

Senior Professionalism, Wellbeing and Safety Practitioner (Westlakes Campus) - School of Medicine & Dentistry - Grade G

Job Description

Purpose

To provide comprehensive pastoral support and mentoring to School of Medicine and Dentistry students with professionalism or wellbeing issues, as part of the Professionalism, Wellbeing and Safety (PWS) team. The postholder will be the first port of call for students at Westlakes campus with any of these issues or for staff raising concerns, and will provide a vital liaison between the University and its local clinical partner institutions and placement providers. They will provide essential support and guidance for students undergoing proceedings of the School's Professionalism processes (including Fitness to Practice). They will not be required to undertake a formal counselling role.

Although based at UCLan Westlakes campus the postholder may also be required to provide support to students at other campus sites via remote means and occasional travel to other sites may be required.

Duties

Main Duties and Responsibilities

1. As part of the PWS Team, provide a comprehensive service for students, incorporating triage of physical and mental health issues, emotional stress, cultural, religious or family-related issues.
2. Prioritise those referrals requiring PWS Tutor or other input and ensure this is arranged.
3. Assess and manage risk to the safety of the student and others in an appropriate manner.
4. Monitor student progress and identify when escalation is required
5. Ensure appropriate follow-up arrangements are in place for students who have accessed the PWS service.
6. Develop and implement strategies and interventions to actively promote health and wellbeing amongst students.
7. Provide an initial point of contact for staff at the University or its partner institutions / placement providers regarding student wellbeing concerns.
8. 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.
9. Liaise between relevant parties regarding the 'student with concerns' in a confidential and timely manner.
10. Contribute to the planning and delivery of induction events for new students and re-engagement events for returning students; contribute to handbooks, BlackBoard spaces and similar regarding same.

11. Provide support to students undergoing professionalism sanctions or Fitness to Practice proceedings and encourage appropriate reflection and learning.
12. With the PWS Tutors, liaise with the Phase 1 team and in particular the Phase 1 Pastoral Tutors regarding transition from Phase 1 to Phase 2 of the student for whom there are concerns; manage the transfer of relevant information as necessary.
13. To develop and maintain appropriate resources under guidance and supervision from senior academic staff including promotional information
14. Signpost to/liaise with and co-ordinate access to the appropriate administrative and central support services so that students receive appropriate specialist support in a timely manner
15. Lead on the development of a drop-in service
16. Undertake administration relevant to the role and maintain clear records with appropriate security and confidentiality measures.
17. Observe confidentiality regarding student information in all its formats; share information only on an appropriate need-to-know basis in line with GDPR requirements.
18. Engage, in conjunction with the PWS and Professionalism teams, in review and evaluation and further development of the service provided.
19. Attend any relevant meetings with the University of Central Lancashire team.
20. Undertake any training relevant to the role.
21. Undertake any other duties commensurate with the role.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of providing mentoring and support. (Application/Interview)
- Experience of working with medical students (Application/Interview)
- Degree level education or equivalent (Application)
- Excellent communication skills in both verbal and written form. (Application/Interview)
- Ability to generate clear and concise documentation. (Application/Interview)
- IT literate - able to use standard Microsoft office packages (Application/Interview)
- Sensitive and supportive to students with a high level of discretion. (Application/Interview)
- Excellent organisational skills (Application/Interview)
- 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 with young people (Application/Interview)
- Experience of providing support to overseas students (Application/Interview)
- Experience of working in a clinical role within the NHS (Application/Interview)

- Evidence of training in student safeguarding (Application/Interview)
- Experience of developing confidential record keeping systems (Application/Interview)
- Working knowledge of GMC guidance for medical students (Application/Interview)