



P.O. Box 10412 • Raleigh, NC 27604
Phone: (800) 443-5233 • Fax: (919) 834-4476

Content Reviewer Job Description

Job Title:

Content Reviewer

Qualifications:

Content Reviewers must have a background in healthcare, either in the field of nursing, or in another discipline dedicated to the provision of healthcare. Nurse reviewers must possess a current license to practice as a registered nurse, and be professionally active in a clinical or educational setting. Minimum educational requirement is a MSN in nursing or graduate degree in a specialty area of practice; minimum of clinical nursing experience is 5 years.

Expert Content Reviewers must have been active in clinical practice or research for a minimum of 5 years, and have attained at least a Master's degree in a related field. Ideally, the expert has published materials relevant to the course topic. Expertise in an area of practice is the governing criteria for solicitation of each expert's opinion regarding course content and provides a directing force for accuracy of program material

Content Reviewers will have no conflict of interest with evaluation of specific content due to professional or organizational interests regarding the subject matter. Such conflict of interest must be disclosed by reviewers to JADE Learning nurse coordinators prior to initiation of review process. A vested interest disclosure statement is included in the reviewer's packet when course material is assigned.

Employment Status:

Content Reviewers are selected on the basis of topical expertise and area of practice. Content Reviewers are solicited for content evaluation on an as needed basis contingent on educational topic and organizational needs. Employment is on a contract basis only; reviewers are not eligible for employment benefits.

Compensation Guidelines:

Upon successful completion and return of the Content Review packet, each Content Reviewer will receive compensation of a flat rate per contact hour of material reviewed. No further obligation for employment is inherent in this position. Content Reviewers will serve in this capacity on an as needed basis only.

Monetary compensation for the reviewer's efforts should in no way affect the neutrality of reviewers. Neither a positive nor negative review will alter compensation fees nor influence further use of a Content Reviewer for evaluation of future programs.



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Content Review guidelines for evaluation of course materials are developed according to the standards of the American Nurses Association¹ for professional education development, and are provided to serve as a base from which course work will be reviewed. Expert Content Reviewers who provide pertinent feedback are important constituents in the process of program development and continuous quality improvement. Content Reviewer areas of assessment relate to various program components, including but not limited to:

- Relevance to the improvement of clinical practice of registered nurses.
- Accuracy of clinical content, including use of current evidence-based data.
- Clarity of learning objectives and pertinence to course content.
- Logical organization of course topics.
- Appropriate use of interactive and graphic media to enhance the learning experience.
- Realism of clinical case studies used to reinforce course content.
- Validity of learning assessment through continuing education test questions.
- Enhancement of course content through the inclusion of external resources.

(See "Content Review Guidelines", "Content Review Summary")

¹ American Nurses Association. (2000). *Scope and Standards of Practice for Nursing Professional Development*. Washington D.C.: American Nurses Publishing.