VII. Program Support

A. Course Manager

Function:

Course Managers work with the respective Department Chairs and Program Coordinators to implement specific course activities across multiple sections and ensure clinical experiences are successfully integrated with course activities.

Scope:

The Course Manager shall:

• Coordinate review of objectives, teaching/learning strategies and course evaluation methods, and incorporate new information when modified through appropriate Department processes.
• Develop, implement and lead evaluation of course examinations.
• Prepare end-of-course reports.
• Coordinate end-of-course reviews.
• Support clinical faculty members in their assessments of clinical experiences and clinical site evaluations.
• Coordinate contractual arrangements for clinical sites and clinical placement with the Department Chair, Clinical Coordinator, and designated administrative staff.
• Assure ordering of textbooks and desk copies for course faculty.
• Coordinate mid-term and end-of-term compilation and submission of grades.
• Assist with orientation of new faculty to course processes.
• Communicate with the Department Chairs, Associate Dean of Academic Programs and the Admission, Progression and Academic Standards (APAS) Committee when student progress becomes an issue.
• Mediate resolution of student issues related to the course.
• Attend scheduled meetings for Undergraduate Curriculum Subcommittee.
• Coordinate with Lab Manager for the use of the Simulation and Clinical Learning Center (SCLC) space for simulation, skills lab, competency validation and other lab-based experiences.

Supervision:

Course Managers report to the Department Chairs of the respective CONHS departments.

Education:

Earned Master of Science in Nursing degree. Current RN/APRN license in the State of Texas, or eligible for licensure in Texas is required.
Experience:
The Course Manager should be an experienced educator and an expert in the content covered in the assigned course. The Manager should have experience teaching in clinical settings and be familiar with common agency requirements for service-academic agreements for student experiences.

B. Clinical Placement Coordinator

Function:
The Clinical Placement Coordinator is responsible for clinical placement within appropriate facilities for undergraduate and graduate students.

Scope:
The Clinical Placement Coordinator shall:

- Communicate and coordinate with healthcare facilities and faculty to arrange appropriate clinical experiences that meet student learning objectives.
- Communicate with students regarding clinical placement as needed.
- Initiate and develop relationships with healthcare facilities.
- Other duties as assigned.

Supervision:
Clinical Placement Coordinators report to the respective Department Chair or Program Coordinator.

Education:
Earned Master of Science degree in nursing, healthcare or related field. Current, unrestricted RN/APRN license in the state of Texas.

Experience:
The Clinical Placement Coordinator should be an experienced educator with experience teaching in clinical settings and be familiar with common agency requirements for service-academic agreements for student experiences.

C. Health Science Practicum Placement Coordinator

Function:
The Health Science Practicum Coordinator is responsible for practicum placement within appropriate facilities/companies for undergraduate students and coordination of practicum projects.

Scope:
The Health Science Practicum Coordinator shall:
• Communicate and coordinate with healthcare facilities/companies and faculty to arrange appropriate practicum experiences that meet student learning objectives.
• Communicate with students regarding practicum placement as needed.
• Initiate and develop relationships with healthcare facilities/companies.
• Other duties as assigned.

**Supervision:**

Health Science Practicum Coordinators report to the respective Department Chair, Program Coordinators and the Associate Dean for Academic Programs of CONHS.

**Education:**

Earned Master of Science degree in nursing, healthcare or related field.

**Experience:**

The Health Science Practicum Coordinator should be an experienced educator with experience teaching in healthcare settings and be familiar with common agency requirements for service-academic agreements for student experiences.

**D. Clinical Teaching Assistant**

**Function:**

The Clinical Teaching Assistant (CTA) support faculty members in their supervision of students in clinical laboratory settings. The CTA supervises student clinical learning experiences only when the qualified and experienced faculty member is physically present in the affiliate agency or alternative practice setting. The designated faculty member meets with the CTA and students as needed during the clinical rotation to monitor and evaluate learning experiences.

**Scope:**

The Clinical Teaching Assistant shall:

• Participate in clinical and/or classroom evaluation activities such as grading papers and/or clinical documents within the guidelines designated by the assigned faculty member.
• Actively participate in clinical simulation activities related to a specified clinical course.
• Provide feedback to students regarding their performance which is validated with the assigned faculty member.
• Conduct clinical conferences for appropriate clinical groups with input from assigned faculty.
• Demonstrate a professional role appropriate to his/her stage of professional development.
• Notify assigned faculty member when student(s) demonstrate(s) unsafe practice.

