

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

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 evaluation of course activities.

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12 JH; rev 9/19 tw; rev jh5/20.