JOHNS HOPKINS SCHOOL OF NURSING

Track or Post-Degree Certificate Coordinator

The Track/Certificate Coordinator serves as leader of the assigned advanced practice nursing track/certificate and has a direct reporting relationship to the Associate Dean for Faculty with a dual reporting relationship to the Associate Director of the DNP Advanced Practice Track. The Track Coordinator works collaboratively with the Associate Dean for Teaching and Learning, the Associate Dean for Enrollment Management and Student Affairs, and members of the Graduate Program Committees to continually evaluate, improve and deliver the curriculum with innovative and high quality graduate education methods consistent with the mission, values and strategic goals of the SON, University and profession. Under the direction of the Associate Director of the DNP Advanced Practice Track, this coordinator is responsible for leading the assessment of the track/certificate curricula the quality of teaching working with full-time and part-time faculty and the Associate Dean for Faculty as needed to address faculty teaching performance and developmental needs related to teaching.

Track/Certificate Coordinator Term
The track coordinator generally serves a three-year term which may be extended if mutually agreeable to the track/certificate coordinator and the dean.

Major Responsibilities

Track/Certificate Leadership
- Maintains current knowledge of specialty accreditation and credentialing standards and ensures that the curriculum of the track/certificate is aligned to meet them
- Collaborates with the Associate Dean for Practice on the identification and confirmation of preceptors of students within the track/certificate and practice sites.
- Ensures that students within the track/certificate have met school and site compliance requirements prior to reporting to the clinical site
- Provides input to the program director on courses to be offered each semester and the mode of delivery
- Leads the development of track/certificate goals and ongoing monitoring of the track/certificate
- Develops reports as required for the track/certificate by accrediting/credentialing bodies
- Collaborates with other leaders in Academic Affairs in preparing regulatory and credentialing reports
- Provides input to the program director and curriculum committee regarding the development, ongoing evaluation and implementation of policies and procedures related to the track/certificate
- Participates in school and university committees
- Engages in professional organizations to represent the school and collaborate with colleagues at other schools to advance nursing education related to the track/certificate

Teaching / Learning
- Oversees the evaluation of clinical preceptors and clinical sites in promoting the learning of students in the track/certificate

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• Provides input to the DNP Program Director in making teaching assignments for the year to ensure coverage for all courses in the track/certificate
• Advises students in the track/certificate and orient faculty advising students to track/certificate requirements
• Orients/mentors full-time and part-time faculty to the track, overall and teaching of theory and clinical courses, and role as clinical instructor, assessing the performance across the various teaching roles
• Identifies faculty development needs that could be addressed through education and collaborates with the Associate Dean for Teaching and Learning to address them
• Provides input to the program director in identifying faculty expertise needed to meet the teaching needs of the track/certificate
• Initiates contract requests to the Associate Director of the DNP Advanced Practice Track for part-time faculty as indicated by teaching needs and within the program budget
• Evaluates student outcomes of the track/certificate including maintaining data on the certification pass rates and employment of graduates

**Student Recruitment and Retention**
• Collaborates with Admissions Team to recruit a high quality and diverse pool of applicants to the track/certificate
• Represents the track/certificate at recruitment, orientation, graduation and other special events
• Advises the progressions committee on issues related to the track/certificate
• Addresses student issues and concerns related to the track
• Refers students to Program Director and/or Director of Student Services regarding evaluation of disability when reasonable accommodations may be warranted
• Analyzes program for capacity for enrollment and monitors enrollment, retention and progression of students in the track/certificate and uses data to recommend track/certificate resources, policy, or practice changes to increase student success and retention

**Fiscal**
• Provides input to the Associate Director of the DNP Advanced Practice Track in developing the program budget related to the track/certificate
• can provide resources to support education within the track/certificate
• Collaborates with the Executive Vice Dean, Program Director, Associate Director of the DNP Advanced Practice Track, Graduate Curriculum Committee and Faculty Assembly to identify when the track/certificate is no longer financially sustainable and should be recommended to the dean and Academic Council for discontinuation.

**Outreach**
• Represents the track/certificate at national and international professional meetings
• Serves as a liaison between the track/certificate and community partners

**Qualifications of Track/Certificate Coordinator**
The track/certificate coordinator must have a master’s degree in nursing and earned doctorate and possess the appropriate credentials/certification for the track/certificate.
The track/certificate coordinator must be a full-time faculty member with an appointment of Assistant Professor or higher rank with relevant practice and teaching experience.

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The track coordinator will have demonstrated skills in:

- strategic thinking and planning
- project planning, management and evaluation
- negotiation
- independent thinking and action
- decision making and action with moral and academic integrity