Developing professional practice and knowledge in mental health nursing 2 (programme tutor)
KYN273pt

Presentation pattern  November to July

Module description

This is the second of three practice-based modules in the Mental Health Branch Programme. Students work in settings complementary to their 'home' work base to help them to continue to develop and demonstrate professional standards of proficiency in mental health practice. This module and the sibling module KYN272 combine to enable students to understand and value the contribution of the charity/voluntary sector and to respond more confidently to those of different ages and with complex needs (for example, ‘dual diagnosis’). They also learn to engage effectively in mental health promotion. Students continue to develop their skills in online forums and database searching, and learn about the use of research abstracts and systematic reviews. A module website is used to provide online copies of most of the printed module materials and copies of/links to other essential resources not provided elsewhere. Appointments for this module are offered as a module tutor or as a programme tutor.

Programme tutor

The programme tutor reports to the Staff Tutor, Nursing, who is the first point of contact for professional issues and for dealing with student problems relating to practice learning. The programme tutor is linked to students throughout the practice modules in the programme (Common Foundation and Branch Programmes). Therefore, continuity of association over the whole pre-registration nursing programme is sought.

The Open University Diploma of Higher Education (Dip HE) in Nursing is a professionally accredited work-based learning programme. The number of student support hours is greater than in the usual associate lecturer contract and the job description for programme tutors includes duties outside the prescribed role for associate lecturers. For this reason, programme tutor duties are detailed in two separate job descriptions:

- the substantive associate lecturer contract covering the vast majority of the work (job description 1 below)
- a second contract including duties delegated by the Staff Tutor, Nursing for briefings, promotional events and support to quality assurance (job description 2 below).

Job description 1

Duties include:

- liaising with the employer representative to ensure that each student has suitable practice learning opportunities for each practice-related module
- induction of new students and specialist programme support
- organising three face-to-face meetings with the student, their mentor/practice assessor/workplace supervisor/practice facilitator to establish learning outcomes, to monitor and record assessment in practice and to review progress
- monitoring the progress of a group of students throughout their time on each practice module and through the entire programme
- taking action as necessary (in association with other relevant staff) if a student is at risk of failing; evaluating the need for additional support and ensuring that it is provided; liaising with the Staff Tutor, Nursing on progress as required
• verifying each student's practice record and providing a summary account of the student’s practice learning
• reporting/providing feedback to the programme team (and others as required) on students’ learning experiences on the programme, via specified documents/reports and meetings
• maintaining satisfactory records for each allocated student.

Job description 2

Duties are delegated at the discretion of the Staff Tutor with responsibility for nursing in each region/Nation and include the following:

• programme related events
  induction, briefing and updates for mentors
  contributing to promotional events
• support for quality assurance and links with employer organisations
  report on quality assurance issues linked to practice arrangements and ensure links with employing organisations are satisfactory
  undertake audit of practice locations and report outcomes of audit to the OU (Staff Tutor, Nursing) and placement provider through completion and submission of relevant documentation.

The contract is usually five days (37 hours) per programme tutor.

Person specification for programme tutor

You should have:
• a degree or equivalent qualification in a related subject
• a professional qualification that allows registration on the appropriate part and branch of the NMC register
• a teaching qualification recorded on the NMC register (or the willingness to achieve this within two years of appointment)
• recent and relevant experience of nurse education (in the appropriate context)
• sound knowledge and experience of current practice including current relevant professional literature and policies
• an understanding of how adults learn in a work-based context
• the ability and willingness to promote adult learning in practice settings through the identification of learning needs and opportunities and the development and review of learning agreements and action plans
• the ability to carry out quality assurance of the assessment of practice
• the ability and willingness to promote the learning of adults through correspondence tuition, telephone and face-to-face tuition and, where appropriate, online tuition
• the ability to work with students from diverse educational, cultural, social and work backgrounds
• the ability to work with students with disabilities
• a commitment to student-centred learning
• an organised and systematic approach to work
• good communication and negotiation skills and ability to record practice assessment accurately
• the ability to negotiate, liaise and problem-solve in a variety of professional contexts
• the ability to foster and maintain good relations with external personnel and sponsors
- the ability to use information and communication technology in teaching and supporting students and communicating with other areas of the University
- an understanding of and commitment to equal opportunities policies and practices
- the ability to travel to designated centres
- availability and accessibility to students
- the potential for working successfully in a team and the potential for working independently
- a commitment to personal and professional development
- current criminal records clearance.

Additional information
- Both module tutors and programme tutors will be expected to engage in tutor-only forums which have been set up to promote and enable the sharing of information, ideas and good practice.
- Please note that programme tutors have access to online forums to which students are directed from the module materials.
- Please can you specify on your application form which post you are applying for, either the post of module tutor or the post of programme tutor.

Module related details - a full explanation can be found on the website

The teaching strategy for this module is under review and therefore the number of students likely to be in a standard group and the salary band may be reduced.

Credits awarded to the student for the successful completion of a module: 20
Number of assignments submitted by the student:
Method of submission for assignments:
Level of ICT requirements: 1
Number of students likely to be in a standard group: 8
Salary band: 12
Estimated number of hours per teaching week:

[Workload] The workload/ student contact time for Programme tutors is 128 hours per practice module, notionally four hours per week (32 weeks) for a group of eight students. However, workload can vary from week to week and is dependent on the timing of students’ practice learning opportunities.