

## TRACK COORDINATOR

The ability of the UT Health - School of Nursing to achieve the delivery of well prepared, competent, responsible, nursing professionals to South Texas and the national community requires the dedication of professional leadership on a number of levels. This task is based on the collaborative organization, direction and coordination of the Nursing programs' activities including program vision, curriculum, didactic and clinical practicum experiences. The Track Coordinator is the accountability link among the teaching faculty and the Associate Deans. The Track Coordinator balances and monitors the structure, process, needs, barriers, and outcomes of the Faculty-Student Dyad within an assigned track. The following matrix provides a visual tool of the collaborative role of the Track coordinator and tasks that may be assigned and expected.

### Functions:

1. Assures the integration of professional organization standards, state and national standards for program quality including all regulatory and credentialing requirements which may include the following:
  - a) Leads team meetings.
  - b) Orients new faculty into the track curriculum teaching role, rules and regulations of regulatory agencies, role expectations, instructional methods and evaluation methods.
  - c) Addresses the concerns of the students and faculty in the track, and provides guidance when needed.
  - d) Participates as a content resource for issues related to admission and progression.
  - e) Reviews development of new course packets and placement into the online learning platform by semester deadlines.
  - f) Integrates the Health Science Center policies related to electronic and paper records of course materials, student assignments, and grades for their respective tracks each semester.
  - g) Acts as track representative to promote the track/specialty to partnering agencies for clinical site retention and recruitment with ADGS and Clinical Liaison.
  - h) Recruits, reviews and updates appropriate clinical/practicum sites and/or preceptor(s) to ensure student's clinical objects are achieved with SON clinical liaison.
  - i) Develops track/specialty calendar in collaboration with the specialty faculty for delivery of content, examinations, assignments.
  - j) Participates in appropriate committees related to programmatic aims (COGS, COUS, GSBS).
  - k) Evaluate student progress and achievement through on site evaluations, appropriately formatted tests, and scholarly papers.
  - l) Interacts with ADGS as needed to support students, track and faculty.
  - m) Recommends teaching assignments within the track to ADGS.

- n) Collaborates with clinical liaison clinical preceptor assignments within the track.
  - o) Shares responsibility for course content and curriculum within the track with faculty colleagues to maximize student learning experiences.
2. Coordinators who are assigned to track/specialty programs which require certification or credentialing, will include the following expectations:
- a) Maintains current board certification in their respective advanced practice role(s) or advanced nursing specialty role(s) related to the specialty.
  - b) Maintains current board certification in their respective advanced practice role(s) when necessary when related to specialty.
  - c) Maintains current knowledge of trends and regulatory requirements based on state, national, professional organization, and other regulatory agencies for track or specialty. compliance
  - d) Maintains appropriate tools for competencies and practicum experiences.
  - e) Maintains, updates and revises course and track content based on changes in evidence based practice and scientific evidence.