Job Detail
(Overview, Role Detail and Person Specification)

British Association of Prosthetists and Orthotists

National Practice Placement Coordinator – Prosthetics & Orthotics

2 day per week seconded post for 12 months (Ref: NPPCPO2021)

Role Title: National Practice Placement Coordinator – Prosthetics & Orthotics

Reports To: Chair of Education Committee

Overview

The British Association of Prosthetists and Orthotists is the professional body for Prosthetists and Orthotists in the UK. Prosthetist/orthotists are a regulated profession under the Health and Care Professions Council (HCPC) and undertake qualification via an established BSc (hons) or by emerging routes to practice. We are an 'at risk' profession and require to increase our graduate numbers to meet the NHS service requirements. Our training places are limited by the number of available practice placements in the UK. With the increase in undergraduate numbers in our 2 established training schools at the University of Salford and Strathclyde University in the last 12 months and the new apprenticeship programme at Derby University, alongside the Masters level entry course at Keele University starting the first cohorts in January 2022, increasing capacity and improving practice placements for our students has become imperative.

The post holder's principal role will be to deliver a package of measures to increase practice educator numbers and placements for P&O students in England with a legacy that will be self sustaining going forward into 2021 and beyond.

Leading the new team of practice learning co-ordinators across England, the post holder will be responsible:

- To develop new models and remove identified barriers to placements
- To improve placement experience for students by adopting supervision model, providing peer support and external mentors to each student
- To expand opportunities to attend specialist clinics by collaborating across localities
- To increase numbers of practice educators across England
- To create a practice educator network for P&O across the UK to become self sustainable into the future

The post-holder's principal role will be to deliver project work which addresses a need to maintain and increase the availability and consistency of student placements for the P&O programme, in parallel with an apprenticeship model of programme delivery. A key part of the project will involve investigation of placement and apprenticeship models, and evaluation and development of proposals for the preferred model for P&O education in the UK. The post-holder will need to work with key stakeholders across the UK and produce recommendations suitable for the UK P&O education sector.

This 12-month seconded post is funded by Health Education England (HEE) within the clinical placement expansion programme of work launched in 2020. This is a funded programme of activities to support all Allied Health Professions expand and improve practice placements.

The post-holder will report to the Chair of the Education Committee.

The post-holder will report project progress to the Chair of the Education Committee providing monthly progress updates for both the BAPO Executive Committee and HEE co-ordinator.

December 2020

Role Detail

Role Purpose

To maintain and increase the capacity for student placements and improve quality and consistency via the existing BSc route by developing alternative placement models to produce support for placement educators and employers delivering placements and apprenticeships.

Responsibilities

Project Management

- Effectively lead, manage and successfully deliver the project to the stakeholders, ensuring the project meets their requirements.

- Using SMART objectives deliver the project to time, cost and quality, and realise any benefits identified.

- Manage the project planning and prioritisation.

- Produce a project plan, schedule of work, process maps and procedural documentation for the key activities.

- Identify, manage and report on project objectives, benefits, performance indicators, dependencies, milestones, critical path, and potential risks and issues, ensuring that appropriate and effective mitigation strategies and contingency plans exist and are acted upon.

- Proactively manage changes in project scope, determined and agreed by BAPO Executive team, through formal project change management, ensuring changes are accurately impact assessed and where agreed, fully signed-off as part of the project delivery.

- Write relevant reports, project documents and communications.

- Create, maintain and deliver high quality project documentation.

- Conduct the project closure process and create a lessons learned and recommendations report which identifies successful and unsuccessful project elements.

Project Delivery

- Work with all stakeholders in ways that encourage debate, achieve consensus and minimise any conflicts or barriers.

- Build, develop and grow productive working relationships that are vital to the success of the project.

- Participate in external networks to collate and share information to support delivery of the project plan.

- Co ordinate and manage team of P&O learning experience co-ordinators across England to deliver project objectives.

- Investigate and explore employers' needs and establish expectations.

- Develop and maintain an effective communication strategy for stakeholders ensuring this is delivered in a timely and clear fashion, with expectations clearly set and met.

- Establish and maintain links with the P&O apprenticeship programmes to inform the project.

- Perform business analysis and process mapping of placement and apprenticeship support.

