READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 401

SUBJECT: Nursing Course Book Guidelines

Responsibility of: Curriculum Committee
Revised: May 2013 Reviewed: May 2013

Purpose

Each nursing course will organize a course book in order to:

- provide easy access and retrieval of course information for other instructors.
- serve as a resource for review by School accreditation agencies.
- assist in the reviewing and revising of courses and the curriculum.

Procedure

The following materials are to be included in the course book:

- Course outline
- All course handouts
- Class schedules
- Clinical rotation schedules
- Objectives and guidelines for clinical rotations and special experiences
- Clinical Performance Evaluation Form (sample)
- Course evaluation by students (sample and collected data report(s))
- Clinical site evaluations (sample and collected data report(s)
- Copy of each examination (One version of each exam with item analysis)
- Item analysis of each examination
- Copy of all contracts and letters of agreements. TRHMC affiliated sites do not require contracts or letters of agreement. Agencies used for clinical sites (nursing care provided) require a contract. Observational sites require a letter of agreement.
- Course Annual Report
- ATI results if applicable
- Course group meeting minutes

The course book shall be:

- kept on the computer Q drive (Depts->SHS->Nursing Program-> Faculty-> Course Books).
- maintained for a minimum of three years.
- completed prior to the end of the academic year.

Note: Courses running more than one time per year shall submit one course book per academic year with aggregate data.