Guidelines for Doctor of Nursing Practice Program Course Director Responsibilities: Didactic and Clinical Courses

Responsible Administrator: Associate Dean for the Doctor of Nursing Practice (DNP) Program
Sponsoring Unit: DNP Curriculum Committee and DNP Specialty Directors
Effective Date: 06/11/2019
Last Reviewed: 06/23/2020
Next Scheduled Review: 03/2024

GUIDELINE STATEMENT

DNP course directors at the University of Maryland School of Nursing (UMSON) are responsible for planning, implementing, and evaluating the quality and academic integrity of courses. These guidelines assist DNP course directors in understanding the primary responsibilities of the role.

RATIONALE

Course directors for DNP courses are responsible for the overall management of assigned courses. Communication, coordination, and collaboration are required to maintain consistency in course objectives and terminal outcomes. These guidelines ensure continuity of instructional and academic requirements, including use of technology, across course sections and locations. Their purpose is to bolster quality and coherence and to provide consistency of course experiences and evaluation, regardless of instructional setting.

SCOPE

These guidelines apply to course directors coordinating courses within the DNP program.

RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS

- [Registration Grading Policy](https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Policy-Registration-Grading.pdf)[1]

CONTACTS

Associate Dean for the DNP program
Senior Director, DNP program

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[1] https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Policy-Registration-Grading.pdf

RESPONSIBILITIES

Course directors are faculty members appointed by department chairs. Courses with designated DNP course directors involve multiple sections and single sections alike and include clinical/lab, online, and didactic delivery. When course directors are assigned at the Baltimore and Universities at Shady Grove locations, collaboration and coordination will occur between locations to assure consistency.

Areas of focus include:

1) Administrative responsibilities
2) Course development and coordination (didactic, online, laboratory, and clinical)
3) Coordination of clinical/practicum courses with course faculty
4) Assessments

Administrative Responsibilities

1. Plans with other course directors (i.e., related or concurrent courses) the course calendar; course materials; and dates and times for assignments, projects, and exams.
2. Coordinates with the Office of Information and Learning Technology (ILT) to set up or update Blackboard course shells and oversee Exam Soft® test construction and integrity. See online procedures[2] for further details.
3. Works with UMSON human resources and support staff to secure a UMID and UMSON e-mail account for faculty who may need access. Also works with ILT and support staff for faculty access to UMSON systems (e.g., Blackboard, EXXAT[3]).
4. Selects and integrates appropriate technology to support effective student learning and evaluation.
5. Communicates pertinent information to course faculty (e.g., information from department meetings, faculty meetings, and other entities as necessary, including but not limited to changes in schedules, clarification of semester start and stop dates, applicable course policy changes) throughout the semester.
6. Works with faculty members who are teaching course sections to ensure timely submission of assignments and posting of assignment grades and final grades.
7. Ensures that student accommodations are provided as required by law and outlined by the University of Maryland, Baltimore Office of Educational Support and Disability Services[4], including scheduling extended time and special circumstances for examinations.
8. Communicates student issues to the academic associate dean and/or program director.
9. Conveys expectations for consistent faculty review of Safe Assign[5]/similarity statistics and referral of concerns (e.g., high percentage matches, other red flags).

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[2] http://www.umaryland.edu/blackboard/instructors-and-course-builders/ ***and***
http://www.nursing.umaryland.edu/technology/learning-technology/blackboard/

[3] https://apps.exxat.com/Fusion/Account/Login

[4] https://www.umaryland.edu/disabilityservices/for-students/

[5] https://www.nursing.umaryland.edu/technology/learning-technology/blackboard/safeassign/

10. Coordinates faculty efforts to identify, document, and report/refer issues of academic integrity to DNP Judicial Board as appropriate.

Course Development and Coordination

1. Develops new courses or revises existing courses.
   a. Integrates the American Association of Colleges of Nursing's *The Essentials of Doctoral Education for Advance Nursing Practice*[6] into course management as appropriate.
   b. Integrates applicable specialty competencies into course content.
   c. Submits new course materials or changes to existing courses for review and approval by the DNP Curriculum Committee.
2. Coordinates textbook(s)/required resources with library and bookstore, as needed, and organizes reserved or copyrighted material with library reserve staff.
3. Communicates all pertinent information to course faculty, clinical instructors, and teaching assistants throughout the semester.
4. Monitors and collaborates with course faculty/staff in maintaining consistent course objectives content and outcome measures and assists with technical needs and other issues across the semester.
5. Serves as primary course contact with ILT staff.
6. Provides suggested topics of emphasis for clinical experience and for post-conference discussion to link didactic and clinical learning.
7. Collaborates with the director of clinical simulation and director of the Standardized Patient Program, or their designees, on course and clinical-related learning activities.
8. Assists course faculty with student-related issues (e.g., missed exams, personal/health issues, late paper submissions, disciplinary actions, dropping/withdrawing from course, accommodation requests).
9. Communicates course delivery concerns to the department chair, as necessary.
10. Reviews course evaluation questionnaire (CEQ) data, revises course as necessary, and arranges appropriate DNP Curriculum Committee review.
11. Provides assistance and input to the specialty director for the preparation of the Specialty Curriculum Program Evaluation (SCOPE) Review report that is submitted to the DNP Curriculum Committee on a regular basis.
12. Prepares a periodic review of the course with the DNP specialty director group, as requested.

