms:*

*Self appraisal*

*Departmental monitoring of workload analysis and staff appraisal*

*Student evaluation*

*School Governance structures*

*It is the Programme Leaders' responsibility to apply these standards within the context of the individual programme of study.*

- All placement areas will be allocated a Link Lecturer; this will be negotiated between the Head of Department and the Lecturer according to the Department's agreed workload management strategy.
- The Link Lecturer and Learning Environment Manager will audit the placement area before first use for student placements, using the audit system agreed by the School of Nursing and Midwifery. The original audit documents will be kept in the School Placement Department in order to enable placement officers to make informed and appropriate student placement decisions. The Link Lecturer and the placement Learning Environment Manager will retain copies of the audit documents.
- The Link Lecturer and Learning Environment Manager will update the audit of the placement area on a regular basis, as determined by School of Nursing and Midwifery policy, guided by professional standards for the approval of student placement areas. The original audit documents will be kept in the School Placement Department in order to enable placement officers to make informed and appropriate student placement decisions. The Link Lecturer and the placement Learning Environment Manager will retain copies of the audit documents.
- The Link Lecturer will liaise with the placement area on a regular basis, according to contact arrangements negotiated and agreed with the Learning Environment Manager. The frequency and mode of contact between Link Lecturer and placement area will be recorded with the Head of Department, to facilitate equitable management of the Link Lecturer role.
- The Link Lecturer will contribute to the maintenance of links between the School and placement providers in accordance with agreed local arrangements.
- The Link Lecturer will monitor the dissemination of general information (e.g. *The Assessor*) on developments in the School of Nursing and Midwifery and its programmes, pertinent to student placements, to the placement area.
- The Link Lecturer will provide additional information to the placement area on developments in the School of Nursing and Midwifery and its programmes, as requested by the School of Nursing and Midwifery or the placement area.
- The Link Lecturer will act as an information link from the placement area to the School of Nursing and Midwifery, where developments in the placement area are likely to affect the placement experience for students.
- The Link Lecturer will provide advice to placement mentors and assessors, supplementary to any formal mentor/assessor preparation, from time to time as required to ensure that student learning and assessment on the placement is facilitated.

- The Link Lecturer will act as a source of advice and assistance to the Learning Environment Manager in the development of resource materials for the support of student learning in the clinical placement area e.g. 'Welcome packs', 'placement learning opportunities'.
- The Link Lecturer will assist placement staff in interpreting and implementing the School's agreed student assessment strategies.
- The Link Lecturer will assist students and placement providers to resolve problems in student progress through contributing to the early identification of concerns, the agreement of action plans to address concerns, and the monitoring of progress on agreed target dates.
- The Link Lecturer will inform the programme leader/group leader and personal tutor, where indicated, on issues affecting individual student progress.
- The Link Lecturer will assist placement staff in monitoring student sickness/absence while on placement, ensuring that the School of Nursing and Midwifery is informed promptly of any concerns over student absence.
- Confidentiality of student information, where requested, will be respected in all but exceptional circumstances and in accordance with the Nursing and Midwifery Council (2002) *Code of Professional Conduct*.
- Link Lecturers will provide placement areas with information regarding their availability, location, contact number, and the name and contact number of their Head of Department.
- Link Lecturers will provide contact details of an individual to contact, in case of emergency, during periods of annual leave (not exceeding three weeks).
- During short periods of sickness/absence (not exceeding three weeks) the placement area should be advised seek the support of the Head of Department.
- The Head of Department will arrange for another tutor to act as support during periods of prolonged sickness/absence (exceeding three weeks) and will inform the placement area of the named individual and a contact number.

#### *Notes*

The precise mechanism by which the role is defined, and allocation of Link Lecturer occurs, will be dependent upon the nature and requirements of the placement area and policy of the lecturer's 'home' Department.

#### ACKNOWLEDGEMENT

The structure and content of this paper draws on work done by Sue Hopkins (*Placement Charter*) and by Julie Chapman (*Standards for the Personal Tutor Role*).