

Job Description

Post:	Veterinary Practice Placement Coordinator
Salary Grade:	Band 5
Responsible to:	Head of Department

Key Purpose:

1	The organisation of work placements to ensure that quality and performance standards are implemented and maintained, ensuring up to date records of all placements are maintained.
2	Secure new training placements according to course, Health & Safety, SFA and where applicable, awarding body requirements.
3	Assess clinical competency of learners whilst undertaking work placement
4	To support and assess candidates in completing relevant Veterinary Nursing qualifications in the agreed timescales
5	To support students the completion of relevant Veterinary Nursing qualifications.

Responsibilities:

1	To participate in key College processes as required e.g. enrolment.
2	To act at all times in accordance with College policies, e.g. Health & Safety, Equality & Diversity, Inclusion, Quality Assurance and the College Charter.
3	To work flexibly in the interests of the organisation as required.
4	To participate in appraisal and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

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a)	To provide skills/knowledge input to candidates for relevant Veterinary Nursing Qualifications and assess competence to national standards with a caseload of learners, towards the completion of their placements and their overall qualification. Be fully conversant with the requirements of qualifications frameworks in the curriculum area.
b)	Use expertise, experience and qualifications to source and approve suitable veterinary practices to provide suitable and appropriate work placements.

c)	To review all placements to confirm they have the relevant documents, e.g. public liability insurance, equal opportunities, and to liaise with key personnel.
d)	To lead and coordinate veterinary clinical coach training CPD to ensure all clinical coaches meet the awarding body standard.
e)	To support and mentor current Animal Nursing Assistant learners in finding suitable veterinary placements for experience and progression.
f)	To visit and monitor learners via the Central Skills Log (essential for auditing student veterinary nurse clinical skills) and to complete monitoring review forms and maintain learner/employer records.
g)	Timely completion of assessment reports and awarding body documentation. Complete all necessary paperwork with candidates as required.
h)	Complete all tracking systems as required. Provide employer involvement tracking evidence, monitored and verified for accuracy.
i)	To complete risk assessments of practices being accessed for work placements, as required and monitoring and reviewing these, in a timely way, prior to expiration.
j)	To provide candidate induction (group and individuals), support any vulnerable student in preparation for their work placement assessments, liaising with relevant pastoral and curriculum leads.
k)	Attend team meetings and meeting with employers regarding employer activity/ candidate progress.
l)	To participate or conduct internal quality audits on candidate work and documentation completed externally by industry experts, in preparation for Standards Verification visits
m)	To liaise regularly with the Lead Internal Verifier and Curriculum Leaders and alert them to any concerns regarding candidate progress and preparing progress reports as required.
n)	To promote the colleges to employers/ external stakeholders to feedback to college team any concerns, good news or areas for development.
o)	To contribute to the delivery of bespoke/ full training regarding the completion of work experience placements.
p)	To agree an annual Continuous Professional Development (CPD) Plan, to maintain and log CPD in line with awarding bodies and Salford City College requirements. To continuously develop professional competence in the age ranges assessed including knowledge, industrial updating and maintain awareness of developments and changes to respective qualification or industry standards.
q)	Attend Veterinary Nursing/Animal Department team meetings to provide work placement and student updates.
r)	Main point of contact within SCC for veterinary practices
s)	Plan, organise, evaluate and review the induction program for veterinary nursing students
t)	Provide advice and pastoral support to veterinary nursing students

u)	Contribute to organisation of monitoring visits by awarding bodies
v)	Maintain records and statistical data utilising appropriate software. To develop and maintain the College database of placements and keep
w)	To take an active part in student Induction, Parents Evenings, Open Evenings, interviews and enrolment.
x)	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification – Veterinary Practice Placement Coordinator

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualification	1 Registered Veterinary Nurse 2 Literacy Level 2 3 Numeracy Level 2 4 IT Level 2	Application form/ Certificate /check of register	a. Additional relevant qualification e.g. degree/vocational qualification. b. D32, D33, D34 or V1/V2 or willing to work towards. c. Experience of Undertaking risk assessments in the work place. d. Experience of teaching, relevant teaching qualification or willing to work towards.	Application form/ Certificate
Professional Development	5 Evidence of ongoing professional development.	Application		
Experience	6 Ability to relate positively to young people and adults 7 Experience of dealing with colleagues and stake holders of all levels.	Application/ Interview	d. External customer service experience e. Experience of working in an educational environment f. Experience of coordination And tracking progress preferably in an FE environment g. Experience of working within a business administration environment	Application /Interview
Knowledge	8. Knowledge of trainee Veterinary Nursing Syllabus	Application/ Interview	h. Knowledge of maintaining and tracking progress.	Application/ Interview

Skills/ Qualities	9	Ability/experience to monitor and coach learners in work practice	Application/ Interview	i. Ability to demonstrate interpersonal skills appropriate to the role.	Application/ Interview
	10	Good communication and presentation skills		j. Willingness to share expertise with colleagues	Application/ Interview
	11	Experience of working with a team			
	12	Good organisational skills			
	13	Flexible approach			
	14	Ability to present business cases to external organisations and businesses to promote Veterinary Nurse training.			
Other	15	Ability to drive and access to personal transport	Application/ Interview		
	16	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview		
	17	Commitment to college policies i.e. health & Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter	Application/ Interview		
	18	CRB check acceptable to College will be undertaken for successful applicant	Appointment		