

## Role Profile

### Clinical Placements Coordinator

<b>Salary:</b>	Band 3
<b>Working Hours:</b>	Full Time – 35 hours per week (32 hours over four days during 4-day week pilot)
<b>Reporting to:</b>	Placements and Intern Programmes Manager
<b>Staff Reporting to this job:</b>	
This role may supervise temporary staff and/or student roles as required.	
<b>Overall purpose/accountabilities:</b>	
The Clinical Placements Coordinator will play a vital role in supporting the delivery of high-quality clinical placements for nursing students at the University of Sunderland in London (UoSIL) applying principles of fairness and inclusion in the administration of placements.	
This role ensures the smooth administration of placements, fostering strong relationships with academic staff, professional services and clinical partners. This role will work closely with the Clinical Link Tutor delivering administrative support across the placement journey: including allocation according to standards and requirements, supporting audits, coordinating DBS processes, timesheet administration, supporting stakeholder meetings and engagement, attendance administration, finance and expenses claims, coordination of student guidance and communications such as preparing and sharing essential information and dealing with student queries.	
The Clinical Placements Coordinator role joins a new team that will be responsible for clinical placement support and administration and the delivery of our alumni internship programme.	
Deliver and champion excellent customer service to all stakeholders at all times.	

## Job Description

Coordinate the full lifecycle of NHS (and other providers) placements for nursing students, ensuring timely and appropriate placement allocation ensuring all placement activity aligns with NMC standards and university policies and provide accurate record-keeping.

Provide administration of activities related to requirements from Professional Regulatory and Statutory Bodies and to financials e.g. the learning support fund.

Work closely with the university's wide placement systems, Clinical Link Tutor and other academics to support placement logistics and compliance.

Monitor and report on student absence on placement and coordinate reporting on placement hours requirements. Provide administration related to completion of required placement hours.

Administer and support processes including DBS and Occupational Health in coordination with the Clinical Link Tutor and placement providers.

Support the process of partner and placement identification and set-up, including coordinating SLA documentation.

Provide high-quality support to nursing students throughout their placement journey, recognising and responding to individual needs and circumstance, fostering a supportive and inclusive environment that promotes student wellbeing, resilience, and confidence.

Provide high quality student support, such as:

Ensure students are fully informed regarding their placement, including placement hours and related requirements, coordinating with the Clinical Link Tutor as appropriate.

Process and administrate student claims e.g. NHS business authority learning support fund entitlements

Act as a point of contact for students signposting to appropriate university support services where required.

Support the academic team to monitor student attendance and progress during placements, proactively identifying and addressing any concerns in collaboration with academic and support teams, and placement providers.

Coordinate and support communication with students to ensure they feel connected, informed, and supported throughout their placement experience.

Monitor and coordinate student enquiries including inbox management.

Support the Clinical Link Tutor to develop and maintaining constructive and productive relationships with clinical partners, including within the NHS and provide a point of contact and support to the Clinical Link Tutor and NHS Trusts, community health providers, and other placement organisations across London and the wider region.

Support placement partnership meetings including scheduling and minute taking.

Coordinate provision of information to stakeholders as required to support partner onboarding, induction and placement experience.

Ensure placements meet standards by performing appropriate due diligence, managing risk assessments, and auditing as required and monitor and support placement evaluation and quality through student feedback, student success and provider/stakeholder inputs.

Support the continuous improvement of placement processes and student experience.

Contribute to internal and external reporting, including for regulatory and quality assurance purposes and internal and external audits.

Effectively manage all resources within the area of responsibility.

Engage productively with team and individual performance management, including completing performance engagement reviews.

Work positively as part of a team and foster a positive and inclusive working environment that supports staff wellbeing and professional growth.

Actively participate in the department's annual planning cycle.

Identify and engage in relevant continuous professional development opportunities to maintain and enhance professional knowledge and skills.

Promote and uphold the University's equality, diversity, and inclusion principles in all interactions with staff, students, and external partners.

Champion the University's core values through all aspects of the role.

Demonstrate a strong commitment to delivering an excellent student experience, ensuring that all learners are supported and engaged throughout their journey.

Undertake any other duties commensurate with the nature and level of the role, as directed by an appropriate manager.

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**Other factors:**

Occasional travel to our Sunderland campus or out-of-hours work is required.

Occasional off-site travel to support placement activity, such as attending an off-site meeting as minute taker.

Restrictions to annual leave at certain periods of the academic year as determined by line manager.

On occasion, to ensure a cohesive, effective and efficient student experience, you may be required to cover and support service delivery across the service.

## Person Specification

<b>Essential</b>	<p><b>Qualifications</b></p> <p>Educated to degree level or equivalent experience in a relevant field.</p>
	<p><b>Experience</b></p> <p>Experience in statutory or other student placement coordination/administration, preferably in a clinical setting.</p> <p>Experience of working to statutory, regulatory and/or policy frameworks.</p> <p>Experience of working collaboratively with internal and external stakeholders.</p> <p>Experience of managing data and maintaining accurate records.</p> <p>Experience working within higher education, the NHS, or other clinical settings.</p>
	<p><b>Skills &amp; Attributes</b></p> <p>Demonstrated confidence in making timely decisions under pressure, particularly in urgent or complex situations, while maintaining a calm and solution-focused approach.</p> <p>Strong interpersonal skills and ability to handle challenging conversations in a compassionate and constructive manner.</p> <p>Strong organisational and time management skills with attention to detail.</p> <p>Proven ability to handle sensitive and confidential information with discretion, professionalism, and in line with data protection regulations.</p> <p>Ability to work independently and as part of a team in a fast-paced environment.</p> <p>Proficiency in Microsoft 365 and use of IT systems to deliver administrative functions.</p>
<b>Desirable</b>	<p><b>Qualifications</b></p> <p>Relevant professional qualification in education, healthcare, or administration.</p> <p>Training or certification in student support, employability, or placement coordination.</p>

	<p><b>Experience</b></p> <p>Familiarity with nursing education and clinical placement requirements.</p> <p>Experience working with placement systems.</p> <p><b>Skills &amp; Attributes:</b></p> <p>Knowledge of regulatory requirements related to nursing placements (e.g., NMC standards).</p> <p>Ability to analyse feedback and contribute to quality improvement initiatives.</p> <p>Confidence in presenting to groups and facilitating student engagement.</p>
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