

POSITION DESCRIPTION

Pre-Licensure Course Coordinator

ROLE:

The Course Coordinator organizes, oversees, and evaluates a pre-licensure course with didactic/theory, and/or lab, and/or clinical, to promote: 1) student achievement of course outcomes and progress toward program outcomes; 2) coordination among the faculty and elements of the course; 3) provides direct supervision to instructional and teaching assistants, and can delegate said supervision to faculty as needed; and, 4) concordance between the program curriculum and board of nursing and accreditation requirements.

RESPONSIBILITIES:

Course development

- Reviews course objectives in relation to student learning outcomes, relevant AACN Essentials, and relevant standards of practice.
- Create/updates syllabus/course schedule each semester per SON cover page, template and OBN requirements and submit syllabus to respective Program Assistant.
- Plans and facilitates implementation of didactic, clinical, and lab content as applicable to meet course objectives, student learning outcomes, & relevant professional standards and AACN Essentials.
- Develops course assignments, exams, and other evaluations of student performance.
- Creates, maintains, and updates learning management system (LMS).
- Collaborates with other course coordinators to ensure continuity of the curriculum.
- Assists Program Director to identify potential clinical faculty.
- Collaborates with the Clinical Placement Coordinator to ensure clinical experiences are aligned with course and clinical objectives.
- Coordinates all decision-making.

Course oversight

1. Instructional Personnel

- Orients, supports, supervises & evaluates instructional personnel assigned to the course per SON and OBN requirements.
- Acts as general resource & mentor for course faculty (regular faculty and PTLs).
- Provides weekly direct supervision to Instructional Assistants (BSN prepared staff) by phone/text, email, zoom and in person including clinical site visits.
- Delegates supervision of Instructional Assistants to a course faculty
- Communicates with University and clinical partners and updates instructional personnel.

- Communicates with Program Director regarding any concerns regarding instructional personnel.

2. Students Enrolled in Course

- Orients students to the expectations and format.
- Oversees implementation of instruction to promote student success.
- Evaluates student performance in all aspects of the course.
- Submits midterm for BSN students, and final grades for each student enrolled in the respective course.
- For BSN courses, communicates with Level Leaders about course updates and student progress.
- Initiates and monitors remediation plans as appropriate.
- Communicates with Program Director, academic advisers, and BSN navigators regarding concerns about students' personal, academic and/or clinical matters.

Course evaluation and documentation

- Completes a summative course evaluation at the end of the semester highlighting accomplishments, innovations, and opportunities for improvement.
- Reviews and revises course objectives periodically; presents suggested changes to program faculty and curriculum committee.
- Coordinates completion, collection, and dissemination of course evaluations.
- Maintains course records. Including those needed for the Board of Nursing and CCNE.

QUALIFICATIONS

- Master's or doctoral degree in nursing required
- Minimum of two years of teaching in pre-licensure program