

## JOB DESCRIPTION

**Job Title:** Placement Coordinator

**Hours of work:** Fulltime (37.5 hours per week Monday to Friday)

Part time applications will be considered

**Remuneration:** £35,000 to £42,000 per annum

**Contract length:** 12-month fixed term contract

**Accountable to:** NCL Training Hub Programme Director & Chief Operating Officer Haringey GP Federation (Executive Lead for NCL Training Hub)

**Responsible for:** Management & expansion of clinical placements in Primary & Community Care in liaison with higher education institutes, HEE & host learning environments

**Responsible to:** Islington Training Hub Programme Manager

**Location:** Islington GP Federation: 16-18 The Studios, 8 Hornsey Street, London, N7 8EG, and any other location to be agreed in the North Central London boroughs of Barnet, Camden, Enfield, Haringey & Islington.

### Job summary

The Placement Coordinator will be responsible for facilitating and supporting the expansion of clinical placements across primary care learning environments for North Central London.

The role will coordinate the delivery of three main work areas:

1. Promote multi-professional placements in primary care as part of health and social care student work experience whilst studying.
2. Work with Higher Education Institutes (HEIs) and relevant training accreditors to adapt placement models to include primary care as a placement provider.
3. Standardise training and professional development opportunities for educators to ensure primary care placements and supervisors are the highest quality and have the skills to deliver safe and effective learning.

We are looking for someone who can develop strong links with partners from a range of different sectors. The successful candidate will have a good knowledge of education and supporting learners, either into placements or work experience, or have relevant industry experience working in a healthcare setting. The individual will have excellent communication and organisation skills, with the ability to work autonomously and make links to wider workstreams supporting workforce development and training of healthcare teams.

This role would be suitable for applicants from a range of professional backgrounds, including Higher Education. The post will be employed by Islington GP Federation and a core member of the NCL Training Hub team.

### **About the NCL Training Hub**

This is an exciting opportunity to join a growing team aimed at developing our health and social care workforce in North Central London.

The North Central London (NCL) Training Hub is a network of multidisciplinary primary care teams, community providers, and social care providers. Training Hubs receive core funding from Health Education England, but we also have extra commissions from NHS England & Improvement and Local Authorities.

The NCL Training Hub has been established to enhance training, education, and workforce development – with specific focus on enhancing the recruitment of new, and retention of current, staff. The NCL Training Hub has developed innovative educational and workforce initiatives for primary, community and social care. During 2021-22, these innovative models have been shortlisted and won national awards, including from HSJ and Nursing Times.

### **The role**

#### **1. Main tasks and responsibilities**

- a) Liaise with Higher Education Institutes (HEIs) in order to place students into a host practice or PCN.
- b) Work with borough training hubs to identify practices and PCNs willing, or possibly willing, to host trainees.
- c) Organise a rotation with borough training hubs for each student which may include working in different practices across the PCN and within community services. Communicate these rotas with both the host practice and the students.
- d) Organise inductions to the borough for the students with the appropriate lead in each Training Hub. This will include organising the speaker, venue and date.
- e) Build relationships/contacts within community services to broaden placement experience.
- f) Keep an up-to-date database of assessors and supervisors
- g) Keep an up-to-date database of when practices are due placement audits and liaise with both practice and university when they are due.
- h) Keep an up-to-date database of feedback from trainees, host practices and PCNs, supervisors and HEIs.
- i) Produce or source video of how primary care works and the roles therein.
- j) Produce quarterly reports, including performance against agreed KPIs
- k) Liaise with the Training Hub clinical leads with regards to SSSA updates and assist with the organization of these. This will include organising a speaker, venue and advertising the update.

#### **2. Working relationships**

- a) Work with a broad range of internal and external stakeholders, including: North Central London (NCL) Training Hub leads, CCG Primary Care teams, Primary Care Networks (PCNs), Health Education England and Training Hubs, CCG senior management teams, NHS England Primary Care team.

- b) Develop and maintain excellent relationships with providers across care settings, education providers and other partners to ensure continuous development of new career pathways, development and implementation of new ways of working and relevant recruitment and retention strategies.
- c) Develop and maintain excellent relationships with practices and local HEIs.
- d) Participate in relevant internal and external working groups/projects, services, and initiatives which may be highly complex, sensitive, political, and contain contentious information with the aim of providing information and analytical advice to the teams.

### **3. Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

### **4. Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to equality laws.

### **5. Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **6. Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the risk management strategy and emergency procedures and attendance at training as required.

### **7. Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Hygiene Code (2006), Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

### **8. Safeguarding**

Within their sphere of competence, each member of staff is responsible for promoting and safeguarding the welfare of the children, young people and / or vulnerable adults for whom they are responsible or may come into contact with, in the job role.

## Person Specification

Job Title: Placement Coordinator

This is a specification of the qualifications, knowledge, experience, skills and abilities, that are required to carry out effectively the responsibilities of the post (as outlined in the role description) and forms the basis for selecting a candidate

REQUIREMENTS	DESCRIPTION	ESSENTIAL/ DESIRABLE
<b>Education &amp; qualifications</b>	1.1 Qualified to Degree level or equivalent professional experience	E
	1.3 Evidence of working in a leadership role and delivering workforce transformation projects.	E
	1.2 Evidence of professional development	D
	1.4 Project Management Qualification (PRINCE2 or equivalent)	D
<b>Knowledge &amp; Skills</b>	2.1 Good working knowledge of educational support required for learners.	E
	2.2 Ability to plan and prioritise own work	E
	2.3 Good stakeholder management and small group facilitation skills.	E
	2.4 Good knowledge of programme management tools and techniques	E
	2.5 Excellent organisational skills with the ability to prioritise own workload and conflicting demands to meet tight deadlines.	E
	2.6 Excellent communication skills and ability to work successfully in a small team.	E
	2.7 Able to work autonomously without direct supervisor but also recognise when to ask for guidance.	E
	2.8 A professional approach and ability to respond accordingly to changing circumstances and/or priorities at short notice.	E
	2.9 Understanding of national, regional and local primary care workforce transformation and landscape	D
	2.10 Knowledge of supporting General Practice resilience, General Practice retention and wider workforce issues in primary care, particularly relating to the nursing workforce	D
	2.11 Understanding of pre and post registration nurse training requirements including CPD and re-validation	D

<b>Experience</b>	3.1 Experience of project work focusing on benefits realisation and supporting transformational change.	E
	3.2 Experience in liaising with Higher Education Institutes, training accreditors, NHS trusts, community organisations, and other partners and providers in leadership roles.	E
	3.3 Experience of building productive and collaborative working relationships with internal and external stakeholders, working creatively toward shared goals.	E
	3.4 Considerable experience of working with learners in an educational context.	E
	3.5 Experience of relevant leadership and innovation, including managing a multi-professional team	E
	3.6 Demonstrable track record of delivery in service and education.	E
	3.7 Experience of leading on GP recruitment campaigns.	E