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Greater Manchester  
Practice Education Facilitators' Forum

# University Link Lecturer Standards for all Nursing and Midwifery Council Approved Programmes

**A collaborative agreement involving:**

**University of Salford School of Health & Society,**

**Manchester Metropolitan University Faculty of Health, Psychology and Social Care**

**The University of Manchester Division of Nursing, Midwifery and Social Work**

**University of Bolton, School of Nursing & Midwifery**

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Version 3: January 2019      Review Date: January 2020

## University Link Lecturer Standards (2019) for all Nursing and Midwifery Council Approved Programmes

	Standards	Criteria	Evaluation/ Evidence
1	Work collaboratively with all stakeholders and ensure that effective channels of communication are in place in order to maintain and develop partnership working.	<ul style="list-style-type: none"> <li>a) Locate and be familiar with agreed GMPEG (Greater Manchester Practice Education Group) guidelines, policies and procedures concerning all stakeholders (e.g. GMPEG Hub and Spoke Policy, Process for Investigating Student Issues &amp; Concerns in Practice etc).</li> <li>b) Identify key placement personnel in link areas such as Practice Education Facilitators (PEF), Placement Education Leads (PEL), Service Managers etc and develop effective communication and decision making channels.</li> <li>c) Maintain accurate contact details (telephone, email) of the Link Lecturer and HEI Placement Administrator(s) (for e.g. to report sickness) within the placement (e.g. student notice board) for students and mentors / practice assessors / practice supervisors/academic assessors and ensure arrangements are in place to cover any leave (such as 'Out of Office' with alternative contacts).</li> <li>d) Ensure accurate records are maintained concerning the time and context of all communications with students and practice related staff.</li> <li>e) Where possible, ULL's may wish to collaborate further with placement concerning student and mentors / practice assessors / practice supervisors/academic assessors support through additional meetings, joint research projects, clinical work (e.g. through honorary contracts) etc</li> </ul>	<p>Appropriate and timely responses are made concerning issues in practice.</p> <p>Up to date records available concerning contact made between HEI and placement concerning students.</p> <p>Placement staff and students can state they were able to contact an appropriate member of HEI staff.</p>
2	Report to the Lead ULL, working as part of the ULL Team and attend quarterly ULL Team meetings with the relevant PEF's, as necessary, to review student evaluations, discuss audits, review any issues arising, and consider action plans for any areas of concern regarding quality assurance.	<ul style="list-style-type: none"> <li>a) To be directly involved in the quality assurance process including audit specific to the individual programme and NMC (2010) requirements in conjunction with placement colleagues (PEF, Service Manager, PEL).</li> <li>b) Contribute towards the quarterly Lead ULL/ Trust PEF review meetings concerning audit or other placement issues.</li> <li>c) Share responsibility for addressing issues of concern with placement quality with placement staff (PEF, PEL, Service Manager)</li> <li>d) Identify numbers of mentors / practice assessors / practice supervisors available to the placement via the Trust 'Live Register' (role of PEF, PEL) at audit.</li> <li>e) Where necessary, follow up required interventions from audit to ensure</li> </ul>	<p>Audits are completed in a timely manner in collaboration with placement colleagues and copies of action plans returned to the appropriate HEI PLU and PEF.</p> <p>Issues of quality concern and actions are recorded following the ULL/PEF Trust meetings and where necessary fed back to GMPEG for further action.</p>

