



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

## Content Author Job Description

### Job title:

Contributing author and/or content expert.

### Job Qualifications:

All nurses utilized as content experts will have a minimum of a Master's degree in nursing or related healthcare discipline. Authors and content experts from fields outside of nursing will have a minimum of a Master's degree, preferably a doctoral degree, in their area or field of specialty. Individual must demonstrate expert or specialized knowledge and/or skill, as evidenced by scholarly publications/presentation, scientific research, specialty certification, or other means of national recognition. Efficiency with word-processing and multimedia presentations is expected. The individual must be competent in the use of email and web-based applications, including text entry and research databases.

### Compensation Guidelines:

Authors and experts will be retained as needed for topic contribution, and are considered "work for hire" employees of JADE Learning. As such, no further commitment for employment beyond the defined terms of this agreement will be assumed or honored. Compensation for participation is determined on an individual basis, and outlined in the document titled, "*Contributing Author / Content Expert Agreement of Participation*".

### Job Requirements:

Duties may include any or all of the following course development tasks:

- Collaborates with Nurse Planners<sup>1</sup> and Curriculum Committee members to determine focus and scope of course content.
- Adheres to the guidelines for content and course development provided in the *Educational Content Authorship Policy*, which are consistent with the ANA<sup>2</sup> standards for professional development and nursing continuing education.
- Incorporates principles of adult learning into development.
- Develops and integrates original written topical content relevant to course objectives.
- Develops and integrates original case study scenarios relevant to course objectives.
- Develops and coordinates ideas for multimedia representation of key content, including, but not limited to, consultation with graphic artists and technical support staff.



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- Develops and integrates original test questions that adequately evaluate the learner's understanding of course content and case study examples<sup>3</sup>.
- Conducts independent research using printed and electronic media.
- Selects appropriate, peer-reviewed content references based on current evidence-based practices.
- Presents content to Nurse Planners in a manner consistent with the agreed-upon format, such as topic outlines, and narratives.
- Submits content in a format determined by JADE Learning, Inc., such as Power Point® presentations, or specified web-based content entry tools.
- Completes projects within the time frame specific in the writing Author / Expert agreement.
- Edits and revises submissions based on evaluation and feedback from Nurse Planners, Curriculum Committee, expert review, and course participants.

<sup>1</sup> American Nurses Credentialing Center (2003). *Manual for accreditation as a provider of continuing nursing education 2004-2005*. Washington D.C.: American Nurses Credentialing Center.

<sup>2</sup> American Nurses Association. (2000). *Scope and Standards of Practice for Nursing Professional Development*. Washington D.C.: American Nurses Publishing.

<sup>3</sup> Wilkinson JM. (2001). *Nursing process and critical thinking*. Upper Saddle River, New Jersey: Prentice Hall.