Site-Coordinators in the Iowa Online Nurse Residency Program are chosen by the institution funding the residency program. They are utilized to enhance and support the residents’ educational experience and assure their success in the Iowa Online Nurse Residency Program. They allow for the University Of Iowa College Of Nursing to engage participants in the program that would typically not be a part of due to location of their facility.

Their qualifications & responsibilities vary depending on the option in which they have residents enrolled.

**Blended Option**
1. Qualifications
   a. Minimum of a BSN education, MSN preferred
   b. Minimum of three (3) years of direct patient care clinical experience in the last seven (7) years. The experience does not have to be at the sponsoring institution.
   c. Competent to lead dynamic and meaningful cohort discussions.
   d. Preferred – Quality Improvement or Evidenced-Based Practice experience; clinical education experience.

2. Responsibilities
   a. Develop and facilitate monthly small group discussion.
   b. Assist residents with applying module content to practice.
   c. Support and mentor the residents through their first year of employment.
   d. Support the resident-mentor relationship through the 12 month period.
   e. Provide constructive feedback to the nurse resident on self-evaluation of competencies.
   f. Coach individual residents through the completion of their quality improvement or evidence-based practice project.

**Online Option**
1. Qualifications
   a. Minimum of a BSN education, MSN preferred
   b. Minimum of three (3) years of direct patient care clinical experience in the last seven (7) years.
   c. Preferred – Quality Improvement or Evidenced-Based Practice experience; clinical education experience.

2. Responsibilities
   a. Ensure resident has technical requirements to access online modules and live webinar discussions.
   b. Advocate for resident’s schedule to ensure resident is available to attend live webinar discussions.
c. Support the resident-mentor relationship through the 12 month period.
d. Assist residents with applying module content to practice.
e. Provide constructive feedback to the nurse resident on self-evaluation of competencies.
f. Provide on-site support for completion of quality improvement or evidence-based practice project.

**Procedure for Site-Coordinator Appointment**

Site-coordinators will complete all necessary steps to obtain a non-compensated voluntary appointment as an Education Support Services Assistant.

**Steps Include:**

a. **Email a short (1 page) resume to the IONRP** - Resume must include the follow:
   - Personal Info: Name/Mailing Address/Contact Phone Number/Current Email Address
   - Educational background: Degree/Granting Institution/Year
   - Professional Experience: Title/Employer/Year-Year
   - Teaching Experience: List if any applicable
   - Professional Board Certifications: Name of Specialty Board/Certificate #/Year-Year
   - Professional Licensure: License Type/License #/State/Expiration

b. **Review FERPA document and provide signature on the appropriate document indicating that they have read the information and are aware of the FERPA guidelines**

c. **Complete the UI Human Resources Data Collection Form**

d. **Once (a), (b), & (c) have been completed the site-coordinator will receive a letter offering the Education Support Services Assistant position at the University of Iowa and a data collection form necessary for the appointment.** The letter will clearly indicate that this is a non-compensated position with no benefits. Coordinators will need to sign and return the form to the College of Nursing.

e. **Once all steps previously described have been completed a university ID (known as a HawkID) will be assigned and the site-coordinators will gain access to the online course site (known as ICON) and the online modules to begin reviewing the course content and planning any additional education.**