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		placement quality is achieved and maintained in collaboration with the PEF.	
3	Help facilitate student placement preparation in collaboration with the programme team and placement staff (e.g. PEF)	<ul style="list-style-type: none"> <li>a) Aware of the different elements concerning student preparation for practice, including any mandatory requirements (e.g. BLS, moving and handling).</li> <li>b) Helps facilitate student preparation for practice.</li> <li>c) Familiar with their linked spoke placements concerning the induction and evaluation process, including practice assessment, learning opportunities and any relevant practice based assessments. Check if risk assessment is necessary, such as non-NHS spoke placements.</li> <li>d) Assist in the monitoring and feedback of student evaluations of their practice areas to HEI and practice staff in conjunction with PEF's.</li> </ul>	<p>Students can state they were adequately prepared for practice (Personal Tutor / Academic Advisor Records)</p> <p>Clinical skills log is up to date, including mandatory requirements.</p> <p>Student evaluations are available to the HEI and placements via PARE.</p>
4	Available to provide timely support to placement staff and students where an issue(s) has arisen	<ul style="list-style-type: none"> <li>a) Familiar with the GMPEG 'flowcharts' pertaining to issues arising in practice, including those concerned with a 'failing student' or those of an untoward nature, and the related GMPEG Issues in Practice Report Form.</li> <li>b) Familiar with relevant learning outcomes and practice competencies (If this pertains to other HEI's which the ULL is unfamiliar with, is able to seek support from that specific HEI for placement staff).</li> <li>c) Awareness of the learning opportunities within the specific placement.</li> <li>d) Is able to support the mentor / practice assessor / practice supervisor and student in relating the learning outcomes and assessment criteria to the available opportunities within the placement area.</li> <li>e) Is conversant with legislation concerning disability and can access appropriate support mechanisms within the HEI and provide advice to placement staff concerning support strategies where a student has disclosed.</li> <li>f) Provides additional support when problems are identified and reports these to the PEL, PEF, Personal Tutor (MMU/UoS), Unit Lead (UoM) and ULL Lead.</li> </ul>	<p>Link lecturer and PEF contact records, including Lead ULL meeting records [For Midwifery, ULL and Service Staff contact records].</p> <p>Student evaluations.</p> <p>Records of supporting a failing student in practice in student files and PARE.</p> <p>Completed Issues in Practice Report Forms, and related HEI records of untoward incidences (i.e. student statements etc).</p>
5	To facilitate Practice Education Update Workshops. Each ULL to facilitate a minimum of two workshops per annum within the	<ul style="list-style-type: none"> <li>a) Provide up to date information about NMC, proficiencies and programme outcomes and unit specific requirements and outcomes. This includes NMC directives and preparation for the supervisory and assessor roles.</li> </ul>	<p>Practice Education Update Workshops are delivered as planned by PEF's and the ULL team.</p> <p>Mentor / practice assessor / practice</p>

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	agreed GMPEG framework to help enable support for mentors / practice assessors / practice supervisors in their assessment of students' achievement in meeting their learning outcomes.	<ul style="list-style-type: none"> <li>b) Ensure mentors / practice assessors / practice supervisors are clear about the assessment process and documentation and how to apply their practice context in facilitating learning and the achievement of learning outcomes (where there may be differences in HEI approaches to the assessment process, ensure contact details to relevant ULL is available, e.g. through the PEF, practice education workshop update info slides).</li> <li>c) Promote awareness how mentors / practice assessors / practice supervisors may access additional information regarding support for themselves and students (e.g. HEI Web resources, contacts etc)</li> <li>d) Promote awareness of the resources available to help students with a declared disability.</li> </ul>	supervisor evaluations.
6	Contribute along with the Lead ULL and PEF in the identification, development and maintenance of quality placements.	<ul style="list-style-type: none"> <li>a) Be aware of the processes involved (e.g. Placement Allocations timeline) in the planning and administration of placements of linked student groups in the practice area (ULL's are not expected to do placement allocations).</li> <li>b) Work alongside the Service Manager and PEF to support the delivery of NHS commissioned placements.</li> <li>c) Assist PEF's to enhance the capacity of practice environments and the available learning opportunities in new and involving ways (e.g. spoke development).</li> <li>d) Contribute to the management of placement capacity issues through supporting HEI Placement Leads and PEF's.</li> <li>e) Help to seek out potential new placements in partnership with HEI Placement Leads and PEF's.</li> <li>f) Help PEF's support PIVO organisations.</li> </ul>	Additional placements (Hub and Spoke) are developed in partnership between the HEI's and placement colleagues.

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## **Summary: The Role of the University Link Lecturer**

### **Overall purpose**

The role of the University Link Lecturer (ULL) is undertaken by the University of Manchester (UoM), the University of Salford (UoS), Manchester Metropolitan University (MMU) and the University of Bolton (UoB) to ensure that all placement areas across the Greater Manchester circuit have the opportunity to access support and guidance in relation to the learning and assessment of students in practice.

The Practice Education Facilitator (PEF) and the ULL team will work in partnership to identify, monitor and enhance the practice learning environment.

### **Role Specification**

- To work collaboratively with all stakeholders and ensure that effective channels of communication are in place.
- To work as part of the ULL Team and attend quarterly ULL Team meetings with the relevant PEF's, as necessary, to review student evaluations, discuss audits, review any issues arising, and consider action plans for any areas of concern.
- To report to the Lead ULL.
- To take a risk assessment approach to ensure the provision of appropriate learning environments.
- To link with an identified number of placement areas ensuring all areas are covered and have their own named link lecturer.
- To visit the placement area and verify the self-assessment (educational audit) document and to follow up action plans as appropriate.
- To provide students and mentors / practice assessors / practice supervisors with relevant guidance and support as per the Higher Education Institution practice learning policies / guides:
  - Student progression
  - The learning environment
  - The educational audit
- To facilitate Practice Education Update Workshops. Each ULL to facilitate a minimum of two workshops per annum within the agreed GMPEG framework.
- To collaborate with the academic assessor (as appropriate).

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