



JOB DESCRIPTION

<p>Job Title: Senior Placement Co-Ordinator</p>	<p>Band 5: £25,138 to £28,759 per annum <i>Opportunity to progress to £30,488 subject to performance and the university reward scheme</i></p>
<p>Department: Practice Learning and Interprofessional Education</p>	
<p>Reporting directly to: Head of Placement Support Team</p>	
<p>Other Contacts Internal: Members of Schools’ SMT, Course Leaders, Module Leaders, other academic staff in the School, colleagues in the Placement Support Team, colleagues in the Professional Services team and wider university External: Employers (placement providers): colleagues in the NHS Trusts, Private, Independent and Voluntary organisations, GP Practices; PSRBs, and Health Education England [HEE]</p>	
<p>Main Duties*:</p> <ol style="list-style-type: none"> 1. Support the Schools’ SMTs, the school managers, and the Head of Placement Support Team, Strategic Director of Practice Learning and Interprofessional Education in the Health professions in the management, development and review of both existing and new policies and procedures relating to student practice placements and allocations within the Schools and where appropriate, across the College / wider institution. 2. Work collaboratively with academic leads, contributing to the planning of new practice placement approaches for medicine and health professions courses, in a rolling cycle of development. 3. Act as the main source of advice and support on placement processes and allocations to students and staff within the College of Health and Science. 4. Act as an ambassador for the schools, promoting its wider services to stakeholders and representing the schools at both internal and external meetings and events. Actively seek to contribute to partnership working with external colleagues and service users. 5. Support academic leads in establishing and maintaining a network of practice placements, including liaison with potential placement providers to maximise placement capacity. 6. Liaise with key contacts within placement providers, such as NHS Trusts, GPs and voluntary health and social care organisations, to plan the allocation of student placements and to confirm, track and record these for students, using technology appropriately. 7. Manage the tracking processes relating to contracting and placement agreements, working with academic leads to ensure that these are in place for all placement requirements and reviewed annually, in line with School and contractual procedures. 8. Co-ordinate and administer the release of online student placement evaluations for professional programmes. Analyse student responses and circulate findings to key stakeholders. 	



9. In liaison with partners, co-ordinate an annual cycle of quality assurance visits to each placement provider, managing effective systems for the tracking, monitoring and recording of all information relating to the annual quality review processes, including supporting the audit of documentary evidence and the reporting of outcomes via School and University Committees.
10. Using the main placement database, code and populate student and placement records. Monitor activity, prepare, and circulate reports and information. Problem solve data queries and conflicts. Manage the monitoring and maintenance of records relating to student placements to ensure that accurate data is available for internal and external requirements, including verification processes with placement providers to meet the requirements of training tariff returns.
11. Provide statistical and thematic reports from management information systems and databases to support any PSRB, NHSE and other reporting requirements or inspections.
12. Manage the monitoring process and maintenance of records of students' attendance, professionalism, and the raising of concerns, in line with Schools' policies, University regulations and PSRB standards.
13. Support the Schools in its communication strategy with placement providers including ensuring that placement training plans and student timetables are prepared and disseminated to meet stakeholder requirements and expectations, incorporating mechanisms
14. Oversee the production of all student and public information relating to placements, ensuring the quality and presentation of information is consistent and in line with School policies; and that information relating to placements is clear, accurate and appropriately provided to students and external clinical partners via a range of mechanisms including printed materials; Blackboard, and the School websites.
15. Support Schools decision making processes, through the preparation of reports on placement related matters as required.
16. Provide input and support to internal and external placement related meetings and working groups, as required, acting as secretary to these meetings.
17. To implement and conduct administrative activities and processes, as required by the role.
18. Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
19. Participate in University of Worcester Appraisal Review for Development, Achievement, & Performance.
20. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
21. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.



22. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.