Coordination of Clinical/Practicum Courses with Course Faculty

1. Collaborates with department chairs, vice chairs, and designees to recruit adjunct faculty members.
2. Collaborates with clinical/practicum placement personnel in the Office of Student and Academic Services (OSAS) to request clinical/practicum sites.
3. Oversees clinical/practicum placements and ensures placement is appropriate for the semester and level of the student.

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[6] https://www.aacnnursing.org/DNP/DNP-Essentials

4. Coordinates with OSAS personnel to ensure faculty and students are compliant with all clinical and agency-specific requirements.
5. Works with OSAS to verify that all preceptors are current and compliant with licensure and certification requirements.
6. Provides orientation and expectations to faculty/preceptors and teaching assistants, as needed (i.e., provides preceptor packet).
7. Provides timely updates to faculty throughout the semester.
8. Ensures that site visits are made to clinical agencies each semester, as required by national guidelines such as the National Task Force on Quality Nurse Practitioner Education (NTF) and the Council on Accreditation of Nurse Anesthesia (COA).
9. Ensures that clinical evaluations are being completed by preceptors a minimum of twice a semester (mid-term and final) and discussed with students.
10. Ensures that student time logs are reviewed and verified a minimum of twice a semester (mid-term and final).
11. Ensures that faculty evaluations of clinical/practicum sites and preceptors are completed each semester.
12. Ensures that students are completing all clinical tracking documentation in accordance with direction in the course syllabus, such as time sheets, patient logs, and delivery logs.
13. Reviews midterm and final clinical evaluations for all students.
14. Reviews student evaluations of clinical sites and clinical preceptors.
15. Collaborates with the director of clinical simulation and director of the Standardized Patient Program, or their designees, on course and clinical-related learning activities.
16. Coordinates opportunities for making up missed clinical/simulation/practicum time.

Assessments

Tests/Quizzes (As Appropriate)

(For further information, see Guidelines for Proctored Face-to-Face Testing[7] and Guidelines for Administering Assessments with ExamSoft[8].)

1. Collaborates with course faculty to develop test items and/or assessments.
2. For online tests, submits test and ExamSoft/Bb Assessment form to ILT.[9]
3. Provides assistance to course faculty and teaching assistants, as necessary, to support fair conduct and grading of tests and assignments.
4. Collaborates with course faculty to maintain and update the test question bank every

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[7] https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Guidelines-Proctored-Paper-Based-Face-to-Face-Testing.pdf
[8] https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Guidelines-Administering-Assessments-ExamSoft.pdf
[9] http://www.nursing.umaryland.edu/technology/learning-technology/assessment--forms/ *and* http://www.nursing.umaryland.edu/media/son/technology/pdf/BB_Assesment-Form-6-3-2016.pdf *and* http://www.nursing.umaryland.edu/media/son/technology/pdf/Bb_Test_Options2.pdf

semester, assures that the test bank is available to course faculty and maintains all testing materials in a secure location.

5. Performs [test-item analysis](http://www.nursing.umaryland.edu/technology/learning-technology/blackboard/eac/)[10] and inter-rater reliability assessments between course sections in collaboration with course faculty using test statistics to make adjustments to test scores, as necessary, and to revise future tests.
6. Works with course faculty in following testing guidelines.

Graded Assignments and Discussion Board (As Appropriate)

1. Collaborates with course faculty to develop rubrics for grading and to ensure consistent application of rubrics and expectations regarding turnaround time and feedback for assignments.
2. Collaborates with course faculty to ensure consistent review of Safe Assign statistics for all relevant assignments.
3. Ensures application of appropriate remediation or escalation actions if plagiarism is evident or suspected by the course faculty.
4. Collaborates with course faculty to set expectations regarding response time for discussion board postings.
5. Provides assistance, as necessary, to support consistency of grading using agreed-upon rubrics.
6. Monitors grading across sections and faculty to ensure consistency
7. Ensures that course faculty enter all grades into Blackboard in a timely fashion to keep the weighted total up to date for student review.
8. Ensures that all grading processes are consistent with the [Registration Grading Policy](https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Policy-Registration-Grading.pdf)[11].

DATE AND SIGNATURE

Date: June 23, 2020

Jane Marie Kriselly

Approval of the Dean:

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[10] http://www.nursing.umaryland.edu/technology/learning-technology/blackboard/eac/

[11] https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Policy-Registration-Grading.pdf