- Model and risk analyse alternative placement and apprenticeship delivery options that will work alongside each other and across the UK.

- Identify and develop specific placement and apprenticeship delivery model that meets employers' needs and adheres to educational quality assurance and registration body requirements.

- Develop content and a framework to support employers to facilitate placements and deliver apprenticeships.

- Increase number of practice educators across the UK.

- Increase number of available placements for prosthetics and orthotics in the UK by 20%.

- Produce detailed estimates of time, costs and resource requirements for implementation of preferred placement and apprenticeship model.

- Present outcomes of the project in appropriate national forums and produce a report to be shared nationally at the conclusion of the project.

- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with BAPO policy.

- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Target project objective timeline

Commence April 2021	Scope and map current provision Identify practice educators in each placement Create and deliver education package to additional 50 clinicians Promote new placement models post evaluation
June –July 2021	Create network and collaboration across UK between PELF and placement educators Upload placement details into PARE programme
August – October 2021	Hold virtual events to support each locality Liaise between HEI's to embed new ways of working
November - March 2022	Write project and outcomes and publish Present outcomes at HEE events and BAPO conference 2022

December 2020

Person Specification

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	Hold registration as a healthcare practitioner e.g. HCPC, NMC, GMC	Essential	A
2	An undergraduate degree in a healthcare field	Essential	A
3	Postgraduate qualification	Desirable	A
4	PRINCE2 or equivalent project management qualification	Desirable	A
5	Hold a Postgraduate Certificate of Academic Practice or equivalent higher education teaching qualification	Desirable	A

Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
6	A minimum of three years' experience as a qualified healthcare practitioner	Essential	A
7	Experience of student supervision in a clinical/work setting	Essential	A, I
8	Presenting, lecturing or teaching experience	Essential	A, I, P
9	Experience of working in or with Higher Education (or equivalent type organisation/body)	Desirable	A, I
10	Experience of proactively managing change, identifying and developing innovative new ways of working	Essential	A, I
11	A proven track record in the management of successful projects	Essential	A, I
12	A proven track record in networking and stakeholder management, with the ability to develop and maintain effective and collaborative working relationships	Essential	A, I
13	Experience of training and motivating colleagues and those external to an organisation	Essential	A, I

Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
14	Current knowledge of national policy and strategy defining health care delivery	Essential	A, I, P
15	Current knowledge of national policy, strategy and challenges defining higher education of healthcare practitioners	Essential	A, I, P
16	Understanding of the apprenticeship levy and development and implementation of degree apprenticeships	Essential	A, I, P
17	Project processes, from project initiation through to final project review	Essential	A, I, P
18	Cultural and organisation change principles and processes	Essential	A, I, P

December 2020

Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
19	Excellent communication skills; verbal, written and presentations. Ability to write in a clear and concise manner and record information accurately	Essential	A, I, P
20	Strong customer focus – demonstrating good listening techniques to gain a thorough understanding of customer needs, interpreting requirements accurately and delivering a prompt and efficient service	Essential	A, I
21	Networking skills, both internal and external to an organisation	Essential	A, I
22	Good negotiating and influencing skills	Essential	A, I
23	Effective leadership and team working skills	Essential	A, I
24	Ability to train and motivate colleagues and external partners	Essential	A, I
25	Excellent organisational and time management skills with the ability to deliver to deadlines	Essential	A, I
26	Ability to be proactive, self-motivated and take initiative	Essential	A, I
27	Willingness to work flexibly, as the project requires, with some occasions of travel within the UK and weekend and evening attendance	Essential	A, I
28	Excellent project management skills including project planning, the use of key project documentation, Gantt charts, benefits realisation and stakeholder engagement	Essential	A, I
29	Excellent problem-solving and analytical skills with the ability to approach and resolve problems in a thoughtful and practical manner	Essential	A, I
30	Excellent evaluation and decision-making skills	Essential	A, I
31	The ability to deliver consistent high-quality work, even at a very detailed level	Essential	A, I
32	Computer/IT skills	Essential	A, P

A = Application form, I = Interview, P = Presentation

Details of any assessments required will be provided in the invitation to interview letter.

Candidate guidance

In order to fully meet the essential criteria candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the criterion you address

December 2020