

## **Faculty Health Care and Social Work link lecturer induction checklist**

### **Background**

Feedback from link lecturers across the Faculty has suggested that it would be beneficial to have an induction process for new link lecturers.

The following checklist proposes activities that will aid link lecturers increase confidence in undertaking their role.

In particular, it is proposed that all new link lecturers are allocated a “buddy” – an experienced link lecturer who will offer support, attend placement meetings and discuss issues as they arise. This is in addition to the support provided by Placement Leads and the Practice Education Unit.

The checklist is sectioned, generic and programme specific to ensure the appropriateness of the activities to the specific role of the new link lecturer.

### CHECKLIST FOR NEW LINK LECTURERS

ACTIVITY	DATE ACHIEVED	COMMENTS / ONGOING ACTIONS
<b>Generic</b>		
Meet with the placement lead for your programme – discuss the roles of the Link Lecturer (LL); Placement Lead; Learning Environment Leads(LEL); Practice Assessors		
Read and understand the Standards of conduct: Fitness to practise for students and consider these in relation to practice and your role as Link Lecturer.		
Spend time with your “Link Lecturer buddy” – attend placement meetings together; discuss documentation; record keeping; travel expense claims etc.		
Read and understand the Academic Support for Practice: Link Lecturer Standards (Pre-registration Healthcare and Social Work students) : <a href="http://www.brookes.ac.uk/Documents/Practice-Education/Link-Lecturer-and-Practice-Assessment-Standards/Link-Lecturer-Standards/">www.brookes.ac.uk/Documents/Practice-Education/Link-Lecturer-and-Practice-Assessment-Standards/Link-Lecturer-Standards/</a>  Attend Annual Link Lecturer update (Faculty mandatory development)		
Understand the role of the Practice Supervisor/Assessor/Educator:		

<ul style="list-style-type: none"> <li>• Do they need specific qualifications, training, updating if so how do they access these</li> <li>• Read relevant practice assessor documentation such as: standards, course requirements, update pack (if available for your programme).</li> <li>• Attend a practice assessor update</li> </ul>		
Read and understand the Practice Assessment Documentation (PAD) and Practice Education Handbook (PEH) relevant to your programme		
Understand the interface between assessment in practice and programme modules		
Explore the Practice Education Unit (PEU) webpages <a href="https://www.brookes.ac.uk/hls/support/practice-education/">https://www.brookes.ac.uk/hls/support/practice-education/</a>		
Meet with the Head of Practice Education to understand their role and the leadership and support they offer		
Meet with the PEU administrator for your programme and use the designated email account used for your programme		
Understand the Placement quality assurance process for your programme, including timings, processes, responsibilities, use of PEMS and/or other systems		
Understand the Placement evaluation (Students and Practice Assessors) process and feedback loops.		
Find out about placement dates - look at the timetable for placements for the year so you are aware of when students will be in practice, for how long and their assessment points.		

Visit your Link placement areas if applicable – meet the placement manager / student link – discuss methods of communication; how to facilitate placement visits; how should placement evaluations be reviewed in this area.		
Ensure that your link areas have access to your contact details		

<b>Programme Specific: Nursing, Midwifery, Dietetics, Paramedic, Occupational Therapy , Physiotherapy</b>		
<p>Seek support with the PEMS system <a href="https://pems.brookes.ac.uk">https://pems.brookes.ac.uk</a> (from PEU / Placement Lead / Link Lecturer buddy) – find out what your responsibilities are with managing this system.</p> <p>PEU can set-up a Link Lecturer log-in for you on PEMS and provide you with some initial training on the system.</p>		
<p>Familiarise yourself with the PEMS <a href="https://pems.brookes.ac.uk">https://pems.brookes.ac.uk</a> profile / audit / placement evaluations / student's log-in pages (so you are familiar with what a student can self-manage in PEMS).</p> <p>Are there any ongoing actions that you need to manage?</p> <p>When is the next audit due?</p> <p>Familiarise yourself with how to assign a student's Practice Assessor (Mentor / Clinical Mentor / Practice Educator) in PEMS to ensure placement evaluation invitations are received by the placement provider.</p>		
<p>Consider ensuring your placement area contacts have log-ins to the Practice Education Management System (PEMS) <a href="https://pems.brookes.ac.uk">https://pems.brookes.ac.uk</a> so they can contribute to their placement profile / audit / read student evaluations / receive Practice Assessor evaluation invitations. Your contact details will be available through PEMS.</p>		
<p>If you are Link Lecturer for a Nursing Private Voluntary and Independent (PVI) sector placement – meet with the Placement lead to explore additional considerations and if Adult Nursing meet the PVI leads for your programme</p>		

Programme Specific: Social Work		
<p>With your 'link lecturer buddy' , Placement Lead and PEU administrator gain an understanding of the processes and your role within the:</p> <ul style="list-style-type: none"> <li>• Matching within the allocation process</li> <li>• The documentation required for the allocation process: Practice Learning Agreement, Profile (student supplies PEU) into PEMS, receipts provided by PEU administrator</li> <li>• Payment process for the Practice Assessor/Practice Educator</li> <li>• Placement Evaluation process (google form)</li> </ul>		
<p>Explore the role differences between academic advisor for theory and University issues and academic advisor for placement issues.</p>		