Purpose
The CRC is a 2-day course designed to help nurses prepare for the CMSRN exam as well as provide an overview of med-surg nursing practice. The CRC Coordinator ensures that the course content is up to date and reflects the blueprint of the CMSRN exam. The CRC Coordinator also oversees the communication with course faculty to ensure the course is presented consistently and effectively within AMSN guidelines.

A. SELECTION
   Appointment by AMSN President.

B. QUALIFICATIONS
   1. Minimum of three years experience in medical-surgical nursing.
   2. Certification as a CMSRN required.
   3. AMSN member.
   4. 2 years previous experience as CRC Faculty.
   5. Previous committee experience, group leadership or administrative skills.

C. TERM
   Coordinator is appointed for 2 years and may be rotated among the CRC Faculty.

D. RESPONSIBILITIES
   1. Coordinates annual review of course content and collaborates with other CRC Faculty to ensure that the content is up to date and consistent with the CMSRN exam blueprint.
      a. Works with Education Director so the course meets curriculum standards and requirements for CNE contact hours.
      b. Ensures flow of information between faculty regarding content changes.
      c. Works with National Office Staff Liaison to review and proof final course presentation slides and handouts. Also works with the Staff Liaison to discuss any needs or issues regarding the coordination of the CRC.
      d. Reviews or oversees the review of course evaluations and recommends necessary revisions.
      e. Reviews other related materials/publications as requested.
   2. Provides or oversees an orientation for new CRC Faculty. Reviews and revises the orientation plan as needed
   3. Reviews and updates role description every 2 years with the Board Liaison and submits to the Board for approval.
   4. Recommends and administers policies and procedures regarding the CRC Course.
   5. Completes written status report for Board Liaison and/or Board of Directors as requested.
   6. Assumes other responsibilities delegated by the Board Liaison, AMSN President, and/or the Chief Executive Officer.
E. MEETING EXPECTATIONS
   1. The Coordinator may conduct a virtual meeting of the CRC Faculty as needed. Any other meeting requests would be approved by the Board Liaison.
   2. Meetings will be documented and submitted to the staff liaison. The minutes will reflect time, place, dates, attendance, call to order, agenda items, decisions, and follow up.

F. BENEFITS
   1. Complimentary convention registration (does not include pre-convention workshops). Registration is non-transferable.
   2. An amount comparable to one-night lodging (single room rate including tax and fees) to attend the national convention.

| Origination Date: September 2016 | Review Dates: | Revision Dates: | Formerly: |