



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

Introductory Course Offering Participant Job Description

JADE Learning is dedicated to the provision of quality continuing education offerings for professional registered nurses. In order to provide an initial assessment of program quality prior to course accessibility by the general public, JADE Learning will extend a preliminary offering of all newly developed courses to a controlled number of nurse participants¹. Participants will be asked for feedback using the standard Participant Feedback Tool that accompanies each online course. Additionally, participants are encouraged to provide as much narrative feedback as possible related to the following topics²:

- Course application to practice.
- Correlation of content, objectives, media interactions, and relation of testing questions to potential learner outcomes.
- Time for completion.
- General program strengths and areas for improvement.

Upon successful completion of the course and return of the Participant Feedback Tool, each reviewer will receive compensation in the form of a waiver for the cost of the course reviewed. The waiver will allow the reviewer to access the course online once the course has been approved for contact hour credit, and receive continuing education contact hours upon course completion, at no charge. Compensation for the reviewer's efforts should in no way affect the neutrality of reviewers; neither a positive nor a negative review will alter compensation nor influence further use of reviewer for evaluation of future programs. Additionally, nurse reviewers will receive a letter of recognition for their participation in this initial course evaluation.

Guidelines for evaluation of course materials are developed according the standards of the American Nurses Credentialing Center for professional education development³ and serve as the framework for the Participant Feedback Tool all reviewers will be given for use. In depth feedback from initial participants will be an important factor in the process of program evaluation and continuous quality improvement within the JADE Learning organization.

¹ Billings, DM. (2002). Evaluation of online courses, in Billings, DM. (Ed.) *Conversations in E-learning*, (pp. 221 – 224). Pensacola, FL: Pohl Publishing.

² Puetz, L. (2002). Developing courses for CE: Accreditation issues, in Billings, DM. (Ed.) *Conversations in E-learning*, (pp. 233 – 240). Pensacola, FL: Pohl Publishing.

³ American Nurses Association (2000). *Scope and standards of practice for nursing professional development*. Washington, DC: American Nurses Publishing.