**Supervision:**
The Clinical Teaching Assistants are assigned to a course by the Department Chairs. The Teaching Assistant report to the course faculty when assigned to a course. The Course faculty completes a performance evaluation at the end of the semester in which the course was assigned.

**Education:**
Earned Bachelor of Science in Nursing degree. A current, unrestricted RN license in the state of Texas.

**Experience:**
At least two years of clinical practice experience in the general area in which the individual will teach.

**E. Simulation Lab Supervisor**

**Function:**
The Simulation Lab Supervisor (SLS) is responsible for the implementation of all lab services required to support CONHS curriculum. The SLS is an integral member of the SCLC faculty & staff and provides support for the implementation of all aspects of simulation and skills lab processes.

**Scope:**
The Simulation Lab Supervisor shall:
- Assist in establishing and directing SCLC activities.
- Collaborate with SCLC Director and Manager to facilitate the effective and efficient use of lab space in the SCLC with equitable scheduling among faculty and courses.
- Collect data and prepare utilization reports representing the SCLC operations.
- Collaborate with CONHS faculty for appropriate use of equipment and space.
- Assist and direct SCLC staff with inventory, stocking, use, and ordering of SCLC supplies.
- Facilitate, participate in and direct simulation staff with skill remediation for students using faculty-generated prescriptions.
- Assist CONHS faculty with course required simulation activities as required.
- Partner with SCLC Director, Manager and other administrative personnel in reporting of program activities, standards accreditation requirements, external meetings, educational concerns, and student/staff successes.
- Assign and supervise work study/student assistance/volunteers to support SCLC activities.
- Other duties as assigned.

**Supervision:**
The Simulation Lab Supervisor reports to the SCLC Manager and Director.

**Education:**
Earned Bachelor of Science degree in nursing, healthcare or related field. Current, unrestricted RN license in the state of Texas.
Experience:
One to three years of experience with simulation-based education and training. Familiarity with use and basic maintenance of simulation equipment.

F. Simulation Lab Coordinator

Function:
The Simulation Lab Coordinator (SLC) is responsible for the implementation of all lab services required for and by current CONHS nursing and health science courses and faculty. The SLC is an integral member of the SCLC faculty & staff and provides support for the implementation of all aspects of simulation and skills lab processes.

Scope:
The Simulation Lab Coordinator shall:
- Assist in establishing and directing SCLC activities.
- Facilitate the effective and efficient use of lab space in the SCLC with equitable scheduling among faculty and courses.
- Assist with data collection representing the SCLC operations.
- Collaborate with SCLC administrative staff and CONHS faculty for appropriate use of equipment and space.
- Assist with inventory, stocking, use, and ordering of SCLC supplies.
- Facilitate and participate in skill remediation for students using faculty-generated prescriptions.
- Assist CONHS faculty with course required simulation activities as required.
- Partner with SCLC Supervisor, Director, Manager and other administrative personnel in reporting of program activities, standards accreditation requirements, external meetings, educational concerns, and student/staff successes.
- Supervise work study/student assistance/volunteers to support SCLC activities.
- Other duties as assigned.

Supervision:
Simulation Lab Coordinators report to the SCLC Supervisor, Manager and Director.

Education:
Earned Bachelor of Science degree in nursing, healthcare or related field.
Current, unrestricted RN license in the state of Texas.

Experience:
One to three years of experience with simulation-based education and training. Familiarity with use and basic maintenance of simulation equipment.
G. Simulation Lab Student Assistant /Volunteer

Function:

The Simulation Lab Student Assistant/Volunteer is responsible for the implementation of lab services directed by SCLC Staff, Manager, and/or Director. The Simulation Lab Student Assistant/Volunteer is an important member of the SCLC staff and provides support for the implementation of simulation and skills lab processes as well as lab space maintenance. Workload is limited to 19 hours weekly as per University policy.

Scope:

The Simulation Lab Student Assistant/Volunteer shall:

- Assist in implementing SCLC activities.
- Collaborate with SCLC management and staff for appropriate use of equipment and space.
- Assist with inventory, stocking, use, and maintenance of SCLC equipment and supplies.
- Other duties as assigned.

Supervision:

Simulation Lab Student Assistants/Volunteers report directly to the SCLC Supervisor, followed by the Manager and Director.

Education:

Currently enrolled at TAMU-CC and pursuing a Bachelor of Science degree in nursing, healthcare or related field.

Experience:

References from two CONHS faculty or staff members. In good academic standing.