

CCDHB Dedicated Education unit Academic Liaison Nurse Roles & Responsibilities

Purpose

An academic Liaison Nurse (ALN) is an educational faculty member of the tertiary education provider (TEP) (with a current practicing certificate) working under the District Health Boards 'Special staff Status' criteria. The ALN visits the DEU to provide supervision and assessment of the student nurses' clinical and professional development during their clinical learning experience within the DEU. The ALN works in collaboration with the CLN in the planning of student's experiential learning opportunities and assessment of the student's professional development.

The ALN role includes:

- ❖ Working in partnership with the DEU Charge Nurse Manager (CNM), Clinical nurse educator (CNE), Clinical Liaison Nurse (CLN) to negotiate experiential learning opportunities for the student nurse.
- ❖ Providing information to DEU staff to increase comprehension of educational/course requirements appropriate to the student's level of education.
- ❖ Providing relevant student information to the DEU staff, and onto the DEU communication board, to maximize experiential learning.
- ❖ Provides ALN contact details to DEU staff, and expected days/times of interactions with students and DEU staff.
- ❖ Facilitating experiential learning opportunities for students through observation, assessment and feedback.
- ❖ Observing students in the clinical practice area to facilitate praxis, clinical judgment development, and critical reflection.
- ❖ In partnership with CLN, plan a combined weekly meeting with the student nurse to provide feedback, and discuss student's progress towards meeting the level of nursing competence expected, as well as identify further areas for personal and professional growth.
- ❖ Managing students causing concern in line with action plan agreed to with student and DEU staff.
- ❖ Completing student's competence-based assessment in partnership with the CLN in accordance to DEU timeframes.
- ❖ Participates in DEU evaluative and research processes.

Updated January 19

For new ALN there is a guide of suggested activities in appendix one.

ALN hours

The ALN base line hours are calculated according to the numbers of students per DEU and their year/part in the DEN/BN Programme. The following hours are recommended and include time for formative and summative assessments

- ❖ Year 2 students: recommended minimum is one hour per student a week
- ❖ Year 3 students: 4.5 hours per student for a 3 week block and 6 hours per student for a 4 week block (approx. 1.5 hrs. per week).
- ❖ Year 3 preregistration: maximum of 10 hours per student for the 9 week block (approx. 1 hr. per week).
- ❖ DEN, recommended minimum is one hour per student per week.

Pre Graduate 9 Week placement

Contact hours are direct contact with students in a clinical placement including hours used for orientation and student clinical assessments. The time allocated for clinical assessment is 1.5hrs per student for formative assessment and 1hr per student for summative assessment. The allocated contact hours include a loading factor which allows for clinical preparation with the CLN, meetings related to the clinical placement and marking of clinical work

The ALN in conjunction with the CLN develops a plan for when they will be present in the DEU based on the hours that they had been allocated/per student/per DEU. The ALN reports to the tertiary education provider Clinical Course Leader for course and student related additional hours.

ALN's can negotiate additional contact or non-contact hours with the TEP/ Clinical Nursing Manager for the following reasons:

- There are students from different years/programmes in a DEU.
- Multi-sited DEUs, e.g. across a clinical service or hospital.
- When the ALN or CLN is new to a DEU.
- When establishing a DEU.
- When a student(s) requires significant additional input.
- To attend an annual DEU workshop.

References:

Canterbury District Health board. (2015). *DEU Academic liaison nurse roles and responsibilities*

Appendix

Handy hints for new ALNs

- The DEU philosophy is about being flexible and creative, working together with the CLN and CNM to support students within the philosophy of the model.
- Work with the CLN to facilitate the student orientation. The CLN is given supernumerary hours to facilitate this but how it works on the day is decided between the ALN and CLN.
- When planning students' learning experiences take into consideration contemporary issues in clinical practice (e.g. 'the patient journey', 'Releasing Time to care' project, Care with Dignity, ISBAR).
- Ask the student to explain their clinical experiences to date. Focus on individual student learning needs and facilitate learning opportunities with the CLN and DEU staff.
- Work with the CLN to ensure support for students on both morning and afternoon shifts Monday to Friday (Year Two students) and according to roster (for Year Three students.)
- Review student rosters to ensure they are fair and equitable. In collaboration with CLN or CNM
- Facilitate changing of rosters as the weeks progress to reflect the learning needs of students (e.g. if a student objective is to attend theatre to follow a specific case or procedure on the next morning shift then it may be necessary for a student to swap shifts).
- Encourage Diploma of Enrolled Nurse (DEN) students and Bachelor of Nursing (BN) Year Two students to have a variety of learning experiences. Encourage Year Three students to work more independently (under supervision) once orientated to the practice area and practice direction and delegation skills with Year One and Year Two students as appropriate.
- Give students clear expectations of the expected level of performance in relation to their year/part in the programme and how they can achieve the NCNZ Competencies within each Domain of Practice in your DEU. Discuss this with the CLN before the students arrive and have examples for them.
- Be clear with students about the purpose of the daily Clinical Practice Diary (If utilised) at the beginning of the placement and who will review it and when.
- If you have concerns about a student discuss these with the student, CLN and the Clinical Course Leader. If required formulate and document an action plan on the outlining specific learning objectives and timeframes. This should be linked to the formative and/or summative clinical assessment forms.
- Work with the CLN to encourage students involvement in quality assurance activities taking place in the clinical area if appropriate (e.g. perform clinical audits and feedback to staff).
- Offer DEU staff academic support as required (e.g. literature searches, participating in collaborative research).
- Teach students in clinical within your scope of practice. This may include planning patient care, observing medication administration, or patient assessments. Do this in conjunction with the RN who is responsible for the patient care.