

Nashua Community College Department of Nursing

Level Coordinator Role Description

Description

The role of the Level Coordinator (Freshman or Senior Levels) includes ensuring that all faculty responsibilities related to a course are fulfilled. This includes adherence to syllabi, course objectives, delivery of course content, maintenance of student rosters and records, and timely submission of grades. Knowledge and enforcement of all policies related to the College, the Associate Degree Nursing Program, the Department of Nursing, and the clinical placement site(s) are expected.

Preparation for the course includes reviewing the syllabus and level and course objectives; revising and updating information related to course content without altering the original integrity of the course objectives and requirements as outlined in the syllabus. The syllabus, course calendar, and assignments should be prepared and discussed with the Department Chair prior to the beginning of the course. The course description and textbooks should be reviewed for currency and discussed at a meeting of nursing faculty if change seems to be indicated.

The coordinator meets with other faculty assigned to the course to plan class and clinical schedules, guest speakers, and lab activities. They should also discuss problems as they arise and design remediation/ interventions to help students meet course expectations. The coordinator meets with the Department Chair as needed to discuss issues related to the course and student or faculty concerns. S/he also maintains open communication with representatives of the clinical agency, nurse managers, and staff related to the presence of student nurses in the agency.

During the course, the coordinator organizes activities intended to foster learning, including posting didactic materials and grades on Canvas, and working with the Registrar's Office to maintain all records related to withdrawals, drops, adds, incompletes, variances, warnings, and / or probations. S/he provides support and consultation for faculty in the presentation of course materials, exams, and evaluation of students' performance, and ensures that academic records for each student include all paper exams, warnings, evaluations, academic advising notes, and any other paperwork related to individual student performance including attendance record.

At the conclusion of the course, final grades are submitted to the Registrar's Office using the official format. The Level Coordinator is also responsible for implementing evaluation procedures as indicated in the Nursing Department's Systematic Plan for Program Evaluation.

The Level Coordinator is also responsible for overall evaluation of the assigned level (freshmen or senior) utilizing existing and piloted evaluation tools, as well as continual self and peer evaluation to maintain program integrity, promote current practice, and improve program outcomes. S/he reports any conclusions or recommendations to the Department Chair for further faculty discussion or potential improvements.

The Level Coordinator reports to the Nursing Department Chair and works collaboratively with the Department Chair on all policies and issues related to the Department and the Mission of the college.

Specific Responsibilities for Beginning a Semester

College

- Send syllabus to Department of Instructional Services and Office of Academic Affairs
- Reserve computer lab for ATI testing through the Peterson Library and Media Center
- Place learning materials on reserve
- Review all system academic policies and update syllabus accordingly without altering course description and objectives
- Participate in orientation of incoming students and adjuncts as necessary

Clinical Agencies

- Alert Department Chair of need to update/initiate clinical contracts as needed
- Supply the contact person at the clinical agency with a schedule and a list of students and faculty who will be at the Agency.
- Ensure students' completion of all required pre-clinical documentation.
- Arrange for attestations as required by clinical sites.
- Reserve all rooms at the clinical agency needed for special events, orientation, poster presentations, post-clinical conferences
- Arrange for orientation of clinical faculty members to their assigned units, including online and facility orientation.
- Manage and promptly report problems occurring in the clinical area to the Department Chair and complete a report as indicated.

Department of Nursing

- Coordinate Simulation Laboratory activities with other Level Coordinator and Lab Instructor
- Develop with other Level Coordinator and Lab Instructor a Master Schedule of lab activities for both levels
- Arrange for gathering of course evaluation data at end of course, including faculty's evaluation of course activities.

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