

Appendix R – WTA Online Course Coordinator: Criteria and Responsibilities

Criteria:

- Current/active member of the WOCN Society.
- Currently certified in wound care by the Wound, Ostomy and Continence Nursing Certification Board (WOCNCB®) as a CWOCN®, CWCN®, CWON®, CWCN-AP® or CWOCN-AP®.
- Minimum of 1 year of clinical experience in wound care post certification by WOCNCB.
- Clinical experience and expertise in the following areas: pressure ulcer/pressure injury risk assessment and prevention; wound assessment and management; differential assessment and management of lower limb ulcers; measurement, calculation and interpretation of the ankle brachial index (ABI), sensory testing for neuropathy with Semmes-Weinstein monofilaments; application of compression therapy using multi-layer compression wraps; and application of Negative Pressure Wound Therapy (NPWT).
- Strong interpersonal skills.
- Experience/expertise in small group work and instruction (e.g., participation in staff development programs, new staff orientation, in-service program presentations).

Responsibilities:

1. Provides assistance with/or recruits participants.
2. Provides oversight, guidance, clarification, and answers participants' questions throughout the course:
 - Orients participants to course expectations/activities.
 - Monitors participants' progress through lessons/tests to ensure that they complete course requirements in a timely manner and counsels participants if there are problems in meeting completion deadlines.
3. Conducts 2–3 face to face or telephone conference sessions to assure participants' understanding of key points.
4. Conducts preparatory sessions to review for the online posttest/clinical case scenarios and clinical competency tests ("applied learning day," which lasts approximately 4–6 hours):
 - Provides face to face review and discussion of the most commonly used dressings and their appropriate use; demonstrates correct application of a sacrococcygeal dressing.
 - Reviews posttest blueprint and posttest practice questions.
 - Reviews/discusses/assists with analysis of practice clinical scenarios (i.e., pressure ulcer/pressure injury risk assessment/management and differential assessment/management lower extremity wounds).
 - Ensures that the participant has reviewed videos and/or procedures for clinical skills (i.e., ABI, monofilament test, compression wraps, Negative Pressure Wound Therapy [NPWT]) prior to demonstration by the Online Course Coordinator or a qualified/approved Clinical Skills Instructor.



- Demonstrates and observes a return demonstration of clinical skills in preparation for final testing: correct technique for ABI measurement, calculation, and interpretation; sensory testing with Semmes-Weinstein monofilaments; application of multi-layer compression wraps; application of Negative Pressure Wound Therapy (NPWT).
5. Coordinates/communicates with WOCN National Office for arrangements for the final online posttest.
 6. Validates completion of the posttest.
 7. Conducts (or coordinates with a qualified/approved Clinical Skills Instructor) the final testing/evaluation of the clinical skill competencies according to established criteria (i.e., performing, calculating and interpreting ABI and monofilament tests, application of a multilayer, sustained compression wrap, and application of Negative Pressure Wound Therapy [NPWT]).
 8. Counsels participants who fail to obtain a passing score on the final posttest or skills competency testing; arranges for remediation and repeat examinations as indicated.