Refining mental health nursing practice (programme tutor)  KYN294pt

**Presentation pattern**   June to October in the following year (15 months)

**Module description**
This is the final practice-based module in the Mental Health Branch of the Nursing programme leading to the Diploma of Higher Education in Mental Health Nursing. It is designed to help students further refine and consolidate their skills, knowledge and values for professional practice and to prepare for registration. Students demonstrate increasing autonomy by undertaking a range of activities that will increase in complexity and they focus on further developing their standards of proficiency in order that they are fit for practice, fit for purpose and fit for award.

Appointments for this module are offered as a module tutor or as a programme tutor.

**Programme tutor**
The programme tutor is appointed by and 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 in Nursing (DipHE) 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 for briefings, promotional events and support to quality assurance (job description 2 below).

The workload/student contact time for programme tutors is 128 hours per practice module, notionally two hours per week for a group of 10 students. However, workload can vary from week to week and is dependent on the timing of students’ practice learning opportunities.

**Job description 1 – contract 1**

Duties include:

- liaising with the employer representative to ensure that each student has suitable practice learning opportunities for each practice-related module, and liaising with the employer representative
- induction of new students and specialist programme support
- organising three face-to-face meetings with the student and 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 – contract 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 nursing or a related subject
- a professional qualification in nursing 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 professional 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 the 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
- 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
- commitment to personal and professional development
- current Criminal Records Bureau 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 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: 30
Number of assignments submitted by the student: 0
Method of submission for assignments: NA
Level of ICT requirements: 2
Number of students likely to be in a standard group: 10
Salary band: 2
Estimated number of hours per teaching week: 5.5