

Position Description: Course Leader
9-2-2008

TEMPLE UNIVERSITY
Department of Nursing
College of Health Professions

**Course Leader
Position Description**

Qualifications

1. Earned doctorate in nursing or related field
2. Clinical expertise in a specialty area
3. Experience in nursing education

Overall Description

The course leader provides overall coordination of all teaching and evaluation activities for the assigned course. This includes, but is not limited to, setting up communication through Blackboard, arranging for appropriate guest speakers, arranging for access to course related resources, monitoring student compliance with course requirements, coordinating outcome measures, and preparing and submitting the course portfolio. The course leader reports to the Director of the program in matters related to course planning, implementation, evaluation, curriculum issues, and students progress. This individual collaborates with the Director about course related pedagogy and student challenges. The course leader serves as a primary resource person to students in that course.

Responsibilities

- Provides leadership for course planning, implementation and evaluation.
- Assures curricular integrity of the course in context with concomitant nursing courses and the overall curriculum plan.
- Communicates with other course leaders, faculty, and laboratory coordinators to schedule course activities.
- Collaborates with faculty teaching in the course to prepare, revise and assure access to course documents through Blackboard or by other means.
- Collaborates with "Technology Administrative Support Person" to assure that the course can be accessed by faculty and students.
- Orients the students to the course and their responsibilities.
- Coordinates evaluation and outcome measures
- Prepares the course portfolio and reports course outcomes and suggested to the faculty.
- Calls periodic meetings with appropriate faculty and support persons as needed to assure smooth operations of the course.

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- Refers students to Department, College, and University resources as needed.
- Notifies the Program Director at midterm and at the conclusion of the semester of students at risk for failure.

Clinical Course Leaders

In addition to the above responsibilities the clinical course leader:

- [Maintains records of students' compliance with agency health requirements, immunizations, criminal and child abuse checks, CPR and health insurance coverage.]
- Notifies clinical faculty and the student of the student's lack of compliance and inability to engage in clinical courses until compliance is met.
- Obtains potential new clinical sites.
- Evaluates the appropriateness of the clinical sites in collaboration with the program director.
- Submits a fully executed "Request for Clinical Site" form to the program director.
- Orients clinical faculty to the curriculum and the specific clinical course.
- Distributes student and agency evaluation forms to the clinical faculty.
- Completes the course portfolios, and summarizes clinical agency and student evaluations for the portfolios.

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