

## **Professionalism, Wellbeing and Safety Tutor - School of Medicine & Dentistry - Clinical Academic PayScale - Senior Lecturer (at Consultant grade if eligible)**

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### Job Description

#### **Purpose**

To provide support to MBBS students with professionalism, wellbeing or academic issues, as part of the Phase 2 team. The postholder will be a key point of contact for students with issues in any of the above areas or for staff raising concerns and will provide a vital liaison between the University and its clinical partner institutions and placement providers.

#### **Duties**

1. Provide a comprehensive support service for students, incorporating for example physical and mental health issues, learning support, emotional stress, cultural, religious or family-related issues.
2. Facilitate student reflection and learning on professionalism lapses in a supportive and non-judgmental manner, in close liaison with the Lead for Professionalism.
3. Signpost students to University or other services as required.
4. Act as first port of call for students with concerns, or for staff at the University or its partner institutions / placement providers with concerns regarding a student.
5. Act as liaison between the University and its partner clinical institutions / placement providers, ensuring transfer of student information on a need-to-know basis regarding students on clinical placements.
6. Liaise between Academic Advisors, the Equality and Diversity Lead, clinical placement staff and the Phase 2 team as required regarding the student with concerns in a confidential and timely manner.
7. Undertake student referrals to other agencies such as Occupational Health.
8. Liaise with the Phase 1 team and in particular the Phase 1 Pastoral Tutor regarding transition from Phase 1 to Phase 2 of the student for whom there are concerns.
9. Liaise with the PWS team at Westlakes campus to ensure a consistent approach across the two sites.
10. Liaise with the administrative team regarding monitoring and detection of student attendance issues and institute appropriate action.
11. Undertake administration relevant to the role and maintain appropriate records.
12. Observe confidentiality at all times regarding student information in all its formats; share information only on an appropriate need-to-know basis.
13. Engage, in conjunction with the Director of Clinical Studies and Phase 2 team, in review and evaluation and further development of the service provided.
14. Attend any relevant meetings with the UCLan team.
15. Take part in fitness to practice procedures as required.
16. Undertake any training relevant to the role and provide training and development as required to staff teaching on Phase 2.
17. Undertake any other duties commensurate with the role, as directed by the Director of Clinical Studies or the Head of School

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Substantial experience of having worked recently as a healthcare practitioner within a clinical setting (Application/Interview).
- Evidence of providing mentoring or support to students or trainees (Application/Interview).
- To be fully registered with the General Medical Council or other appropriate professional body (Application).
- Excellent communication skills in both verbal and written form and ability to generate clear and concise documentation (Application/Interview/Presentation).
- IT literate - able to use standard Microsoft office packages (Application/Interview/Presentation).
- Sensitive and supportive to students with a high level of discretion (Application/Interview/Presentation).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of working within the NHS (Application/Interview).
- Counselling qualification (Application).