



The MSN (Entry into Nursing) Program Associate Director of Theoretical Foundations of Practice serves as the leader of the theoretical components of the practice related courses of the MSN (Entry into Nursing) Program and reports to the Director of MSN Programs. The Associate Director collaborates with the MSN (Entry into Nursing) Associate Director for Clinical Practice, the MSN (Entry into Nursing) Faculty Level Leaders, MSN Academic Advisors, the Associate Dean for Teaching and Learning, the Associate Dean for Enrollment Management and Student Affairs, other Academic Program Directors, and members of the Graduate Curriculum Committee to continually evaluate, improve and deliver the theoretical component of the MSN (Entry into Nursing) Program. This Coordinator is responsible for leading the ongoing assessment and improvement of the theoretical components of practice related courses in the MSN (Entry into Nursing) Program and the quality of classroom teaching related to practice working directly with full-time and part-time faculty as needed to address faculty teaching performance and developmental needs related to teaching the theoretical components of practice related courses in the MSN (Entry into Nursing) Program.

Clinical Coordinator Term

This Associate Director of Theoretical Foundations of Practice generally serves a three-year term which may be extended to a second term if mutually agreeable to the Associate Director of Theoretical Foundations of Practice and the Director of MSN Programs and the Dean.

Major Responsibilities

Program Clinical Leadership

Serves as the leader for the Level Leader Faculty (faculty who coordinate the timing of assignments and assessments for a designated semester) and Theory Course Coordinators (full and part time) in practice related courses of the MSN (Entry into Nursing) Program

- Creates a climate in which people are motivated to achieve excellence in providing onsite and online theory courses related to practice
- Provides special attention to the foundations course and the synthesis practicum as the first and final practice courses of the program
- Relates well to faculty and students
- Serves as role model to theory course coordinator faculty and students
- Invites input of others related to the theory components of practice related courses in the program

- Innovative management- brings creative ideas related to the theory components of practice related courses in the program to enhance the curriculum
- Provides input into policy related to the theory components of practice related courses in the program
- In collaboration with the MSN Director and the MSN Academic Advisors, review NLCEX results and recommend strategies for improvement of NCLEX scores in relevant theory course/s.
- In collaboration with the MSN Academic Advisors, leads the development of the strategy and its execution for integration of NCLEX testing preparation products (such as ATI) across courses
- In collaboration with the MSN Academic Advisors, utilizes NCLEX testing products in combination with course grades for early identification of students at risk for not passing NCLEX.
- Develops a remediation plan for students at risk for not passing NCLEX.
- Provides input into compliance requirements for Instructors
- Coordinates interviewing and hiring of part-time theory course coordinators – communicates course requirements to part-time Instructors and prepares worksheets with information about part-time instructors in preparation for contracts
- Ensures part-time theory instructors meet compliance requirements prior to the start of the course
- Attends MSN (Entry into Nursing) Program faculty meetings.
- Serves as a liaison between the students and Theory Course Coordinators, Director of MSN Programs, and the Executive Vice Dean

Teaching / Learning

- Co-Coordinator of the foundations course, synthesis course and other courses (dependent on program needs and expertise).
- Plans, implements and evaluates orientation for full and part-time theory Instructors
- Provides input into teaching assignments for Theory Course Coordinators
- Oversees the evaluation process and teaching performance management for Theory Course Coordinators related to practice related courses.
- Reviews student evaluations of theory courses for practice related courses
- Responds to concerns related to theory courses related to practice related courses from full and part-time faculty and students.
- Collaborates with the Director of MSN Programs, Associate Director for Clinical Practice, and the Executive Vice Dean on the above responsibilities.
- Reports to the Director of MSN Programs

Student Recruitment and Retention

- Collaborates with Admissions Team to recruit a high quality and diverse pool of applicants to the program
- Collaborates with the School of Nursing Director of Student Affairs and the University ADA Compliance and Disability Services Director regarding reasonable accommodations for students in the classroom
- Works with theory faculty of practice related courses, the Associate Director for Clinical Practice, advisors, and the Director of Simulation Learning to identify

- students having difficulty mastering theoretical knowledge in practice related courses. , plan and implement remediation in the classroom when appropriate
- Monitors students' progression across theory courses in practice related courses in the program and recommends any needed program resources, curriculum, policy or practice changes to increase student success in the theoretical components of practice in the program.

Fiscal

- Provides Director of MSN Programs with input into the full and part-time faculty resources included in the program budget
- Ensures that theory courses faculty to student ratios are maintained at the budgeted level or identifies and records reasons for variance for possible policy or practice changes and future program budget planning
- Maintains a registry of all theory course equipment, supplies and technology
- Identifies the expected life of course equipment and technology and develops a multi-year plan for replacement.
- Provides input into the MSN (Entry into Nursing) annual budget by drafting out a budget with the cost of required new equipment, supplies and technology for the Foundations course and theory courses related to practice

Outreach

- Responds to concerns from nurses and administrators regarding issues of student knowledge and performance
- Presents innovations in theoretical teaching and learning related to practice at national and international conferences

Qualifications of the Associate Director of Theoretical Foundations of Practice of the MSN (Entry into Nursing) Program

The Associate Director of Theoretical Foundations of Practice of the MSN (Entry into Nursing) Program must have a master's degree in nursing and earned doctorate and be an Assistant Professor or above. Certified Nurse Educator (CNE) preferred.

The Associate Director for Theoretical Foundations of Practice will have demonstrated and current skills in:

- clinical practice
- teaching prelicensure nursing students or new graduate nurses in the classroom setting
- scholarly productivity and service
- development of solutions that combine information and ideas in new and innovative ways
- strategic thinking and planning
- project planning, management and evaluation

- negotiation
- independent thinking and action
- decision making and action with moral and academic integrity

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