

Senior Professionalism, Wellbeing and Safety Practitioner – 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 the 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

1. As part of the PWS Team, provide a comprehensive service for students, incorporating:
 - a. Triage of physical and mental health issues, emotional stress, cultural, religious or family-related issues.
 - b. Prioritization of referrals
 - c. Assessment and management of risks
 - d. Monitoring progress and appropriate escalation/onward referral
 - e. Ensuring appropriate follow-up arrangements
 - f. Provide support to students about whom there are professionalism concerns and/or who are the subject of fitness to practice proceedings
 - g. Encourage appropriate reflection and learning
2. Liaise between relevant parties regarding the 'student with concerns'
3. Contribute to the development and delivery of appropriate student resources including promotional information and inform students about PWS Team e.g. taking part in student induction events.
4. Undertake administration relevant to the role and maintain clear records with appropriate security and confidentiality measures including GDPR compliance.
5. Attend any relevant meetings with the University team.
6. Undertake any training relevant to the role.

7. 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).
- Undergraduate degree level education or equivalent (Application).
- Excellent communication skills in both verbal and written form (Application/Interview).
- IT literate – able to use standard Microsoft office packages (Application/Interview).
- Working knowledge of GMC guidance for medical students (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Being proud, Achieving Together, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- 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).